

City of Mountain View  
Community Development Department  
**Fiscal Year 2018-19 CDBG/HOME Capital Projects Funding Cycle**  
1/8/2018 deadline

## Bill Wilson Center Quetzal House Security System

**\$ 10,025.00** Requested  
\$ 10,025 Total Project Cost

Submitted: 1/5/2018 9:48:46 AM (Pacific)

### Project Contact

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EIN 94-2221849

## Pre-Application

### 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.

Bill Wilson Center proposes to install a security video surveillance system at 509 View Street Mountain View, CA 94041, a four bedroom house for our Quetzal program. High resolution outdoor security cameras will be installed strategically around the perimeter of the house. At least one security camera will be placed inside the house in the staff office. Staff will be able to monitor activity on a computer monitor placed in the staff office. We are obtaining cost estimates from vendors.

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

Quetzal House serves female and transgender youth, 11-17 years of age, who have engaged in high risk behaviors due to past trauma and are chronic runaways from the Santa Clara County foster care system. Youth at Quetzal are referred by their Santa Clara County social worker at the Department of Family and Child Services. A security system would increase Bill Wilson Center's ability to ensure the youth who stay at Quetzal House remain safe and secure while working toward their goals to increase pros-social skills and healthy coping mechanisms and while youth prepare for independence and transition into long-term stable housing.

## Application Questions

### PROJECT INFORMATION

### Information on Funds Requested

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

1,253.13 \$

1,253.13 TOTAL

**2. Total Amount Requested from Other Entities:**

0 \$

0.00 TOTAL

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

100% %

0.00 TOTAL

**4. Total Project Cost**

\$10,025

**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*

N/A CDBG Amount

N/A General Fund

N/A New Agency Funding Request

0.00 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.**

Bill Wilson Center (BWC) has formal employee and agency policies for staff and volunteers who provide direct services to individuals with disabilities. We also have cultural competency and language access plans. The Disability Policy states: "BWC is committed to ensuring that our services are provided in a way that respects the dignity and independence of people with disabilities." The Cultural Competency Plan ensures staff and volunteers are representative of the community's demographics to "assure attainment and maintenance of cultural competency within the agency." 20% of the clients at BWC are limited English proficient and staff are hired to reflect the predominant languages and ethnicities of our clients. Currently, BWC has the capacity to provide programs and services in 20 languages, with the other major two languages being Spanish and Vietnamese. Staff are trained at point of hire and receive ongoing training is provided to ensure employees are knowledgeable about working with youth with disabilities and are sensitive to the diversity amongst our clientele.

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

At intake youth are interviewed by a trained Bill Wilson Center intake specialist. Clients are walked through a detailed questionnaire, which includes race/ethnicity data and also asks if they are students, if they are employed, and their monthly income. Clients are also asked if they receive other benefits or income such as SSI or Cal-Fresh. All data is entered in the AWARDS (by Foothold) database, which is the Bill Wilson Center's electronic health record system. AWARDS is able to analyze data, and give us detailed statistical reports. It is now fully implemented throughout our Mental Health Division and it administered by Director of Program Evaluation & Research. Demographic data is published annually for the Board of Directors and is used for reporting purposes.

**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.**

Studies estimate the percentage of foster youth who run away from their placements is between 36 and 52%. Other studies show 75% of runaway youth are female. Foster youth who run away are less likely to maintain contact with their case worker, have less knowledge about the services available to them, and frequently fear they will be turned in to law enforcement. As a result, runaway foster youth are at greater risk of dropping out of school and becoming homeless adults. The majority of youth in foster care who run away report running away because they wanted to be with family and friends and/or they disliked their foster placement and wanted more freedom, fewer rules, more trust and more respect. Many of the youth report they needed someone to talk to; someone who would listen and help them work through their problems. Additionally the youth report they needed more time and support from their case workers.

BWC's, Quetzal House (QH) was created to serve runaway, female and transgender foster youth. The goal of QH is to reunite families whenever possible, to prepare youth for transitional housing programs and emancipation, and to prevent further problems. In a home-like environment and neighborhood setting, QH provides supportive services, which enable youth to normalize their lives. Our highly personal approach combines mentoring, patience, compassion and an integrated care plan into a successful program. Youth learn to find strength in themselves, trust others, gain self-esteem and break the cycle of running away. Youth develop independent living and pro-social skills, which help youth achieve long-term stabilization and independence. Each resident receives intensive case management with a residential counselor, and together they develop a treatment plan. As part of their individual treatment plan, every girl is enrolled in school.

QH follows a structured and consistent daily/weekly schedule where youth attend school during the weekdays, participate in house chores, have homework time, attend counseling sessions, group workshops, and help with chores and meal preparation. The consistent schedule meets the educational needs of the girls as well as provides the tools they need to transition to their future living environment. There are also recreational activities and group outings, to help build social skills and a sense of community within Quetzal House.

Residents earn privileges, such as increased free time and additional recreational outings, as they complete steps up the "Rainbow Ladder." The "Rainbow Ladder" is the youth development model applied at QH. It is built on natural and logical consequences, and promotes recognition and achievement for youth to move up the ladder and experience success. Consequences are short lived and youth are given the opportunity and encouragement to correct their mistakes and move forward quickly. Staff are encouraged to recognize desired behaviors and give immediate verbal praise for reinforcement of desired behaviors. Behavioral interventions are used with a proactive approach that emphasizes preventing patterns of negative behaviors and increasing social responsibilities. Staff work with youth to help them understand the natural consequences of their negative behaviors. The higher a youth is on their Rainbow Ladder, the more choices and privileges they earn.

Residents are also encouraged to take an active leadership role in maintaining and improving the program. By taking part in regular house meetings, youth have a say in household operations, recreational outings, and setting consequences.

Each youth is assigned a mentor (one of the residential counselors at QH). Weekly one on one meetings and outings are scheduled to allow the youth to bond with a caring adult. The role of the mentor is to serve as a primary counselor and advocate for the girl in the program and to spend individual time with them on a weekly basis.

BWC plans to install a security video surveillance system at QH through this proposal. The system components will include an all-in-one touch screen keypad (control panel, global systems cellular radio, and wireless receiver), motion detectors, wireless door contacts, a key fob with arm/disarm and panic button features, a one terabyte digital video recording unit, and outdoor high definition cameras. The security cameras will be placed strategically to cover all entry and exit doors, the staff office, and the side of QH. The system will be monitored and controlled in the staff office with added monitoring provided monthly by the selected vendor for five years. The installation of a security video surveillance system will increase the safety and security of the youth enrolled in the Quetzal program. The added surveillance will increase staff's ability to respond appropriately and timely to the individual needs of youth who struggle with symptoms of trauma, negative influences, and other vulnerabilities.

**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.**

BWC is the only service provider in Santa Clara County offering a specialized continuum of services to homeless youth, however we would not be able to effectively serve the homeless youth population without partnerships with local homeless service providers. Partnerships help us identify homeless youth in need and ensure they receive the most comprehensive care possible. BWC partners with other homeless service providers (LifeMoves, HomeFirst, Sacred Heart Community Service, and Next Door Solutions) by making regular referrals to each other's programs. Referrals ensure individuals receive a complete continuum of care and are able to access housing assistance that most appropriately fulfills their needs.

## **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.**

Quetzal House serves female and transgender youth, 12-17 years of age, who are chronic runaways from the foster care system. Quetzal House is a state licensed group home, and is also the overflow shelter for Bill Wilson House Youth Shelter (located in Santa Clara). Two beds are designated for youth shelter overflow to serve runaway and homeless girls.

Youth are referred to Quetzal house through the Santa Clara County Social Services Department and most stay about six months. Up to eight youth may stay at Quetzal House at one time. The program accepts girls who have experienced trauma in their lives and have exhibited negative behaviors due to traumatic events. All youth have a history of running away from foster care placement, many have lived on the streets, are at-risk of chronic homelessness and are vulnerable to becoming victims of sex trafficking. All the youth served at Quetzal House are considered extremely low income.

In FY 2016-2017 Quetzal House served 24 unduplicated youth; 21 identified their gender as female and three identified their gender as transgender. 12 youth were Hispanic/Latino, five were White, four were Black or African-American, two were Asian, and one was Mixed Race. 21 identified their sexual orientation as heterosexual, two identified their sexual orientation as gay, and one identified their sexual orientation as lesbian. The average length of stay was 89 days. Of the 24 youth served, 19 exited the program. Of the 19 youth who exited the program, 14 were reunited or stabilized in a safe living situation.

#### 14. Information on Clients Served

<input type="text" value="24"/>	Total number of clients who would directly benefit from the program or activity?
<input type="text" value="24"/>	Number of Mountain View clients who would directly benefit from the program or activity?
<input type="text" value="48.00"/>	<b>TOTAL</b>

#### 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

<input type="text" value="24"/>	Number of Extremely Low Income (0% up to 30% AMI)?
<input type="text" value="0"/>	Number of Very Low Income (30% up to 50% AMI)?
<input type="text" value="0"/>	Number of Low Income? (50% up to 80% AMI)
<input type="text" value="24.00"/>	<b>TOTAL</b>

#### 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

75% of youth who remain in the program for 30+ days will transition to a lower level of care.

80% of youth (equal to or greater than two weeks from placement) will increase pro-social behaviors, measured by a pre and post Youth Questionnaire.

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

<input type="text" value="24"/>	Number of Extremely Low Income Mountain View clients (0% up to 30% AMI)?
<input type="text" value="0"/>	Number of Very Low Income Mountain View clients (30% up to 50% AMI)?
<input type="text" value="0"/>	Number of Low Income Mountain View clients? (50% up to 80% AMI)
<input type="text" value="24.00"/>	<b>TOTAL</b>

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

BWC's mission is to support and strengthen the community by serving youth and families through counseling, housing, education, and advocacy. Our vision is to prevent poverty by building connections to education, employment, housing, and emotional well-being for youth and families.

BWC was launched in 1973 with two programs in Santa Clara: the Family and Individual Counseling Center and School

Outreach Counseling. BWC now has over 40 years of experience developing, implementing, and delivering outreach and housing related services to homeless youth and now operates 30 different programs. BWC is the only agency in the Santa Clara County focused on providing specific programs and services that address the needs of homeless youth and young-parent families. Our geographic range runs throughout Santa Clara County, from Palo Alto in the north to Gilroy in the south.

BWC has implemented a continuum of care that provides a comprehensive range of services to prevent and end youth homelessness, while minimizing the trauma caused by homelessness. Our programs form an integrated system of care that allows us to identify needed services for each individual child, youth, or young-parent family and make immediate referrals.

Ongoing programs include: Individual and Family Counseling; Centre for Living with Dying (grief counseling); and Youth and Family Mental Health services for youth ages 11-25. Residential services include Crisis Residential Center for at-risk, runaway and homeless youth ages 11-17; Quetzal House group home; a range of Transitional Housing Programs for youth ages 16-24, Rapid Rehousing for youth ages 18 – 24, and permanent housing for young adults. Other programs include our Drop-In Center for at-risk and homeless youth ages 13-24; Foster Care Services and Adoption Program; Contact Cares 24/7 crisis intervention and help-line phone service; and a host of programs geared specifically toward LGBTQ youth. BWC employs 175 staff and has over 150 trained volunteers.

Every youth who walks through our door is helped to build skills and resiliency, with the goal of becoming a healthy, self-sufficient adult. Responsive to the changing needs of the community, and always with the health and well-being of our youth first and foremost, BWC is an innovator of programs that meet the needs of the most vulnerable and at-risk youth in our community. The agency is committed to improving its services and contributions to the community, particularly through housing and comprehensive support services for homeless youth. In 2012, BWC embarked on an initiative to end youth and family homelessness in Santa Clara County by 2020. BWC continues to dedicate its resources and proven programs to being a part of the solution to end youth and family homelessness.

BWC served nearly 4,000 unduplicated clients through more than 25 programs in fiscal year 2016-2017. In addition, BWC answered over 34,000 crisis calls on our 24/7 crisis phone hotline and made nearly 2,000 contacts through our street outreach program.

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

In the year following installation of the security video surveillance system at Quetzal House, BWC will experience 20% fewer reportable incidents to Mountain View emergency personnel compared to the previous 12 months.

This will be measured by the number of documented incidents reported to Mountain View emergency personnel. It is Bill Wilson Center policy that staff document every incident involving emergency response immediately in the BWC Incident Tracking document. An incident report is compiled and reviewed monthly by the BWC Risk Committee to identify and address safety issues as soon as possible.

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

<input type="text" value="0"/>	Seniors
<input type="text" value="24"/>	Youth
<input type="text" value="0"/>	Disabled Persons
<input type="text" value="24"/>	Homeless Persons
<input type="text" value="48.00"/>	<b>TOTAL</b>

## 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.

1: Installing a security system will improve the operating condition of Quetzal House by improving the efficiency of daily operation. Staff will be able to observe and respond to incidents quickly, increasing staff's ability to intervene effectively and

reducing the number of reportable incidents to emergency personnel.

2: Due to a history of running away from prior foster placements, youth at Quetzal House are at greater risk of becoming homeless. Quetzal House provides youth opportunities to learn and apply independent living and pro-social skills to help them transition into secure, long-term living situations and prevent future homelessness.

3: Runaway foster youth experience a large number of risk factors, making them a special needs population. All youth served at Quetzal House fall in the extremely low income category. The Quetzal House program provides basic needs to residents (shelter, food, clothing, hygiene items, household items, privacy, safety, and security).

## HUD Performance Measures

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**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...

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### 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'.*

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".**

The property was purchased by Bill Wilson Center in 2008.

**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.**

Bill Wilson Center owns the property where the security video surveillance system will be installed. The project will be managed by our Facilities Manager, Terry Lovelace, who will oversee the project from start to completion. Mr. Lovelace will interview and obtain bids from three vendors and hire a licensed and insured Mountain View approved vendor through the competitive bid process. The selected vendor will install the security surveillance system at Quetzal House, as outlined in our proposed timeline. Bill Wilson Center's Chief Administrative Officer, Ivis Pena, oversees the Facilities Department and directly supervises Mr. Lovelace.

**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".*

One, five bedroom house with eight units (beds) will be rehabilitated with the installation of a security video surveillance system to serve up to 24 extremely low income foster youth.

**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".*

Quetzal House is a five bedroom home with eight units (beds). Residents are not charged rent and will never be charged rent.

**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".*

Residents will be minimally effected. Installation of the video surveillance system is expected to take only one day and will occur during daytime hours when most residents are in school. Residents will not need to be relocated.

**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.

e 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.**

Located in a charming 100+ year old house in old Mountain View, Quetzal House has been a Bill Wilson Center owned and managed property since 2008. Currently a group home for at-risk youth who have been engaged in high risk behaviors due to past traumas and are chronic runaways, Quetzal House serves as a stable home environment for runaway foster youth. Much of the stability for the youth in this unique group home comes from the fact that the property is well maintained and managed and any property issues are dealt with quickly and efficiently with little or no disruption in the daily routine, living quarters or services to the clients. This promptness to address any issues happens because of an organized and planned out facilities system, which includes an extensive preventative maintenance program.

Since 1977 Bill Wilson Center has worked with youth ages 11-24 at housing properties throughout Santa Clara County. Currently we own 13 of the properties that are used for our programs. We have experienced facility managers on our staff who manage and maintain multiple properties (22 of 27 we operate) by using internal facilities staff as well as outside vendors. All sites are maintained using a preventative maintenance and a quarterly inspection system. The facilities department has an established system in place for creating work orders, and for maintaining records of property upgrades and improvements. Overall, vendors are responsible for 60% of the property maintenance schedules in all our facilities. The use of volunteers over the last few years has increased our leverage in keeping the buildings painted and well-maintained.

BWC's facilities manager will directly oversee the security video project. He will act as the "general contractor" and will request bids for the projects, hire and oversee the contractors and obtain permits and inspections. This staff member will work hand-in-hand with Bill Wilson Center's Chief Administrative Officer to ensure the installation meets the program goals needs we have set out to accomplish.

On an ongoing basis we will continue to conduct regular inspections to ensure that Quetzal House is maintained in good condition and that all safety issues are dealt with immediately. Bill Wilson Center has a preventive maintenance schedule that is completed by licensed vendors. Fire and life safety inspections are conducted quarterly to ensure that code requirements are met as Quetzal House is a state licensed facility. Finally, the clients at Quetzal House are responsible for rotating regular cleaning duties as well as a weekly "deep cleaning" of the entire house, with the Program Manager overseeing these routine processes.

### Green Construction/Rehabilitation

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

<input type="text"/>	\$ Amount
<input type="text"/>	% of Total Cost
<input type="text" value="0.00"/>	<b>TOTAL</b>

**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

Total Agency Budget	Proposed 2018-2019	2017-2018	2016-2017	2015-2016
Program Services	\$ 19,986,813.00	\$ 19,404,674.00	\$ 15,200,098.00	\$ 14,766,052.00
Administrative Services	\$ 2,267,693.00	\$ 2,201,644.00	\$ 1,724,790.00	\$ 1,639,256.00
Fundraising and Development Services	\$ 407,924.00	\$ 396,042.00	\$ 311,823.00	\$ 310,867.00
<b>Total</b>	<b>\$ 22,662,430.00</b>	<b>\$ 22,002,360.00</b>	<b>\$ 17,236,711.00</b>	<b>\$ 16,716,175.00</b>

### Program/Activity Budget & Green Construction/Rehab

## Proposed Capital Project Expenses



	Use of Prior City Funds (if applicable)	Prior City Description of Funding Current Funding Request Request	Amount of Current 2018-19 Funding Request
Project Management/Soft Costs	Facilities Director - Project Management Costs Description of Use	\$ 3,000	\$
Site Acquisition	Description of Use	\$ 0	\$
Pre-Development Expenses	Description of Use	\$ 0	\$
Entitlement and Building Fees/ Permits	Description of Use	\$ 0	\$
Construction/Rehabilitation/Repair Costs	Description of Use	\$ 0	\$
Other	System Components, Installation, and Monitoring Description of Use	\$ 7,025	\$
<b>Total</b>		<b>\$ 10,025</b>	<b>\$ 0</b>

## Proposed Project Revenues

	CDBG/HOME	Other (please identify in next column) Type of Funding
Mountain View	100	\$ 10,025 CDBG
<b>Other Jurisdictions/Sources</b>		
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>Total</b>	<b>100</b>	<b>\$ 10,025</b>

## Green Construction and Rehabilitation

	Green Improvement/Upgrade	Annual Cost Savings	Lifetime Savings	Rater Used?	Use of Cost Savings
1	None	\$ 0	\$ 0	☐	N/A
2		\$	\$	☐	
3		\$	\$	☐	
4		\$	\$	☐	
5		\$	\$	☐	
6		\$	\$	☐	
7		\$	\$	☐	
8		\$	\$	☐	
9		\$	\$	☐	
10		\$	\$	☐	
11		\$	\$	☐	
12		\$	\$	☐	
13		\$	\$	☐	
14		\$	\$	☐	
15		\$	\$	☐	
16		\$	\$	☐	
17		\$	\$	☐	
18		\$	\$	☐	
19		\$	\$	☐	

20	\$	\$	€
21	\$	\$	€
22	\$	\$	€
23	\$	\$	€
24	\$	\$	€
25	\$	\$	€
<b>Total</b>	<b>\$ 0</b>	<b>\$ 0</b>	

## 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
<b>By Income Level</b>								
Extremely Low Income (0%-30% AMI)	30	30	26	26	26	26	26	26
Very Low Income (31%-50% AMI)	0	0	0	0	0	0	0	0
Low Income (50%-80% AMI)	0	0	0	0	0	0	0	0
Moderate Income (81%-120% AMI)	0	0	0	0	0	0	0	0
Above Moderate Income (120%+ AMI)	0	0	0	0	0	0	0	0
<b>By Age</b>								
Youth (0-18 years)	30	30	26	26	26	26	26	26
Adults (19- 62 years)	0	0	0	0	0	0	0	0
Seniors (63+ years)	0	0	0	0	0	0	0	0
Disabled Individuals	0	0	0	0	0	0	0	0
Other Special Needs - Describe:	0	0	0	0	0	0	0	0

## 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
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N/A	N/A	N/A	\$	N/A	N/A	hrs	N/A	%	\$	0
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### Required Documents

Documents Requested *	Required?	Attached Documents *
ARTICLES OF INCORPORATION/BYLAWS	✓	<a href="#">Articles of Incorporation</a>
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.	✓	<a href="#">Board of Directors</a>
NONPROFIT DETERMINATION: Submit determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board documenting the organization is tax exempt.	✓	<a href="#">IRS 501c3 Letter</a>
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.		<a href="#">Board Authorization - Submit Funding Requests</a> <a href="#">Page 2 of Board Minutes</a>
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.		<a href="#">Board Authorization - Contracts</a>
ORGANIZATIONAL CHART: Include the organization's administrative framework and staff positions.	✓	<a href="#">Org Chart</a>
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.	✓	<a href="#">Audited Financial Statement 16-17</a> <a href="#">Audited Financial Statement 15-16</a>
RESUME OF CHIEF PROGRAM ADMINISTRATOR		<a href="#">CPO Resume</a>
RESUME OF CHIEF FISCAL OR FINANCIAL OFFICER		<a href="#">CEO Resume</a>
STAFF QUALIFICATIONS/RESUMES: Provide a statement of qualifications and/or resumes of the development/project team staff members.	✓	<a href="#">Facilities Manager</a>
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.



[Agency Operating Budget for 2017-18](#)

**\*\*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.



[Cost](#)

**\*\*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.



[Revenue](#)

**\*\*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.



[Project Proforma](#)  
[30 Year Cash Flow Projection](#)

**\*\*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.

**\*\*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).

[List of Other Projects](#)

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

Application ID: 100469

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