

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2014-15**

NS-1

1. **Project Name: Novato Community Health Hub** 2. **Total Amount Requested:** \$7,500.00

3. **Project Sponsor: LIFT - Levantate**

Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Richard Waxman

Title: Executive Director

Mailing Address:

P O Box 6799
San Rafael, CA 94903

Telephone: 415-507-1564 Ext.

Fax: 415-491-4355

E-mail: richardwaxman@lift-levantate.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$7,500.00
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

Website (optional): www.lift-levantate.org

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

The LIFT Community Health Hub is located at the Marin Community Clinic, Novato - 6100 Redwood Blvd., Novato, CA 94945

5. Project Description:

LIFT - Levantate (LIFT) is a San Rafael non-profit organization dedicated to creating healthy, equitable communities. Since 2008, LIFT has addressed the most challenging health and wellness issues confronting vulnerable families in lower socio-economic areas in Marin, especially those populations facing steeper challenges than their peers. It is a sad fact that many people living in poverty are often hungry and obese. LIFT's innovative Community Health Hub design is more than emergency food assistance as it identifies key elements needed to improve and support long-term community changes in healthy behaviors, i.e. nutritious foods, increased nutrition education, opportunities for vigorous exercise, preventive medical care, CalFresh enrollment and system change.

LIFT's Community Health Hub proven model increases the availability of affordable fresh fruits and vegetables, provides comprehensive family-focused nutrition education, increases opportunities for physical activity in underserved communities and coordinates with the Marin Community Clinic to connect families to preventative and urgent medical care.

Poverty-level households experience food insecurity, where children and adults must skip meals, be satisfied with small servings, or consume items they would not otherwise choose. Paradoxically, food insecurity is

associated with overweight as low-income children find that nutrient dense foods often are out of reach, as their neighborhoods lack stores that provide fresh produce, or the produce is more expensive than the fast food on the corner. The people most affected by the hunger obesity paradox, and its associated health problems, are concentrated among the millions of low-income Americans served each year by food pantries. LIFT works in partnership with the San Francisco Marin Food Bank, local farmers and food producers/distributors to provide fresh produce, lean protein and whole grains to 300 low-income families each week in Novato. LIFT's other key partnerships include local community leaders/stakeholders, schools, the Novato/Marin Community Clinic (where the Health Hub is located), Marin County Health and Human Services (SNAP/Cal Fresh, MediCal & ACA information), Marin Oaks Continuation High School and Seniors/Youth/ Veterans organizations.

What really stands out about LIFT's work is a deep understanding of the system-related strategies that need to change, not only as they relate to food distribution efforts, but to culturally responsive nutrition education, healthcare delivery, benefit enrollment, and workforce development. While specialization has value, services delivered in silos often miss the mark of serving the public effectively, as barriers limit the public's understanding and access to those services. LIFT uses evidence-based strategies and culturally competent staff to reduce barriers through more effective collaboration and innovation from a wide range of service providers to better serve the individual. By leveraging a community's existing resources across multiple sectors, LIFT brings comprehensive critical resources to the community table in service of the individual. Ordinarily, a person would have to find a food pantry to meet their family's food needs, a county office to sign-up for SNAP/CAL-Fresh benefits, an adult education class for nutrition information, a clinic for health needs, and another for physical activities. All these services are available to Community Health Hub participants.

Targeting vulnerable, low-income communities of color and seniors, LIFT's overarching goals include:

1. Reducing food insecurity and increasing access to and consumption of fresh produce, lean protein, and whole grains
2. Increasing opportunities for vigorous physical activities
3. Increase prevention and screening of chronic conditions

Once per week, Health Hub activities:

- Distribution of free nutritious food to low-income individuals and families;
- Weekly nutrition information and education sessions that often explain new food item offerings, and opportunities for taste-tests of new fruits and vegetables or updated recipes. ReThink Your Drink & Potter the Otter target adults, teens and children;
- Physical activity demonstrations and sessions that are age and ability appropriate.
- Monthly (or more frequent as funding allows) health screening for diabetes and high blood pressure.

Activities are led by multi-lingual health clinicians, promotores, and trained residents/peers who model healthy social norms and behaviors. For example, Zumba classes are led by both a bi-lingual youth and an adult to meet the multi-generational needs and experiences of both populations, and to model healthy social norms and behaviors.

Activities to accomplish these goals include:

- Distributing free nutritious food to 300 households/week, thereby feeding 1,200 people weekly
- Recruiting, training and mentoring 5 promotoras
- Increasing CAL-Fresh sign-ups by 100 participants
- Providing weekly nutrition information/education sessions to 75 or more participants
- Providing physical activity classes to 50 participants per month
- Providing diabetes screenings to 50 participants per month

6. Total Project Cost: (Include all costs for this particular project regardless of source.)

\$45,000 - Personnel, Printing, Outreach, Cooking Supplies, Instructors for Physical Activities, Diabetes/Blood Pressure Screening supplies, etc. (Does not include volunteer time, partner agency personnel contributions (HHS & Community Clinic) or In-Kind food donations from the Food Bank, farmers and other food distributors)

7. Project Budget for CDBG Funds:

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

\$2,500 Stipends for Latino/Asian community health educators/promotores/activity instructors
 \$2,500 Salary contribution to Health Hub Coordinator for oversight and administration
 \$2,500 culturally appropriate nutrition materials, physical activity supplies and diabetes/blood pressure screening supplies

8. Other Sources of Funds for this Project: Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
County of Marin Community Services Fund	Novato Health Hub	2,500	11/13	Yes	11/27/13	12/15/13
County of Marin	Novato Health Hub	1,500	6/13	Yes	7/13	Currently
Bennett Family Foundation	Novato Health Hub	\$2,500	10/15/13	Yes	11/15/13	Currently

9. Project Implementation:

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

In April 2013, LIFT's Community Health Hub launched as a pilot project, and is now one of the largest food distribution sites in the county, while also providing hundreds of patients with free diabetes and high blood pressure screenings, Zumba classes, nutrition education demonstrations, and assistance with CalFresh enrollment. By December 2013, the Health Hub distributed over 167,000 pounds of fresh produce, lean protein, and whole grains to about 250 to 300 families each week. Until October, almost 100% of the individuals and families served were Latino, but in the last two months LIFT staff have noted an increase in low-income Asians and low-income Caucasian Seniors.

The Health Hub is held once each week on Thursdays from 3 to 7 PM to accommodate the working poor, though volunteers and staff are one site by 2 PM and usually stay until 7:30 PM. Securing food sources, arranging for on-site activities and coordinating of the volunteers takes place during the week and is overseen by a dedicated staff person, Jasmine Martinez, a native Spanish speaker. Volunteers range in age from teens to seniors.

10. Need for the Project:

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Household Size	Income Limit
1	\$59,100
2	67,550
3	76,000
4	84,400
5	91,200
6	97,950
7	104,700
8	111,450

The overwhelming majority of Health Hub participants are low and very low income Latinos living in the underserved neighborhoods of Novato, including Hamilton and Lynwood. Many are under or unemployed, the working poor, day laborers, isolated seniors and families facing extreme levels of food insecurity., Many of our participants have self-reported income levels at, or below 250-300% of the Federal Poverty Level and are patients of the Marin Community Clinic

LIFT staff received training from the County and the Food Bank to become CalFresh assisters and will be reviewing financial documentation for Health Hub participants enrolling in the CalFresh program.

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*

LIFT-Levantate's Community Health Hubs serve vulnerable children, adults, seniors, and families facing steep economic, cultural and environmental challenges in California communities experiencing the shortest life expectancies. Novato is one of those communities. While residents of Ross may expect to live to 88, residents in neighborhoods like Hamilton in Novato can expect to live 13 years less, or to 75. Also, Lynwood in Novato is identified as a food desert (Portrait of Marin, 2012).

LIFT's comprehensive weekly Health Hub food pantry ensures each low-income household receives fresh produce/lean protein/whole grains with culturally appropriate, bilingual family-focused nutrition education. Supporting services include Peer Health Workers providing healthy taste tests, CAL-Fresh (SNAP) benefit enrollment, sugar reduction strategies and vigorous physical activities for all ages. Information about MediCal and ACA is provided, along with enrollment opportunities. Medical staff provide free health screenings to longitudinally measure blood pressure, cholesterol, body mass index and A1C glucose levels.

Hundreds of formerly unaffiliated participants are now aware of the clinic and many at-risk clients are receiving free diabetes/blood pressure screenings, with formerly undiagnosed clients receiving immediate and or critical care. For many participants, this is the only nutrition education, physical activity and nutritious food they receive. LIFT evaluates impact and program participants consistently increase their consumption of fresh produce and water, decrease their intake of sugary drinks and processed foods and increase physical activity.

C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)*

LIFT typically targets low-income Latino and African-American individuals and families and has less participation from Asian and Caucasian populations. Our outreach materials have traditionally been provided in English and Spanish, yet, as we have expanded our outreach to include Asians, we are seeing an increase in participation from Vietnamese individuals and families in communities LIFT serves. LIFT will continue to work with the Asian Advocacy Project for outreach to members of the Asian community. At the Novato Health Hub, LIFT is also seeing an increase in participation of Caucasian seniors, living on fixed, limited incomes. LIFT's community outreach efforts include close contacts with organizations serving seniors.

If this project involves housing, how will it affirmatively further fair housing?

N/A

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people.

N/A

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

Since LIFT brings services into the community, we utilize facilities that are accessible to people with disabilities. We also tailor our activities to the individual, so it is not uncommon to start working with someone at their comfort level and abilities for physical, emotional or cognitive skill building activities.

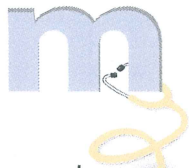
E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

N/A

- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
- Don't forget to fill out the Organization Profile form.
- All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

DEADLINE: APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013, AT 5 P.M.

Remember that we don't accept e-mailed or faxed applications.



marin community clinics

November 25, 2013

Michelle Garcilazo
Senior Program Coordinator
Marin SF Food Bank
75 Digital Drive
Novato, CA 94949

Dear Ms. Garcilazo,

I am writing to express my support for the development of a second Health Hub Food Pantry in partnership with LIFT-Levántate at our San Rafael clinic in the Canal to serve our families who live in San Rafael. The Marin Community Clinics staff and patients in Novato have been truly overwhelmed by the incredible success of the LIFT Community Health Hub. Already it has grown to serve more families and in more ways than we had ever imagined and our organizations have gained tremendous experience over the course of the year that would prove invaluable for a second Health Hub Food Pantry in the Canal.

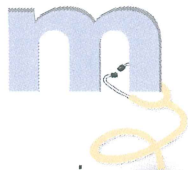
Several times per week, one of the families of my patients comments on what a gift it is – whether for the access to fresh and healthy foods, having their children try a sample of a new healthy recipe that expands everyone's horizons, having a mother and daughter join in the Zumba group, or having their otherwise undiagnosed hypertension or diabetes recognized. In addition, we have been aware that there have been barriers that prevent our food-insecure patients from enrolling in Cal Fresh to provide a more stable source of food for their families. Having someone who can enroll families into the program in addition to all of the other services available has helped to overcome those barriers.

As you are likely aware, when we were planning the Health Hub, none of us anticipated the extent of the demand for a farmers' market-style food pantry. The consistent arrival of such huge numbers of families has, I think, revealed that the need is much greater than any of us imagined.

We've also been struck by the number of people who have been identified through blood pressure and diabetes screenings, many of whom lack insurance so only come to see us when they are really ill, but until now have not received preventive care or health surveillance.

Last, the integration of so many different members of the community in the weekly event – from veterans to youth to Health Promotores to members of the community being served – has been a powerful way to connect the people of our community here in Novato. A mother of one of my patients told me proudly that volunteering at the Health Hub has been one of the most positive things that she does. When her child was diagnosed with a serious chronic disease, she felt grateful for all of the supports that were provided not only by our clinic but by a number of community agencies connected to the Health Hub. She said that she feels proud to be a part of the effort to help others in need.

Clinic: 6100 Redwood Boulevard, Novato, CA 94945
Other Clinics in Greenbrae and San Rafael
Phone: 415-448-1500
www.marinclinics.org



marin community clinics

I believe that the development of a similarly well integrated program located at our San Rafael clinic would have a huge impact on the health of our San Rafael patients and would be a powerful way to provide that community with support for making positive health effort and wellness improvements.

Thank you for your consideration and for all of the important work that you do.

Sincerely,

Tracey Hessel, MD
Lead Pediatrician

cc: Sheila Kopf, Sean Brooks

Organization Profile - 2014-15 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) and HOME Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive CDBG or HOME funding. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

Name of Organization: LIFT-Levántate

My organization does not gather demographic data. My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	43%
Low income people	57%
People above the low income limits	0%

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	9	6				10%
African-American/Black	15	10	5			15%
Caucasian/White	72	66	95	100	100	75%
Native American	0					0
Mixed Heritage	4	4				0
Unknown/other		14				0
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	68%	68%	60%	55%	10%	12%
NOT of Latino/ Hispanic Origin	32%	32%	40%	45%	90%	88%
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	6%	7%	0	0	0	0
6-17	24%	19%	10%	0	0	0
18-24	8%	6%	20%	20%	0	0
25-59	51%	40%	65%	65%	100%	90%
60 +	19%	28%	5%	15%	0	10%
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	58%	58%	66%	60%	50%	50%
Male	42%	42%	33%	40%	50%	50%
Total %	100%	100%	100%	100%	100%	100%
Disabled %						

Involvement of Clients Your Organization Serves	Percent of Board/Committee Members Who Are Clients
On Governing Board	0%
On Advisory Committee	12%

Organization Profile – 2014-15 Data Collection Pilot

Income Limits

Household Size	Very Low Income Limit (≈50% of Median Income)	Low Income Limit (≈80% of Median Income)
1	36,950	59,100
2	42,200	67,550
3	47,500	76,000
4	52,750	84,400
5	57,000	91,200
6	61,200	97,950

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2014-15**

NS-2

1. **Project Name: Family Law Legal Services for Low income Marin Families**

Total Amount Requested: \$25,600

3. **Project Sponsor: Family & Children's Law Center**

2.

Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Shawna Hoch

Title: Administrative Coordinator

**Mailing Address:
30 North San Pedro Road, Suite 245
San Rafael, CA 94903**

**Telephone: 415-492-9230 Ext. 214
Fax: 415-479-2553
E-mail: shoch@yahoo.com**

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$7,000
Novato Planning Area	\$7,000
Richardson Bay Planning Area	\$2,000
San Rafael Planning Area	\$7,000
Upper Ross Valley Planning Area	\$2,600
West Marin Planning Area	\$0

Website (optional): www.faclc.org

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

30 North San Pedro Road, Suite 245, San Rafael, CA 94903

5. **Project Description:**

Founded in 1985, FACLC is dedicated to helping low-income children and families in Marin County by providing sliding scale family law legal services to the working poor. FACLC strives to provide access to justice for low-income families and children who due to financial constraints and complex family transitions, would have no other means for representation in the courts. The overwhelming complexity of the legal system is compounded when financial barriers are present. Hit hardest by the recent downturn in our economy are low-income families – especially children. During such times, financial pressures can become unbearable and the home environment begins to or more precipitously unravel, causing their legal needs to skyrocket. Last year, FACLC provided over 1200 client appointments and the demand for such services only keeps growing. To serve more families and children in these times of great need, we need your help and support. Our goal is to break down barriers to allow access for all to the justice system.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.) **\$290,600.00**

7. Project Budget for CDBG Funds:

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

<u>POSITION</u>	<u>TOTAL COST</u>	<u>CDBG COST</u>	<u>COST PAID BY OTHERS</u>
Staff Attorney1.0	\$70,000	\$5,000	\$65,000
Staff Attorney1.0	\$50,000	\$5,000	\$45,000
Intake Specialist .1.0	\$33,000	\$8,000	\$25,000
Legal Director 1.0	\$89,000	\$4,000	\$85,000
Program Assistant 1.0	\$48,600	\$3,600	\$45,000

8. Other Sources of Funds for this Project: Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
MCF	CORE	\$85,000	7/1/13	Yes	12/1/13	Now
Special Event	CORE	\$60,000	10/25/13	Yes	10/25/13	Now
County of Marin	CORE	\$20,000	7/1/13	Yes	8/1/13	Now
Client Fees	CORE	\$100,000	N/A	Yes	Ongoing	Now

9. Project Implementation:

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

CDBG Funds will support the services of two Staff Attorneys, one Legal Director, one Program Assistant and one Intake Specialist. The Legal Director will continue to implement an outreach program that will provide increased awareness of the Family & Children's Law Center and its services in the community. The Legal Director will supervise the staff attorneys and oversee the day-to-day implementation of the legal program. The Intake Specialist will screen all potential clients for eligibility identifying their fee rate and schedule them for an appointment to meet with a staff attorney. The Staff Attorneys will implement the legal program by meeting with an average of six clients per day and attending an average of three court hearings per week. The Program Assistant will provide administrative support to the Staff Attorneys, Executive Director and the legal program. Brochures and other informational materials will be distributed to various additional agencies and made readily available to potential clients.

10. Need for the Project:

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Household Size	Income Limit
1	\$59,100
2	67,550
3	76,000
4	84,400
5	91,200
6	97,950
7	104,700
8	111,450

FACLC uses CDBG income guidelines and completes an income eligibility worksheet for each client. All Clients are required to provide written verification of income in the form of tax returns and pay stubs. The low income population is one with particular needs as they are disenfranchised due to low income, minimal resources and misinformation regarding the legal system. By providing low cost, high quality legal services the Family and Children's Law Center increases access to justice for a significant portion of the Marin County community.

B. Project Rationale: Why is this project needed? Will it assist an especially needy or underserved group?

The Family Law Legal Services for Low Income Marin County Families Project is critical to the well-being and functionality of the low income families in our community. Equal access to justice is a basic right that should be afforded to all, regardless of income level. Without the services of the Family and Children's

Law Center, low income individuals will be left to navigate a complex and confusing legal system on their own, leaving them to fend for themselves to obtain domestic violence restraining orders, child custody and support orders, and other court orders that ultimately provide security for at risk families. Most self represented litigants do not have the resources or knowledge necessary to successfully represent themselves in court. Many of the issues faced in family law courts can be volatile and have long standing repercussions and implications that can negatively impact families and children who are forced to proceed without legal representation for many years to come.

- C. Equal Opportunity: For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)

We have found that in many cases Latino immigrants are reluctant to seek court intervention for family law matters as they are concerned that any involvement in the legal system may bring their legal status into question. We always share information about our organization including intake forms and brochures with agencies that target their services to this population, and explain to them that in the family law courts, a parties legal status is never brought into question.

If this project involves housing, how will it affirmatively further fair housing?
Not Applicable

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people.
Not Applicable

- D. Accessibility: What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?
Located across from the Civic Center and the Courts. Wheelchair accessible. Can arrange for telephone/mail service. Can arrange for home visits when special circumstances apply. Can arrange for sign language interpreters for hearing impaired clients.
- E. Green Building: For new construction or rehabilitation, what will you do to incorporate "green building" principles?
Not Applicable
- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
 - The current year's application form must be used.
 - Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.
 - **Applications sent by fax or e-mail will not be accepted.**
 - This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
 - Don't forget to fill out the Organization Profile form.
 - All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

DEADLINE: APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013, AT 5 P.M.

Remember that we don't accept e-mailed or faxed applications.

Organization Profile – 2014-15 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) and HOME Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive CDBG or HOME funding. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

Name of Organization: Family & Children's Law Center

My organization does not gather demographic data. My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	
Low income people	
People above the low income limits	

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	3	3	0	0	10	N/A
African-American/Black	4	4	0	0	0	N/A
Caucasian/White	81	81	100	75	90	N/A
Native American	1	1	0	0	0	N/A
Mixed Heritage	1	1	0	25	0	N/A
Unknown/other	10	10	0	0	0	N/A
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	39	39	50	0	0	N/A
NOT of Latino/ Hispanic Origin	61	61	50	0	0	N/A
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	0	0	0	0	0	N/A
6-17	0	0	0	0	0	N/A
18-24	6	6	0	0	0	N/A
25-59	92	92	100	100	80	N/A
60 +	2	2	0	0	20	N/A
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	73	73	100	75	60	N/A
Male	27	27	0	25	40	N/A
Total %	100%	100%	100%	100%	100%	100%
Disabled %						

Involvement of Clients Your Organization Serves	Percent of Board/Committee Members Who Are Clients
On Governing Board	0
On Advisory Committee	Not Applicable

NS-3

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2014-15**

- | | |
|--|---|
| <p>1. Project Name: Brain Injury Network of the Bay Area Therapeutic Day Program & Other Services</p> <p>3. Project Sponsor: Brain Injury Network of the Bay Area (aka: Marin Brain Injury Network)
Contact Person: Patricia Gill</p> | <p>2. Total Amount Requested: <u>\$30,000</u></p> <p>Non-housing proposals <u>must</u> specify the amount requested from each planning area.</p> |
|--|---|

Title: Executive Director

Mailing Address: 1132 Magnolia Avenue
Larkspur, CA 94939

Telephone: 415-461-6771 **Ext.**
Fax: 415-461-8406
E-mail: patricia@binba.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$7,000
Novato Planning Area	\$1,500
Richardson Bay Planning Area	\$2,000
San Rafael Planning Area	\$11,000
Upper Ross Valley Planning Area	\$7,000
West Marin Planning Area	\$1,500

Website (optional):

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number. 1132 Magnolia Avenue, Larkspur, CA 94939
5. **Project Description:** Brain Injury Network of the Bay Area (BINBA) is the only therapeutic non-profit center in Marin County offering an array of services specific to survivors of an acquired brain injury. The services meet the short and long-term therapeutic needs of community members who have experienced a stroke, accident, viral infection, tumor, loss of oxygen, and other causes of a brain injury. Additionally, the center provides services to family members and professionals in the community who seek support, education, and referrals. The programs exist to help survivors achieve greater independence, participate more fully in their communities, improve cognitive abilities, increase self-esteem, and to provide a safe place to come and be with others who understand how dramatically life changes after a brain injury.

To accomplish the mission of BINBA and meet these needs, the programs provide education, training, therapeutic intervention and skill building courses in cognitive, social, behavioral, psychological and pre-vocational assistance. The center offers a structured day program, resource referral assistance, a resource handbook (release date of January 2014), support groups, assessments and counseling, occupational therapy sessions, therapeutic computer program (formerly at College of Marin), concussion website (www.concussionmarin.org) and concussion education in collaboration with MCOE. Caregivers receive respite, support groups, educational presentations, resource referral, and training to assist in coping with the challenges of caring for a loved with a brain injury. Additionally, we are an intern host site for future professionals to train in the fields of psychology and occupational therapy. Dominican University annually sends 5-10 interns for training at BINBA.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.) **The project cost, which is the operational budget for all services offered at BINBA, is \$425,000.** This budget includes all overhead costs (building, insurance, space lease, utilities), supplies, and personnel costs to operate the services. A new service item to the budget this year is the printing and dissemination of the new Brain Injury Information Handbook. This handbook has been completed to help fill the gap in the continuum of care, providing information while in the hospital and at home, that patients do not receive by their healthcare team. It has been 2-3 years in the making and will reach a wide array of community members from all areas of Marin. The handbook will also be accessible online at www.binba.org and a printable version will be available as well.

7. **Project Budget for CDBG Funds:**

*Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.*

The CDBG funds are respectfully being requested to support the current salary of the part-time Director of Programs, Maggie Pesta, OTR/L. Ms. Pesta, an Occupational Therapist, has been in the position for 1.5 years and is strengthening services through her occupational therapy training and provision of O.T. sessions to a range of clients. She is responsible for the successful implementation of all services, plus ensures outcome measures are complete, and researches trends in the community needs of survivors and their families. She works closely with the executive director to design services to ensure high quality programs that fill community gaps are hosted at BINBA. Her annual salary is \$50,000. All funds from CDBG will be applied to allow BINBA to continue this crucial role in the center's ability to provide services.

8. **Other Sources of Funds for this Project:** *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Fee for Service	Treatment	90,000	Ongoing	Yes	Ongoing monthly fees	Ongoing
Foundations	Treatment/ Operating	150,000	Variable	Yes + awaiting response	Variable	Throughout FY
Other Fundraising (indivs/events/corp)	Treatment/ Operating	185,000	Ongoing Fundraising	Yes + awaiting	Variable	Throughout FY

9. **Project Implementation:**

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

Patricia Gill, Executive Director, in collaboration with the Board of Directors, is responsible for the successful operation of BINBA and all services offered. Maggie Pesta, Director of Programs, will work in collaboration with the Board and E.D. to design and implement all services. The professional team of the Board of Directors, Advisory Board, and staff consult regularly.

Currently, ten services are offered on-site each week: structured day program (25 hrs), educational class (1.5 hrs), survivors support groups (3.5 hrs), caregiver support group (2 hrs/mo), individual assessment/consultation (10 hrs), resource referral assistance (10 hrs). Additionally, BINBA hosts a concussion website that is always available and provides community presentations as scheduled. The Brain Injury Information Handbook will always be maintained and available online plus will be disseminated physically to case managers at local hospitals and clinics, reaching hundreds of community members BINBA was not able to reach in previous years.

10. **Need for the Project:**

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Household Size	Income Limit
1	\$59,100
2	67,550
3	76,000
4	84,400
5	91,200
6	97,950
7	104,700
8	111,450

The groups served are survivors of acquired brain injury and their families/caregivers. Strokes in Marin are on the rise, as are concussions. A stroke happens every 40 seconds in the U.S. and in Marin, with our aging demographic, we are seeing an increase in strokes and TBI's from falls. The majority of clients served, 65% in FY2012/2013, have low, very low, or extremely low incomes. Many of BINBA's clients are only able to pay a nominal fee for the services provided. For this reason, all services are offered free of charge or on a sliding-scale. Over 75% of clients receive reduced or free service due to need. Socioeconomic information is gathered at intake for many clients served and is entered into our demographic and stat recording database. BINBA does not receive insurance reimbursement for service due to the long-term nature of services and the post-acute medical phase of the rehabilitation for those we serve. BINBA clients come for service most often when they are no longer eligible for therapeutic treatment covered by their insurance carrier, which over time would result in decreased functional ability and decreased quality of life. BINBA offers a place for continued improvement and mood stability at affordable rates. Each year, the number of people we serve increases by 15%-20%.

B. Project Rationale: Why is this project needed? Will it assist an especially needy or underserved group?

Brain Injury Network of the Bay Area (BINBA) is the only non-medical therapeutic service center in Marin County offering long-term services specifically designed for survivors of acquired brain injury. Research demonstrates the existence of neuroplasticity and our brain's ability to continue to heal itself for the rest of our lives, providing a person remains actively engaged in learning new information and skills. This research directly supports the foundation of MBIN programs and services – long term attendance to groups and classes that provide stimulation, education, and therapy - to keep the brain active, engaged, and healing.

There is no ongoing, dedicated public funding for community services for civilian ABI survivors and their families, and as a result, BINBA has become crucial to help individuals cope with the long-term disabilities that accompany a life with brain injury. In addition to the cognitive, psychological, and access to community resources benefits that are offered here, so many of those we serve report feeling less alone in the world and express benefit from having a place to go where they know they will be accepted without judgment. For many whose ability to work and communicate has been compromised, it is critical they have a safe place to come and focus on rehabilitation. For those who will rehabilitate to return to work or community involvement, BINBA offers courses to rebuild confidence and skills to assist in the return to community process. Attending these programs supports survivors to cope with issues and behaviors that are side-effects of their brain injury and allows them to be more successful in their rehabilitative and community efforts. In addition, this center provides education about brain injury to interns, volunteers, and community members, increasing the understanding of the needs to future professionals and the community at large.

New services offered include concussion education for the community, to schools, coaches, and parents. BINBA participates in concussion education forums with Mary Jane Burke. Concussion education and management has become a critical issue in our community and nationally, as has been shown in recent coverage in national news forums. And, a critical service BINBA will provide in January 2014 is the dissemination of an information and resource handbook. During the ICU/acute hospital treatment phase, and when discharged home, there is a gaping hole in the provision of information and guidance. This handbook is created to fill this gap for all socioeconomic groups in Marin. It is free of charge and accessible in hard-copy and online.

C. Equal Opportunity: For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)

At BINBA, we have noticed a few groups of people that tend to resist seeking services: people with milder side-effects from an ABI (from concussions, strokes, or mild accidents), people whose brain injury has resulted in a lack of insight and awareness about their challenges and needs (termed *anosognosia*); those that speak English as a 2nd language, and caregivers. To support access to our services for these groups:

- We created an information and resource handbook that will be available in print and online.
- We work in collaboration with other community organizations, including the Marin Community Clinics, Buckelew Center, Marin General, MarinLink, and others to provide service to the demographic groups we hope to engage.
- BINBA is now part of the stroke coalition formed in Marin that consists of professionals from many medical/community organizations providing service to stroke survivors and their families.
- We implemented a concussion education program with the Marin County Office of Education that provides information to families throughout Marin, of all economic levels and ethnic backgrounds.
- For caregivers, we have increased marketing and advertising in local media forums about our monthly caregiver group, consultation services, and resource referral service.
- We started a speaker's series that provides information on a range of topics for the community each month.
- We work with Dominican University Occupational Therapy interns to create program plans that increase services offered to caregivers on-site.
- BINBA offers to coordinate intake and other services with language interpreters as needed
- We increased stroke specific services and to reach out to survivors who have a lack of awareness of their challenges, we are hosting a group of survivors and their families in 2014, to discuss their specific needs and how to meet them.

If this project involves housing, how will it affirmatively further fair housing? N/A

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people. N/A

- D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

To make our services accessible, we have increased marketing efforts each year to raise awareness of our existence. We continue our mission of sliding-scale and free of charge service to allow anybody to access service regardless of financial ability (we fundraise 75% of our annual budget). All survivors who attend the services are disabled due to long-term side effects of their injury and we have a number of caregivers who are disabled as well. The center is highly accessible for all disability levels, with the center having handicap accessibility, and located right off a main bus route. And we work with Whistlestop to ensure transportation accessibility.

- E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.
- **Applications sent by fax or e-mail will not be accepted.**
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- Don't forget to fill out the Organization Profile form.
- All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

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The data gathered on this form will NOT determine an organization's likelihood to receive CDBG or HOME funding. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

Name of Organization: Brain Injury Network of the Bay Area (BINBA)

My organization does not gather demographic data. My organization does not wish to share demographic data.

Income Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	15%
Low income people	20%
People above the low income limits	19%

Note: 32% fall below very low income and 14% fall in the category of unknown

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	4%	4%	0	0	10%	
African-American/Black	1%	1%	0	0	0	
Caucasian/White	75%	75%	64%	66%	60%	
Native American	0	0	0	0	0	
Mixed Heritage	5%	5%	36%	34%	30%	
Unknown/other	15%	15%	0	0	0	100%
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	5%	5%	13%	0	0	
NOT of Latino/ Hispanic Origin	95%	95%	87%	100%	100%	100%
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	0	0	0	0	0	0
6-17	0	0	0	0	0	0
18-24	5%	5%	13%	0	0	0
25-59	50%	50%	74%	34%	55%	53%
60 +	45%	45%	13%	66%	45%	47%
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	60%	60%	87%	100%	82%	53%
Male	40%	40%	13%	0	18%	47%
Total %	100%	100%	100%	100%	100%	100%
Disabled %	65%	65%	0	0	10%	13%

Note: 100% of brain injury clients served are disabled; 5% of caregivers served are disabled = 65% of total served disabled

Involvement of Clients Your Organization Serves	Percent of Board/Committee Members Who Are Clients
On Governing Board	18%
On Advisory Committee	13%

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2014-15**

NS-4

1. **Project Name:** *North Bay Children's Center, Scholarship* Child Care Scholarships
2. **Total Amount Requested:** \$ 20,000
Non-housing proposals must specify the amount requested from each planning area.
3. **Project Sponsor:** North Bay Children's Center

Contact Person: Susan Gilmore

Title: Executive Director

Mailing Address:
932 C Street
Novato, CA 94949

Telephone: (415) 883-6222 **Ext.**

Fax: (415) 883-6061

E-mail: sgilmore@nbcc.net

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$ 20,000
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

Website (optional):

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

932 C Street, Novato, CA 94949, Parcel # APN 157-980-03

5. Project Description:

North Bay Children's Center, a non-profit organization, has been working in partnership with the North Bay community since 1987 to provide the highest quality child care—at affordable rates—to families across the income spectrum. NBCC also provides support services that nurture and enhance family life such as parent education and support programs, daily hot meals for our children, and scholarships for low-income families. In fact, half the children served by NBCC receive tuition assistance, enabling their parents to return to the workforce or continue their education. By offering high quality, affordable child care and family support programs, and through community collaboration, NBCC is able to both support families in their goal for self-sufficiency, as well as meet the specific needs of children Welfare reform, Hamilton Field development, and the changing needs of dual career families have accelerated the need to continue to increase the child care supply in our community.

6. Total Project Cost: (Include all costs for this particular project regardless of source.)

NBCC currently requires \$469,544 to maintain its current level of scholarship service (of which approx. \$449,544 is committed through state contracts and individual donors). The \$20,000 requested from CDBG will enable NBCC to continue scholarship support for approximately 7 income eligible children.

7. Project Budget for CDBG Funds:

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

All CDBG funding will be allocated to families in Novato who meet the CDBG guidelines for low income. Using these guidelines, NBCC has developed a sliding fee scale for families across the lower income spectrum. Parents will receive a fee reduction based on their income.

8. Other Sources of Funds for this Project: Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
CDE	Scholarship	449,544		469,544 449,544 469,544		Ongoing

9. Project Implementation:

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

NBCC's Finance Director and finance committee oversee the scholarship program. Applicants are required to work or be in training full time. All applicants submit their previous year's 1040 tax form along with a copy of their most recent paycheck and/or documentation of Cash Aid and food stamps to verify their income status. NBCC re-certifies scholarship families every six months.

10. Need for the Project:

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Persons in Household	Income
1	59,100
2	67,550
3	76,000
4	84,400
5	91,200
6	97,550
7	104,700
8	111,450

According to the Marin Child Care Master Plan, 13 percent of Marin's children under 11 live in poverty. The report identifies Novato specifically as a target area in need of funding for child care programs and scholarship. Located in the lowest per capita income area of Novato, NBCC is one of the few programs in Northern Marin that provides tuition assistance and family support serves for children from birth to 12 years of age.

Of the 165 children currently enrolled, over 52 percent are from low income families as defined by the CDBG guidelines. Of the 52 percent, 90 percent are from single parent homes where that parent is solely responsible for the financial support of their family.

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*

Without NBCC's scholarship program, CDBG's target population for Novato will not be served. NBCC family case histories demonstrate that, last year over 86 economically "at risk" families avoided welfare dependency as a result of receiving scholarship funding, and are able to work or continue their education therefore reducing the cycle of poverty in our community.

NBCC has been serving low-income families since 1987. The scholarship program is a proven success and can demonstrate how the community saves in the long run by investing in these families now.

C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)*

NBCC is listed as a resource for tuition assistance in with our local Resource and Referral agency. Many referrals also come from other organizations that provide services for the low-income underserved families in our community.

If this project involves housing, how will it affirmatively further fair housing?

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people.

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

NBCC has been able to serve many children with emotional and developmental disabilities. The facility is wheelchair accessible and program contacts and resources include the Marin Child Care Council and Easter Seals. NBCC's scholarship program ensures accessibility to quality care for children across the income spectrum.

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
- Don't forget to fill out the Organization Profile form.
- All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at

disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

DEADLINE: APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013, AT 5 P.M.

Remember that we don't accept e-mailed or faxed applications.

K:\Cycle\2014 Cycle\Grant Applications\2014-15 CDBG Application Form.Doc/roy

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2014-15**

NS-5

1. **Project Name:** Novato Independent Elders Program 2. **Total Amount Requested:** \$26,000

3. **Project Sponsor:** Episcopal Senior Communities

Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Shalyn Pugh-Davis

Title: Development Manager

Mailing Address:

2185 N California Blvd, Ste 575
Walnut Creek, California 94596

Telephone: 925-956-7363 **Ext.**

Fax: 925-407-0060

E-mail: spugh-davis@jtm-esc.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$ 26,000
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

Website (optional): www.jtm-esc.org

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

Margaret Todd Senior Center (MTSC)
1560 Hill Road, Novato, CA 94947

5. **Project Description:**

Overview, ESC/NIEP

Episcopal Senior Communities (ESC) is a non-denominational 501c3 corporation that cultivates and builds healthy communities with a continuum of residential and innovative aging services that actively promote intellectual, physical, social and spiritual well-being. ESC operates six continuing care retirement communities (CCRCs) and six affordable housing sites, serving over 2,000 seniors in Alameda, San Francisco, Monterey, Sonoma and Santa Clara counties. Since its founding in 1965, ESC has provided services to low-income, isolated and frail seniors still living at home in seven Bay Area counties, including Marin. Through its charitable outreach programs, ESC reached 12,736 low-income, isolated or frail seniors in 2012-2013. One such effort supported by ESC is the Novato Independent Elders Program (NIEP), housed in the Margaret Todd Senior Center.

On July 1, 2011, ESC officially adopted the Novato Independent Elders Program from the City of Novato, which had provided quality senior services for 16 years, until a deficit reduction plan forced the program to seek new sponsorship. With strong backing from the community and fiscal sponsors, ESC successfully integrated NIEP into its Home and

Community-Based Services division. ESC has enjoyed support from the Marin County CDBG Program, in addition to other senior service funders, for several years, which has enabled NIEP to not only stay in operation but to expand and thrive.

The ESC Novato Independent Elders Program works collaboratively with agencies and individuals to identify gaps in support services and develop programs to meet the needs of seniors in Novato and across Marin County. NIEP operates volunteer-based programs with community, corporate and organizational partners.

NIEP programs include:

- **The Home Delivered Grocery Program** is a volunteer-run project in partnership with Novato Safeway and Novato Human Needs Center. Volunteers shop for, and deliver, groceries to homebound elderly Novato residents.
- **Margaret Todd Café** – In partnership with Good Earth Natural Foods and the County of Marin, meals are delivered to the Margaret Todd Dining Site where NIEP volunteers prepare, deliver and clean up after the meal.
- **The Multicultural Outreach Program** provides educational workshops and monthly potlucks for Spanish-speaking seniors. The Multicultural Outreach Specialist teaches citizenship classes and partners with the College of Marin to provide two ESL classes per week. Additionally, the Multicultural Specialist translates materials, recruits ESL seniors for NIEP workshops and events, and assists the staff in planning inclusive, welcoming activities for seniors of diverse backgrounds.
- **ESC Senior Produce Market** – Seasonal produce is offered twice a month at wholesale (or below) cost, every first and third Wednesday. Older adult volunteers set-up and administer the market, building a peer-to-peer experience around senior nutrition and wellness.
- **ESC Senior Center Without Walls** – Homebound seniors can call on their telephone to participate in friendly conversation, classes and support groups. Information on this program is delivered to seniors, their families and care takers at Margaret Todd.
- **Brown Bag Market:** in partnership with Marin and San Francisco Food Banks free food is disbursed, farmers market-style, to low-income Novato seniors who qualify for the program.
- **Yard Maintenance Program:** local high schools, churches and volunteers help low-income, isolated and/or disabled seniors with yard clean-up and maintenance.
- **Postal Carrier Alert Program:** In partnership with the Novato post office and police department, NIEP provides a community response using the “Seven Signs of Change” to identify if a senior is in-need of assistance.
- Plus a wide range of other senior programs to meet the diverse needs of Marin County low-income seniors.

Margaret Todd is also a resource and referral center, where seniors, their families, caregivers and the wider Marin community can attend workshops and seminars, receive information about local programs and services for seniors, and get health and wellness services at NIEP’s Annual Health Fair & Flu Clinic.

Expanded Services

Thanks in large part to ongoing assistance from funders like the Marin County Community Development Agency and in-kind support from the City of Novato, NIEP continues to offer high-quality support to seniors and expand services where they are most needed. In the last year, NIEP expanded safety-net services to Central Marin, launched and continued a telephone reassurance program and reignited the Postal Carrier Alert Program in Novato, which trains postal carriers to recognize signs that a senior might be in distress and connects them with local resources that can respond when a senior might need assistance (such as the police and fire departments).

Here’s a brief rundown of other expanded services in 2013:

- After finishing its initial Telephone Reassurance Contract with Marin County in July 2013, NIEP began a new Telephone Reassurance Contract which will continue until at least July 2014.
- NIEP’s Multicultural Outreach Specialist began working with Marin Transit to identify what paratransit services Hispanic seniors are using or would like to use, and what barriers prevent Spanish-speaking seniors from using the services at a greater rate. NIEP has led focus groups to collect information to help Marin Transit make paratransit more accessible for Spanish-speaking seniors, and has assisted in translating materials.
- 786 older adults from Novato and wider Marin County attended 18 educational NIEP workshops and special events, on topics such as Alzheimer’s, vision and hearing loss, elder abuse, affordable housing options and special events, including the ABCs of Transportation and the spring 2013 Diabetes Seminar.

6. Total Project Cost: (Include all costs for this particular project regardless of source.)

NIEP Director Salary & Benefits	\$104,000
NIEP Two Part-Time Staff	\$36,440
NIEP Operating Expenses	\$28,000
In-kind support, staff-time from partner Agencies	\$12,000
In-kind staff support from City of Novato*	\$19,099
In-kind services from City of Novato**	\$18,044
Total	\$217,583
In-kind volunteer hours	5,302 hrs

*In-kind support staff includes City custodial staff, Recreation Operations Manager and clerical support

**In-kind services include use of City facility space for meetings and events, offices and congregate meal site

7. Project Budget for CDBG Funds:

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

NIEP Director Salary, Benefits	\$15,000
NIEP Part-Time Staff Salary, Benefits	\$6,000
NIEP Program Operating Support	\$5,000

8. Other Sources of Funds for this Project: Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
County Supervisor	Staff	\$25,000	Sept '13	YES	PENDING	PENDING
Marin Community Foundation	Staff/Programs	\$60,000	2/2013	YES	4/6/2013	Now
Marin Transit	Staff	\$5,000		YES	7/29/13	Now
City In-Kind	Staff/Programs/ Volunteer		Ongoing	YES	Ongoing	Ongoing

9. Project Implementation:

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

The ESC/NIEP Director has a long history of managing senior services in Novato and works together with the ESC Vice President of Home & Community Based Services to make strategic decisions about the future of the NIEP program. The ESC/NIEP director works with two part-time staff in addition to multiple city and county partners and a cadre of dedicated volunteers to keep the programs running and expanding new offerings throughout Marin. ESC/NIEP programs continue to look for ways to enhance existing programs for Novato seniors and expand senior programming and resources to greater Marin County.

10. Need for the Project:

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability. (Answered below)

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*

Household Size Income Limit	
1	\$59,100
2	\$67,550
3	\$76,000
4	\$84,400
5	\$91,200
6	\$97,950
7	\$104,700
8	\$111,450

NIEP serves the needs of isolated, frail, low-income and multicultural seniors in Novato, as well as their family members and caregivers. Many of the programs at the Margaret Todd Senior Center are no or low-cost, and all of the outreach efforts specifically target low-income, isolated or at-risk seniors.

In 2013, NIEP reported over 12,887 client contacts through its various programs and services. Approximately 32% of Novato's total population of 53,301 is over the age of 55. According to the population demographics from the 2011 California Department of Aging, 65,246 seniors over 60 years of age reside in Marin County; this number grows to 90,300 by 2015 and 106,900 by 2020. The slow economic recovery coupled with budget crises and the burgeoning senior population continue to forecast hard times for vulnerable older adults. ESC/NIEP's programs fill gaps in services, reduce isolation, provide information and referral services, promote healthy living and offer volunteer opportunities for those who want to give back to their community. With the support and assistance of Episcopal Senior Communities, the County of Marin and the City of Novato, at-risk seniors, their family members and caregivers will continue to benefit from a variety of support programs that target gaps specific to the Marin senior population.

NIEP programs are open to all income levels. According to "A Report on Services for Older Adults in Marin" from the Marin Community Foundation, service providers reported that 75% of their clients are low-income seniors. Client intake shows 569 unduplicated NIEP clients qualify as low or very-low income.

Here are some examples of the ways in which NIEP serves seniors in need:

- NIEP volunteers served 5,460 meals to seniors (95% low-income) at the Margaret Todd dining site in 2013.
- In 2013, 284 Hispanic seniors participated in the Alma Latina program. The Cultural Outreach Program continues to work with diverse groups of seniors by offering citizenship classes, ESL classes and enrichment activities aimed at improving wellness and quality of life. NIEP partnered with Marin Transit to identify which paratransit transport options they were interested in using and discovered ways to get them onboard. A survey found Hispanic seniors isolated not only because of age and transit issues, but cultural and language barriers also keep them home.
- 37 low income seniors received financial assistance to help pay late rental fees, PG&E bills and other essential services through the ESC Senior Resources Safety Net Funds Program, while approximately 85 low-income seniors receive food distributed at the Brown Bag Market at Margaret Todd.
- Two ESC/NIEP programs have an income limit of \$59,850 for a single-person household or \$68,400 for a two-person household: the Seasonal Yardwork Program (which served 89 seniors in 2013) and the Senior Home Safety Program (which served 8 seniors in 2013). Participants must be able to provide proof of public assistance or a recent tax return.

C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)*

ESC and NIEP recognize the inherent challenges in serving a growing, culturally-diverse population. NIEP maintains ongoing relationships with over 30 organizations and businesses to effectively coordinate and provide services to Novato's isolated, frail, multicultural senior population. ESC/NIEP provides non-English and limited English-speaking older adults and their families with information regarding immigration and citizenship matters, voter education and translation services, as well as coordinating with the College of Marin to provide ongoing ESL classes at the Margaret Todd Senior Center. NIEP provides one-on-one assistance with forms and helps non-English speaking seniors to understand how and where to access services, including healthcare and housing. The Multicultural Outreach Coordinator schedules educational speakers, translates information materials and develops social programs for multicultural seniors, such as the monthly Alma Latina potluck dinners and seasonal events. Additionally, the NIEP Director conducts informational presentations to a wide range of senior groups, from senior LGBT organizations to the SIRS and rotary clubs.

If this project involves housing, how will it affirmatively further fair housing?

N/A

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people.

N/A

- D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

The Margaret Todd Senior Center, which houses NIEP, is accessible to people of all abilities. Several NIEP programs, like the Seasonal Yardwork and Home-Delivered Grocery programs, send volunteers to the homes of seniors with limited or no mobility. Senior Center Without Walls connects seniors who are unable to travel outside their homes using telephone conference calls. In addition, ESC/NIEP now operates a Telephone Reassurance Program, which places phone calls to participating older adults, with the explicit purpose of checking on their wellness and connecting them with resources that they may need. Through targeted outreach to seniors at MTSC and other senior centers, families, caregivers and services providers, NIEP uses advertising fliers, newsprint, newsletters and word of mouth to enhance accessibility for older and disabled adults. Through its network of volunteers, nonprofits and public service agencies, information about NIEP's programs is disseminated to affordable housing sites, retirement communities and homes.

- E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

N/A

- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
- Don't forget to fill out the Organization Profile form.
- All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

DEADLINE: APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013, AT 5 P.M.

Remember that we don't accept e-mailed or faxed applications.

E P I S C O P A L
— ♦ ♦ ♦ ♦ —
SENIOR COMMUNITIES

A JTM Communities Affiliate

December 12, 2013

Roy Bateman
Community Development Coordinator
Marin County Community Development Agency
Federal Grants Division
3501 Civic Center Drive, Room 308
San Rafael, CA 94903

Dear Mr. Bateman:

Thank you for your ongoing support of Episcopal Senior Community's Novato Independent Elders Program (NIEP). We truly appreciate the generosity of Marin County and the City of Novato, which have both contributed to keeping the NIEP programs at Margaret Todd Senior Center in Novato thriving, and have also helped ESC expand its outreach efforts to serve isolated, frail and low-income seniors. ESC is pleased to submit a proposal for \$26,000 for the 2014-2015 grant cycle.

Please find enclosed the 2014-2015 CDBG Grant Application and the Organizational Profile form. I will be happy to answer any questions you might have, and look forward to hearing from you.

Best,



Shalyn Pugh-Davis
Development Manager
Episcopal Senior Communities Foundation

Phone: 925-956-7363
Email: spugh-davis@jtm-esc.org

Enclosures (2)

Organization Profile – 2014-15 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) and HOME Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive CDBG or HOME funding. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

Name of Organization: Episcopal Senior Communities / Novato Independent Elders Program

My organization does not gather demographic data. My organization does not wish to share demographic data.

<i>Income of Level of Clients Your Org Serves %</i>	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	17%
Low income people	75%
People above the low income limits	8%

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<i>Ethnic/Racial Demographics</i>						
Asian-American/Pacific Islander	34%	8%			7%	7%
African-American/Black	10%	3%			7%	7%
Caucasian/White	42%	88%	100%	100%	86%	86%
Native American		1%				
Mixed Heritage						
Unknown/other	14%					
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Latino/Hispanic Origin</i>						
Of Latino/ Hispanic Origin	14%	22%	33%			14%
NOT of Latino/ Hispanic Origin	86%	78%	67%	100%	100%	86%
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Age</i>						
0-5 years old						
6-17						
18-24						
25-59	2%	2%	100%	100%	26%	78%
60 +	98%	98%			74%	22%
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Gender</i>						
Female	80%	70%	100%	100%	26%	78%
Male	20%	30%			74%	22%
Total %	100%	100%	100%	100%	100%	100%
Disabled %	Unknown; ESC serves people of all abilities but does not collect ability data at this time.					

Involvement of Clients Your Organization Serves	Percent of Board/Committee Members Who Are Clients
On Governing Board	0%
On Advisory Committee	0%

Organization Profile – 2014-15 Data Collection Pilot

Income Limits

Household Size	Very Low Income Limit (≈50% of Median Income)	Low Income Limit (≈80% of Median Income)
1	36,950	59,100
2	42,200	67,550
3	47,500	76,000
4	52,750	84,400
5	57,000	91,200
6	61,200	97,950

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2014-15**

NS-6

1. **Project Name:** Novato Youth Center *-Scholarship* 2. **Total Amount Requested:** \$15,000

3. **Project Sponsor:** Novato Youth Center

Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Cheryl Paddack

Title: Executive Director

Mailing Address:
680 Wilson Ave.
Novato, CA 94947

Telephone: (415) 892-1643 **Ext.** 228

Fax: (415) 892-5098

E-mail: cpaddack@novatoyouthcenter.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$15,000
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

Website (optional): www.novatoyouthcenter.org

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

Novato Youth Center
680 Wilson Ave.
Novato, CA 94947

5. **Project Description:**

The Novato Youth Center (NYC) requests \$15,000 to provide continued scholarship assistance for low-income working parents of children ranging in age from 18 months to age 14. Last year we served 253 children, 46% of whom were from low-income, working families. Of the children we are currently serving 63% are youth of color, 48% of whom are Latino. The ethnic diversity in our program greatly exceeds the demographic composition of the larger Novato community, as the percentage of people of color in Novato is 34% (U.S. Census Bureau, 2010 Census).

This year, our need for scholarship assistance is great. The number of subsidized care slots made available through funding from the California Department of Education is not sufficient to cover the need. There are always eligible children waiting for care. Working parents from less-resourced families face the difficult decision of either keeping their children home alone or reducing their work hours, a compromising predicament and significant step backwards for those who are striving for self-sufficiency.

We are a licensed childcare program (since 1983), open Monday through Friday from 7:00am to 6:00pm for 18 months-4 year olds and operating 7:00am-9:00am and again from 2:00pm-6:00pm for our school-age participants on

school days. On school days, we transport school-age children to and from Novato's elementary and middle schools. On non-school days, we provide academic enrichment and field trips all over the greater Bay Area.

The Novato Youth Center's Child Development programs include Early Care & Education, for children ages 18 months to five-years-old, and the school-age programs, It's All Elementary! and 1-Up-4 College Middle School, both of which offer intensive academic enrichment and leadership development.

Teachers and aides participate in on-going professional development and provide daily age-appropriate curriculum for each age group. Our Food Program provides a nutritious breakfast, lunch and snack for all participants each day and is partially funded by a Federal Food Grant. Our facility; which includes a full-sized gymnasium, library, playgrounds, art studio, commercial kitchen/dining room and other classrooms; allows us to support children's development in the areas of academics, health and well-being, arts and athletics, and social interaction and community engagement.

Childcare families have access to additional on-site services at our center, including youth and family counseling, sports leagues, and parent workshops.

6. Total Project Cost: *(Include all costs for this particular project regardless of source.)*

Total cost of NYC's child development programs is \$1,123,010.00

7. Project Budget for CDBG Funds:

*Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.*

The \$15,000 requested would allow 6-7 children to receive high-quality childcare services in a safe, nurturing environment with daily academic enrichment with scholarships ranging from 10% to 50% depending on income level and family size.

8. Other Sources of Funds for this Project: *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
CA Dept. of Education	Childcare scholarships	\$203,756	11/12	Yes	7/13	Annual Contract
Community Action Marin (CAM)	Childcare scholarships	\$66,909	5/13	Yes	7/13	Monthly
Marin Community Foundation (MCF)	Program support and childcare scholarships	\$75,000	5/13	Yes	7/13	Currently
County of Marin & MCF subsidized childcare safety net	Childcare scholarships	\$15,000	6/13	No	N/A	FY13
Secured Other foundation funding	Program support	\$10,000	Various	Yes	Various	FY13
Pending Other foundation funding	Program support	\$15,000	12/10	No	N/A	FY13

9. Project Implementation:

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

NYC's Child Development Program Managers evaluate and prioritize family need based on income, family size and referrals from outside agencies such as Child and Family Services. Eligibility will be determined by family certification interviews twice annually, documenting income from pay stubs and/or tax returns. A family fee schedule is used to determine the family's portion of monthly fees, based on the Marin County Community Development Block Grant guidelines. Child development services are provided year-round and families may enroll at any time.

NYC partners with the Marin Childcare Council which maintains a Central Eligibility List for low-income working parents in need of state childcare subsidization. It is for the families who do not qualify for state and federal assistance, yet can be considered for CDBG funds due to the higher income limits in Marin County, that we seek assistance.

10. Need for the Project:

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Household Size	Income Limit
1	\$59,100
2	67,550
3	76,000
4	84,400
5	91,200
6	97,950
7	104,700
8	111,450

Low-income families will benefit from this project, specifically those who earn less than the CDBG income limits but more than the State Department of Education limits for subsidized childcare. As mentioned above, eligibility will be determined by family certification interviews twice annually, documenting income from pay stubs and/or tax returns. A family fee schedule is used to determine the family's portion of monthly fees, based on the Marin County Community Development Block Grant guidelines.

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*

This project is needed because so many working families struggle to reach or maintain self-sufficiency due to the high cost of living in Marin County. The 2011 Self-Sufficiency Standard indicates that it takes an annual income of \$86,629 for a family of four (two adults, a child in preschool, and a school-age child) in Marin to meet basic needs. To meet this standard, both working adults would have to hold *three* minimum wage jobs *each*. With the housing market bouncing back and both home and rental prices increasing (Trulia.com and Trovit.com, respectively), local families are even more stretched financially and struggling to cover costs such as childcare, healthcare, housing and food. Another indicator of financial need is the percentage of students qualifying for free and reduced lunch; it has doubled since 2001, according to Novato Unified School District data. Additionally, Marin's cost of living is increasing, according to the cost of living index.

The cost of childcare is a barrier to families achieving financial self-sufficiency. This project and the partially subsidized childcare it provides allows parents in low-income households to work (often multiple jobs) or to continue their education. This in turn promotes upward mobility: employment is maintained, promotions are won, academic degrees are completed, and the children of those parents see that mobility is possible. CDBG funding is particularly beneficial in instances where a job promotion or raise bumps families from qualifying for state or federal subsidy, forcing them to either decline the advancement or stop accessing our services when the pay increase is not significant enough for them to be able to afford the fee increase. CDBG funds help these families bridge this time in their life, providing partial subsidy while allowing parents to advance in their career. Twice annually, Program Directors check in on the family's progress towards economic stability/self sufficiency and reassess family fees for that time period. Without affordable childcare, it is difficult for families to pursue economic self-sufficiency.

C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)*

As noted earlier, the ethnic diversity in our program greatly exceeds the demographic composition of the larger Novato community. We pride ourselves on serving youth of all ethnic, gender and socio-economic backgrounds. Specifically the demographic groups within our childcare programs compare to those of Novato as is shown in the following table:

	African Am.	Asian Am./PI	Caucasian	Hispanic	Multi/Other
NYC Childcare	2.8%	4.0%	36.8%	48.0%	8.4%
Novato	2.7%	6.6%	65.8%	21.3%	5.7%

Because NYC asks participants to specify race/ethnicity differently than does the U.S. Census, we are unable to compare percents of some groups (i.e., Native American, Native Hawaiian, etc.) However, as the table shows, the participation rates of minorities within NYC's childcare programs are mostly on par with or exceeding minority rates in Novato. Our most recent data shows there is a small difference in the number of Asian American/Pacific Islanders NYC serves when compared to the population of Novato, and our affirmative marketing efforts are already underway. One of our four new strategic plan initiatives is: increasing cultural competency. We are in our first steps of the initiative and have already formed a board/staff committee to lead the efforts. The committee is developing an organizational cultural competency assessment so that we can better understand where our current efforts are both

succeeding and falling short. Once we have more information from the assessment, we will then identify priority areas and implement organization-wide improvement efforts, ensuring to the best of our ability that all groups, including Asian Americans/Pacific Islanders, feel welcome and access our services.

Additionally, we connect with community partners in an effort to ensure accessibility of our services. We check in with Vinh Luu, Program Director at Community Action Marin, once each year to inquire about opportunities to coordinate our services and to learn about changes in Marin's Asian and South Asian community. Over the past year, NYC's Promotoras program has been in collaboration with Canal Alliance on a project that includes a Vietnamese-American Promotora, so we will be learning more about the needs of the community in this manner, too.

If this project involves housing, how will it affirmatively further fair housing?
N/A

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people.
N/A

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

NYC is unique in that we successfully serve children and their families who have a variety of special needs. A few years ago, we participated in a disability access survey and hired a company to do an ADA-compliant assessment of our facility. We found we were on-target with our modifications. Three years ago, we installed a wheelchair accessible registration table in our lobby for use by parents and one of our staff members who is in a wheelchair. Restrooms and all primary activity areas are wheelchair accessible, and we have on-site mental health clinicians that provide support to families and teachers when working with emotionally and/or behavior-challenged children. Two years ago, we also added a wheel-chair accessible stage, and last year we purchased a wheel-chair accessible van so participants in wheelchairs have the same access to activities like fieldtrips that other participants have. This year we are writing a professional development grant in hopes of providing more teacher-training on working with special needs youth.

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

Our project does not include new construction or rehabilitation. However, on an ongoing basis we make improvements based on green building principles in order to be more efficient, such as replacing light fixtures. Whenever applicable, we always buy green and energy saving equipment.

- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
- Don't forget to fill out the Organization Profile form.
- All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

DEADLINE: APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013, AT 5 P.M.

Remember that we don't accept e-mailed or faxed applications.

(A-1)

Organization Profile – 2014-15 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) and HOME Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive CDBG or HOME funding. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

Name of Organization: Novato Youth Center

My organization does not gather demographic data. My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	Please note, we only track income for childcare participants. 46% are low income or very low income and are on a scholarship or subsidy.
Low income people	
People above the low income limits	

Percentages (%)	Clients Your Organization Serves	Clients for this Project (on CDBG scholarship)	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	8			4		
African-American/Black	5		10			
Caucasian/White	71	100	90	96	100	100
Native American	0					
Mixed Heritage	16					
Unknown/other	0					
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	48	33	20	29	7	
NOT of Latino/ Hispanic Origin	52	67	80	71	93	100
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	24					
6-17	76	100			14	
18-24			20	8		
25-59			70	82	50	
60 +			10	10	36	100
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	39	100	60	92	71	25
Male	61		40	8	29	75
Total %	100%	100%	100%	100%	100%	100%
Disabled %						
	5	0	?	?	?	?

Involvement of Clients Your Organization Serves	Percent of Board/Committee Members Who Are Clients
On Governing Board	43%
On Advisory Committee	33%

MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL

Novato Youth Community Diabetes Project 2014-15

NS-7

1. **Project Name:** Novato Youth Wellness & Diabetes Prevention Program

Total Amount Requested: \$10,000

2.

Non-housing proposals must specify the amount requested from each planning area.

3. **Project Sponsor:** Novato Y
Contact Person: Lauren Clapperton
Title: Senior Director of Healthy Living

Mailing Address: 3 Hamilton Landing, Suite 140,
Novato, CA 94949

Telephone: 415.446.2114

Fax: 415.492.9703

E-mail: lclapperton@ymcasf.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$10,000
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

Website (optional): www.ymcasf.org/novato

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

Novato Y, 3 Hamilton Landing, Ste. 140, Novato, CA 94949

5. **Project Description:** According to the Profile of Marin and the US Census Bureau, the Hamilton area of Novato has the lowest life expectancy of any other community in Marin County.*

In response, the Marin & Novato Y partnered with local non-profits and schools to provide a free after school wellness program that engages low income middle and high school youth most at risk for obesity, diabetes and other preventable chronic diseases. This program offers challenging and adaptive physical activities, nutrition education, mentoring and health coaching, disease prevention, peer leadership, in-service learning opportunities, Project-Based Learning and life skills education. Targeted outcomes for this program are focused on student engagement; an increase in consumption of healthy foods and beverages; an increase in physical activity; an increase in self-esteem, self-efficacy and resiliency and positive role modeling by peer leaders, parents and guardians.

A certified driver picks up to 40 youth grades 6-8 from Hamilton School each Tuesday and Thursday and takes them to the Novato Y at Hamilton Hangars for two hours of physical activity (including dance, yoga, sports and strength training); healthy eating and snack education and preparation; disease prevention education and skill/confidence building activities. The youth rotate in small groups to 3-4 modules each day from 3-5pm. The program is free to all youth, and they also receive a free membership to the Novato Y for their family to use for the duration of the program, to encourage physical activity and

community engagement outside of the two program days each week. A Certified Community Diabetes Educator, Clinical R.D. and Community Health Educators teach the disease prevention and healthy eating, while certified Group Exercise instructors and Personal Trainers facilitate the physical activity.

* See addendum 1 for attached methodology for Census and Portrait of Marin life expectancy findings

Total Project Cost: (Include all costs for this particular project regardless of source.)

\$55,126**

**See addendum 2 for full project budget

7. Project Budget for CDBG Funds:

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

Staff salaries \$ 10,000

8. Other Sources of Funds for this Project: Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Kaiser Marin/Sonoma Community Benefits	Staff, program supplies, training, measurement & evaluation	\$10,000	3/13	Yes	6/13	Now
				Yes	6/13	1/14
HEAL Active Living Workgroup	Program supplies	\$1,500	1/14			
Marin Charitable Foundation	Transportation; social marketing; supplies, measurement/eval	\$5,000	6/13	Unknown	Will hear 1/14	1/14
Zumba fundraiser	Program staff payroll	Depends on success. Up to \$3,000	1/14	Unknown	Will know 1/14	1/14
CDBG	Staff Salaries	\$4,800	12/13	Yes	5/13	1/14?
Novato Y in kind	Space, telecommunications; access to bus	\$6,184	Provided	Yes	6/12	Now
Total	Asked:	\$30,484	Committed:	\$22,484		

9. Project Implementation:

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

Lauren Clapperton, Senior Director of Healthy Living for the Marin & Novato Y, and Executive Directors at the partner agencies oversee the strategy, funding, results, and hiring, with a part-time project coordinator, reporting directly to Ms. Clapperton. The program coordinator ensures the day-to-day goals are being met for participants and is available for staff, participants and members, and engages school administration.

The initial program began in August '13 with Hamilton Middle School and Marin Oaks, Novato and San Marin High School students. The second program will begin in Winter '14 (February).

10. Need for the Project:

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Household Size	Income Limit
1	\$59,100
2	67,550
3	76,000
4	84,400
5	91,200
6	97,950
7	104,700
8	111,450

Based on Community Needs Assessment funded by Marin Community Foundation, Healthy Marin Partnership and the Marin & Novato Y, the following information was found:

- According to A Portrait of Marin:
 - Diabetes in top 7 causes of death in Marin
 - 1 in 5 youth reported being overweight or obese
 - 35% of Latino 5th, 7th, and 9th graders in Marin are not a healthy weight.
- Hamilton is a mixed-income community and has the lowest life expectancy, at 75.2 years, life expectancy in Marin.

At Hamilton Meadow Park School, 35 % of students are English language learners and 57% are eligible for free or reduced lunch.

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*

- There are no other programs or services in the area addressing these needs. This program is free, culturally appropriate, and provides transportation, which is also currently unavailable in the Hamilton community.
- Hamilton has one the highest rates of overweight and obesity, diabetes as well as self-reported poor health in the county.
- Hamilton has a pocket of both health and income disparity.
- Hamilton is one of the USDA-defined food deserts though a new supermarket has recently improved access to healthy foods
- People of lower socioeconomic status die at a higher rate than others from nearly every cause
 - Harmful effects of low social ranking on health start early (poor children have higher rates of injury, asthma, physical inactivity, and chronic conditions than do children from higher- status families) and accumulate through the course of one's life.
 - More difficult to secure healthy foods, access to safe places to exercise, safe housing, and quality health care are fewer. Second, people of lower socioeconomic status tend to have less information about health, are less likely to follow prescribed treatment plans, and have more health risk behaviors like smoking, all largely a consequence of their lower levels of educational attainment

C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)*

Approximately 75% of the youth for our program to come from Hispanic/ Latino families in the Hamilton area and 100% are from the Hamilton School (now K-8). The Novato Y has a deep relationship with the principal, vice principal and Dean of Students at the school, and are currently running an after school Child Care program for K-5 on-site. The administration supports our program, by setting up small group meetings with their Latina Mother's Group and a SALA (an assembly for middle schoolers) to introduce the opportunity to students. Students are sent home with informational materials in English and Spanish. We offer two family nights each semester to entertain questions and concerns from parents of youth interested in the program.

We have a split interest from male and female youth, grades 6-8, and to make the environment comfortable, we employ both male and female staff and peer leaders from local High Schools, some of whom are bilingual.

The YMCA of San Francisco's mission is to build strong kids, strong families and strong communities by enriching the lives of all people in spirit, mind and body and the Marin & Novato Y's vision is to invest its resources to ensure a future filled with positive change for the community by delivering life and community-changing experiences.

*** The Y is dedicated to diversity and inclusion, and has ensured it can serve all families in a culturally appropriate manner: marketing materials will be bilingual (English and Spanish); some of Novato Y's membership and wellness staff speak Spanish. The Y's partners deliver services and employ staff who represent and reflect the diversity of the community.

*** See addendum 3

If this project involves housing, how will it affirmatively further fair housing? N/A

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people. N/A

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

The Y is ADA compliant with its entrances, restrooms and wellness floor. Y staff is trained and experienced working with youth and adults with physical and developmental disabilities and special populations.

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles? N/A*

Addendum 1

5.

The methodologies for the Portrait of Marin and Census are as follows:

Life expectancy at birth was calculated by the County of Marin Department of Health and Human Services. And from services using Marin County Vital Statistics Mortality and data from EDRS for 2005–2010 and population data from the U.S. Census Bureau.

Population counts by age group for the life expectancy estimates for census tracts are from Census 2000. County-level life expectancy estimates were calculated using AHDP estimates of population by age group based on population counts by age group from Census 2000 and 2010. Life expectancy for the entire United States is from Lewis and Burd-Sharps (2010). Life expectancy for the state of California is from BurdSharps and Lewis (2011).

They used a formula that looked at Health, Education and Income to determine the Human Development Index:

Once these indices have been calculated, the Human Development

Index is obtained by taking the average of the three indices (health/education/income) pages 66 & 67 of the report:
HD Index = $\frac{7.36 + 8.17 + 7.73}{3} = 7.75$

The American Human Development Index measures the distribution of well-being and opportunity in three basic dimensions: health, access to knowledge, and living standards. All data used to calculate the Index come from official U.S. or Marin County government sources.

The commonalities for shorter life expectancy were poverty, which impacts access to health care and healthy lifestyle habits and lower levels of education.

Further indicators:

In September 2012, the Marin Pediatric Nutrition Surveillance System reported that almost one-in-three low-income children in Marin are overweight or obese by age five. The number increases to over 34% for low-income Hispanic children.
(www.marincounty.org/Main/~media/Files/MarinGov/Board%20Actions/20120918BOSChildObesityReso.ashx)

**Grant Application -
Program Budget**

Addendum 2

**Organization Name: Marin & Novato Y
Project Title: Novato Youth Wellness/Diabetes Prevention Program
Lauren Clapperton, 415.446.2114
Budget Contact Name, Phone and email: lclapperton@ymcasf.org**

PROJECT BUDGET	TOTAL BUDGET	Other Revenue Sources	In-Kind (if applicable)	Request from CDBG	Budget Justification (Narrative)
PERSONNEL/STAFFING EXPENSES (List title and % FTE on project)					
Program Coordinator (.25) FTE	\$5,430	\$3,430	\$ -	\$2,000	The program coordinator manages program outreach, staff and participant scheduling, training and supervision, and ensures program evaluation is being tracked and program adjusted accordingly.
Bilingual Community Health Educator (.15 FTE)	\$10,680	\$8,680	\$ -	\$2,000	Bilingual Community Health Educators ensure culturally appropriate delivery of program via instruction, materials, and family engagement activities and meetings.
Subtotal, Personnel/Staffing Expenses	\$16,110	\$12,110	\$ -	\$4,000	
Payroll taxes (10 % of Personnel)	\$1,611	\$1,211	\$ -	\$440	
Subtotal (Personnel)	\$17,721	\$13,321	\$ -	\$4,400	
NON-PERSONNEL EXPENSES					
Rent	\$4,464	\$0	\$4,464	\$0	An internal charge to rent facility at the Y, is provided in-kind by administration for this program.
Office Supplies	\$2,275	\$1,875	\$400	\$0	Program material purchase, printing, and copying. Nutrition supplies for nutrition education, healthy taste testing and demonstration, family wellness events; physical activities supplement program supplies not available at the Y. We intend to provide as many take-home supplies as possible to continue physical activity outside of the program at home and school (eg. jump ropes, pedometers, hula hoops). San Francisco Food Bank provides free access to fresh produce.
Physical Activity/ Nutrition Supplies	\$4,000	\$1,000	\$3,500	\$0	
Communications (Telephone, Internet, etc.)	\$720	\$0	\$720	\$0	An internal charge to use telephone and internet at the Y, which is being provided in-kind by administration for this program.
Travel	\$2,860	\$1,860	\$1,000	\$0	Fuel, license and operating expense of van and driver for transportation of students from Hamilton school to the Novato Y facility.

**CDBG
Grant Application -
Program Budget**

Addendum 2

**Organization Name: Marin & Novato Y
Project Title: Novato Youth Wellness/Diabetes Prevention Program
Lauren Clapperton, 415.446.2114
Budget Contact Name, Phone and email: lclapperton@ymcasf.org**

PROJECT BUDGET	TOTAL BUDGET	Other Revenue Sources	In-Kind (if applicable)	Request from CDBG	Budget Justification (Narrative)
Training/Conferences	\$1,800	\$1,800	\$0	\$0	We are providing staff and Peer Educators training in the areas of Sports-Based Youth Development, Diabetes prevention and education, nutrition education, mentoring and health / wellness coaching. Training are provided by Certified Diabetes Educators and Youth Development trainers.
Social Marketing	\$2,400	\$1,000	\$400	\$0	Bi-lingual online food journaling/ activity tracking/outreach; time to manage Facebook and other online outreach
Outreach/ Registration	\$860	\$860	\$0	\$0	Staff time and materials/ marketing supplies for school, parent and community presentations to recruit participants and engage families and teachers.
					Evaluation of outcomes measurement will include: pre/post benchmarks established through surveys, interviews, Rosenberg self-esteem testing, BMI measurement as appropriate and other biometric indicators; online tracking of physical activity and nutrition journaling on ActiTrax; and feedback from participants/staff/schools/parents/guardians. We will be responding to feedback during the program to improve participants' results.
Measurement/Evaluation	\$1,740	\$1,740	\$0	\$0	
Subtotal (Non-Personnel expenses)	\$21,119	\$10,135	\$10,484	\$0	
Subtotal Expenses Personnel/Non-personnel	\$38,840	\$23,456	\$10,484	\$0	
INDIRECT/OVERHEAD EXPENSE 15_% of Expenses* (Expenses = Personnel + Non-Personnel)	\$5,826	\$5,826	\$0	\$0	
Subtotal (personnel/ non-personnel/ indirect)	\$44,666	\$29,282	\$10,484	\$0	

CDBG

**Grant Application -
Program Budget**

Addendum 2

**Organization Name: Marin & Novato Y
Project Title: Novato Youth Welless/Diabetes Prevention Program
Lauren Clapperton, 415.446.2114
Budget Contact Name,Phone and email: lclapperton@ymcasf.org**

PROJECT BUDGET	TOTAL BUDGET	Other Revenue Sources	In-Kind (if applicable)	Request from CDBG	Budget Justification (Narrative)
OTHER COSTS					
Subcontractors/Consultants	\$9,960	\$4,360	\$ -	\$ 5,600.00	Yoga, Zumba, Pilates, strength training, and Bootcamp instructors will provide opportunities for youth to try an assortment of fun, dynamic physical activities. The Registered Dieticians will provide nutrition education. Certified Diabetes Educators will provide training to staff, and primary and secondary prevention education, screenings and consultations on a group, family and individual basis for participants. In addition, family referrals to clinical/county services will be offered as needed.
Stipends	\$500	\$500	\$ -	\$0	Peer Educators (Marin Oaks and Novato Community Hospital Community Diabetes Project interns) will support participants growing the skills and confidence to take control of their health. Small stipends would be provided for their transportation costs.
Subtotal (Other)	\$10,460	\$4,860	\$ -	\$5,600	
TOTAL EXPENSES (Personnel + Non-Personnel + Other Costs)	\$55,126	\$34,142	\$10,484	\$10,000	

Addendum 3

10C

In the past, The Y usually attracts Caucasians, and with this program in direct partnership with Hamilton School we are focusing on outreach to Latino and African-American youth and families via bilingual and culturally appropriate marketing and information materials for the youth and families.

Organization Profile – 2014-15 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) and HOME Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive CDBG or HOME funding. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

Name of Organization: Marin & Novato Y

My organization does not gather demographic data. My organization does not wish to share demographic data.

* Please see attached memorandum

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	U/K
Low income people	U/K
People above the low income limits	U/K

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						N/A
Asian-American/Pacific Islander	2.2%					N/A
African-American/Black	.55%	10%				N/A
Caucasian/White	29%	60%	80%	90%	95%	N/A
Native American	0%					N/A
Mixed Heritage	U/K	30%	20%	10%		N/A
Unknown/other	64.38%				5%	N/A
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	3.75%	80%	50%		5%	N/A
NOT of Latino/ Hispanic Origin	96.25%	20%	50%	100%	95%	N/A
TOTAL %	100%	100%	100%	100%	100%	100%
Age						N/A
0-5 years old	>1%					N/A
6-17	10%	90%	2%			N/A
18-24	1%	5%	6%			N/A
25-59	41%	5%	90%	100%	2%	N/A
60 +	47%		2%		98%	N/A
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	53%	50%	75%	80%	24%	N/A
Male	47%	50%	25%	20%	76%	N/A
Total %	100%	100%	100%	100%	100%	100%
Disabled %	U/K	U/K	U/K	U/K	U/K	U/K

Organization Profile – 2014-15 Data Collection Pilot

Involvement of Clients Your Organization Serves	Percent of Board/Committee Members Who Are Clients
On Governing Board	75%
On Advisory Committee	N/A

Income Limits

Household Size	Very Low Income Limit (≈50% of Median Income)	Low Income Limit (≈80% of Median Income)
1	36,950	59,100
2	42,200	67,550
3	47,500	76,000
4	52,750	84,400
5	57,000	91,200
6	61,200	97,950

MEMORANDUM REGARDING ORGANIZATIONAL PROFILE: 2014-2015

The demographic data by ethnicity provided for the clients the Marin & Novato Y serves was derived from the Y's member and program management system. Members self-select, and have the option to select "Refuse to Disclose." The Marin & Novato Y started collecting this information in the 2012-13 fiscal year.

The YMCA of San Francisco does not require that branches collect this information from all clients and constituents.

We do not have enough information collected on income to adequately report on income; though we provide approximately 7-10% of our members financial assistance.

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2014-2015**

NS-8

1. **Project Name:**
Quality Care for Kids
3. **Project Sponsor:**

2. **Total Amount Requested:** \$12,500
- Non-housing proposals must specify the amount requested from each planning area.

Contact Person:
Kara Hanks
Title: Exec. Director

Mailing Address:
Quality Care for Kids
P.O. Box 2037
Novato, CA 94948

Telephone: 415-892-4111

Fax: 415-897-0455

E-mail:
karahanks@novato.net

Ext.

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

Website (optional):

All future annual announcements will be sent to you by e-mail, unless you indicate otherwise: [] Please send by mail

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

Two centers located on Elementary School Sites in the Novato Unified School District. Olive Site Address: 629 Plum Street, Novato 94945; Lynwood Site Address: 1320 Lynwood Drive, Novato 94947.

5. **Project Description:**

The extended Day program at Quality Care for Kids, Lynwood and Olive School sites operates 12 months of the year (248 days). Our hours are 7:00 a.m. to 6:30 p.m. with before and after school care during the school year and full child care during school holidays and summer vacation. We are licensed for 72 children at each Center and have over 100 children enrolled in our program. Children in grades K-6 are served. We strive to serve all parents, giving priority to fulltime working parents. Quality Care for Kids offers drop-in child care for those parents who are working part-time or have irregular hours.

The program has been in operation for more than twenty-six years. Kara Hanks, Executive Director, has a Bachelors Degree in Business, previously was the President of our Board and has held a position as a Director/Officer of the Novato Downtown Business Association for over five years. The Site Directors, Head Teachers and Teachers have ECE (Early Childhood Education) and administration units from accredited schools and programs.

The Quality Care for Kids program is based on our goal of helping children develop to their full potential. A socially and enriching environment is created through well-planned activities. We value children and motivate them to value themselves and others. We recognize and honor the different ethnic backgrounds of children, thus enhancing their individual self-esteem while encouraging them to understand and accept others. Our program exposes children to opportunities that they otherwise would not have available to them. By providing high quality child care, children have a safe, nurturing, educational and loving place to go before and after their school day.

6. Total Project Cost: (Include all costs for this particular project regardless of source.)

Out of the eight schools in NUSD, Olive and Lynwood have the greatest number of parents with very low family incomes. Each year we see a notable increase in the families who are in need of financial assistance to ensure safe and quality care for their children. We are therefore requesting \$12,500 in tuition scholarships for these children.

7. Project Budget for CDBG Funds:

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

The entire \$12,500 scholarship money would be used toward partial scholarships for high risk, low-income children of families who are below Community Development Block Grant Income. Presently, over 75% of our children are below Community Development Block Grant income limits. This number continues to rise year after year.

8. Other Sources of Funds for this Project: Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Cal-Works	Scholarships	variable				
Marin Childhood Council	Scholarships	variable				

9. Project Implementation:

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

Kara Hanks, Executive Director and Jana Funk, Site Director, will be responsible for overseeing the scholarship funds. Kara and Jana will assess the family needs of those applying and use these funds for those children who fall into the CDBG income limits. Verification of income is required and scholarships are awarded to families with the greatest need. We will use the grant on a month-to-month basis, projecting our budget to reserve funds for the entire year.

10. Need for the Project:

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Household Size	Income Limits
1	\$59,100
2	67,550
3	76,000
4	84,400
5	91,200
6	97,950
7	104,700
8	111,450

Children of families below the CDBG income limits will benefit from these scholarships. The information for the tuition scholarships will be documented on confidential family income cards assessing their household size and the CDBG guidelines for income limits. Presently, over 75% of the families attending Quality Care for Kids are at or below the CDBG income limit. Now, more than ever before, we are seeing families struggling to hang on, in fear of losing jobs and worrying about care for their children in these hard economical times. \$12,500 of funding for tuition scholarships will allow QCFK to provide child care for families who desperately need help in providing a safe and nurturing environment for their child to go before and after school.

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*

The \$12,500 tuition scholarship funds are more essential than ever to help families gain and maintain productive employment and prevent child neglect, family violence and disintegration and child abuse. Marin CDBG has been a great assistance to these families so the children do not become latchkey children, therefore enabling QCFK to meet the additional needs of low-income working families in our community. Support would target the growing number of low-income, at-risk children and families, especially with the poor economy conditions and the potential lack of other funding from the state of California. Over seventy percent of the Lynwood School children and a vast growing percentage of Olive School children qualify within the guidelines as low-income families, demonstrating the intensity of the number of low-income children located at these Novato Schools. Locating adequate, appropriate and affordable child care poses a major problem for these families as they face the greater economic burden of paying a larger share of their monthly income for child care. QCFK is an essential element of family and community life for these families and the tuition scholarships will promote and support our community.

C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)*

Quality Care for Kids is located on the campus of two Novato Elementary Schools and 99% of our children attend these schools. Announcements are posted in our monthly newsletters regarding the availability of the Community Development as well as verbal recommendations. All families are invited to apply for the Community Development Block Grant. Literature and application materials are available for all inquiries.

If this project involves housing, how will it affirmatively further fair housing?

Not applicable

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people.

Not applicable

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

Quality Care for Kids meets OSHA approved standards for handicapped access. Quality care has a low children-to-staff ratio allowing us the ability to work individually and in small groups with physically handicapped as well as emotionally disturbed or developmentally disabled children who may have difficulty in large group situations.

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

Not applicable

- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word attachment, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
- Don't forget to fill out the Organization Profile form.

DEADLINE: APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013, AT 5 P.M.

Remember that we don't accept e-mailed or faxed applications.

K:\Cycle\2014 Cycle\Grant Applications\2014-15 CDBG Application Form.Doc/roy

Organization Profile – 2014-15 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) and HOME Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive CDBG or HOME funding. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

Name of Organization:

My organization does not gather demographic data. My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	
Low income people	
People above the low income limits	

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<i>Ethnic/Racial Demographics</i>						
Asian-American/Pacific Islander						
African-American/Black						
Caucasian/White						
Native American						
Mixed Heritage						
Unknown/other						
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Latino/Hispanic Origin</i>						
Of Latino/ Hispanic Origin						
NOT of Latino/ Hispanic Origin						
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Age</i>						
0-5 years old						
6-17						
18-24						
25-59						
60 +						
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Gender</i>						
Female						
Male						
Total %	100%	100%	100%	100%	100%	100%
<i>Disabled %</i>						

Involvement of Clients Your Organization Serves	Percent of Board/Committee Members Who Are Clients
On Governing Board	
On Advisory Committee	

Organization Profile – 2014-15 Data Collection Pilot

Income Limits

Household Size	Very Low Income Limit (≈50% of Median Income)	Low Income Limit (≈80% of Median Income)
1	36,950	59,100
2	42,200	67,550
3	47,500	76,000
4	52,750	84,400
5	57,000	91,200
6	61,200	97,950

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2014-15**

NS-9

1. **Project Name:**
San Francisco and Marin Food Bank
3. **Project Sponsor:**

2. **Total Amount Requested:** \$72,945
Non-housing proposals must specify the amount requested from each planning area.

Contact Person:
Gina Salerno

Title:
Grants Manager

Mailing Address:
75 Digital Drive
Novato, CA 94949

Telephone: (415) 282-1900 **Ext.** 297

Fax: (415) 282-1909

E-mail: grants@sffb.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$11,159
Novato Planning Area	\$14,920
Richardson Bay Planning Area	\$14,075
San Rafael Planning Area	\$23,493
Upper Ross Valley Planning Area	\$9,298
West Marin Planning Area	\$0

Website (optional):

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

4. **Project Location: (Precise street address).** *For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.*

The Food Bank's Marin County warehouse is located at 75 Digital Drive, Novato, CA 94949. From this location we service all of Marin County.

5. **Project Description:**

The merger of the San Francisco and Marin Food Banks has enabled us to expand food assistance services for residents of Marin County by a remarkable margin. We currently operate 45 weekly pantry sites in Marin. In the past year we have strengthened the food assistance network in Marin by opening 6 new weekly pantry sites and increased distribution frequency at existing pantry sites from monthly to weekly. This year we will distribute 5.4 million pounds of food in Marin County—more than double the amount that the Marin Food Bank was distributing at the start of the recession. In addition to increasing the total pounds of food we disperse in Marin, we have been able to dramatically increase the quality and variety of product distributed to low-income Marin residents, adding significant inventory from fresh rescue (grocery store pickups of meat and perishables--up 250%), food drives (canned goods), and greater availability of fresh produce.

As a result of these efforts, more than half of all the food we distribute in Marin now consists of fresh fruits and vegetables. While we have significantly increased our service delivery in response to the heightened need, philanthropic support in Marin has not similarly kept pace with our expansions. In fact, last year there was a gap of more than one half million dollars between funds raised for Marin and Marin Food Bank expenses. We need a commitment of financial support from the County to encourage increased support from individuals and organizations in Marin County in order to ensure that we are able to maintain our services. The Food Bank is requesting funding for salary and payroll costs for our Warehouse Manager who oversees the warehouse, inventory, and shipping controls. This position is critical to our overall operation of distributing food to low-income families and individuals throughout Marin County.

6. **Total Project Cost:** *(Include all costs for this particular project regardless of source.)*

Our total organization budget for the San Francisco and Marin Food Bank is \$17,232,350 for the fiscal year 2013-2014. The total cost of our operations in Marin County is \$2,060,730 for this fiscal year.

7. **Project Budget for CDBG Funds:**

*Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.*

Warehouse Manager Salary: \$53,796 Payroll Taxes: \$4,116 Health Insurance: \$6,156 Retirement Plan: \$1,613 Workers Comp: \$7,264

8. Other Sources of Funds for this Project: *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Individual Support Foundations Corporations	General	\$39,848	n/a	yes	various	FY 13-14
	General	\$56,000	various	yes	various	FY 13-14
	General	\$30,502	various	yes	various	FY 13-14

9. Project Implementation:

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

Sean Brooks, Director of Programs, will be responsible for implementing our food distribution programs in Marin County. All of our food distribution programs are ongoing. We currently have three Programs staff at the Marin Food Bank office in Novato who work directly with our pantries and agencies in Marin. Additionally, Debi Moss, our Associate Director of Programs, focuses specifically on our Marin programming and works closely with our more than 75 pantries and partner agencies throughout the County.

10. Need for the Project:

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Household Size	Income Limit
1	\$59,100
2	67,550
3	76,000
4	84,400
5	91,200
6	97,950
7	104,700
8	111,450

The Food Bank serves as the central hub of food assistance in Marin County and works with more than 75 community agency partners and pantries to provide food to those in need. All individuals that receive food from the Food Bank or our partners are low-income or very low-income. We currently serve more than 4,100 low-income households each week through our network of 45 pantries in Marin.

Since the beginning of the recession, the need for food assistance in Marin has increased by 50%. Now, more than 21% of Marin residents—51,247 individuals—live at or below 185% of the federal poverty level (or \$42,642 annually for a family of 4—half of CDBG limits).

In keeping with our goal of making food accessible, culturally-appropriate, and available in a dignified manner, the Food Bank does not collect specific demographic information related to such attributes as income level, housing status, etc. The majority of our pantries and programs, however, operate out of affordable housing complexes, schools with high poverty rates, and community and social service centers serving primarily low-income populations.

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*

Our programs provide food—the most basic of all human needs—to those who are most at risk of going hungry. Over the last four years of the recession, the Food Bank has greatly expanded our services to reach the unmet need for food assistance in Marin. Low-income Marin residents continue to turn to the Food Bank and our partner agencies for food assistance in increasing numbers. We have worked to reach out to those groups that have been underserved in Marin previously: including those in rural west Marin, the low-income immigrant population, and residents of public housing in Marin City. We have also greatly increased our food distribution in order to serve all those families and individuals who have been forced to reach out for food assistance for the first time due to a loss of income.

C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)*

We have focused our food distribution efforts on low-income groups that are often marginalized or isolated geographically. In areas such as the Canal District, where low-income residents are sometimes reluctant to reach out for assistance due to language barriers and immigration concerns, we collaborate with agencies embedded in the community such as Canal Alliance, Canal Welcome Center, and Bahia Vista Elementary School. Our programs staff work closely with these partners

to strengthen the community's awareness of our food assistance programs and to ensure that more low-income clients feel comfortable accessing our services. We have recently opened a number of new pantries designed to meet the need of those in the community who were previously being underserved: a new Brown Bag Pantry for seniors at the Villas at Hamilton; Cornerstone Baptist Church Pantry will be open to the public to better meet the growing need in Marin City; Holy Innocents Episcopal Church in Corte Madera will be open to the public in an area of Marin County that is often underserved; and North Bay Children's Center in the Hamilton area of Novato will serve the public in this high need community.

We have also recently expanded our senior Brown Bag pantry programming in Marin, replacing monthly/semi-monthly distributions with weekly pantries and opening them to more residents at many low-income senior housing sites. These pantries are currently operating at Bennett House, MacKey Terrace, Maria Freitas Senior Housing, Martinelli House, Parnow Friendship House, Pilgrim Park Apartments, and the Villas at Hamilton. We also have public bi-monthly farmers' market style senior pantries at Margaret Todd Senior Center, Marguerite Johnson Senior Center, and the Salvation Army.

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

We provide food for many low-income individuals who have disabilities. All of our sites are accessible to those with disabilities. We have certain programs such as our Home Delivered Groceries program that provide food directly to those who have mobility challenges and are unable to pick up food at pantries or other partner sites. We strive to make our services available to all low-income individuals and families in need.

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

N/A

- o For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
- o The current year's application form must be used.
- o Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.
- o **Applications sent by fax or e-mail will not be accepted.**
- o This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
- o Don't forget to fill out the Organization Profile form.
- o All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

DEADLINE: APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013, AT 5 P.M.

Remember that we don't accept e-mailed or faxed applications.

Organization Profile – 2014-15 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) and HOME Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive CDBG or HOME funding. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

Name of Organization: San Francisco and Marin Food Bank

My organization does not gather demographic data. My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	100%
Low income people	
People above the low income limits	

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	42%	3%	20%	8%	6%	
African-American/Black	18%	3%	12%	8%	0%	
Caucasian/White	15%	22%	42%	75%	94%	
Native American	1%	0%	6%	0%	0%	
Mixed Heritage	0%	0%	0%	0%	0%	
Unknown/other	24%	72%	20%	8%	0%	
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	18%	41%	23%	12%	0%	
NOT of Latino/ Hispanic Origin	82%	59%	77%	88%	0%	
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	4%	4%	0%	0%	0%	
6-17	26%	26%	0%	0%	0%	
18-24	6%	6%	2%	0%	0%	
25-59	34%	34%	90%	86%	77%	
60 +	30%	30%	8%	14%	23%	
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	55%	55%	27%	61%	23%	
Male	45%	45%	73%	39%	77%	
Total %	100%	100%	100%	100%	100%	100%
Disabled %						

Involvement of Clients Your Organization Serves	Percent of Board/Committee Members Who Are Clients
On Governing Board	
On Advisory Committee	

NS-10

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2014-15**

1. **Project Name:** Senior Access - Scholarships 2. **Total Amount Requested:** \$50,000
 3. **Project Sponsor:** Senior Access Non-housing proposals must specify the amount requested from each planning area.

Contact Person: James Ward

Title: Executive Director

Mailing Address:
70 Skyview Terrace
San Rafael, CA 94903

Telephone: 415-491-2500 Ext. 11

Fax: 415-491-2503

E-mail: jward@senioraccess.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$7,000
Novato Planning Area	\$12,000
Richardson Bay Planning Area	\$7,000
San Rafael Planning Area	\$19,000
Upper Ross Valley Planning Area	\$5,000
West Marin Planning Area	\$

Website (optional): www.senioraccess.org

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

Senior Access
70 Skyview Terrace, Bldg B
San Rafael, CA 94903

5. Project Description:

The Senior Access Scholarship Fund provides financial assistance to Marin County's low, very low and extremely low income residents who have dementia and/or related chronic conditions for attendance at Senior Access' Adult Day Program (ADP). More than one-third of Marin residents are over the age of 60; of these older adults, 10% live with cognitive decline and require considerable personal care. Senior Access (SA) offers people with dementia and their caregivers an affordable alternative to in-home or nursing home care. The agency's services meet critical needs for a large population of caregivers and older adults **who would otherwise not be served**. With an annual budget of \$711,343, SA maintains a staff of 7 (FTE equivalent) and an active volunteer and University intern program. SA operates its programs in San Rafael.

ADP participants enjoy current events, expressive arts, concerts, trivia, word games and exercise as well as healthy snacks and lunch. Services include intake screening and assessment; development of an individual plan of care; and assistance with toileting, ambulating, transferring and eating. While the ADP is in session, family caregivers get time off from the demands of 24-hour caregiving and can take advantage of information and referrals from the resource center and share resources at the free monthly caregiver support group. SA also provides free educational and community workshops.

Research studies indicate that ADPs reduce premature placement in skilled nursing facilities. In addition, the SA Caregiver Impact Survey demonstrated that 100% of respondents agreed that their quality of life and their loved one's quality of life improved because of the program.

SA's service area includes all of Marin County. In 2012-13, the SA Scholarship Fund subsidized 1,332 days of care and 6,660 hours of caregiver respite. The average \$30 scholarship reduced the \$95 daily fee to \$65 per day for low-income members. Though the numbers vary, the Scholarship Fund supported an average of over 110 days of care each month. In addition, SA held 12 Caregiver Support Groups, 1 memory screening and 6 Brain Fitness Workshops.

6. Total Project Cost: *(Include all costs for this particular project regardless of source.)*

The total projected cost of the 2014-2015 Scholarship Fund is \$70,000. Based on 2012-2013 Club statistics, 57% of total participants are low income; of this group of low-income participants, 79% are extremely low-income

The 2014-15 Scholarship Fund budget reflects the cost of direct subsidies toward attending SA and not administration of the program; further, all recipients of CDBG funds must qualify using the most current HUD standards. Below is the allocation by Planning Area of the annual project budget for the SA Scholarship Fund:

ANNUAL Budget for the Senior Access Scholarship Fund

<u>Planning Area</u>	<u>Low Income</u>	<u>Very Low Income</u>	<u>Extremely Low Income</u>	<u>Annual TOTAL</u>
Lower Ross	\$1,500	\$3,000	\$4,500	\$9,000
Novato	\$3,000	\$6,000	\$9,000	\$18,000
Richardson Bay	\$1,500	\$3,000	\$4,500	\$9,000
San Rafael	\$3,000	\$6,000	\$16,000	\$25,000
Upper Ross	\$1,500	\$3,000	\$4,500	\$9,000
West Marin	\$0	\$0	\$0	\$0
TOTAL	\$10,500	\$21,000	\$38,500	\$70,000

7. Project Budget for CDBG Funds:

*Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.*

The \$50,000 request for CDBG Funds comprises 71% of the total \$70,000 budget of the 2014-15 Scholarship Fund. It is expected that \$4,167 of CDBG Funds will be used monthly, with \$2,417 supporting extremely low income, \$1,190 supporting very low income and \$560 supporting low income participants per month. Below is the allocation by Planning Area of the annual project budget for CDBG funds:

ANNUAL Budget for CDBG Funds

<u>Planning Area</u>	<u>Low Income</u>	<u>Very Low Income</u>	<u>Extremely Low Income</u>	<u>Annual TOTAL</u>
Lower Ross	\$960	\$2,040	\$4,000	\$7,000
Novato	\$1,920	\$4,080	\$6,000	\$12,000
Richardson Bay	\$960	\$2,040	\$4,000	\$7,000
San Rafael	\$1,920	\$4,080	\$13,000	\$19,000
Upper Ross	\$960	\$2,040	\$2,000	\$5,000
West Marin	\$0	\$0	\$0	\$0
TOTAL	\$6,720	\$14,280	\$29,000	\$50,000

8. Other Sources of Funds for this Project: *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

Source	Use	Amount	Date You Applied	Are Funds Committed?	Date Committed	When Available
Community Services Fund Program	Scholarships	\$1,000	12/2013	No	TBD	2/2014
Outdoor Art Club	Scholarships	\$5,000	8/2013	No	TBD	TBD
Individual Donors	Scholarships	\$14,000	All year	Yes	All year	All year
TOTAL	Scholarships	20,000	Varied	Varied	Varied	Varied

9. Project Implementation:

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

The Scholarship Committee manages and evaluates the funds. The Scholarship Committee is comprised of the Executive, Program and Finance Directors and the Finance Committee of the Board of Directors. The Scholarship Committee determines annual scholarship award amounts and distribution limits per client; tracks the balance of the Fund throughout the fiscal year; is responsible for maintaining Scholarship Fund policy and procedure manuals; and conducts annual financial reevaluations for all scholarship recipients. The Program Director is responsible for determining scholarship eligibility via financial documents provided by families and administering the scholarship funds. The Finance Director retains all confidential financial documents. The Executive Director is responsible for securing matching funds for the program.

10. Need for the Project:

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

The Scholarship Assistance Fund benefits low-income adults with Alzheimer’s disease, dementia or other chronic health conditions who are dependent on a family member for their care. One-hundred percent of project beneficiaries have incomes below the CDBG Low-Income limits. In 2012-13, 79% of recipients were extremely low income; 14% were very low income; and 7% were low income. The average age of scholarship recipients is 85 years-old; 93% are female; 7% are male. Of the 2012-2013 scholarship recipients: 48% live in San Rafael; 20% live in Novato; 5% live in Upper Ross Valley, 8% in Lower Ross Valley, 29% in Richardson Bay Area, and none live in West Marin.

Scholarship eligibility is determined for clients whose previous year’s IRS Tax Form 1040 demonstrates their household income falls below HUD’s Standard income limits. Scholarships are awarded in incremental levels based on HUD’s three income level categories: low, very low and extremely low.

2013-2014’s award amounts:

- Low Income: \$10 scholarship (Charged \$85 of the \$95 daily fee for service)
- Very Low Income: \$20 scholarship (Charged \$75 of the \$95 daily fee for service)
- Extremely Low Income: \$30 scholarship (Charged \$65 of the \$95 daily fee for service)
- Some people are grandfathered in at previous \$45 scholarship rate (charged \$50 of the \$95 daily fee for service).

The Scholarship Fund is projected to fulfill the needs of Marin’s large community of older adults living with dementia by providing more than 10,000 hours of care and caregiver respite annually.

Household Size	Income Limit
1	\$59,100
2	67,550
3	76,000
4	84,400
5	91,200
6	97,950

7	104,700
8	111,450

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*

Marin's growing aging population is well documented in the Marin County Health and Human Services *Strategic Plan Data Focus Report* (2004-2014). Marin's older adult population accounts for a third of the total population, totaling over 75,900 people. **The largest proportional increase is in persons age 85+, of whom nearly 50% live with dementia.** It is estimated that more than 6,000 people in Marin currently live with dementia (Alzheimer's Association, North Bay Chapter).

Alzheimer's disease (AD) and dementia are dreaded diseases associated with aging, engendering fear and anxiety, resulting in prejudice, discrimination and social stigmatization of the person diagnosed and those caring for him/her. AD and dementia bring a progressive loss of the ability to function socially in normatively acceptable ways. The loss of initiative renders people with dementia unable to reach out; fear causes friends and colleagues to withdraw. Seclusion from established networks results in isolation, depression, anxiety, and premature institutionalization. For those affected, everyday tasks and activities become arduous or impossible. Persons with dementia need a safe haven where they can connect with their peers and participate in cognitively appropriate activities.

Research suggests that socialization may positively influence cognition, general functioning and overall quality of life. Socialization plays an important role in the management of dementia. (Ruthirakuhan, M, et al, "Use of Physical and Intellectual Activities and Socialization in the Management of Cognitive Decline of Aging and in Dementia: A Review," *Journal of Aging Research*, Volume 2012 (2012), Article ID 384875, <http://dx.doi.org/10.1155/2012/384875>.)

There is no cure for dementia. Today, quality care and caregiver respite are the best solutions we can offer. Non-pharmacologic interventions are an essential part of any management plan, especially for geriatric populations in whom the harmful effects of polypharmacy are a major concern. (Ruthirakuhan, M, et al, "Use of Physical and Intellectual Activities and Socialization in the Management of Cognitive Decline of Aging and in Dementia: A Review," *Journal of Aging Research*, Volume 2012 (2012), Article ID 384875, <http://dx.doi.org/10.1155/2012/384875>.) Senior Access is the only care program of its kind in Marin, meeting critical needs of Marin's large population of caregivers and older adults with dementia who would otherwise not be served.

The SA Scholarship Fund helps low-income families access quality services, serving a population that is increasingly marginalized and underserved, families who are struggling with the challenges of both limited income and a demanding progressive disease. In the last fiscal year, the CDBG funds were exhausted by December 2012. Senior Access has adjusted to the increased needs of families by increasing fundraising efforts for scholarship funds.

Due to the high cost of assisted living and skilled nursing facilities, SA Scholarship Fund often provides the only affordable care option for low-income older adults with dementia in its service areas. Almost half of our family caregivers get no other respite than the time their loved one spends at SA. The Marin County Division of Aging and Adult Services recognizes the lack of long-term care options for residents whose income falls below HUD's low-income criteria and in its 2006 report cautioned that other than Senior Access, "the only [other] option for these [low-income] individuals may be placement in another county outside of the Bay Area region." Sadly, this is still true in 2013. SA's local, affordable day-time care option is crucial for low income caregivers, whose respite needs are particularly acute because daytime hours are required to maintain employment or care for other family members.

Of significance is the growing population of older adults in non-English speaking communities in Marin. SA is making progress in our efforts to reach out and become a resource to these community members.

C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is*

implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)

Dementia carries with it a myriad of behavioral changes that stigmatize and challenge families, isolating them and separating them from their communities. For this reason, all demographic groups are unlikely to seek help, however the Spanish and Vietnamese speaking and African American communities are less likely to join groups not vetted by their own leadership. Senior Access is responding to this challenge with the following approaches:

- Offering the Latino community increased access to care via a bi-lingual Program Director and Program Assistants;
- Meeting with SA Advisory Council members to address issues of community resources and how we might address dementia in order to have a collective impact in all communities. The SA Advisory Council has broadened its membership to more closely reflect the community, including members of Mission Possible, people living with dementia, caregivers and professionals;
- Convening with “Mission Possible,” a group of older adult leaders who advise county and local agencies on cultural competency. SA is working with this group to determine new and/or alternative practices to encourage a welcoming atmosphere for those who are less likely to attend;
- Working with Mission Possible to bring regularly scheduled memory screenings to the Albert Boro Community Center and Whistlestop, staffed by language-proficient professional staff. Memory screenings are a free, confidential mini-mental status test that can uncover concerns and unmet medical and social needs of older adults and their families;
- Planned workshops in 2014 to educate and recruit ambassadors in diverse communities about Alzheimer’s disease and dementia, interventions and community resources;
- Outreach using the universal language of art. In collaboration with Mission Possible and the Pickleweed Park congregate meal program, SA is bringing art activities to non-English speaking communities. This program engenders good will, trust and confidence in SA;
- Participating in community events: SA club members created an altar for the 25th anniversary of the Day of the Dead celebration at the Albert Boro Community Center;
- Having participated in cultural competency training with Spectrum LGBT Center; SA worked closely with Spectrum to develop welcoming language as part of our information and enrollment packets and in-house signage. Program and administrative staff are trained in LGBT awareness; and
- Being a good community partner – partnering with Marin County’s Division of Aging and Adult Services, for-profit agencies and nonprofit organizations for community education and awareness.

If this project involves housing, how will it affirmatively further fair housing?

Not applicable

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people.

Not applicable

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

All of our participants live with physical and cognitive disabilities: dementia and chronic health conditions. All participants require personal assistance with activities of daily living (ambulating, toileting and eating).

SA facilities are specifically furnished to accommodate the needs of our population and staff are trained in dementia care. Licensed by the California Department of Social Services, SA programs are required to be ADA compliant. SA refers clients to para-transit services with wheelchair accessible vehicles and drivers who are trained in transporting disabled clients.

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate “green building” principles?*

Not applicable

- For further information, please call Roy Bateman (473-6698). It’s ok to call with any questions at any time.

- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
- Don't forget to fill out the Organization Profile form.
- All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

DEADLINE: APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013, AT 5 P.M.

Remember that we don't accept e-mailed or faxed applications.

Organization Profile – 2014-15 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) and HOME Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive CDBG or HOME funding. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

Name of Organization: Senior Access

My organization does not gather demographic data. My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	93% of scholarship recipients are extremely low and very low income;
Low income people	57% of all Senior Access members are low, very-low and extremely low income
People above the low income limits	43% of all members

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff (Admin)	Professional Staff (Program)	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	6%	4%	0%	7%	0%	4%
African-American/Black	2%	0%	0%	13%	0%	3%
Caucasian/White	92%	89%	50%	67%	100%	88%
Native American	1%	0%	0%	10%	0%	3%
Mixed Heritage	0%	4%	50%	3%	0%	2%
Unknown/other	0%	3%	0%	0%	0%	
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	0%	0%	50%	13%		5%
NOT of Latino/ Hispanic Origin	100%	100%	50%	87%	100%	95%
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	0%	0%	0%	0%	0%	
6-17	0%	0%	0%	0%	0%	
18-24	0%	0%	0%	33%	0%	
25-59	1%	3%	75%	47%	40%	64%
60 +	99%	97%	25%	20%	60%	36%
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	73%	93%	75%	87%	40%	74%
Male	27%	7%	25%	13%	60%	26%
Total %	100%	100%	100%	100%	100%	100%
Disabled %	100%	100%	0%	7%	0%	4%

Involvement of Clients Your Organization Serves	Percent of Board/Committee Members Who Are Clients
On Governing Board: Club members all live significant	20%

Organization Profile – 2014-15 Data Collection Pilot

cognitive decline and are not able to participate as leadership volunteers; caregivers are represented on the governing board	
On Advisory Committee: Club members (1 member lives with significant memory loss); caregivers (5 members)	8%

Income Limits

Household Size	Very Low Income Limit (≈50% of Median Income)	Low Income Limit (≈80% of Median Income)
1	36,950	59,100
2	42,200	67,550
3	47,500	76,000
4	52,750	84,400
5	57,000	91,200
6	61,200	97,950

NS-11

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2014-15**

1. **Project Name:** Whistlestop's Excursion Vans 2. **Total Amount Requested:** \$83,718
Non-housing proposals must specify the amount requested from each planning area.
3. **Project Sponsor:** Marin Senior Coordinating Council dba Whistlestop

Contact Person: Yvonne Roberts

Title: Development & Marketing Director

Mailing Address:
930 Tamalpais Avenue
San Rafael, CA 94901

Telephone: 415.456.9062 **Ext.** 108
Fax: 415.456.1008
E-mail: yroberts@whistlestop.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$ 12,558
Novato Planning Area	\$ 8,372
Richardson Bay Planning Area	\$ 8,371
San Rafael Planning Area	\$ 41,859
Upper Ross Valley Planning Area	\$ 12,558
West Marin Planning Area	\$ -0-

Website (optional): www.whistlestop.org

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

4. **Project Location: (Precise street address).** 930 Tamalpais Avenue, San Rafael, CA 94901

5. **Project Description:** Whistlestop seeks to expand its transportation services with two, 12-passenger vans that will provide rides for small groups of frail, low-income older adults who want to travel to a single destination for a day trip and then return to their homes. Whistlestop's paratransit buses provide transportation for disabled riders according to ADA guidelines. Whistlestop needs a flexible, cost-efficient alternative that will expand its services for those older adults for whom transportation is still unavailable. Some riders live in areas that are not easily accessible to the paratransit buses because of narrow roads or steep hillsides or driveways. Frail riders are not able to travel distances on large buses or spend time waiting at bus stops and riding on long routes. These passenger vans are not commercial buses, so they are more comfortable and require no special license or driver training. They will be outfitted for passengers who are able to walk, but who may no longer drive. They will open a whole new world to disenfranchised, older adults who would otherwise be left out and left at home. Whistlestop's program directors will be able to organize excursions for older adults who want to attend museums, classes, cultural events or points of interest that would otherwise be difficult or impossible for them to access.

6. **Total Project Cost:** \$83,718

7. **Project Budget for CDBG Funds:** Two Ford E350 XL SD 12 seat vans: \$72,770; Fuel/Maintenance: \$3,600; Insurance for two vans: \$5,828; Staff Driver Safety Training: \$1,020; Parking and Tolls: \$480; Program Promotion: \$500.

8. Other Sources of Funds for this Project:

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Bothin Foundation	Purchase one van	\$40,000	12/13/13	No		03/01/13

9. Project Implementation:

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

The Active Aging Center's Services Manager, Vicky Voicehowsky, will be responsible for the Whistlestop's Excursion Vans program with guidance from the experienced management, staff and well-trained drivers who operate Whistlestop's excellent paratransit services. Because the vans are not commercial vehicles, no special driver's licenses are required so Whistlestop's program staff will learn how to safely operate the vehicles and how to assist frail or disabled riders. This is a new program for Whistlestop, so project implementation will commence once the drivers are trained and the vans are ready to operate. In the interim, program staff can begin identifying and promoting opportunities to fill the greatest needs and the multiple uses anticipated, i.e. trips to museums, concerts and classes.

10. Need for the Project:

A. Need Group:

Household Size	Income Limit
1	\$59,100
2	67,550
3	76,000
4	84,400
5	91,200
6	97,950
7	104,700
8	111,450

Whistlestop projects that at least 62% of the passengers for these vehicles will have incomes that are well-below the income limits for this application. This is a conservative estimate however because a large number of potential riders are currently inaccessible due to their geographical location. Once the Whistlestop Excursion Van program is operational and marketed Whistlestop expects a rapid increase in ridership. We project that at least 69% of the passengers will be over 60 years old. Whistlestop has a free membership program called "My Senior Center" that enables it to track participants who use all of its programs and services with a touch screen and scanner. This system will enable us to easily report information on the passengers' demographics.

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*

For low-income, older adults in Marin County without cars or who can no longer drive, limited access to affordable transportation services isolates them from community involvement and special events. In January of 2013, the Marin Community Foundation commissioned research that resulted in a report by the Center for the Health Professions, University of California, San Francisco, called *Mission Possible: Improving the Lives of All Older Adults in Marin, Needs and Assets Scan of Culturally Appropriate Services for Older Adults in Marin County*. A key finding was the need for transportation to help curb loneliness and isolation. "Aside from the impact loneliness has on happiness and wellbeing, there is growing evidence of its impact on physical health and life expectancy...The challenge of access to transportation was echoed in all focus groups. This barrier contributed to feelings of loneliness and isolation...Desired improvements included a ... structure of scheduled periodic group pick-ups for activities like grocery shopping."

Last year, Whistlestop partnered with two high schools in Marin to create an intergenerational program that brought high school students and older adults together to converse and share stories in Spanish. The program was a huge success. Sadly, because there were no means of transporting the older adults to the high schools on a regular basis, the program was discontinued until transportation could be provided. Program coordinators and teachers are prepared and ready to revive it.

This past year, Whistlestop hosted a multicultural anniversary celebration. The seniors in Marin City's Sunshine Club were invited, but they had to pay to charter a vehicle to transport all of them. Another example was an excursion to the Cedars Textile Center. We had to use an expensive 12 passenger paratransit vehicle to transport a group of senior to a weaving program. These are ideal examples of where inclusion is warranted and Whistlestop would like to be able to provide such transportation.

Whistlestop seeks to acquire two, 12-passenger vans that will be dedicated to those older adults who want to maintain their independence, but have no way to enjoy the culture, educational opportunities, social interaction or entertainment Marin County offers its residents. For almost sixty years, Whistlestop has served the older adult and disabled community in Marin with paratransit services. Its expertise in management, staffing and administration can be easily shared with the Whistlestop's Excursion Van program.

- C. Equal Opportunity: For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)

Three groups who are unlikely to attend a Whistlestop activity or the diverse and interesting activities in the County are the African American, Vietnamese, and Hispanic older adults in the Marin City area and the San Geronimo and Canal areas, respectively. It is challenging for these individuals to participate largely due to the geographic and/or language barriers. Many activities exist that would expand their horizons and better integrate them into mainstream Marin. Whistlestop will reach out to these groups by disseminating translated materials and other information about this new program through organizations that support these groups, such as the Canal Alliance, San Geronimo Valley Community Center, Community Action Marin, and the Marguerita C. Johnson Senior Center. In order to reach out to homebound older adults who live independently, Whistlestop will promote the new program through the Whistlestop Meals on Wheels program, through the Whistlestop Express newsletter (distribution of 24,000 each month in the Pacific Sun), through our website, and through ads in local newspapers.

If this project involves housing, how will it affirmatively further fair housing?

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people.

- D. Accessibility: What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?

Whistlestop will welcome all older people who can get in and out of a van using a step stool. Wheel chairs and walkers can be folded up and stowed in the rear of the vehicles. We will provide trained staff who are accustomed to assisting people living with disabilities. The nature of the population served by Whistlestop's paratransit services makes it well-positioned to run an easily accessible passenger van program. Management, staff and drivers are trained to assist the aged and disabled. With their expert guidance, the van drivers will be prepared to provide the utmost accessibility and assistance to their riders.

- E. Green Building: For new construction or rehabilitation, what will you do to incorporate "green building" principles?

- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
- Don't forget to fill out the Organization Profile form.
- All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

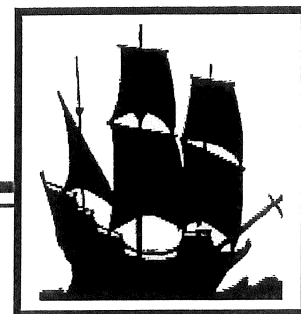
DEADLINE: APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013, AT 5 P.M.

Remember that we don't accept e-mailed or faxed applications.

(A-2)

Sir Francis Drake High School

A California Distinguished School



Liz Seabury, Principal

Eric Saibel & Chad Stuart, Assistant Principals

Mr. Joe O'Hehir
Whistelstop
930 Tamalpais Ave, San Rafael,
CA, 94901

Dec. 11, 2012

Dear Mr. O'Hehir,

The World Languages Department at Drake High School would like to thank Whistelstop for organizing and participating in a cultural exchange with our students. These types of experiences are hard to come by, yet they are extremely valuable. Allowing our students the chance to practice their Spanish while learning about the lives of native Spanish speaking senior citizens who live in our community is a great gift. As teachers of Spanish we are always looking for ways to engage students in real life situations and to overcome their fears of using the language. Your volunteers were so nice, accepting and open that many of the students felt as if they were talking to their own grandparents. The feedback from students was overwhelmingly positive. We hope that the volunteers who were involved felt the same. Below are a selection of comments from the students themselves.

Thank you so much for helping us practice our colloquial Spanish! It has helped a lot. I appreciate how patient and easy-going you have been. I realize it can be hard to listen to teenagers who are butchering your native language. Your visits have showed me that what we are learning in class has a real world application: conversing with people! Thank you again.

– Sam B., Junior

It was a pleasure to talk to you all when you came to Drake High School. I was fascinated by all of your lives and the times you've had. I feel as though I learned beyond Spanish, and learned the rich history with which each one of you holds. It was a great learning experience.

– Jamison B., Sophomore

Thank you guys so much for taking the time to come and visit our school. The experience was very cool and it was fun talking to you about your lives. Conversations could get awkward sometimes when no one would know what to say but when they flowed it was great. Thank you.

-- Giovanni C., Sophomore

Thank you so much for visiting our classroom! I really enjoyed learning about where our guests came from and learning about their life stories. I thought it was very nice that we got to practice our spanish with real spanish speakers. Thank you!

--Lindsey K., Junior

Thanks for visiting Drake. It was very helpful to have a conversation with a native Spanish speaker. I can better understand the accents and it has made me more comfortable speaking Spanish. Specifically I'd like to thank Eda. She didn't seem displeased when my groupmates or I couldn't understand/didn't know the correct word to respond, and in fact was very helpful whenever an occasion like this occurred. Thanks.

--Adam M., Junior

Thank you very much for coming to our school. Thanks you for taking time out of your day to help us with our spanish. We enjoyed talking to you and getting to know you. Thank you for helping us with our spanish.

--Isabel N., Sophomore

Muchas gracias! Thank you very much for coming to talk with us. It was a lot of fun and it was very helpful to be able to talk to a native spanish speaker. I really enjoy spanish and I hope to continue to learn it so talking with someone who speaks it so naturally was very inspiring for me. Thank you so much for coming to our school!

--Marley V., Junior

Yo pienso que es necesario en la clase de español a tener la oportunidad a hablar con personas que hablen español perfecto. Para obtener éxito en español, necesitas hablar y eso oportunidad nos da la oportunidad perfecta. Me gustaban los reuniones con Whistlestop y no puedo esperar por la próxima visita.

--Estudiante de Drake

Era una buena oportunidad para nosotros oír personas de otras culturas y era interesante escuchar a las historias de las personas . También pienso que es importante usar español para cosas que no son ejercicios, pero cosas como hablar con personas que hablan español para su primera lengua.

– Estudiante de Drake

Desde mi punto de vista como profesora, la oportunidad de conectarnos con personas tan amables que son hispanohablantes es un tesoro. Los alumnos se animan al ver a la gente mayor y casi todos piensan en sus "abuelos" cuando hablan. Los jóvenes tienen un poco de miedo cuando tienen que hablar, y no comprenden todo de las conversaciones, pero si yo preparo mas actividades explicitas de antemano creo que los nervios se desaparecerán.

--Linda Bonura, Spanish Teacher

As you can see our students and teachers are very appreciative of these experiences. We hope we can continue this cross-cultural and cross-generational exchange. Please communicate to those who were involved our thanks and we look forward to the next time we are all together.

Sincerely,



Tristan Bodle
Teacher Leader
World Languages Department
Sir Francis Drake High School

Organization Profile – 2014-15 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) and HOME Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive CDBG or HOME funding. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

Name of Organization: Marin Senior Coordinating Council dba Whistlestop

My organization does not gather demographic data. My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	30%
Low income people	32%
People above the low income limits	38%

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						N/A
Asian-American/Pacific Islander	8%	8%	4%		8%	
African-American/Black	2%	2%	8%		8%	
Caucasian/White	67%	67%	73%	100%	84%	
Native American	1%	1%	0			
Mixed Heritage	0	0	5%			
Unknown/other	22%	22%	10%			
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	22%	22%	10%			N/A
NOT of Latino/ Hispanic Origin	78%	78%	90%	100%	100%	
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	0	0	0			N/A
6-17	1%	0	0			
18-24	0	0	3%			
25-59	19%	31%	58%	25%	42%	
60 +	79%	69%	38%	75%	58%	
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	66%	70%	25%	25%	67%	N/A
Male	34%	30%	75%	75%	33%	
Total %	100%	100%	100%	100%	100%	100%
Disabled %						N/A

Involvement of Clients Your Organization Serves	Percent of Board/Committee Members Who Are Clients
On Governing Board	8%
On Advisory Committee	N/A

NS-12

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2014-15**

1. **Project Name:** Wise Choices for Girls

2. **Total Amount Requested:** \$14,000

3. **Project Sponsor:** Marin City Services District
630 Drake Ave, Marin City, CA 94965/
Jo Mi Jo Foundation
369 B Third Street #1114
San Rafael, CA.94901
Contact Person: Alexis Wise

Non-housing proposals must specify the amount requested from each planning area.

Title: Founder/Director

Mailing Address: Hanna Gallery
170 Donahue St.
Sausalito/Marin City,94965

Telephone:415-410-6715 **Ext.**
Fax:415-332-9225
E-mail:lwisem@aol.com

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$1,000
Richardson Bay Planning Area	\$12,000
San Rafael Planning Area	\$1,000
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

Website (optional):Face book: Wise Choices for Girls Community Organization

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

Hanna Gallery, Gateway Shopping Center
170 Donahue St.
Sausalito/Marin City, Ca.
94965

5. **Project Description:** Wise Choices for Girls is a Marin County girls group. We serve at risk low income youth from the ages of 12-18. Our goal is to inspire girls to strive for academic excellence by developing good daily study habits, we develop social and cultural competence and we serve our communities. We develop leaders through training, and collaboration with existing programs in the Marin County area, such as: Performing Stars, Youth Leadership Institute, Hanna project, Marin City Community Services District, Bridge the Gap, Woman's Commission Teen Girls Conference, which wise girls serve as ambassadors. Wise girls also serve on Marin County Youth Commission.

6. **Total Project Cost:** *(Include all costs for this particular project regardless of source.)* \$20,000

7. Project Budget for CDBG Funds:

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

Wise girls will utilize the CDBG funds on; **Equipment-** 10 tablets/ laptops \$400 each total, \$4,000. This will assist the girls to keep up with the ever changing technology mainly used for homework assignments. **Uniforms-**T-shirts, aprons, Jackets. \$1,500 **Nutritional meals-** \$3,000 **Transportation-** Gas, bridge toll, travel expenses. \$2,000 **Program supplies-** Flyers, brochures, event items, table cloths, napkins, utensils, serving tools, decorations, pencils/pens, notebooks, paper clips, printer ink, printer paper, lap top, projector.\$1,500.

8. Other Sources of Funds for this Project: Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Youth Leadership Institute	Leadership Training	\$1,500	11/2013	In process		
Ray Menester	Training	\$1,000	09/2013	yes	11/2013	12/2013
Individual Donor	Meals	\$ 500	On going	yes	09/2013	09/2013
Marin City Development Center	Training	\$2,000	In process			

9. Project Implementation:

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation? Alexis Wise, Project/Founder will oversee and is responsible for this project. It will be implemented by offering nutritional meals. We offer demonstrations on preparing healthy meals. We sponsor speaker series involving professional women that share their experiences on how to be successful. We have training courses on manners and etiquette, and leadership skills. We will implement self-confidence courses, and we expose them to the world outside of Marin City. Classes will be offered for leadership training. The older teenage girls will also work with the younger girls as role models. Classes will be taught after school held at the Hannah Gallery and the Marin City Services District Teens facility. We also collaborate with existing programs throughout Marin County, such as: Performing Stars, 10,000 Degrees, Women's Commission Marin Teen Girls Conference, Hanna Project, Bridge the Gap, Youth Leadership Institute. Wise Girls meet three times per week, and every other weekend.

10. Need for the Project: There is such a need for this project. At risk girls, often come from dysfunctional/and or disadvantage lifestyles. Through positive, productive interaction with mentoring programs, tutoring programs, health programs, nutritional information and general assistance, we guide these girls to make "Wise Choices" in their everyday lives.

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

12-30 needy, underserved/low income girls ages 12-18 of Marin County will benefit from this project. The income level of these girls families are well below \$30,000 per year, with household sizes more than 3-4 per household, some far below this level. The majority of these girls live in Marin City; however we are also serving low income areas of Mill Valley, Novato, and the Canal areas. We document eligibility by having parents complete a registration form including their income.

Household Size	Income Limit
1	\$59,100
2	67,550
3	76,000
4	84,400
5	91,200
6	97,950
7	104,700
8	111,450

B. Project Rationale: Why is this project needed? Will it assist an especially needy or underserved group? It is documented that girls are most vulnerable, starting at age 12-18. There is a need for mentoring these at risk/high risk girls to make wise choices. The need is prevalent due to the circumstances surrounding their everyday struggles. Wise Choices offers these girls a safe place to share and overcome the emotional disparities due to economic/social hardships. Wise girls are encouraged to join academic tutoring classes, leadership training, health workshops, and etiquette classes. Wise Choices ensures safe travels to/from each of these programs throughout Marin County. Yes, it will assist the needy and or underserved.

- C. Equal Opportunity: For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)

*Our Affirmative Marketing Strategies target **all** girls from **all** backgrounds, primarily the girls we serve are African American, however; we include Caucasian, Hispanic, Asian, Indian, and Middle Eastern youth. We realize it is difficult to bridge the gap between different cultural, social economic groups. At Wise Choices for Girls we bridge that gap, by providing a very safe and neutral zone for the girls to meet: The Gateway Shopping Mall in Marin City, CA. Hanna Gallery. Parents from each of these groups have visited and are very comfortable with the location. We include all 5 high school districts at Wise Choices for Girls. All girls and their families are comfortable with our overall structure of the program, including guest speaker series, drug and alcohol awareness, self-esteem building, health education, and career training, and more.*

If this project involves housing, how will it affirmatively further fair housing?

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people.

- D. Accessibility: What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities? Wise Choices for Girls do not discriminate. Our programs are offered to everyone/anyone who wants the opportunity. We encourage and welcome all girls to join with different cultural backgrounds, economic differences, and with physical/mental/learning disabilities.
- E. Green Building: For new construction or rehabilitation, what will you do to incorporate "green building" principles?
- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
 - The current year's application form must be used.
 - Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.
 - **Applications sent by fax or e-mail will not be accepted.**
 - This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
 - Don't forget to fill out the Organization Profile form.
 - All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

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Organization Profile - 2013-14 Data Collection Pilot

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Name of Organization: Wise Choices for Girls

My organization does not gather demographic data. My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	100%
Low income people	
People above the low income limits	

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	2					
African-American/Black	12		1			5
Caucasian/White	2					
Native American						
Mixed Heritage	4		1			1
Unknown/other						
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	3					
NOT of Latino/ Hispanic Origin						
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old						
6-17	12-20					
18-24		1				1
25-59		1				1
60 +						3
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	20					3
Male						2
Total %	100%	100%	100%	100%	100%	100%
Disabled %						

Involvement of Clients Your Organization Serves	
On Governing Board %	0
On Advisory Committee %	0