

**2018-2019  
Action Plan  
City of Mountain View**

Community Development Block Grant Program  
Home Investment Partnership Program

**July 2018**





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## **Executive Summary**

### **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

#### **Introduction**

This Action Plan is a one year plan which describes the eligible programs, projects and activities to be undertaken with funds expected to be made available during Fiscal Year (FY) 2018-19 (Program Year 2018) and their relationship to the priority housing, homeless and community development needs identified in the 2015-20 Consolidated Plan.

For FY 2018-19/Program Year 2018, the entitlement amount is \$536,360 in CDBG funding and \$281,994 in HOME funding. With estimated CDBG program income and carryovers, the total estimated CDBG amount available would be around \$612,171. The estimated CDBG program income for FY 2018-19 is \$47,000. Due to the uncertainty of when program income becomes available, as well as the actual amount of the program income, the \$47,000 is not factored into the FY 2018-19 budget for projects, but instead will be allocated to the FY2019-20 budget when the funds become available, with the exception that it would be used in 2018-19 for administration, should it come in. With an estimated carryover of \$167,608, the total estimated HOME amount available would be around \$449,602. There is no HOME program income anticipated. Throughout the 2018-19 Action Plan period and 2015-2020 Consolidated Plan cycle, the City will continue to leverage additional resources to provide support and services to the populations in need. Funding awarded to activities has been proportionately adjusted based on actual funding from HUD, as directed by the City Council on April 24, 2018.

**Summarize the objectives and outcomes identified in the Plan**

Based on the Needs Assessment, Market Analysis, and community outreach conducted for the 2015-20 Consolidated Plan, the goals and objectives/anticipated outcomes are listed below in Table 1:

**Executive Summary Table – Fiscal Year 2015-2020 Goals Summary**

Goal Name	2015-20 Goal Outcome Indicator	2015-20 Outcomes	2018-19 Outcomes
Support affordable housing for lower income and special needs households.	Rental units developed (LMH)	320 Housing Units	50 new housing units developed (CDBG and HOME funds)
Support activities to prevent and end homelessness.	Public service activities other than for low/mod income housing benefit. (LMC)	20,000 Persons Assisted	3,000 Persons Assisted with CDBG and local funds
Support activities that provide basic needs to lower income households and special needs populations, such as seniors, abused and neglected youth, and the disabled.	Public service activities other than for low/mod income housing benefit. (LMC)	13,000 Persons Assisted	380 Persons Assisted with CDBG funds
Support programs and activities that strengthen neighborhoods.	Public service activities other than for low/mod income housing benefit. (LMC)  Public facility or infrastructure activities other than for low/mod income housing benefit. (LMA)	150 Persons Assisted  1,000 Persons Assisted	20 Persons Assisted under community enhancement activities.  No Persons Assisted under Public Facility Improvements
Promote Fair Housing Opportunities	Public service activities other than for low/mod income housing benefit. (LMC)	125 Persons Assisted	25 Persons Assisted with local funds

## Evaluation of past performance

The City's Annual Action Plans and CAPERs provide information regarding projects, and programs launched and/or completed by the City over the past five years. The City recognizes that it must evaluate past performance to ensure that the City and subrecipients are effectively implementing activities and programs that align with the goals and strategies outlined in the Consolidated Plan.

Activities completed in this 2015-20 Consolidated Plan cycle include the following:

- Completion and occupancy of the 1585 Studios Apartments, which consists of 27 units for developmentally disabled adults. The City contributed \$920,000 in HOME funds to assist the developer with site acquisition.
- Renovation completed at Tyrella Gardens Apartments, a 56-unit subsidized family rental complex and for Ginzton Terrace Apartments, a 107-unit subsidized senior rental complex. Loan documents for rehabilitation activities were completed for Fountains Apartments, a 124-unit senior subsidized rental complex. Work at Fountains Apartments is underway and anticipated to be completed by January 2019. Repairs and upgrades include new energy efficient hot water heaters, bathroom fans, flooring, cabinets, vanities (Tyrella Gardens and Fountains apartment complexes), and windows (Ginzton Terrace Apartments). About \$497,000 in CDBG and \$838,000 in HOME funds were and are being used for the rehabilitation activities.
- Energy Efficient upgrades completed at a local youth shelter serving approximately 40 homeless and foster children under eighteen years of age. Upgrades consisted of new windows, flooring, appliances and paint to the kitchen and dining areas where the majority of the activities and meetings take place.
- Installation of energy efficient lighting was completed at Rengstorff Park, a community park located in an eligible area with \$350,000 in CDBG funds and roughly \$240,000 in local funding. The new lighting is intended to increase safety and deter crime and nuisances in dimly or unlit areas and enhance the surrounding neighborhood, as stated in the Park's Master Plan.
- In addition to the activities listed above, the City, using approximately \$90,000 in CDBG funds, continued to fund and support emergency shelter and assistance programs that annually serve over 3,000 homeless and households at risk of becoming homeless. Also over 2,000 non-homeless residents received access to services, such as employment referrals, free legal help, fair housing services, counseling, and assistance with basic needs and healthcare related equipment.

A detailed evaluation of the City's performance during this 2015-20 Consolidated Plan will be provided in the annual Consolidated Annual Performance and Evaluation Report (CAPER) that will be submitted to HUD by September 30, 2018.

## **Summary of Citizen Participation Process and Consultation Process**

The City of Mountain View followed its Citizen Participation Plan in preparing the Action Plan. The Draft Action Plan was circulated for a 33-day review period (March 23 – April 24), during which comments could have been submitted. The City's Human Relations Commission (HRC) held hearings on March 1, 2018 to form funding recommendations on the Action Plan, which were submitted to the City Council on April 24, 2018. At the April 24, 2018 public hearing, the Council made final funding decisions and adopted the 2018-19 Action Plan.

A number of methods were used to provide opportunities for the public to participate in the FY 2018-19/Program Year 2018 funding cycle, inform the public about the HRC and Council hearings and to allow members of the public opportunities to comment on the 2018-19 Action Plan including the following measures:

- Legal ads were published in the San Jose Post Record newspaper;
- Notices and funding applications were mailed to over 90 nonprofit organizations and other interested parties regarding the availability of funding and the hearing dates;
- Special accommodations and translation services were made available upon request;
- The City's bilingual Outreach Workers were available to assist non-English speaking individuals at the hearings;
- Notices on the availability of the Action Plan were posted at the City's library, Senior Center, and organizations that provide services to City residents. Copies of the Action Plan were made available at the City's library and Senior Center;
- Staff reports and the Draft Action Plan were made available on the City's web site; and
- A TDD phone line was made available for hearing impaired persons.

Members of the public were encouraged and invited to comment on the proposed activities and attend the hearings.

## **Summary of Public Comments**

No public comments were received during the comment period.

## **Summary of comments or views not accepted and the reasons for not accepting them.**

N/A

## **PR-05 Lead & Responsible Agencies – 91.200(b)**

### **Agency/entity responsible for preparing/administering the Consolidated Plan**

The City of Mountain View (City) is the Lead Agency for the United States Department of Housing and Urban Development (HUD) entitlement programs. The City's Housing and Neighborhoods Division is responsible for the administration of HUD Entitlements which includes the Community Development Block Grant Program (CDBG) and the HOME Investment Partnerships Program (HOME). By federal law, each jurisdiction is required to submit to HUD a five-year Consolidated Plan and Annual Action Plans listing priorities and strategies for the use of federal funds.

#### *Action Plan Public Contact Information*

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## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **Introduction**

In preparing the 2015-20 Consolidated Plan, the City of Mountain View consulted with agencies that provide services to the homeless and special needs populations, residents and stakeholders in the community, members of neighborhood groups, the Housing Authority of Santa Clara County, and the City of San Jose, which receives HOPWA and ESG funding and distributes that funding to Santa Clara County public service agencies. In addition, Mountain View collaborated with other jurisdictions within the County to collect regional data that were used to help develop the priorities and strategies contained within the five-year plan. The five-year plan established the funding priorities used to award CDBG and HOME funding in this 2018-19 Action Plan.

### **Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

During Fiscal Year 2018-19 (Program Year 2018), the City will continue to work with non-profit organizations in providing programs and services for low-income households; private industry, and in particular, financial and development groups, to encourage the development of affordable housing opportunities regionally and in the City; and other local jurisdictions in carrying out and monitoring regional projects in a coordinated and cost-effective manner. Toward these ends, the City will continue to provide technical assistance to the public service agencies it funds and maintain its attendance to the quarterly CDBG Coordinators Meetings and regional groups representing the needs of lower income households, such as the Homeless Collaborative and the Santa Clara County Regional Housing Working Group. These group meetings provide forums where public service providers, affordable housing developers and advocates, and representatives from local jurisdictions can share their expertise with one another and discuss potential program efficiencies, development opportunities, and issues of regional concern that impact lower income households.

### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The Santa Clara County Continuum of Care (CoC) includes the City of Mountain View and is a multi-sector group consisting of jurisdictions, non-profit agencies that serve the homeless and special needs populations and interested stakeholders who are working toward ending and preventing homelessness in the County of Santa Clara (County). The CoC’s primary responsibilities are to coordinate large-scale efforts to prevent and end homelessness in the County.

Destination: Home, a public-private partnership committed to collective impact strategies to end chronic homelessness, serves as a primary backbone organization for the CoC and is responsible for implementing regional goals and strategies of the CoC. Destination: Home is also responsible for ensuring that the CoC meets the requirements outlined under the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH).<sup>12</sup>

Mountain View's Neighborhoods Division staff participates on the CoC. Members of the CoC meet on a monthly basis to ensure successful implementation of the Plan, identify gaps in homeless services, establish funding priorities, and pursue an overall systematic approach to address homelessness.<sup>3</sup>

In Fiscal Year 2018-19 and using CDBG funds, the City of Mountain View will continue to support a variety of activities toward addressing the needs of the homeless, special needs and other lower income groups. Activities proposed for CDBG funding in Program Year 2018-19 include the provision of shelter and support services to the homeless. Also proposed for funding are Community Services Agency's Homelessness Prevention Services Program and Silicon Valley Independent Living Center's Housing Assistance Program. The Homeless Prevention Services Program assists homeless persons and families in securing public benefits and finding permanent housing. The program also provides vocational training, help in finding employment and access to other services such as health care and substance abuse treatment services. The Housing Assistance Program assists disabled households in accessing permanent accessible housing.

Using local funds, the City supports a rent assistance program. The rent assistance program provides assistance to lower income households who receive significant rent increases or experience significant loss of income for a period of four to nine months to help stabilize the family and prevent homelessness. With local funds, the City is also funding an outreach case worker, in partnership with the County of Santa Clara. The case worker helps identify and link homeless persons to shelter and services.

The City continues to provide oversight for the two transitional homes located within Mountain View: 1) Alice Street Transitional Home which serves 5 formerly homeless persons and 2) Quetzal House, a local youth shelter and transitional home operated by the Bill Wilson Center that serves about 40-50 homeless youth annually.

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<sup>1</sup> County of Santa Clara. "Housing Element 2015-2022." 2014.

[http://www.sccgov.org/sites/planning/PlansPrograms/GeneralPlan/Housing/Documents/HE\\_2015\\_Adopted\\_Final.pdf](http://www.sccgov.org/sites/planning/PlansPrograms/GeneralPlan/Housing/Documents/HE_2015_Adopted_Final.pdf)

<sup>2</sup> Santa Clara County. "Continuum of Care Governance Charter." 2013.

<sup>3</sup> Ibid.

The City routinely attends regional meetings with the County Homeless Collaborative and other agencies to identify possible sites in Northern Santa Clara County and funding resources for a homeless shelter and transitional facilities. Also, City staff participates in quarterly meetings with members of the Santa Clara County CDBG Coordinators group to identify special needs projects for consideration and multi-jurisdictional funding sources.

On an on-going basis, Mountain View's Neighborhoods Division staff coordinates with Santa Clara County and other jurisdictions to implement the countywide biennial Homeless Census. Results from the Census are used to identify homeless populations throughout the County and to implement strategies and service priorities to address their needs.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS.**

The City of Mountain View does not receive ESG funds. CDBG funds, however are used for shelter and support services and funding proposals for these funds are evaluated using the assessment factors in Appendices A and B.

**Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities.**

Agencies consulted in the development of the 2015-20 Consolidated Plan are provided in Table 2 of the *Process* section of that Plan. Outreach efforts to notify agencies and interested persons about the Fiscal Year 2018-19/Program Year 2018 CDBG/HOME funding cycle are summarized in the *Citizen Participation* section of this Action Plan.

**Identify any Agency Types not consulted and provide rationale for not consulting.**

Not applicable. All agency types were consulted in the development of the 2015-20 Consolidated Plan and no agencies were prohibited from applying for Fiscal Year 2018-19/Program Year 2018 CDBG/HOME funding.

## AP-12 Participation – 91.105, 91.200(c)

### Summarize citizen participation process and how it impacted goal-setting

A comprehensive summary of the citizen participation process and how it impacted goal-setting is provided in *Appendix A: Citizen Participation Summary* of the 2015-20 Consolidated Plan. To broaden outreach and get as much input as possible in developing the 2015-20 Consolidated Plan goals, the City of Mountain View held regional and community forums, administered surveys, and posted multi-lingual display ads in local news media outlets throughout the City and County.

#### *Fiscal Year 2018-19 (Program Year 2018) Action Plan Circulation Period*

The Fiscal Year 2018-19 Action Plan was circulated for a 33 day public review and comment period beginning on March 23, 2018, and comments were accepted until April 24, 2018. The Plan was available electronically at the following websites:

- <http://www.mountainview.gov/depts/comdev/preservation/announcements.asp>
- <http://www.mountainview.gov/depts/comdev/preservation/cdbg/default.asp>

Hardcopies were also available at the Library (585 Franklin Street), and Senior Center (266 Escuela Avenue) between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Notice of Availability of the Action Plan was distributed to over 90 entities, organizations, agencies and citizens or groups that attended the forums, requested such notification and provided their contact information. In addition, public comment was encouraged at the hearings listed below, and could be submitted in writing to [neighborhoods@mountainview.gov](mailto:neighborhoods@mountainview.gov) or City of Mountain View Community Development Department, PO. Box 7540, Mountain View, CA 94039-7540.

#### *Public Hearings*

- Locations and dates:
  - Human Relations Commission  
Thursday, March 1, 2018 – 6:30pm, Capital Projects  
City Hall Council Chambers  
500 Castro Street  
Mountain View, CA 94041
  - City Council Public Hearing  
Tuesday, April 24, 2018 – 6:30pm  
City Hall Council Chambers  
500 Castro Street  
Mountain View, CA 94041

In addition to mass distribution of the draft Action Plan and notice of the public comment period above, notice of the March 1, 2018 and April 24, 2018 public hearings were published with at least 14-day advanced notification in local publication and on the City's website. No public comments were received.

**Table 1 - Citizen Participation Outreach**

CDBG/HOME Funding Cycle Activity	Target of Outreach	Summary of Response/ Attendance	Summary of Comments Received	Summary of comments not accepted and reasons	URL (If applicable)
Notice of Funding Availability for Capital Projects Only	Broad community outreach to all members of the public and targeted outreach to service providers, beneficiaries and grant recipients.	Five (5) agencies applied for CDBG/HOME funding.	N/A	N/A	Posted on Neighborhoods Division Web Page and link to this page was included in the flyer.
March 1, 2018 HRC Hearing	<ul style="list-style-type: none"> <li>• Newspaper ads</li> <li>• Website Postings</li> <li>• Bilingual Flyers Mailed, Posted and Distributed throughout City</li> </ul>	Six persons attended the Human Relations Commission Hearing	Four (4) applicants spoke during the hearing in support of their funding requests. No one from the public commented.	None N/A	Announcements Link: <a href="http://www.mountainview.gov/depts/comdev/preservation/announcements.asp">http://www.mountainview.gov/depts/comdev/preservation/announcements.asp</a>  CDBG/HOME Page Link: <a href="http://www.mountainview.gov/depts/comdev/preservation/cdbg/default.asp">http://www.mountainview.gov/depts/comdev/preservation/cdbg/default.asp</a>
Action Plan Circulation		N/A	There were no written or verbal comments received.	None N/A	
April 24, 2018 City Council Hearing		Four applicants and seven other members of the public were present.	No members from the public or applicants spoke.		

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1, 2)

For FY 2018-19, the entitlement amount will be \$536,360 in CDBG funding and \$281,994 in HOME funding. Factoring in estimated program income and prior year resources (carryovers), the total estimated CDBG and HOME amounts available are approximately \$612,171 and \$449,602, respectively. These amounts are not sufficient to fully address the community needs that low income individuals and families face in attaining self-sufficiency.

**Table 2 - Expected Resources – Priority Table**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan*	Narrative Description
			Annual Allocation	Program Income	Prior Year Resources	Total		
CDBG	Public Federal	<ul style="list-style-type: none"> <li>• Admin and Planning</li> <li>• Acquisition</li> <li>• Economic Development</li> <li>• Housing</li> <li>• Public Improvements</li> <li>• Public Services</li> </ul>	\$536,360	\$47,000	\$28,811	\$612,171	\$500,000	CDBG funds will be used for the creation and preservation of affordable rental units, improvements in lower income neighborhoods, and public services that benefit low income households.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan*	Narrative Description
			Annual Allocation	Program Income	Prior Year Resources	Total		
HOME	Public Federal	<ul style="list-style-type: none"> <li>• Admin and Planning</li> <li>• Acquisition</li> <li>• Homebuyer Assistance</li> <li>• Homeowner Rehab</li> <li>• Multifamily rental new construction</li> <li>• Multifamily rental rehab</li> <li>• New construction for ownership</li> </ul>	\$281,994	\$0	\$167,608	\$449,602	\$210,000	HOME funds will be leveraged with local City funding, tax credits, and State bond financing to create new and rehabilitate affordable rental units that serve very low and extremely low income households.
General Funds	Public Local	<ul style="list-style-type: none"> <li>• Public Services</li> </ul>	\$25,000	-	-	\$25,000	\$25,000	General Fund dollars will be utilized to provide fair housing counseling, investigation and education.

\* Expected Amount Available Remainder of ConPlan consists of the HUD allocation and includes an estimated 5 percent reduction in entitlement funding per year, less administration dollars.



**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied.**

*CDBG and HOME Entitlement Funds*

Leverage, in the context of the CDBG and HOME, means bringing other local, state, and federal financial resources to maximize the reach and impact of the City's HUD Programs. HUD, like many other federal agencies, encourages the recipients of federal monies to demonstrate that efforts are being made to strategically leverage additional funds in order to achieve greater results. Leverage is also a way to increase project efficiencies and benefit from economies of scale that often come with combining sources of funding for similar or expanded scopes.

Mountain View typically leverages its CDBG and HOME funds with other funding sources to complete projects and fund public services. Applicants are asked to demonstrate the degree to which the requested CDBG and HOME funds will be leveraged in their applications and the amount of other funding sources is documented as a condition of funding.

For FY 2018-19, all CDBG and HOME administration funding will be leveraged with local sources. Agencies receiving CDBG public service funds leverage them with funding from the County, State and/or local foundations and private fundraising activities. The following proposed CDBG funded capital projects intend to leverage the CDBG as follows:

- Rebuilding Together will combine City CDBG funding with funding from local foundations and private donations to help fund the Minor Home Repair Program. Under the program, low-income homeowners can receive free minor home repairs and both low-income homeowners and tenants can receive free accessibility modifications.
- FY 2018-19 CDBG and HOME funding is anticipated to be used in combination with federal Low Income Housing Tax Credits and local Below Market Rate In-Lieu, Commercial Linkage and Rental Housing Impact Fees, which are described in the 2015-20 Consolidated Plan to add 50 net, new units at Shorebreeze Apartments, an existing 120-unit subsidized rental complex serving families and seniors. The owner would be a Community Housing Development Organization (CHDO) and satisfy that 15% HOME requirement.

*HOME Match Requirement*

Jurisdictions must provide local matching funds equivalent to 25 percent of the HOME funds expended. Due to large expenditures of local housing funds on previous projects, the City

currently has a HOME excess match balance of \$1.45 million as of June 30, 2017. The 25 percent required match will be deducted from the excess balance until it is depleted. Once the excess match funds are fully credited, the 25 percent match requirement for HOME funds will continue to come from the City's local housing funds, which consist of Housing Impact Fees, Rental Housing Impact Fees and Below Market Rate Housing Program funds, described below under *Local and County Funding Sources*.

#### *HOME CHDO Requirement*

HUD reserves 15% of a jurisdiction's HOME allocation for CHDO projects. The 50 new units at Shorebreeze Apartments is a CHDO project. FY 2018-19 (Program Year 2018), HOME Entitlement (\$211,496) and CHDO (\$42,299 funding, along with \$167,608 in FY 2017-18 (Program Year 2017) entitlement and CHDO-reserve funds are proposed for this project.

#### **If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

If vacant or surplus land is identified and suitable for the development of affordable housing, the City Council may direct staff to issue a Request for Qualifications or Request for Proposals process to solicit development proposals. A similar process was implemented for a former City-owned parking lot developed in the previous Consolidated Plan period that now contains the Franklin Street Family Apartments, 51 units serving families earning below 30% AMI (extremely low income) and below 50% AMI (very low income).

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

**Table 3 – Fiscal Year 2018-2019 Goals Summary**

Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addresses	Funding	Goal Outcome Indicator
Affordable housing	2016  2018	2018  2020	Affordable Housing Homeless Non-Homeless Special Need	Jurisdiction	Affordable Housing	CDBG: \$96,050  HOME: \$421,403	50 net new units: Funding includes \$253,795 in Program Year 2018 HOME Entitlement and CHDO funds and \$167,608 in prior Program Year 2017 HOME Entitlement and CHDO funds
Homelessness	2018	2019	Homeless	Jurisdiction	Homeless Prevention	CDBG: \$40,823	Public service activities other than for low/mod income housing benefit: 3,000 Persons Assisted
Basic Needs	2018	2019	Public Services Non-housing community development	Jurisdiction	Public Services	CDBG: \$55,084	Public service activities other than for low/mod income housing benefit: 380 Persons Assisted
Strengthening Neighborhoods	2017	2019	Public Service Non-housing community development Public Improvement	Jurisdiction	Neighborhood Improvements	CDBG: \$30,000	Homeowner housing rehabilitated: 20 Housing Units
Fair Housing Opportunities	2018	2019	Affordable Housing Homeless Non-Homeless Special Need	Jurisdiction	Fair Housing Services	General Fund: \$25,000	Public service activities other than for low/mod income housing benefit: 25 Persons Assisted

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

The City estimates that CDBG and HOME funds will be used to preserve and create affordable housing to approximately 320 households over the five-year Plan period.

Fiscal Year 2018-2019/Program Year 2018 HOME funds would be used to help develop 50 net new family units on the property where Shorebreeze Apartments is located, 401 N. Shoreline Boulevard. The developer, a CHDO, is utilizing approximately \$253,795 in 2018-19 HOME Entitlement and CHDO funds, along with federal Low Income Housing Tax Credits and local affordable housing funds to complete this project. Rehabilitation work at Fountains Apartments, a 124-unit subsidized rental complex for seniors, approved for and placed under agreement in Program Years 2016 and 2017 will be completed in Program Year 2018.

HOME funds are not being used for Tenant Based Rental Assistance (TBRA) at this time.

## AP-35 Projects – 91.220(d)

### Introduction

The Consolidated Plan Goals represent high priority needs for the City and serve as the basis for Strategic Actions the City will use to meet these needs. Based on the Needs Assessment, Market Analysis, and community outreach conducted for the current Consolidated Plan cycle, the goals are as follows:

1. Support affordable housing for lower income and special needs households.
2. Support activities to prevent and end homelessness.
3. Support activities that provide basic needs to lower income households and special needs populations, such as seniors, abused and neglected youth, and the disabled.
4. Support programs and activities that strengthen neighborhoods.
5. Promote fair housing opportunities.

The City has a tradition of providing quality affordable housing through an open and inclusive public participation process. Qualified affordable housing developers, who can demonstrate their ability to design, build and manage affordable housing, can submit proposals to the City through a Request for Proposals (RFP) or NOFA process. Programs for public services can also submit proposals to the City for the RFP process. The City administers a two-year funding cycle for public service programs.

**Table 4 - Project Information**

#	Project Name
1	CDBG and HOME Planning and Administration
2	Services for the Homeless and Homelessness Prevention
3	Services for the Disabled
4	Services for Seniors
5	Services for Neglected Youth
6	Minor Home Repair and Home Access Program
7	Improvements at Facilities Serving the Homeless/Special Needs Populations
8	New Multi-Family Units at Shorebreeze Apartments
9	Fair Housing Services

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs.**

The City allocates its CDBG and HOME funds to projects and programs that will primarily serve 0-50% AMI households, renters, and special needs populations. The allocation of funds is made based on the identification of needs in the City's Consolidated Plan, which lists subsidized rental housing with an emphasis on housing 0-50% AMI special needs households as a top priority.

Another priority for the City is funding for public service programs for special needs populations and low income households. Funding for the public service programs is targeted to services that benefit the homeless and very low income households, which are identified in the Consolidated Plan as the most vulnerable and in need of assistance. All of these needs are identified in this plan with a priority ranking as "HIGH." There are areas of minority and low income concentration, and as it has done in the past, the City will continue to provide focused outreach to those areas regarding available public services.

## AP-38 Projects Summary

Table 5: Project Summary Information

Project Name	Target Area	Goals Supported	Needs Addressed	Funding
<b>CDBG and HOME Administration</b>				
CDBG Planning and Administration	N/A	N/A	N/A	CDBG: 107,272
HOME Planning and Administration	N/A	N/A	N/A	HOME: \$28,199
<b>CDBG Public Services</b>				
Services for the Homeless and Homelessness Prevention	N/A	1. Support activities to prevent and end homelessness	Homelessness	CDBG: \$40,823
Services for the Disabled	N/A	3. Support activities that provide basic needs to lower income households and special needs populations, such as seniors, abused and neglected youth, and the disabled.	Public Services	CDBG: \$12,178
Services for Seniors	N/A	3. Support activities that provide basic needs to lower income households and special needs populations, such as seniors, abused and neglected youth, and the disabled.	Public Services	CDBG: \$27,906
Services for Abused and Neglected Youth	N/A	3. Support activities that provide basic needs to lower income households and special needs populations, such as seniors, abused and neglected youth, and the disabled.	Public Services	CDBG: \$15,000

Project Name	Target Area	Goals Supported	Needs Addressed	Funding
<b>CDBG/HOME Capital Projects</b>				
Minor Home Repair and Home Access Program	N/A	4. Support programs and activities that strengthen neighborhoods	Neighborhood Improvements	CDBG: \$30,000
The Graduate House Upgrades Hope's Corner Improvements	N/A	1. Support affordable housing for low income and special needs households 3. Support activities that provide basic needs to lower income households and special needs populations	Facilities for Special Needs populations	CDBG: \$250,584
New Multi-Family Units at Shorebreeze Apartments	N/A	1. Support affordable housing for low income and special needs households	Affordable Housing	HOME: \$421,403 (\$253,795 in Program Year 2018 HOME Entitlement and CHDO reserve funds and \$167,608 in Program Year 2017 HOME Entitlement and CHDO reserve funds.)
<b>General Fund Activity</b>				
Fair Housing Services	N/A	5. Promote fair housing opportunities	Fair Housing Services	General Fund: \$25,000



## **AP-50 Geographic Distribution – 91.220(f)**

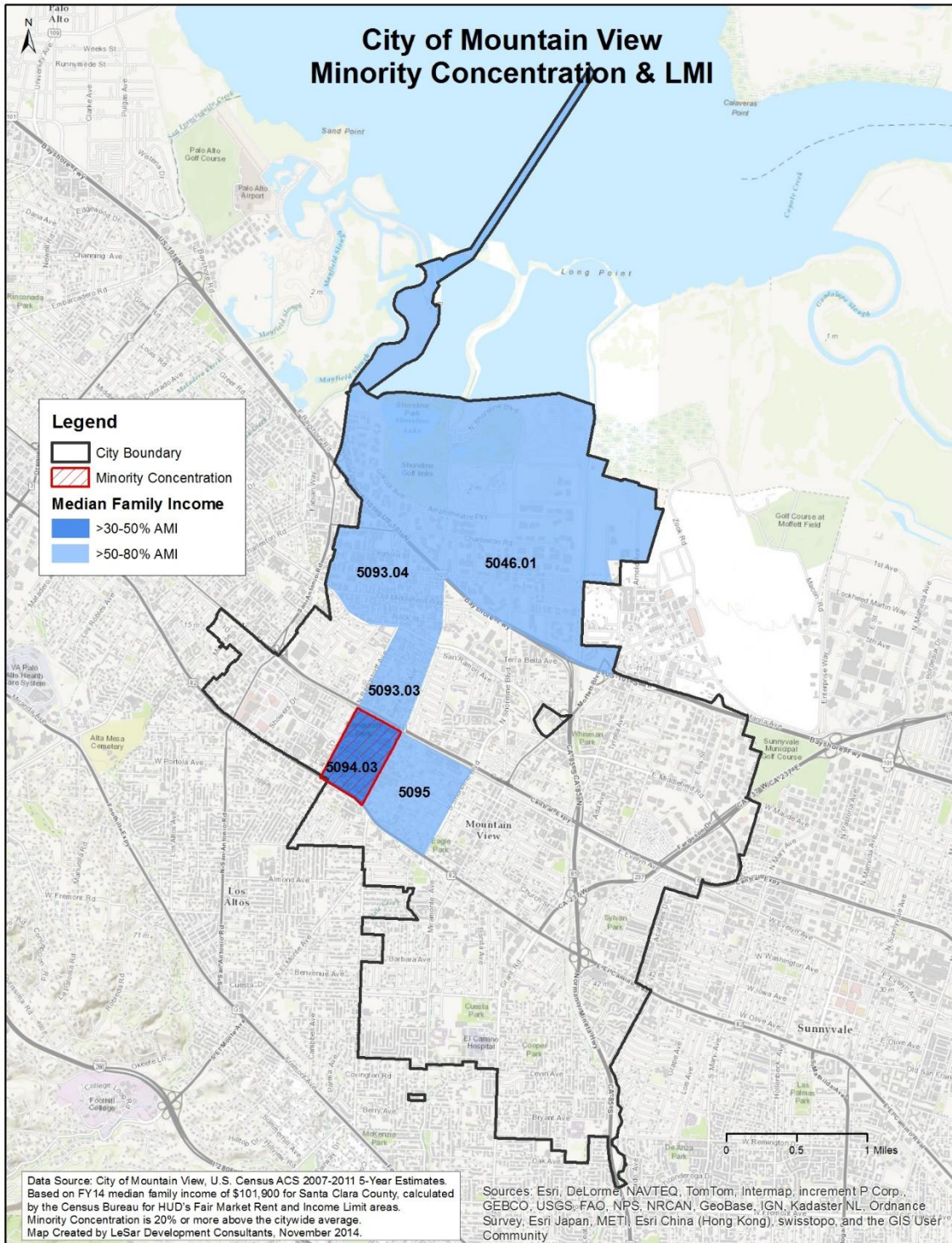
### **Description of the geographic areas of the entitlement (including areas of low income and minority concentration) where assistance will be directed**

Mountain View is a diverse community. There are no areas identified in the City as having significantly higher needs than other areas. There are areas of minority concentration and, as it has done in the past, the City will continue to provide focused outreach to those areas regarding available public services. Maps of the Areas of Low Income and Minority Areas, along with a map of project locations, are provided below.

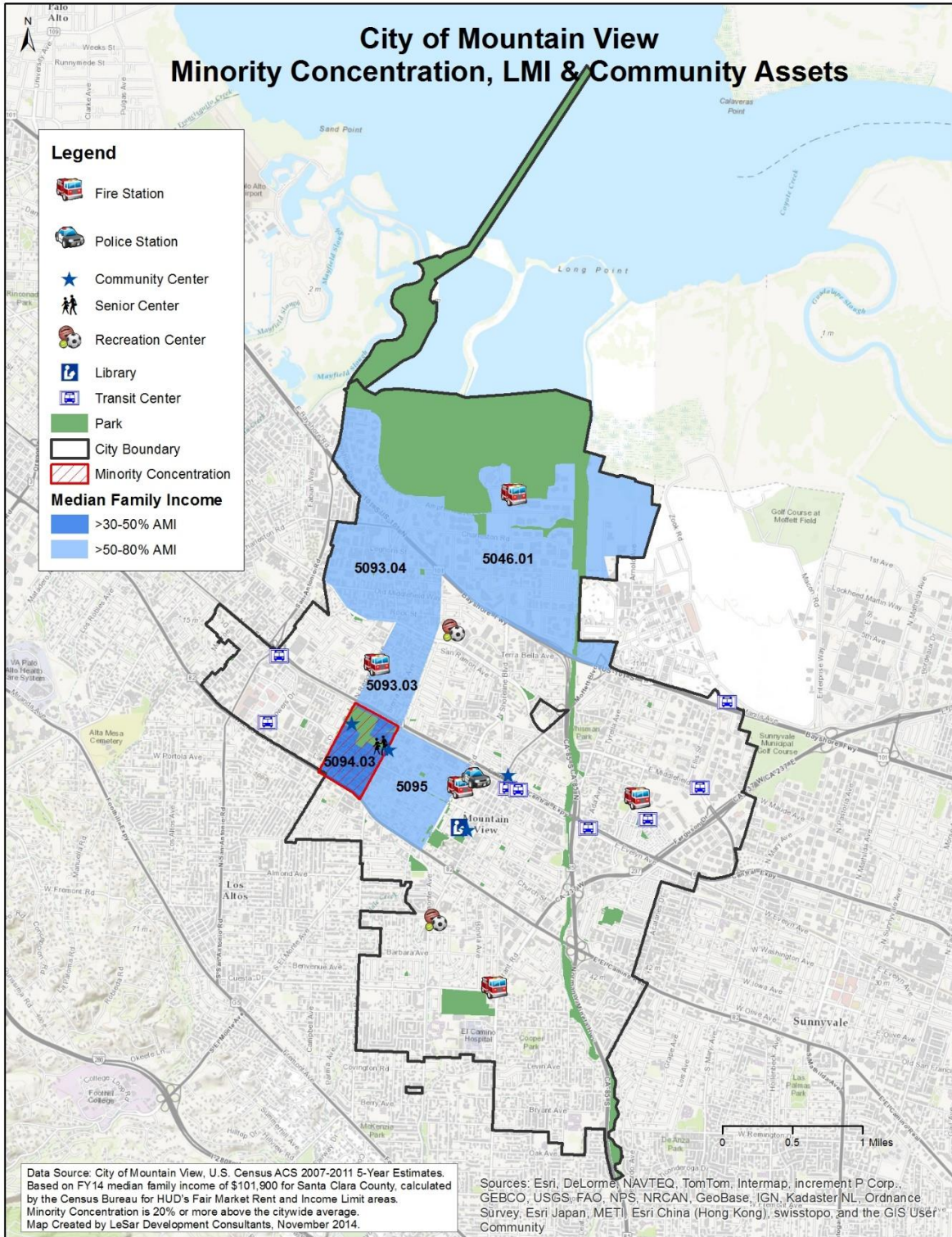
### **Rationale for the priorities for allocating investments geographically**

Not Applicable. Fiscal Year (FY) 2018-2019 (Program Year 2018) of the Consolidated Plan allocates federal entitlement dollars according to low income (LMI) Census Tracts based on the 2010 Census. CDBG funding for the public service programs is targeted to services that benefit the homeless and very low income households, which are identified in the Consolidated Plan as the most vulnerable and in need of assistance. Capital project funding is targeted to low income areas and/or benefits low and very low income households.

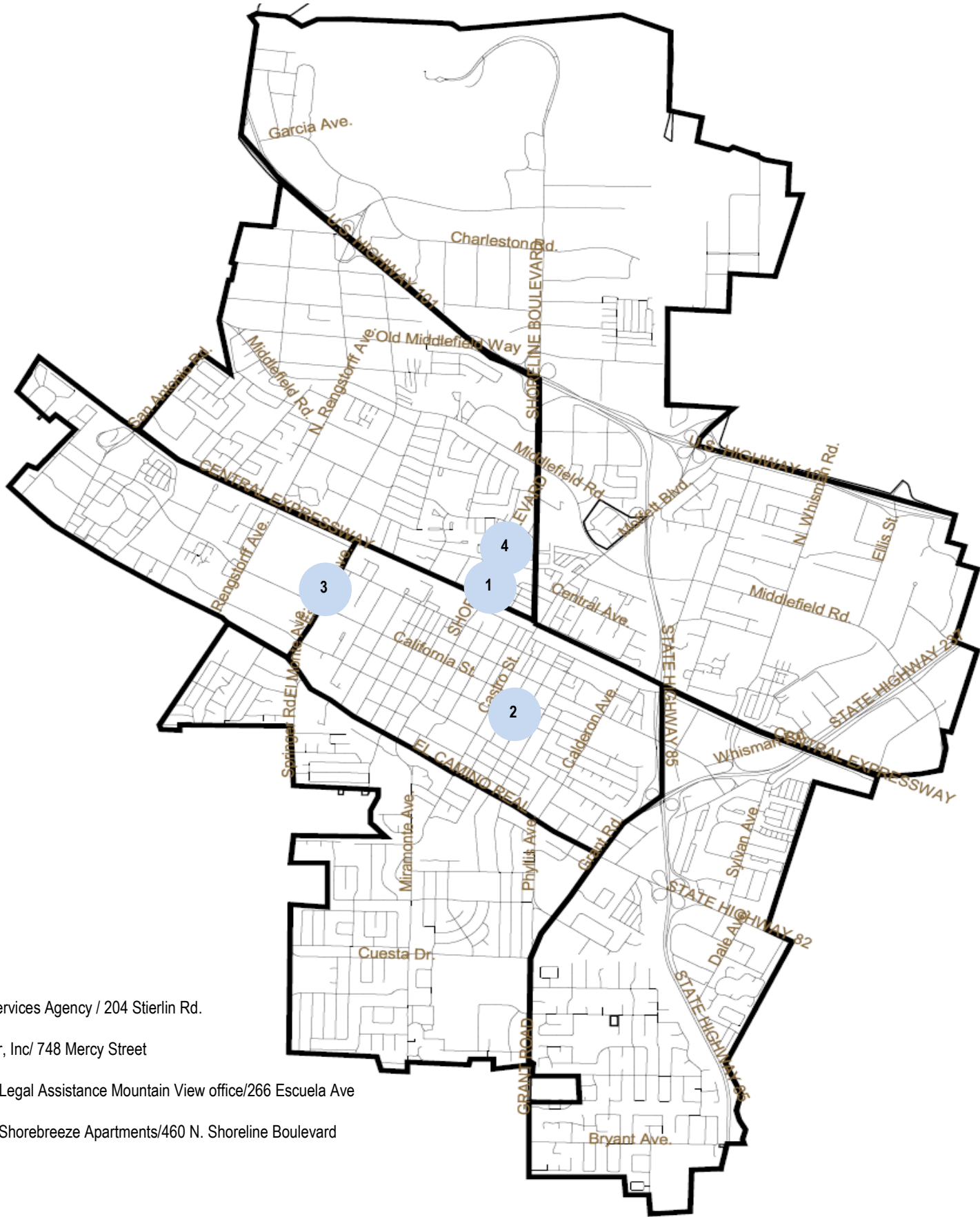
Map 1 - Minority Concentration and LMI Census Tracts



Map 2 - Minority Concentration, LMI, & Community Assets



Map 3 – Map of Projects within City



LEGEND

- 1. Community Services Agency / 204 Sterlin Rd.
- 2. Hope's Corner, Inc/ 748 Mercy Street
- 3. Senior Adults Legal Assistance Mountain View office/266 Escuela Ave
- 4. New Units at Shorebreeze Apartments/460 N. Shoreline Boulevard

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

Although CDBG entitlement dollars are limited, the City does anticipate spending a significant portion of its CDBG and HOME funds on the preservation and provision of affordable housing. A detailed discussion of how HUD entitlements will be used to support affordable housing needs within the City is provided in AP-20 and AP-38, with the number of households to be assisted itemized by goal and project, respectively.

**Table 6 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	50
Special-Needs	0
<b>Total</b>	<b>50</b>

**Table 1 - One Year Goals for Affordable Housing by Support Type**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	50
Rehab of Existing Units	0
Acquisition of Existing Units	0
<b>Total</b>	<b>50</b>

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The Housing Authority of the County of Santa Clara (HACSC) assists approximately 17,000 households through the federal Section 8 Housing Choice Voucher program, countywide. HACSC also develops, controls, and manages more than 2,600 affordable rental housing properties throughout the County. HACSC's programs are targeted toward LMI households, and more than 80 percent of their client households are extremely low income families, seniors, veterans, persons with disabilities, and formerly homeless individuals. HACSC has four two-bedroom family public housing units in its portfolio; they are located in the City of Santa Clara. Approximately 16,387 housing vouchers are in use countywide.

Although there are no public housing units in Mountain View, approximately 320 HACSC-assisted Section 8 Tenant Choice Voucher tenants reside in and 60 Section 8 project based units are located in Mountain View. The City will continue to provide referrals to Section 8 tenants and other persons seeking information and access to the Housing Authority of Santa Clara County's programs.

### **Actions planned during the next year to address the needs of public housing**

Not applicable, there is no public housing in the City.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

Not applicable, there is no public housing in the City.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

Not applicable, there is no public housing in the City.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

**Describe the jurisdictions' one-year goals and actions for reducing and ending homelessness including efforts to reach out to homeless persons (especially unsheltered persons) and assess their individual needs.**

In FY 2018-19 (Program Year 2018), the City will use CDBG funds for the Homelessness Prevention Services Program, which will assist approximately 3,000 persons through the provision of comprehensive case management services to help unhoused individuals and families secure affordable, permanent housing. Through the program, homeless persons and families will also receive assistance in securing public benefits, finding permanent housing, accessing vocational training and help in finding employment, among other similar services.

Using local funds, the City of Mountain View funded, in partnership with the County of Santa Clara, an Outreach Case worker to identify homeless persons in vehicles, on the streets and in encampments. The case worker is part of the assessment/identification step along Continuum of Care path to self-sufficiency.

Biennially, Mountain View participates in a countywide homeless census to identify homeless persons and administer a detailed survey about their needs. The census provides a breakdown on the number of homeless persons in each jurisdiction. It also contains statistical information on the causes of homelessness and immediate needs, such as employment or substance abuse treatment. Local, not CDBG, funding is used for this census.

**Addressing the emergency shelter and transitional housing needs of homeless persons and helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

In Fiscal Year 2018-19, the City will fund the provision of homeless shelter and support services, including employment referrals, mental health counseling, and self-sufficiency training for approximately ten homeless persons. Funding includes assistance for placement in transitional facilities. The City has funded shelter and support services using CDBG funding for over 20 years.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

In FY 2018-19, the City will use CDBG funds for the Homelessness Prevention and Homeless Services Program administered by the Community Services Agency to provide safety-net services to working poor individuals and families in jeopardy of losing their housing. Safety-net services include financial assistance with rent and utility bills, supplemental food, and other essential supplies.

Using local funds, the City supports a rent assistance program. The rent assistance to lower income households who receive significant rent increases, experience a reduction of income, or loss of employment, for a period of four to nine months to help stabilize the family and prevent homelessness.



## AP-75 Barriers to affordable housing – 91.220(j)

### Introduction

As per the Market Analysis, the incorporated and unincorporated jurisdictions within the County face barriers to affordable housing that are common throughout the Bay Area. High on the list is the lack of developable land, which increases the cost of available real estate and increases housing development costs. Local opposition is another common obstacle as many neighbors have strong reactions to infill and affordable housing developments. Their opposition is often based on misconceptions, such as increased crime; erosion of property values; increased parking and traffic congestion; and overwhelmed schools.<sup>4</sup> However, to ensure a healthy economy, the region must focus on strategies and investment that provide housing for much of the region’s workforce – e.g., sales clerks, secretaries, firefighters, police, teachers, and health service workers – whose incomes significantly limit their housing choices.<sup>5</sup>

Even when developments produce relatively affordable housing, in a constrained housing supply market, higher income buyers and renters generally outbid lower income households and a home’s final sale or rental price will generally far exceed the projected sales or rental costs. Public subsidies are often needed to help make rentals or homes for LMI households affordable. However, the demand and need for affordable housing far exceeds existing public resources used to finance such housing.

The City identified several constraints to the development, maintenance, and improvement of housing and affordable housing, in their 2015-2023 Housing Element update:<sup>6</sup>

- The cost of development is a key barrier to producing affordable housing, especially in regions where the price of land is significant. Additionally, the cost of materials has risen significantly over the last several years. Finally, the region has seen a significant volume of construction activity. With construction labor in short supply, labor costs have also increased.
- Land use controls, such as the General Plan, which establishes the City’s land use designations and the Zoning Ordinance, which identifies districts where housing may be developed. As such, the City’s General Plan and Zoning Ordinance have a direct effect on the availability and range of housing choices within a community.
- Parking requirements may serve as a constraint on housing development by increasing development costs and reducing the amount of land available for project

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<sup>4</sup> Association of Bay Area Governments. “Affordable Housing in the Bay Area.” 2014.

<sup>5</sup> Association of Bay Area Governments. “Jobs-Housing Connection Strategy.” 2012.

<sup>6</sup> City of Mountain View. “2015-2023 Housing Element.” 2014.

amenities or additional units. Parking requirements range from one space per unit for efficiency studios to two spaces for single-family homes and multi-family units with one or more bedrooms. Some housing types are also required to provide guest parking. However, housing for certain populations, such as special needs, could have lower parking requirements to increase the financial feasibility of the development.

- Development fees intended to recover the capital and administrative costs of providing community services and processing entitlement and building permit applications increase the overall development costs. New housing typically requires payment of school impact fees, sewer and water connection fees, building permit fees, Park-In-Lieu fees, wastewater treatment plant fees, and a variety of handling and service charges.

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

As stated in previous chapters, the City is addressing the barriers to affordable housing through:

**Affordable Housing Programs**

- In 1999, the City adopted a Below Market Rate Housing program requiring developers to set aside at least 10 percent of the total number of both ownership and rental dwelling units in the developments they build as affordable. All BMR units must be comparable to the market-rate units in terms of size and design. Developers may pay an in-lieu fee when the 10 percent requirement results in a fraction of a unit or when the price of the homes in the development is too expensive to be practical for a BMR unit. The City uses BMR in-lieu fees for new subsidized housing projects that target households with the greatest housing needs. In 2018, the affordable housing requirement for market rate rental developments was increased to 15%.
- The City has two housing impact fees charged on new commercial development. Known as “Commercial Linkage Fees”, these fees are based on an assessment of the extent to which the development of commercial uses, respectively, generates additional demand/need for affordable housing.

**Land Use and Zoning**

- Zoning changes to allow for more high-density, mixed-use development and secondary dwelling units.

- The development of precise plans to coordinate future public and private improvements on specific properties, and incorporating innovative programs to incentivize the development of affordable housing.
- Updating the accessory dwelling unit ordinance to increase the feasibility of constructing second units.

### **Affordable Housing Development**

- The City's 2015-2023 Housing Element includes policies that specifically address the creation of more affordable housing, even with the high cost of land:
  - Policy 1.5: Support the development of both rental and ownership housing serving a broad range of incomes, particularly extremely low-, very low-, and low income households.
  - Policy 4.3: When feasible, consider reducing or deferring development fees and continue streamlining the entitlement process to facilitate the provision of affordable housing.
  - Policy 5.3: Encourage and support the maintenance/preservation and development of subsidized housing that serve low income households, seniors, disabled individuals, the homeless, larger households, and other special needs populations.

### **Public Outreach**

To help alleviate possible concerns from residents about the misconceptions associated with affordable housing developments, when affordable housing projects are proposed, the City conducts extensive public outreach campaigns focused on the neighboring communities.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction**

This section discusses the City's efforts in addressing the underserved needs, expanding and preserving affordable housing, reducing lead-based paint hazards, and developing institutional structure for delivering housing and community development activities.

### **Actions planned to address obstacles to meeting underserved needs**

The diminishing amount of funds for public services continues to be the most significant obstacle to addressing the needs of underserved populations. The City supplements its CDBG funding with local funds, such as those from the Below Market Rate Housing (BMR) Program and Rental Housing Impact Fee (RHIF) and Housing Impact Fee (HIF) funds. Local General Fund monies are used to supplement limited CDBG public service funding.

### **Actions planned to foster and maintain affordable housing**

The City regularly partners with private and nonprofit businesses to develop affordable housing for low income residents. In an effort to supplement the available funds for affordable housing projects, the City adopted the Below Market Rate Housing (BMR) Ordinance and Rental Housing Impact Fee (RHIF) and Housing Impact Fee (HIF) policies that require developers to build affordable units as part of their market rate developments or pay a fee for units that are not provided. Also, City staff annually monitors the City's subsidized housing developments for affordability and to identify needed repairs.

### **Actions planned to reduce lead-based paint hazards**

The City has a Lead Based Paint (LBP) Management Plan and carries out projects according to the LBP Management Plan. The City requires testing and hazard reduction in properties that use CDBG or HOME rehabilitation funds where lead and other risks may be present. The City also provides information about the risk of LBP to property owners.

### **Actions planned to reduce the number of poverty-level families**

The Homelessness Prevention and Homeless Services Program operates and provides case management to homeless persons to assist them in transitioning to self-sufficiency. Step Up Silicon Valley is a nonprofit organization coordinated by Catholic Charities of Santa Clara

County with the intention of using social innovation and collaboration to reduce poverty in Silicon Valley. Their current projects are the 1,000 Out of Poverty Effort, a coordinated effort between over a dozen nonprofit agencies working to help move 1,000 individuals from poverty to self-sufficiency. They also fund the Franklin McKinley Women’s Initiative designed to help low income women reach self-sufficiency by providing them with training to start their own businesses.<sup>7</sup>

### **Actions planned to develop institutional structure**

The City is attempting to improve intergovernmental and private sector cooperation to synergize efforts and resources, and develop new revenues for community service needs and the production of affordable housing.

Collaborative efforts include:

- Regular attendance at quarterly meetings between entitlement jurisdictions
- Joint jurisdiction Request for Proposals and project review committees to execute projects involving multiple cities, which serve the homeless, special needs and lower income households
- Coordination on project management for projects funded by multiple jurisdictions

Recent examples include the multi-jurisdictional effort that included Mountain View to create a regional affordable housing fund, reserving former redevelopment funds for affordable housing activities. These funds would have otherwise been used for different purposes. Another effort underway involves coordination on use of Measure A funds. Santa Clara County voters passed a \$950 million bond to generate funding for affordable housing. County staff is coordinating with Mountain View and other cities on ways to target the funding to housing for the homeless. These interactions generate cohesive discussion and forums for bridging funding and service gaps on a regional scale.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City benefits from a strong jurisdiction and region-wide network of housing and community development partners, such as the County and the CoC. To improve intergovernmental and private sector cooperation, the City continues to participate with other local jurisdictions and developers in sharing information and resources. Collaborative efforts include regular quarterly meetings among the entitlement jurisdictions, and coordination on project management for projects funded by multiple jurisdictions. One example is the planned FY2018 Hope’s Corner, Inc. facility improvements project which has

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<sup>7</sup> Step Up Silicon Valley. “Annual Report 2013.” 2013.

obtained funding from the County, allowing for collaborative efforts with local partners to continue.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction

This section addresses the program-specific requirements for the Annual Action Plan. Details about the planned actions to be undertaken by the City during this FY are available in the previous sections of this Action Plan.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. Table 14 identifies program income available for use that is included in projects to be carried out, while Table 15 summarizes CDBG funding compliance with other requirements.

**Table 8: Anticipated Program Income**

The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$47,000
The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	0
The amount of surplus funds from urban renewal settlements	0
The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	0
The amount of income from float-funded activities	0
<b>Total Program Income</b>	<b>\$47,000</b>

**Table 9: Other CDBG Requirements**

The amount of urgent need activities	\$0
The estimated percentage of CDBG funds that will be used for activities that benefit persons of lower incomes	100%
Overall Benefit – A consecutive period of one, two, or three years may be used to determine that a minimum overall benefit of 70 percent of CDBG funds is used to benefit persons of lower incomes. Specify the years that include this Annual Action Plan	2018, 2019, 2020

## HOME Investment Partnership Program (HOME)

### Reference 24 CFR 91.220(l)(2)

**A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:**

The City does not use HOME funds in any other manner than those described in Section 92.205.

**A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:**

The City does not use HOME funds for homebuyer assistance.

**A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:**

The City's CDBG and HOME funds are secured by trust deeds recorded on the title of the property that benefitted from the funds. The City also has Reversion of Assets and Restrictions on Alienation and Transfer clauses in its sub-recipient agreements. The period of affordability would be a minimum 15 years, and the affordability periods for previous properties acquired or rehabilitated using HOME funds have been lengthier.

**Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:**

There are no plans to use HOME funds to refinance debt on existing multi-family properties. HOME funding is typically provided for rehabilitation activities and is accompanied by deed-restrictions that extend the affordability period.



## Appendix A: Assessment Factors for Public Service Programs

1. PROJECT/PROGRAM DESCRIPTION. Is the proposed program clearly described and well thought out.
2. NEED FOR PROJECT/PROGRAM. Does the activity address the most urgent needs of lower income residents? Will the activity address the needs of lower income residents as identified in the City's Consolidated Plan? Will the activity contribute to economic, social and racial community integration?
3. PROJECT/PROGRAM HISTORY. Does the project's/program's past history warrant continued or increased funding? Has the activity been successful in the past at serving the projected number of low and moderate income clients? Has there been a demonstrated need for the services provided by the activity?
4. NUMBER OF MOUNTAIN VIEW RESIDENTS SERVED BY THE PROJECT. Are there accurate client records indicating the number of Mountain View residents to be served?
5. PERCENTAGE OF LOW INCOME MOUNTAIN VIEW RESIDENTS SERVED. Are at least 51% of the Mountain View residents served low income as required by Federal regulations (for CDBG activities)? Does the agency have an effective system for verifying clients' incomes? Will the program in combination with the other activities being funded allow the City to meet the Federal requirement that the program overall serve a minimum of 70% low income residents?
6. PROJECT/PROGRAM COST. Is the project cost requested reasonable? Is the cost per client reasonable for the services to be provided? If increased funding is being requested, are the numbers of persons being served also being increased? Are there other more cost-effective ways to meet the same need?
7. LEVERAGING OF FUNDS. Does the agency have any other funds or funding commitments to assist in financing the project?
8. FUNDING FAIR SHARE. If the program serves an area larger than the City of Mountain View, is the funding prorated so that Mountain View would not pay a disproportionate share of the program's costs?
9. COST DOCUMENTATION. Is there documentation supporting the cost of the project, e.g. a budget or spreadsheet itemizing the City's funds and other anticipated funding?
10. IS THERE A DEMONSTRATED NEED FOR FUNDS? Has the agency presented a convincing case as to the need for funding from Mountain View? Will the program be unable to continue without City funding?
11. SCHEDULE. Is there a realistic schedule indicating when funds will be needed, when the program is to be implemented, and when it will be completed? Does the program provide for the expeditious expenditure of funds?

## Appendix B: Assessment Factors Capital Projects

1. PROJECT DESCRIPTION. Is the proposed project/activity clearly described and planned?
2. NEED FOR PROJECT. Does the project address the most urgent needs of lower income residents as identified in the City's Consolidated Plan? Will the project contribute to economic, social and racial community integration?
3. PROJECT HISTORY. Does the project's past history warrant funding? Has the project in the past been successful at serving the projected number of low and moderate income clients? Has there been a demonstrated need for the services provided by the project?
4. NUMBER OF MOUNTAIN VIEW RESIDENTS SERVED BY THE PROJECT. How many Mountain View clients would be served respective to the scale and scope of the project? Are there accurate client records indicating the number of Mountain View residents to be served?
5. PERCENTAGE OF LOW INCOME MOUNTAIN VIEW RESIDENTS SERVED. Is at least 51% of the total number of Mountain View residents/clients served low income as required by Federal regulations? Does the agency have an effective system for verifying incomes?
6. PROJECT COST. Is the project cost requested reasonable? Is the cost per client reasonable for the proposed services? Are there other more cost-effective ways to meet the same need?
7. LEVERAGING OF FUNDS. Does the agency have any other funds or funding commitments to assist in financing the project?
8. COST DOCUMENTATION. Is there documentation supporting the cost of the project (e.g., real estate appraisal in the case of acquisition projects, verifiable construction cost estimates in the case of construction or rehabilitation projects, line item budgets in the case of social service projects).
9. IS THERE A DEMONSTRATED NEED FOR FUNDS? Has the agency presented a convincing case as to the need for funding from Mountain View? Will the project be unable to continue without City funding?
10. SCHEDULE. Is there a realistic schedule indicating when funds will be needed, when the project is to be implemented, and when it will be completed? Does the project provide for the expeditious expenditure of funds?
11. LOCAL AFFILIATION. Does the agency have members of the Board of Directors who are residents of Mountain View or have other ties to the City of Mountain View?
12. GREEN COMPONENTS. For affordable housing projects requesting funding, does the project incorporate energy efficiency and conservation components? What cost percentage of the project consists of Green components? How are the cost savings resulting from Green components used, i.e. will the savings directly benefit the project or return to the project applicant?

## Appendix C: Waiver





## Appendix D: Certifications and Forms

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** --The housing activities to be undertaken with Community Development Block Grant and HOME funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

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**Signature/Authorized Official**

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**Date**

Daniel H. Rich  
Name

City Manager  
Title



## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).
2. **Overall Benefit.** The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2018-19, shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

**Compliance with Laws** -- It will comply with applicable laws.

\_\_\_\_\_  
**Signature/Authorized Official**

\_\_\_\_\_  
**Date**

Daniel H. Rich  
**Name**

City Manager  
**Title**

## Specific HOME Certifications

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

**Eligible Activities and Costs** -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Subsidy layering** -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.

\_\_\_\_\_  
**Signature/Authorized Official**

\_\_\_\_\_  
**Date**

\_ Daniel H. Rich \_\_\_\_\_  
**Name**

\_ City Manager \_\_\_\_\_  
**Title**

## **APPENDIX TO CERTIFICATIONS**

### **INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:**

#### **Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### HUD-424-M Funding Matrix

The applicant must provide the funding matrix shown below, listing each program or program component for which HUD funding is being requested and submit this information with the application for federal financial assistance.

Grant Program*	HUD Share	Matching Funds	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other Funds	Program Income	Total
CDBG	\$536,360					\$25,000 (Local General Fund support for Fair Housing services)	\$28,811 carryover from prior years	\$47,000	\$637,171
HOME	\$281,994	See Note Below					\$167,608	\$0	\$449,602
<b>Grand Totals</b>	<b>\$818,354</b>					<b>\$25,000</b>	<b>\$196,419</b>	<b>\$47,000</b>	<b>\$1,086,773</b>

Previous versions of HUD-424-M are obsolete

form HUD-424-M (03/2003)

Note: The City has an excess HOME match balance of \$1.45 million.