

City of Mountain View  
Community Development Department  
**Fiscal Year 2018-19 CDBG/HOME Capital Projects Funding Cycle**  
1/17/2018 deadline

## Rebuilding Together Peninsula Safe at Home

**\$ 30,000.00** Requested  
\$ 483,920 Total Project Cost

Submitted: 1/16/2018 10:21:47 PM  
(Pacific)

### Project Contact

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### Additional Contacts

*none entered*

### Rebuilding Together Peninsula

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United States

### Executive Director

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Web [www.RebuildingTogetherPeninsula.org](http://www.RebuildingTogetherPeninsula.org)

EIN 94-3106209

## 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.

Rebuilding Together Peninsula believes that everyone deserves to live in a safe and healthy home. We provide critical home repairs, accessibility modifications, and energy efficient upgrades at no cost to low-income service recipients - seniors, people with disabilities, and families with children. Our impact extends beyond the individuals served to revitalize and stabilize vulnerable neighborhoods and communities.

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

To be eligible for our free home repair services, applicants must be low-income as determined by HUD Income Eligibility Limits. Over 80 percent of the homeowners served through this program are seniors aged 65 and older living on limited fixed incomes.

## Application Questions

### 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**

\$490,000

**5. Have you requested funds from the City of Mountain View for this project before?**☒ Yes☐ No**6. Is this a Public Service or Capital Projects application?**☐ Public Service☒ Capital Projects**Project Administration and Monitoring****7. For Public Service applicants only - Indicate the amount of CDBG funding and/or General Fund support your agency is currently receiving; or if your agency is a new applicant, enter the requested amount of funding.***Whichever funding source your agency is currently receiving* CDBG Amount General Fund New Agency Funding Request TOTAL**8. Describe your written policies and/or established procedures for ensuring persons with disabilities and/or limited English proficiency have access to the services or activities associated with your funding request.**

Rebuilding Together Peninsula (RTP) makes a concerted effort to reach residents with limited English proficiency. An indicator of this commitment is the fact that two of our eleven staff members have bilingual proficiency in English/Spanish. All application and outreach materials are bilingual and we have the ongoing commitment from a native Spanish-speaking volunteer who supports our language needs when needed. Additionally, Spanish-only presentations are common and made available based on the needs of the community. For other languages, translation services are provided.

RTP reviews all project sites for potential accessibility modifications for all applicants, but specifically for those with disabilities. Through collaborations with organizations specifically serving individuals with disabilities, we are able to conduct outreach and request referrals. RTP envisions a safe and healthy home for every person, ensuring that neighbors without financial resources can live independently in warmth and safety in their own homes. The organization goes into some of the highest risk homes in the community to ensure the health and safety needs of vulnerable populations are met. Funding from the City of Mountain View enables RTP to continue completing home interventions that improve the health and lives of low-income residents in the city limits that do not have the capacity or finances to address needed repairs on their own.

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

Rebuilding Together Peninsula requires proof of income during the application process. This includes the most recent income tax return or a combination of bank statements, pay stubs, or social security award letters. All service recipients must meet low income standards (80% AML) as provided by the United States Department of Housing and Urban Development. However, the vast majority of our service population is considered extremely low income by HUD. On application forms, race/ethnicity information is both requested and required. Because each applicant must have a completed file prior to any work being done on site, we have zero gaps in income or race/ethnicity data.

**10. Does your agency charge fees for the services for which you are requesting funding?**

*If so, please upload in the Documents tab a copy of your fee schedule.*

☐ Yes

☒ No

**11. Describe the need that the proposed project or activity addresses and its community impact.**

The Bay Area's housing landscape and affordability crisis is unlike any other region in the United States and is a problem affecting our most vulnerable populations. According to a 2015 report by Children's Defense Fund, housing is the single largest expense for most Bay Area families and is growing increasingly out of reach.

Affordable housing is not only a fundamental human right it is a community-wide issue. One of the most frequent results of inadequate affordable housing is displacement, which has serious health consequences for vulnerable populations. According to the National Center for Healthy Housing, residential instability during childhood is strongly associated with adverse childhood events such as abuse, neglect, household dysfunction, and suicide. Seniors are also deeply affected as a result of being uprooted. The health of displaced seniors is particularly jeopardized because it often means a greater likelihood of chronic disease, depression, and premature death. In reality, displacement impacts entire communities, not just those forced to relocate.

It is significantly less expensive to rehabilitate existing housing than it is to build new housing to tackle the issue of displacement. Rebuilding Together Peninsula is playing a significant role right now in preserving hundreds of homes for low-income and working families in the Bay Area. Maintaining this housing stock allows our valuable, yet vulnerable, community members to remain in their homes and communities; it also enables them to pass safe and affordable homes down to a next generation. Rebuilding Together Peninsula recognizes that for the low-income families and individuals we serve, the most affordable home is the one they already live in. For the past 28 years, we have worked diligently to preserve existing affordable housing, helping over 5,000 of our Bay Area neighbors remain safe and healthy in their own homes. While other organizations have focused on creating new home ownership or building new affordable housing units, Rebuilding Together Peninsula has focused on the retention of homeownership and preserving affordable housing for low-income households.

**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.**

Rebuilding Together Peninsula has worked diligently to provide safe and healthy housing repairs and renovations for the Bay Area's most vulnerable residents for 28 years, establishing a reputation as a reputable provider of home repair and modification services as a result. We have the expertise and infrastructure needed to tackle the needs of Mountain View residents. We make a tangible impact in the communities we serve and have developed lasting partnerships with many community organizations, government agencies and municipalities. Our reputation as experts in home repairs and rehabilitation; preserving affordable housing; senior service and aging in place, has made us the clear choice for the Bay Area's low-income homeowners to turn to when in need of repairs.

In Mountain View, Rebuilding Together Peninsula is the only organization offering free expert home repairs and modifications, including roof repairs or replacements, to low-income homeowners. Other organizations have specific areas of service, such as accessibility, exterior home repair or weatherization, but none of these agencies offer home repairs as a whole. Rebuilding Together Peninsula looks at the entirety of a homeowner's needs rather than just one area of focus. With an organizational focus of leaving each client in a safe and healthy home, our approach is to problem solve and leave all those we serve in a better living situation. Our suite of repair programs also gives us personal access to our clients, which allows us to build meaningful relationships and mutual trust with isolated members of our community. Our experience tells us that when one homeowner takes

initiative in the upkeep of their home it inspires neighbors to follow, helping revitalize the entire neighborhood. Through our repair programs, Rebuilding Together Peninsula is empowering vulnerable homeowners to improve the conditions of their homes, creating a positive effect that ripples outward into the neighborhood.

Without support from the City of Mountain View, we could not specifically target residents of the city with this critical service.

## **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.**

Rebuilding Together Peninsula believes that everyone deserves to live in a safe and healthy home and our primary target population is low-income homeowners. For those who meet income requirements as determined by HUD Income Eligibility Limits, we provide critical home repairs, accessibility modifications, and energy efficient upgrades at no cost to low-income service recipients. In 2016, our services impacted the homes and lives nearly 300 individuals, which included 121 seniors, 94 people living with disabilities, and 22 families with small children living in the home. Over 80 percent of the homeowners we serve each year are seniors aged 65 and older living on limited fixed incomes.

Historically, we have served veterans, people with disabilities, and families with children, but now find that seniors are the most likely to need our repair services. According to the American Academy of Orthopedic Surgeons, unintentional injuries in the home are responsible for more than 21 million medical visits per year at a cost of more than \$222 billion per year. Falls in

the home account for \$100 billion to the country's medical system per year alone; and each broken hip costs \$37,000 on average. For the cost of one broken hip, RTP can install 1,000 grab bars/handrails in homes that will help prevent such falls and injuries, allowing seniors to remain safe and independent in their own homes. According to the San Mateo County Fall Prevention Task Force, falls account for 80% of accidental injury deaths in individuals over the age of 85, and 20% in ages 75 to 84. In response to the staggering statistics above, RTP has developed a comprehensive fall prevention and home safety program with the aim of helping seniors to safely age-in-place.

Specific repairs are prioritized by a combination of home repair expertise, a full home assessment, and a Safe at Home checklist that was created in partnership with the Administration on Aging and the American Occupational Therapy Association. Home safety modifications are common recommendation for people at-risk of falls. However, these repairs are rarely performed, leaving the senior with the responsibility of finding a trustworthy contractor on their own. We are credible, reliable, trustworthy, and perform home repairs and safety modifications free of charge for low-income homeowners, allowing peace of mind and offering a tangible response to environmental fall risk factors.

#### 14. Information on Clients Served

<input type="text" value="10"/>	Total number of clients who would directly benefit from the program or activity?
<input type="text" value="10"/>	Number of Mountain View clients who would directly benefit from the program or activity?
<input type="text" value="20.00"/>	<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="7"/>	Number of Extremely Low Income (0% up to 30% AMI)?
<input type="text" value="2"/>	Number of Very Low Income (30% up to 50% AMI)?
<input type="text" value="1"/>	Number of Low Income? (50% up to 80% AMI)
<input type="text" value="10.00"/>	<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

The numeric goals for services in Mountain View are as follows: 1) Identify 10 low-income households who are in need of home repair services. We anticipate that 100% of those identified for this program will be low-, very low-, or low income by HUD standards; 2) Conduct a full preview of 10 properties and prioritize repairs that impact life safety; and 3) Perform critical life safety repairs and accessibility modifications for 10 low-income households. Common repairs include, but are not limited to, installing grab bars, handrails, and ramps, removal of tripping hazards, replacement of old carpeting with resilient flooring, installation of adequate lighting in and around the interior and exterior of the house, and the removal of hazardous clutter and debris

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

<input type="text" value="7"/>	Number of Extremely Low Income Mountain View clients (0% up to 30% AMI)?
<input type="text" value="2"/>	Number of Very Low Income Mountain View clients (30% up to 50% AMI)?
<input type="text" value="1"/>	Number of Low Income Mountain View clients? (50% up to 80% AMI)
<input type="text" value="10.00"/>	<b>TOTAL</b>

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

RTP brings volunteers and communities together to improve the homes and lives of low-income homeowners. We believe in a safe and healthy home for every person and have been performing free repair services for seniors, people with disabilities, and families with children for the last 28 years. Our free repair services ensure that neighbors without financial resources can live independently in warmth and safety in their own home. RTP completes approximately 200 repair projects each year, targeting low-income residents throughout San Mateo County and northern Santa Clara

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

The following will be measured by individually surveying each homeowner served: 1) 100% of service recipients will be Mountain View residents and considered low-income by HUD standards; 2) 100% of those enrolled in this program will receive a full home assessment to prioritize the free repairs made by our licensed contractor; 3) 80% of service recipients report that they would refer the program to a friend; and 4) 80% of service recipients report that they feel safer in their homes.

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

<input type="text" value="9"/>	Seniors
<input type="text"/>	Youth
<input type="text" value="1"/>	Disabled Persons
<input type="text"/>	Homeless Persons
<input type="text" value="10.00"/>	<b>TOTAL</b>

**Consolidated Plan Goals**

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**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.**

RTP's priorities include the preservation of homeownership and improving the quality of low-income communities in its service area. We recognize that for the low-income families and individuals we serve, the most affordable home is the one they already live in. Through the Safe at Home program, completed home repair projects allow residents served to remain in the communities in which they grew up, preserve ownership of homes, avoid residence in institutions without family, and live affordably.

In the City of Mountain View, RTP is the only organization offering free expert home repairs and safety modifications performed by a licensed contractor. Safe at Home looks at each home in its entirety, rather than one focus area, which allows us to be responsive to the specific needs and concerns of the individual homeowners. Our reputation as a reliable and effective organization has led to RTP taking over or partnering with municipalities offering a home repair and rehab program.

**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 involved acquisition of property and/or a specific site has not been selected, enter 'N/A'.  
N/A

### 31. Do you have site control?

- ☐ Yes
- ☒ No

### 32. Explain if an option to purchase has been obtained. If applicable, indicated option period. If not applicable, put "N/A".

N/A

### 33. Does your organization qualify as a Community Housing Development Organization (CHDO) under the HOME program?

- ☐ Yes
- ☒ No

### 34. If your organization does not qualify as a CHDO under the HOME program, are you willing and able to meet the qualifications as set forth in federal regulations 24 CFR Part 92 (For affordable housing projects)

- ☐ Yes
- ☒ No
- ☐ N/A - Our organization qualifies as a CHDO under the HOME program.

### 35. Describe the proposed ownership and management structure of the Project.

N/A

### 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.*

N/A

**38. For affordable housing projects only, state the number of affordable housing units to be created/rehabilitated and the target income population(s).**

*If the project does not pertain to affordable housing, enter "N/A".*

N/A

**39. For existing housing developments, provide a listing of the current unit composition and rent structure as well as the proposed unit composition and rents.**

*If the project does not pertain to affordable housing, enter "N/A".*

N/A

**40. Provide an explanation of how the project will impact any existing tenants. State if existing tenants will need to be temporarily or permanently relocated. If so, explain how the need for any temporary or permanent relocation will be addressed.**

*If the project does not pertain to affordable housing, enter "N/A".*

N/A

**41. Upload a list of other similar projects carried out by the agency (include the project name, address, date when it was carried out, funding sources used, number of housing units, and description of the project).**

*When you finished with the upload, check here to confirm.*

☐ We have uploaded the list of similar projects in the Documents tab.

☒ This is not an affordable housing project so this document request does not apply.

**42. Provide an overview of how the property will be managed and how any current management or tenant problems will be handled.**

N/A

## 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

Total Agency Budget	Proposed 2018-2019	2017-2018	2016-2017	2015-2016
Administration	\$ 120,000.00	\$ 114,500.00	\$ 200,979.00	\$ 183,799.00
Fundraising	\$ 280,000.00	\$ 275,000.00	\$ 270,945.00	\$ 204,907.00
Proposed Project (Total budget)	\$ 500,000.00	\$ 483,920.00	\$ 466,886.00	\$ 619,596.00
All Other Programs	\$ 1,000,000.00	\$ 1,012,772.00	\$ 999,764.00	\$ 788,014.00
<b>Total</b>	<b>\$ 1,900,000.00</b>	<b>\$ 1,886,192.00</b>	<b>\$ 1,938,574.00</b>	<b>\$ 1,796,316.00</b>

## Program/Activity Budget & Green Construction/Rehab

## Proposed Capital Project Expenses

	Use of Prior City Funds (if	Prior City Description of Funding Current Funding	Amount of Current 2018-19 Funding
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	applicable)	Request Request	Request
Project Management/Soft Costs	N/A Description of Use	\$	\$
Site Acquisition	N/A Description of Use	\$	\$
Pre-Development Expenses	N/A Description of Use	\$	\$
Entitlement and Building Fees/Permits	N/A Description of Use	\$	\$
Construction/Rehabilitation/Repair Costs	N/A Description of Use	\$	\$
Other	N/A Description of Use	\$	\$
<b>Total</b>		<b>\$ 0</b>	<b>\$ 0</b>

## Proposed Project Revenues

	CDBG/HOME	Other (please identify in next column)	Type of Funding
Mountain View	Yes	\$ 30,000	CDBG - restricted to Mountain View residents
<b>Other Jurisdictions/Sources</b>			
Five Entitlement Cities in San Mateo County	Yes	\$ 169,000	CDBG
County of San Mateo	Yes	\$ 126,000	CDBG
El Camino Healthcare District	No	\$ 65,000	Private
Other private funding	No	\$ 100,000	Other private funding and foundations
		\$	
		\$	
		\$	
<b>Total</b>	<b>0</b>	<b>\$ 490,000</b>	

## Green Construction and Rehabilitation

	Green Improvement/Upgrade	Annual Cost Savings	Lifetime Savings	Rater Used?	Use of Cost Savings
1	While it is standard practice and policy to make green choices in our work, this section does not apply to the work of our Safe at Home Program. The scope of this project does not allow us to do new construction. Instead, we upgrade or replace existing items consistent with minor home repair programs. We make a concerted effort to repurpose donated materials and construction scraps, limiting material otherwise diverted to landfills whenever possible. In addition, everything that we purchase new is energy efficient and green conscious.	\$	\$	€	
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)			11	11				
Very Low Income (31%-50% AMI)			6	6				
Low Income (50%-80% AMI)	10	10	1	1	15	15	10	10
Moderate Income (81%-120% AMI)								
Above Moderate Income (120%+ AMI)								
<b>By Age</b>								
Youth (0-18 years)			6	6				
Adults (19- 62 years)			17	17	3	3		
Seniors (63+ years)			20	20	10	10		

Disabled Individuals	7	7	2	2
Other Special Needs - Describe:				

## 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
Greg Bernard	Program Manager, Safe at Home	Responsible for managing the implementation of the Safe at Home program. This includes the supervision of staff, creating work scopes, monitoring quality construction, managing vendors, and reporting on all grant requirements.	\$ 70,000	40 hrs	85 %	\$ 59,500
Francisco Tijerina	Repair Technician	Performs actual repairs as determined by the Program Manager. Recommends other repairs and subcontractors as needed.	\$ 65,000	40 hrs	85 %	\$ 55,250
Mary Veliz	Program Coordinator	Collects all applicant paperwork, including ethnicity/race and income documentation. This includes interfacing with applicants and entering data into our Salesforce database.	\$ 41,000	40 hrs	45 %	\$ 18,450
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
			\$	hrs	%	\$
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			\$	hrs	%	\$
			\$	hrs	%	\$

## Required Documents

### Documents Requested \*

ARTICLES OF INCORPORATION/BYLAWS

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.

NONPROFIT DETERMINATION: Submit

### Required? Attached Documents \*

✓ [Articles of Incorporation](#)

✓ [Board Roster](#)

✓ [501\(c\)3 Letter](#)

determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board documenting the organization is tax exempt.

**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.

[Board Meeting Minutes w/ CDBG resolution action](#)

**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.

[CDBG Authorization](#)

**ORGANIZATIONAL CHART:** Include the organization's administrative framework and staff positions.



[Org Chart](#)

**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.



[Audited Financial Statement](#)

**RESUME OF CHIEF PROGRAM ADMINISTRATOR**

[Associate Director Resume](#)

**RESUME OF CHIEF FISCAL OR FINANCIAL OFFICER**

[Executive Director Resume](#)

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



[Staff Qualifications](#)

**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.



[Budget 17.18](#)

**\*\*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 Breakdown](#)

**\*\*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 Breakdown](#)

**\*\*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](#)

**\*\*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).

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

Application ID: 101171

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