

RH-1

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

1. **Project Name: Galilee Maritime Service Harbor**      2. **Total Amount Requested:** \$225,648.50

3. **Project Sponsor: Galilee Harbor Community Assoc**

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

**Contact Person: Donna Bragg**

**Title: Project Coordinator**

**Mailing Address:**  
300 Napa Street  
Sausalito CA 94965

**Telephone: 415 332 8554                      Ext.**

**Fax: 415 332 7843**

**E-mail: galileeharbor@gmail.com**

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 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.

Street Address: 300 Napa Street Sausalito CA 94965  
Parcel Numbers: 64-082-01, 64-081-01, 64-083-02, 64-084-05  
Age of Building: docks & pier 9 years; wheelchair ramp 1 year

**5. Project Description:**

Galilee Harbor is a live-aboard community of predominately low-income households, located in the Marinship area of Sausalito. The Galilee Harbor Community Association (GHCA), a nonprofit mutual benefit corporation, is a self-governing membership organization representing the 38 households living in the harbor. GHCA administrates both the daily harbor operations and the Maritime Service Harbor Project. The goal of the project is to buy the site and reconstruct the berths and landside facilities that will allow the existing low-income residents to continue living and working on the Sausalito waterfront.

**6. Total Project Cost:** (Include all costs for this particular project regardless of source.)  
\$2,750,000.00

**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.

	Total	CDBG	GHCA
Architect	5,000	5,000	
Legal	10,000	10,000	
Permit Fees	5,000		5,000
Engineer	5,000	5,000	
Management	22,594	5,648.50	16,945.50
Construction	<u>200,000</u>	<u>200,000</u>	
			Asphalt capping and drainage of Upland
<b>TOTAL</b>	<b>247,594</b>	<b>225,648.50</b>	<b>21,945.50</b>

**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>
Galilee Harbor	Management & Construction		n/a	yes	12/2/13	7/1/14

**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?

GHCA's Project Team and Board of Directors will be responsible for implementation of the project. EAH will provide oversight as technical advisor and fiscal agent for the project. The Project Team members are: Donna Bragg -- Project Coordinator, Al Bonnet -- EAH, Michael Rex -- Project Architect, Mary Hudson -- Environmental Attorney.

**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 project will benefit 38 households of predominately low-income maritime workers. The result of the annual income survey shows that 91% of the community's residents meet the HUD low and very low-income standards. The successful completion of Galilee Harbor's development plan will protect the existing low-income residents from being dislocated and preserve a significant portion of the available low-income housing stock in southern Marin County. To ensure long-term affordability, strict affordability controls are conditions of the regulatory approvals issued for the project. The City of Sausalito and the Bay Conservation and Development Commission (BCDC) have developed occupancy criteria that include income restrictions. EAH will administer these affordability controls. Also the affordability controls have been recorded in a deed restriction on the property.

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

Urban gentrification still threatens to eliminate Sausalito's small-scale maritime industries. Galilee Harbor is the last remnant of the live-work community that was once thriving all along Sausalito's waterfront. The Harbor provides low-cost housing for maritime workers as well as a place for them to ply their trades. After a five-year study of the Marinship area, the City of Sausalito adopted the Marinship Specific Plan. Included in the goals of the Plan is the preservation of the traditional maritime live-work community on the Galilee Harbor site. Funding this project will help preserve existing low-income housing in Sausalito.

The Project design includes edible landscaping, remediation of contaminated soil, and marsh restoration.

- 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.)

The demographic group that is least represented at Galilee Harbor at this time is Latino/Hispanic at 8%. Our outreach plan is to post notices of our open house Maritime Day event at the Pickleweed Community Center in San Rafael and other Canal and Mission district bulletin boards. Maritime Day is a full day of free activities that showcase living on the Sausalito waterfront. A number of resident boats are open for free tours and we offer free boat rides in Richardson Bay. Adverting Maritime Day will allow the targeted population to become familiar with the potential residency at Galilee Harbor. Native Hawaiian/Pacific Islanders are also underrepresented in the harbor and we will invite the Dragon Boat Foundation and the Ukulele Friends Ohana to participate at our Maritime Day event as they did last year.

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

Galilee's bylaws state the following: "No applicant shall be denied membership based on race, color, creed, religion, ancestry, national origin, gender, age, sexual preference, marital status, familial status, physical ability, or other protected category defined by law."

*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.*

We will contact the Marin Builder's Exchange and utilize the Supplier Clearinghouse to search for women and minority owned firms when the Requests For Proposals are ready to be sent out for bids.

- D. Accessibility: What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities? All public access pathways are wheelchair accessible. The ground floor of the Marine Service Center and the Bait Shop will be wheelchair accessible. There are two disabled parking spaces near the harbor entrance. The harbor's toilet and shower rooms are ADA compliant. Galilee has also installed a state of the art ADA ramp to the docks which provides wheelchair access at most stages of the tide. There is also a designated ADA area for small boat launching.
- E. Green Building: For new construction or rehabilitation, what will you do to incorporate "green building" principles? The Project uses recycled lumber and building materials when possible. We are working with a marine engineer to plan a green filtration system for the open work area. Also, Galilee is a member of the Clean Boating Network and our harbor manager is certified as a first responder for marine oil spills.
- 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](http://www.marincdbg.com) or [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://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](mailto: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 COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2014-15**

RH-2

**1. Project Name:** Countywide Residential Rehabilitation Loan Program

**2. Total Amount Requested:** \$ 500,000  
Non-housing proposals must specify the amount requested from each planning area.

**3. Project Sponsor:** Housing Authority of the County of Marin

**Contact Person:** Kimberly Carroll

**Title:** Deputy Director

**Mailing Address:** 4020 Civic Center Drive  
San Rafael, CA 94903-4173

**Telephone:** (415) 491-2348 **Ext.**

**Fax:** (415) 472-2186

**E-mail:** [kcarroll@marinhousing.org](mailto:kcarroll@marinhousing.org)

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$ 35,000
Novato Planning Area	\$ 80,000
<b>Richardson Bay Planning Area</b>	<b>\$ 45,000</b>
San Rafael Planning Area	\$140,000
Upper Ross Valley Planning Area	\$ 35,000
West Marin Planning Area	\$ 15,000
Countywide Housing	\$150,000

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*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 Residential Rehabilitation Loan Program provides home repair and property improvement loans throughout Marin County to low-income owner occupants of single family homes, floating homes docked in approved berths, mobile homes located within mobile home parks and non-profit-sponsored group homes serving special populations.

**5. Project Description:**

The Rehabilitation Loan Program underwrites and funds low-interest home repair loans of up to \$35,000 to very low income homeowners, and non-profit group home sponsors, to undertake and complete necessary home repairs, correct substandard housing conditions and eliminate health and safety hazards. Borrowers must be the owner-occupants of the home and fall below the very-low income limits per current HUD Area Median Income Schedule.

Eligible work includes the repair or upgrading of existing plumbing, heating and electrical systems, roof repair or replacement, correction of foundation, drainage, dry rot and termite-related problems, emergency and/or storm-related repairs, energy and water conservation measures, ADA improvements for wheelchair accessibility such as ramps and showers. Homeowners and nonprofit group home sponsors receive technical assistance from staff in determining the scope of needed repairs, consultation with local building departments, development of cost estimates, obtaining of bids and contracting for the repairs, monitoring and inspecting the work under construction and issuing progress payments for labor and materials. The specific repayment terms of each loan are tailored to fit the homeowner's individual financial circumstances.

Over the past 38 years, the Residential Rehabilitation Loan Program has received 1,394 applications and has made 725 loans totaling \$12,686,693 as well as 69 further advances on existing loans totaling \$494,037.

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

Total CDBG funds requested are \$500,000. Of this amount \$150,000 is requested from the Countywide Housing allocation for loans to be made available throughout the County, and a combined total of \$350,000 is requested from individual Planning Areas for additional loans to be made within each Planning Area

**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.

Individual rehabilitation loans range from \$5,000 to a maximum of \$35,000. The funds requested will provide loan funds for approximately 20 new loans at an average loan amount of \$25,000.

Administrative costs to run the program totaled \$220,000 for the last 12-month period. These costs support three staff members, central office costs, departmental supplies and marketing expenses.

**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>
Marin Comm. Fdn.	Gates Coop	\$1,303K	1996	Yes	1996	1996

**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?*

Marin Housing Authority administers the Residential Rehabilitation Loan Program and is responsible for its implementation throughout the county. The staff includes two half-time Homeownership Programs Specialists, a half-time Programs Services Coordinator, with support provided by General Services and Accounting staff. The program has been in existence many years and is continually evolving to reflect current construction codes, rehabilitation guidelines and practices in accordance with HUD requirements and industry standards.

**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

Since 2001, the program has specifically benefited very low-income homeowners and non-profit-sponsored group homes serving very low income special populations. Every household assisted through the program has income well below 80% of median with the majority (90%) below 50% of median. The average household income is 35% of median. Eligibility is documented in a personal interview conducted with each applicant in which original tax returns, pay stubs, assistance payments and all other sources of income are reviewed and copied to the file.

The program ensures long term affordability in two ways: 1) by providing low-cost financing that enables a low-income homeowner to repair and maintain his/her home in order to continue to reside in it; and 2) by providing the option of deferred principal and interest repayment, thereby allowing the borrower to avoid unaffordable loan payments. Staff works closely with other social service agencies in identifying and assisting clients who include:

*Elderly and Disabled:* The program assists elderly and disabled homeowners on fixed (often minimal) incomes to repair unsafe conditions in their home, catch up on critical deferred maintenance, and install accessibility improvements, so that they may "age in place". In many cases the ability to install building accommodations makes the critical difference in enabling a homeowner to remain in his/her own home.

*Female Head of Household:* Families with only one head of household often face an insurmountable financial obstacle when faced with urgently needed home repairs. In some cases having to sell and relocate out of the County may be the only alternative.

*Special Populations:* The program is available to non-profit-sponsored group homes serving special populations, including the developmentally disabled, mentally ill and troubled youth, most of whom only receive SSI.

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

With continually escalating real estate prices and the resulting decrease in affordable housing, the Rehab Loan Program is the only way for low-income homeowners, often elderly citizens on fixed incomes who purchased their homes many years ago, to retain ownership of their affordable home and maintain their property in a safe and livable condition while allowing them to age in place.

Most low-income homeowners are unable to qualify for conventional property improvement loans and therefore cannot perform the maintenance required to preserve their homes in good condition. In addition, lenders are unwilling to lend on mobile homes and floating homes. The Rehab Loan Program is the only recourse for all of these owners when faced with home repair emergencies. It can also be used to implement energy efficiency measures to lower energy costs which can be prohibitive for low-income homeowners.

**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.)***

Racial and ethnic minorities are underrepresented in the Rehab Loan Program which reflects their low homeownership statistics. Program applications and brochures are available in Spanish and Vietnamese as well as English and are disseminated through senior centers, community centers, Hispanic agencies, social service agencies, lawyers for the elderly, senior resource directories, mobile home and floating home site management offices, public libraries and workshops. Interpreters are also available on MHA staff.

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

By serving low-income households who are underrepresented as homeowners in this high-priced real estate market of Marin County, the Program furthers fair housing by providing the means for them to remain in their homes. However, this means that the majority of borrowers are elderly who were able to buy their homes years ago but are now very low-income. It is next to impossible for current low-income prospective homebuyers to buy into this market unless it is by purchasing a Below-Market-Rate housing unit and tapping into the mortgage assistance programs available through MHA. In order to reach this demographic of younger low-income households, the income guidelines for the Rehab Loan Program were expanded from very-low (50% AMI) to low (80% AMI) for BMR owners and a fully amortized repayment plan required. Several such Rehab Loans have been made to BMR owners to cover the cost of special assessments for exterior repairs as well as accessibility and energy improvements and other necessary upgrades, thereby allowing them to remain in their homes.

*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.*

*A list of contractors who have worked successfully on rehab loan projects is maintained by staff and continually updated. RFPs have been sent out in the past to attract women and minority construction companies to add to the list. The list is handed out only to borrowers who request recommendations and we suggest that they solicit three bids before signing a contract. The choice of contractor, however, is ultimately up to the homeowner. For small non-technical projects under \$500, homeowners may use unlicensed low-income laborers or handy people.*

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

Accessibility to the Rehabilitation Loan Program for applicants with physical disabilities is ensured by the fact that all of the contact between staff and client takes place in the client's home or over the telephone but office visits to our fully accessible office are also possible. Most importantly, the Rehab Loan Program is ideal for installing accessibility improvements such as grab bars, ramps, electric stair lifts, handicapped showers, door widening and kitchen modifications. Even elevators have been installed when needed.

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

Whenever and wherever feasible, "green building" principles will be applied and implemented to assure the highest possible energy efficiency of the dwelling and the use of methods and materials least disruptive to the environment. Typical improvements include installation of high-efficiency windows and appliances, insulation in walls, ceilings and floors, low-flow toilets and shower heads, and weather-stripping.

- 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](http://www.marincdbg.com) or [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://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](mailto: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:** HOUSING AUTHORITY OF THE COUNTY OF MARIN

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

<b>Income of Level of Clients Your Org Serves %</b>	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	95%
Low income people	3%
People above the low income limits	2% BMR Program only

<b>Percentages (%)</b>	<b>Clients Your Organization Serves</b>	<b>Clients for this Project</b>	<b>Support Staff</b>	<b>Professional Staff</b>	<b>Board</b>	<b>Advisory Committee</b>
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	8%		8%	28%		
African-American/Black	22%	6%	19%	29%	14%	26%
Caucasian/White	51%	94%	73%	43%	86%	74%
Native American						
Mixed Heritage	1%					
Unknown/other	19%					
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	18%	6%	10%			
NOT of Latino/ Hispanic Origin	82%	94%	90%	100%	100%	100%
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Age</b>						
0-5 years old	5%					
6-17	17%					
18-24	13%					
25-59	39%	39%				
60 +	26%	61%				
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Gender</b>						
Female	62%	70%	73%	42%	58%	85%
Male	38%	30%	27%	58%	42%	15%
<b>Total %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Disabled %</b>	<b>28%</b>	<b>30%</b>	<b>0</b>	<b>0</b>	<b>23%</b>	<b>unk</b>

<b>Involvement of Clients Your Organization Serves</b>	<b>Percent of Board/Committee Members Who Are Clients</b>
On Governing Board	30%
On Advisory Committee	90%

## Organization Profile – 2014-15 Data Collection Pilot

### Income Limits

<b>Household Size</b>	<b>Very Low Income Limit (≈50% of Median Income)</b>	<b>Low Income Limit (≈80% of Median Income)</b>
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**

RH-3

- |   |                                   |  |
|---|-----------------------------------|--|
| <b>1. Project Name: Gates Cooperative</b> | <b>2. Total Amount Requested:</b> | <b>\$450,000<br/>plus<br/>reprogramm<br/>ed funds of<br/>\$267,516</b> |
|---|-----------------------------------|--|

- 3. Project Sponsor: Gates Cooperative, working with EAH and the Marin Housing Authority**

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

**Contact Person: Annette Rose**

**Title: consultant for funding/external relations**

**Mailing Address: 229 Southern Heights Blvd, San Rafael, CA 94901**

**Telephone: 415 332 8867                      Ext.**  
**Fax:**  
**E-mail: arose@antenna-theater.org**

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	\$

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*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. Project is located in the unincorporated area of Marin County on Richardsons Bay and Bridgeway Boulevard on Marin County Assessor's parcels: 52-312-01, 52-331-01, 52-335-01, 52336-01.

**5. Project Description:**

The project's purpose is to rehabilitate or build code-compliant, legal houseboats for the qualifying households. The 38 berths are located within Waldo Point Harbor, unincorporated Sausalito. These households are low, very low and extremely low income and constitute an expansion of an existing houseboat harbor, WPH. The berths will be affordable to low and very low income households in accordance with the County of Marin's Conditional Use Permit.

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

The final costs are being determined with up to date bids now that actual costs can be ascertained as this long-awaited project has begun. This is an update on the project: Of the 38 boats, 26 have been inspected by the County and a list and budget drawn up for each as to work to be done. Of the 26 inspected boats, four have been completed and came in 7% under budget; four boat owners will not receive assistance; the remaining boats are in the permitting and bidding process. Four of them have been deemed a "success" by the county's inspector and therefore are not subject to the same rules...

Four boats are currently not occupied by the owner, a condition of receiving assistance. These owners have been given until March 2014 to decide their status going forward. The remaining owners are in the process of completing paperwork to establish their membership in the Co-op.

**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 Gates Cooperative requests additional funds for 2014-15 of \$450,000. Now that we are in active construction we need the funds for the administration and oversight of our Project Manager, \$30,000; EAH, \$40,000; MHA, \$30,000; other architectural and funding consultants, \$50,000. The balance will be for the rehabilitation and acquisition of boats for our members.

**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>
Marin Community Foundation	Rehab and construction loans/grants	900,000		Yes	Transferred to EAH, August 2006	Now
CDBG	Rehab loans; related expenses	629,500 plus reprogrammed funds of \$267.51	Multiple years	Yes	Multiple years	Now
Marin Housing Authority	Re-hab loans	600,000	n/a	n/a	n/a	Now
Marin County	Permit fees to low and very low Co-op members	135,000 estimate	2012 on going	Yes	2012, as permits are submitted	Now

\* The CDBG total granted to the Co-op is approximately 897,016 including the two or more amounts reprogrammed to other county projects during the past few years. We request the return of the reprogrammed amounts as our project has begun to draw down on CDBG allotments.

**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 Project Team (EAH, Marin Housing Authority, and the Gates Cooperative Board of Director's, with the help of their consultant)s are responsible for implementing and managing the project overall.

**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

An annual survey of Gates Cooperative member households is conducted each May following the April 15 IRS deadlines. The incomes reported for the previous tax year are used to establish Low, Very Low and Extremely Low households. Marin County's Conditional Use permit for the project requires long-term affordability. Affordability Controls have been written and accepted by the County of Marin and the landowner and have been filed with the County to restrict the title. All replacement member households must be low or very low income. The adjacent Railroad Property, owned by EAH, will be leased by WPH and provide rent subsidies

6	97,950
7	104,700
8	111,450

for the lowest income residents. Before any rent subsidy is applied the average Co-op rent will be \$350/month.

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

*The opportunity to create 38 units of low and under housing in unincorporated Sausalito is rare and it is to the county's credit that this project has long had community support. Low income households have lived in the proximate area since WWII but most frequently in sub-standard housing. This project seeks to remedy this condition. The project is adjacent to public transportation, the busiest bike paths in Marin, laundry facilities, schools, churches, grocery stores, marine hardware and other useful services.*

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.)

*This project will be fully leased out to Gates members therefore recruitment strategies to attract new members must include those beyond the usual advertisements to local marinas. EAH and the Marin Housing Authority are assisting the Gates Co-op in creating these strategies. In the Gates demographic study conducted last August for CDBG the figures (among others) were: 73.2% female (county average 50.3%); 1.8% disabled (county average 8.9% however 16 of the households have seniors as residents); 5.4% African-American (county average is 3.1%). Other details of this study are available.*

*If this project involves housing, how will it affirmatively further fair housing? EAH and Marin Housing Authority are overseeing this issue with the Gates Co-op.*

*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.*

*After a recruitment process, the Project Team hired Stephanie Burns as project manager. She is infinitely qualified and works well with the membership. She has already hired several low-income, licensed contractors to work on the rehabilitation of boats. The Project Team intends to continue this approach.*

D. Accessibility: What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities? The overall design and construction of the expanded harbor is the responsibility. They will follow all applicable codes as required. All walkways, parking lots and the park will be accessible.

E. Green Building: For new construction or rehabilitation, what will you do to incorporate "green building" principles? Bob Hayes, the Gate's architect, and Stephanie Burns, Project Manager, have assured that green techniques and materials will be used throughout the project. This is an important goal for the membership. The Gates Co-op, in fact, was the first houseboat community to re-cycle. This was in advance of all other harbors who were originally exempt as commercial properties.

- 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](http://www.marincdbg.com) or [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://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](mailto: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 COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2014-15**

RC-1

*Marguerita*

1. **Project Name:** Marguretia C. Johnson Senior Center Range & Hood up-date
3. **Project Sponsor:** Marin City Community Services District

**Total Amount Requested:** **\$6,410.00**

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

**Contact Person:** Johnathon Logan Jr.  
**Title:** MCCSD General Manager

**Mailing Address:** 630 Drake Avenue, Marin City, Ca. 94965

**Telephone:** 415-332-1441                      **Ext.**  
**Fax:** 415-332-9225  
**E-mail:** jlogan.mccsd@gmail.com  
OR Marie Gaines mgaines94965@yahoo.com

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):** www.marincitycsd.org

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

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*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 Marguerita C. Johnson Senior Center is located at 640 Drake Avenue, Marin City, California 94965  
The building was constructed August 28, 1988. (Project is in unincorporated Marin County)

**5. Project Description:**

The municipal authority for Marin City is the Marin City Community Services District, a multi-purpose California special district that is governed by a publicly-elected five member board of directors. The District's programs are administered by staff. The MCCSD Program Goal for the Marguerita C. Johnson Senior Center is to operate an outstanding Senior Center for elderly citizens which includes providing a broad range of individual activities, group activities, and services specifically geared toward the aging population which will in turn enhance and improve the lives of Southern Marin's elderly population. The MCCSD facilities are regularly rental weekends and weekdays. Residents use the MCJ Senior Center for family repass services after funerals. The population for Marin City is 4,000 residents.

The current range and hood was installed by opening date August 28, 1988. The hood is beginning to rust from years of usage and do not fit directly over the range as it should. The range is in the same condition and the oven door has been repaired many times and still don't close tightly. The purchase of a range and hood that will fit the area will allow the MCCSD to continue to rent the facility and prevent unnecessary repairs. The MCJ Senior Center volunteer who use the range weekly for the congregate meal site will also benefit from the project.

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

\$6,410.00 request from CDB

**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.

Range and Hood purchase at Dvorsons, 480 Gate Five Road suite 115 Sausalito, Ca.95965

1 NXR Professional Series Six Burner 36" Range Natural Gas	\$2,999.00
1 KOBE 42" Wall Mounted Hood	\$1,461.00
1 warranty 5 years extended warranty for NXR Range	\$399.99
1 warranty 3 years extended warranty for KOBE Hood	\$199.00
<u>Total with special discount and free shipping</u>	<u>\$5,406.56</u>

Installation by:

The Greg Phipps Company, In.

5177 Oak Meadows Dr. Santa Rosa, Ca. 95401

<u>Installation Labor &amp; parts</u>	<u>\$1,000.00</u>
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**Total cost of project** **\$6,410.00**

**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>
Bay Cities Refuse Company	Senior activities and programs	\$5,000	July 1, 1012	Yes	Fiscal year 2012/13	07/01/12

**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 Marin City Community Services District Board of Directors and the MCCSD General Manager will be responsible for the implementation of the project. Upon fund availability to the District the project implementation will take place immediately.

**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 group that will benefit from this project are the Marin City seniors, low income community residents who rent the facility on a regular basis and the County of Marin who use the site for meetings. Currently, Marin City is the most diverse community in Marin County. There are approximately 4,000 residents of which 40%are African-American, 33 % are white, 10%are Hispanic, 8% are Asian/Pacific Islander, and 9% others. The facility is used by county wide residents for baby showers, monthly Quince eras, birthday parties, etc.



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

*This project is needed because the MCCSD can continue to rent the facility and not have renters complaint about the stove door not staying close or the pilot light is out and located under the stove in a difficult area to restart. Marin City seniors and residents are low and very low income who are offered a waiver of fee for funeral repass services on a monthly basis.*

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.)*

*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 Marguerita C. Johnson Senior Center is handicapped facility for accessibility.*

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

*The commercial kitchen installer general contractor had stated that where necessary the use of green material will be used.*

- 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.
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## 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.

<b>Income of Level of Clients Your Org Serves %</b>	(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	

<b>Percentages (%)</b>	<b>Clients Your Organization Serves</b>	<b>Clients for this Project</b>	<b>Support Staff</b>	<b>Professional Staff</b>	<b>Board</b>	<b>Advisory Committee</b>
<b><i>Ethnic/Racial Demographics</i></b>						
Asian-American/Pacific Islander	8%	3%				
African-American/Black	40%	50%			80%	90%
Caucasian/White	33%	15%				10%
Native American						
Mixed Heritage	10%					
Unknown/other	9%	12%				
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b><i>Latino/Hispanic Origin</i></b>						
Of Latino/ Hispanic Origin		20%			20%	
NOT of Latino/ Hispanic Origin						
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b><i>Age</i></b>						
0-5 years old						
6-17						
18-24						
25-59					60%	10%
60 +					40%	90%
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b><i>Gender</i></b>						
Female					60%	
Male					40%	
<b>Total %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b><i>Disabled %</i></b>						

<b>Involvement of Clients Your Organization Serves</b>	<b>Percent of Board/Committee Members Who Are Clients</b>	
On Governing Board	3%	2%
On Advisory Committee	1%	

## Organization Profile – 2014-15 Data Collection Pilot

### Income Limits

<b>Household Size</b>	<b>Very Low Income Limit (≈50% of Median Income)</b>	<b>Low Income Limit (≈80% of Median Income)</b>
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



Johnathan Logan  
District Manager  
630 Drake Avenue  
Marin City, CA 94965  
Phone: (415) 332-1441  
Fax: (415) 332-9225

*December 13, 2013*

*Federal Grants Division  
Marin County Community Development Agency  
3501 Civic Center Room 308  
San Rafael, Ca. 94903*

*Mr. Roy Bateman*

*Enclosed is a proposal from the Marin City Community Services District for a range and hood for the Marguerita C. Johnson Senior Center.*

*We are hopeful that the Community Development Agency will assist in the purchase of a new range and hood for this important component of the Marin City's senior service.*

*Thank you feel free to contact me if you have any questions or concerns at 415-332-44 or Marie Gaines, Director of Senior Services at 415-332-9323.*

*Sincerely,*

*Johnathan Logan Jr.  
MCCSD General Manager*

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

RC-2

1. **Project Name:** MCCDC ADA Compliance Project      2. **Total Amount Requested:** \$8,250.00  
 3. **Project Sponsor:** Marin City Community Development Corporation  
**Contact Person:** Liz Darby  
**Title:** Interim Executive Director  
**Mailing Address:** 441 Drake Avenue  
 Marin City, CA 94965

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	\$

**Telephone:** 415-339-2834      **Ext.**  
**Fax:** 415-332-0337  
**E-mail:** [ldarby@marincitycdc.org](mailto:ldarby@marincitycdc.org)

**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.  
 441 Drake Avenue  
 Marin City, CA 94965
5. **Project Description:**  
 This project will provide building and facilities upgrades to meet the Americans with Disabilities Act Accessibility Guidelines (ADAAG) at the Marin City Community Development Corporation (MCCDC). MCCDC is currently in the process of upgrading its facility with an ADA wheelchair ramp to provide clients and guests to properly enter the building according to ADA guidelines. As part of our continuation of the ramp installation, this grant would provide for installation of a new iron railing, fencing and a installation of a brick wall at the new stair location.
6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)  
 \$8,250.00

**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.

See Attached Proposal and Budget.

**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>
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**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?

Liz Darby, Interim Executive Director, will oversee the Project. MCCDC recently approved the design of the project – and will be putting it out for bid to 3 contractors by December 15. The anticipated construction start date will be in mid-January 2014, with completion of the fence, iron railing and brick wall to be by May 2014. Installation of the fence, iron railing and brick wall will be subject to funding from CDBG.

**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	Our primary target population is our disabled clients who are referred by the Department of Rehabilitation (DOR), and those who utilize our programs and services in Marin City and Marin County. MCCDC is currently serving approximately 55 clients each month from the DOR, and expects to increase their disabled client base by 10% in 2014. The vast majority of MCCDC's clients meet the CDBG income eligibility requirements. Our data shows that 61% of our clients have no income, 13% have an annual income of less than \$10,000, 11% have an annual income level between \$10,001 and \$20,000; 5% have an annual income between \$20,001 and \$30,000; 2% have an annual income between \$30,001 and \$40,000; and 1% have an annual income between \$40,000 and \$50,000. The vast majority of our clients will meet the CDBG eligibility requirements.
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?

The ADA ramp is critical to our ability to serve our clients and meet the State-mandated requirements of the Department Of Rehabilitation. Currently, no other agency in Southern Marin offers specific services designed for DOR clients, and MCCDC is a certified service provider. One of our goals in 2014, is to expand our services to an increased number of our disabled client population, and to expand our services to additional agencies who provide services to disabled individuals. In addition, MCCDC's facilities serve as a community resource to a variety of agencies in Marin City and Marin County. Our ability to make our conference and meeting rooms available to these agencies depends on our ability to provide wheelchair access into the building. Senior groups and groups from Public Housing have expressed interest in utilizing our conference space, and the ramp will allow greater access.

- 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.)

MCCDC provides assistance to all underserved populations, including: youth and young adults without marketable skills, adults, out-of-work contractors, single-parent and dual-parent families; non-custodial parents, people receiving public assistance, disabled individuals, re-entry from prison or jails and the chronically underemployed. MCCDC is an equal opportunity service provider without regard to race, creed, color, gender, sexual orientation, disability, marital status, national origin or age. Our outreach and marketing includes email, email blasts, social media (Facebook, Twitter, etc.), MCCDC's website, collaboration with Marin City agencies to publish and advertise our programs and services, including Marin City Community District's newsletter and event posting on their website; local agency and church group email blasts and church announcements; print and distribution of flyers to local community based organizations; announcements at community meetings and events. In addition, MCCDC Staff are engaged in many programs throughout the County and represent our programs and services at all events, chambers, business and professional meetings. We would like to engage more members from the Senior community and from Public Housing, and need to be able to provide them with access to the building. The ramp will greatly increase accessibility for those in wheelchairs and for those who use mobility equipment.

*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.*

MCCDC is in the process of working with various agencies in Marin City and in the County to develop a local hire policy. This policy will require contractors to hire local individuals for a certain number of hours on the project. As part of that commitment, contractors who agree to our draft language will be encouraged to bid. MCCDC's mission is to hire individuals from Marin City to work on all of its projects. According to the US Census Bureau, 38% of Marin City's population is African American and 13% are Hispanic. MCCDC's mission is to serve their target population of underserved communities through its workforce programs and services. In addition, MCCDC has also contracted with a project design team that is minority-owned and locally based, and has included 2 minority-owned firms in its bidding process. One of the construction companies that will be submitting a bid, has worked with MCCDC in the past, and has hired local, MCCDC clients to work on its projects.

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

The main goal and purpose of this project is to increase access to MCCDC for people with disabilities. MCCDC is a certified service provider of the Department Of Rehabilitation, and is committed to serving all DOR clients at its facility. MCCDC's installation of an ADA compliant ramp is a major part of our plan to improve accessibility, and is a requirement for DOR's certification to be a certified service provider.

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

In an effort to conform with Green Building Principles, the project will incorporate Best Management Practices for the Construction Industry in the form of the Blueprint for a Clean Bay. This will include the efficient use of energy, water, materials and other construction resources; taking steps to protect occupant health while improving productivity; and reducing site waste, pollution and degradation of the environment. In addition, MCCDC is currently undergoing a series of audits to be utilized towards the California Green Business Program certification.

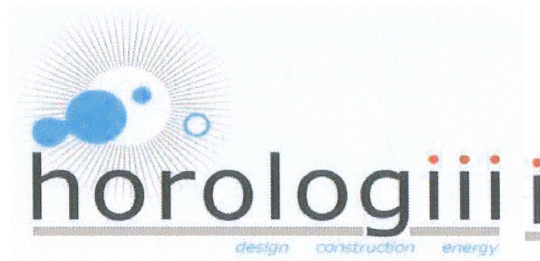
- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic 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](http://www.marincdbg.com) or [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://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](mailto: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.**





**HOROLOGIII INC.**  
270 CORTE COLINA  
NOVATO, CA 94949

**MARIN CITY COMMUNITY DEVELOPMENT CORPORATION**  
441 DRAKE AVE  
MARIN CITY, CA 94965  
Phone: 415.339.2837  
Fax: 415.332.0337

December 9, 2013

**RE: ADA BARRIER REMOVAL PROJECT**

Removal, design and construction of NorthEast patio and building entry to create conformance with existing ADA requirements at MCCDC main facility, located in Marin City, CA. Provide Add/Alt of Wroguth Iron railing along whole length of patio except stairway and transition to parking area and existing porch to mimic/match existing railing aesthetic and character.

Pursuant to MCCDC Procurement Requirements, Horologiii Inc is pleased to submit this proposal and *opinion of estimated* scope of work and construction costs as follows: Horologiii proposes to provide all labor, material and equipment, necessary to complete listed scope of work. In light of the fact that the Facility is currently inhabited, care will be taken to avoid damage to existing FEE and finishes. To that end, Horologiii Inc proposes the following in order to facilitate completion of the ADA Barrier Removal Project. All construction work shall be conducted on a Davis Bacon Straight-Time basis unless planned by Horologiii, or otherwise requested by Horologiii. If an additional request for afterhours work is generated by Horologiii, there will be a no additional costs to MCCDC.

**(I) SCOPE OF WORK:**

**PROJECT TASKS:**

ADA Barrier Removal Project Project.  
Opion of estimated project cost related to this project is:

**TRADE**  
**GEN.**

**(II) PROPOSED STATEMENT OF OPINION OF ESTIMATED COSTS**

RE: ADA BARRIER REMOVAL PROJECT

TOTAL CALENDAR DAYS	87
TOTAL WORK DAYS	62
PROJECTED START DATE	23-Dec-13
PROJECTED FINISH DATE	20-Mar-14

based on early January 2014 Start

ARCHITECTURE & ENGINEERING	QTY	LABOR	MATERIAL	EXTENSION
DESIGN & PERMITTING *				\$ -
*EXPENSES & PERMIT FEE NOT INCLUDED				
<b>GENERAL CONDITIONS</b>				
CONSTRUCTION SCHEDULE OF VALUES				
PATIO DECK		-	\$0	\$ -
PATIO WALL		-	\$0	\$ -
PATIO RAIL	1	5,720.45	\$2,530	\$ 8,250.45
PUNCH/CLOSEOUT		-	\$0	\$ -
<b>TOTAL ESTIMATED PROPOSED SERVICES - NOT TO EXCEED PRICE</b>				<b>\$ 8,250.45</b>

**(III) COMMENTS AND EXCLUSIONS BELOW:**

- 1 Total proposed costs includes allowance if additional days of work is needed to complete rail installation.
- 2 Unless other wise noted above; No Fire Alarms
- 3 Unless other wise noted above; No Fire Sprinkler Work
- 4 Unless otherwise noted above; No Engineering
- 5 Unless other wise noted above; Use only Material, dwgs, instructions approved by MCCDC
- 6 Unless otherwise noted above; Normal Working Hour
- 7 Unless otherwise noted above; No Erosion control
- 8 Unless other wise noted above; Temporary toilets included
- 9 Unless other wise noted above; No work acceleration costs included
- 10 Unless other wise noted above; No construction costs escalation included
- 11 Unless other wise noted above; No construction water
- 12 Unless other wise noted above; No changing elevations of drainage
- 13 Unless other wise noted above; No Liquidated damages
- 14 Unless other wise noted above; No Testing and Inspection.
- 15 Unless other wise noted above; No Rock drilling or pier casing
- 16 Unless other wise noted above; No Foundation draining
- 17 Unless other wise noted above; Horologiii Inc will be held harmless for any and all deficiencies related to work performed.

## 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 City Community Development Corporation

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

<b>Income of Level of Clients Your Org Serves %</b>	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	50%
Low income people	43%
People above the low income limits	7%

<b>Percentages (%)</b>	<b>Clients Your Organization Serves</b>	<b>Clients for this Project</b>	<b>Support Staff</b>	<b>Professional Staff</b>	<b>Board</b>	<b>Advisory Committee</b>
<b><i>Ethnic/Racial Demographics</i></b>						
Asian-American/Pacific Islander	3%					
African-American/Black	53%					
Caucasian/White	39%					
Native American						
Mixed Heritage						
Unknown/other	5%					
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b><i>Latino/Hispanic Origin</i></b>						
Of Latino/ Hispanic Origin	12%					
NOT of Latino/ Hispanic Origin	88%					
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b><i>Age</i></b>						
0-5 years old	0					
6-17	6%					
18-24	25%					
25-59	65%					
60 +	4%					
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b><i>Gender</i></b>						
Female	44%					
Male	56%					
<b>Total %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b><i>Disabled %</i></b>						
	11%					

<b>Involvement of Clients Your Organization Serves</b>	<b>Percent of Board/Committee Members Who Are Clients</b>
On Governing Board	1%
On Advisory Committee	0%

## Organization Profile – 2014-15 Data Collection Pilot

### Income Limits

<b>Household Size</b>	<b>Very Low Income Limit (≈50% of Median Income)</b>	<b>Low Income Limit (≈80% of Median Income)</b>
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**

RC-3

*Marin Learning Center* 2014-15

1. **Project Name:** Safe Playground remodeling

2. **Total Amount Requested:**

\$ 20,000

3. **Project Sponsor:** Marin Learning Center

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

**Contact Person:** Liz Burns

**Title:** Program Director

**Mailing Address:**

**CAM Child Development Program  
251 North San Pedro Road  
San Rafael, CA 94903**

**Telephone:** 415-472-1663      **Ext. 11**

**Fax:** 415-499-1597

**E-mail:** Lburns@marinchild.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$ 20,000
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.

**Marin Learning Center, 100 Phillips Drive, Marin City, 94965**

5. **Project Description:** Marin Learning Center is located in Marin City and serves 48 preschool children in three classrooms. Prior CDBG grants have supported replacement of playground equipment and installation of an environmental area. We are requesting funding to replace the wood chips that serve as the "fall" area for playground equipment with Tot Turf, a rubberized fall safety surface. The licensing requirement for wood chips is 12" deep. In order to maintain that depth, the cost for the Learning Center would be \$5,000 - \$7,000 per year. Thus the ongoing cost to keep in compliance is prohibitive. Additionally wood chips decompose and become impacted quickly and, as a result lose their effectiveness. Children at the Learning Center have injured themselves with sprains, splinters and scratches in the past few years. Tot Turf, besides being safer, provides a one time purchase that requires no further maintenance and expense. The environmental rating scale the state has adopted to determine appropriate child development environments scores wood chips at a low level.

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

**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.

\$20,000

**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>
NA						

**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 project comes under the responsibility of the Program Director with assistance from the CAM Child Development Program's Facilities Manager.

**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 Marin Learning Center is a state funded child development program. Families must adhere to strict guidelines for need and eligibility in order to qualify for enrollment. Income limits at the state level are significantly lower than the CDBG limits. (For example, the income ceiling for a family of 3 is \$43,536 as compared to \$76,000). Income is documented upon initial enrollment and thereafter on an annual basis and families must submit written proof of income documentation. 100% of families will benefit from the grant and are below the CDBG income limits.

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

Research confirms that children exposed to violence, serious loss, health hazards, chemical imbalances and **poverty** can be seriously impaired both academically and socially. California school test scores consistently show that children who are English as second language learners have a higher drop out rate. Research also confirms that children who have risk factors but receive **quality** preschool experiences are more likely to succeed academically than children not enrolled in preschool. Because all children enrolled at Marin Learning Center have one or more of the above risk factors, it is crucial that the Center provide them with a quality preschool experience that is grounded in current best practices in the field of early childhood education. The foundation for providing a quality preschool experience is having a physical site that is consistent with best practices, able to support teachers in creating a quality program and keeps the children safe. Through this grant, Marin Learning Center will be able to remove the last obstacle in the playground environment that restrict the teachers' capacity to provide the highest quality care.

- 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 families are recruited through a Marin County centralized eligibility program administered by the Marin Child Care Council. The state has strict requirements for eligibility and waiting list requirements. Enrollment must be based on a variety of factors, with need and eligibility being the primary ones. The state does not include demographics as a factor.**

*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?

**The Learning Center is accessible to people with physical and other disabilities.**

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

**Using Tot Turf is not only safer for children, it provides a one time solution rather than constantly replenishing the playground surface with wood chips that require the destruction of trees.**

- 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](http://www.marincdbg.com) or [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://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](mailto:disabilityaccess@marincounty.org). This form and other County documents are available in alternative formats upon request.

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





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

RS-1

1. **Project Name:** Community Ambassadors Program      2. **Total Amount Requested:** \$ 20,000  
3. **Project Sponsor:** Marin Grassroots Leadership Network      Non-housing proposals must  
specify the amount requested  
from each planning area.

**Contact Person:** Ericka Omena Erickson

**Title:** Associate Director

**Mailing Address:** 30 N. San Pedro Rd. Suite 290. San Rafael, CA

**Telephone:** (415) 491-4366      **Ext. x** 303

**Fax:** (415) 491-9757

**E-mail:** ericka@maringrassroots.org

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

The Marin Grassroots Community Ambassadors Program will be implemented in San Rafael and Marin City. The coordinating of the project and the trainings will take place at our office in San Rafael – 30 N. San Pedro Rd. Suite 290.

5. **Project Description:**

The Community Ambassadors Program (CAP) involves members of diverse and low-income communities in an 8-month action-learning training to build their capacity to serve others in their own communities, in their own language, within their own cultural norms, and does so where community members live, worship, and socialize. Ambassadors serve as a bridge between the formal network of social services and their respective faith and cultural communities, and assist community members in need in locating social and legal services and programs in the county and its cities. CAP is a unique program, based on national best-practices such as the City of Fremont Community Ambassadors for Seniors Program and the *Promotoras de Salud* model. We will recruit 12 Community Ambassadors (6 from the Canal neighborhood of San Rafael, 6 from Marin City – representing the African-American, Latino, and Vietnamese ethnic groups) from our pool of 140 graduates of our Marin Equal Voice Leadership Academy, which has been implemented for the last 10 years. The training curriculum will include topics such as

- Role of the Community Ambassador
- Active listening
- Circles of Care
- Housing
- Interpretation
- Mental and emotional well-being
- Health Issues
- Transportation
- Health Benefits (Medicare & Medi-Cal) & Covered California
- Social Security
- Local Resource Centers
- Legal Assistance
- Tours of local organizations

Representatives from the following organizations, members of Marin Grassroots, will be invited as trainers and speakers to their expertise with the above topics:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>▪ Marin City Community Service District</li> <li>▪ Marin City Community Development Corporation</li> <li>▪ Marin City Health and Wellness Clinic</li> <li>▪ Marin City Network</li> <li>▪ Marguerite Johnson Senior Center</li> <li>▪ Manzanita Child Development Center</li> <li>▪ Southern Marin Intern Project/ISOJI</li> <li>▪ Bridge the Gap</li> <li>▪ Community Media Center of Marin</li> <li>▪ Canal Alliance</li> <li>▪ Canal Welcome Center</li> <li>▪ Dynamic Solutions for Youth</li> <li>▪ EAH Housing</li> <li>▪ Homeward Bound of Marin</li> <li>▪ Huckleberry Youth Program</li> </ul> | <ul style="list-style-type: none"> <li>▪ St. Vincent de Paul Society of Marin</li> <li>▪ Legal Aid of Marin</li> <li>▪ Novato Youth Center</li> <li>▪ Next Generation Scholars</li> <li>▪ Women Helping All People</li> <li>▪ Marin Link</li> <li>▪ Marin Dept. of Health and Human Services</li> <li>▪ Marin Bicycle Coalition</li> <li>▪ Community Action Marin</li> <li>▪ Marin Asian Advocacy Project</li> <li>▪ Center for Domestic Peace</li> <li>▪ Parent Voices</li> <li>▪ Youth Leadership Institute</li> <li>▪ Marin Center for Independent Living</li> <li>▪ Community Violence Solutions</li> <li>▪ Parent Services Project</li> </ul> |
|--|--|

Workshops will be offered twice a month and participants in the training will receive stipends to cover potential transportation and childcare costs associated with their participation. They will be staffing booths at different community events during the Spring and Summer of 2014, including weekly farmers' markets, bi-national health week event, Novato Multicultural Festival, and others. Local resource guides developed by the County of Marin Health & Human Services will be used and updated with feedback from the community and program participants. At least 1,200 low-income residents will be directly reached through this program and informed about the different support services available to support their upward economic and social mobility. During the workshops, participants will review their progress in reaching out to the community and review cases, share challenges and best practices.

**6. Total Project Cost:** *(Include all costs for this particular project regardless of source.)*  
 \$ 35,000

**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.

**PROJECT BUDGET FOR CDBG FUNDS**

<b>Project Coordination</b>	5,000.00
<b>Professional Services</b>	
Trainings & Meeting Facilitators	1,800.00
<b>Logistical Support</b>	
Rent (space & booths) & Food	2,500.00
<b>Childcare &amp; Transportation</b>	
<b>Stipends</b>	7,200.00
<b>Marketing &amp; Communications</b>	
Printing & Mailing	1,500.00
<b>Administrative Costs (10%)</b>	2,000.00
<b>Total</b>	<b>20,000.00</b>

**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>
One Bay Area/Metropolitan Transportation Commission – Equity Initiative	Stipends for Community Ambassadors	\$ 4,500	Dec. 2, 2013	No	N/A	April 2014
Marin Community Services District	Community Ambassadors Stipend - Rocky Graham Park	\$9,000	March 2013	Yes	April 2013	Already Available

**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?*

Our Executive Director, John Young Jr., will act as the project director, and will be responsible for the overall supervision of the project and determination of time frame, financial management, procedures for accomplishing the project, staffing, and contracted services requirements, and allotment of available resources to various phases of the project. Our Associate Director, Ericka Omena Erickson, will act as the project coordinator, overseeing and implementing the project. Our Communications Associate, Jannicka Murphy, will support the Project Coordinator in executing the administrative and communications aspects of the project and to educate and inform the broader community, organize trainings, and facilitate our internal process of developing communication systems.

The project will be implemented following best-practices such as the one implemented by the Fremont Department of Health and Human Services. The following is the proposed schedule for project implementation:

Action Item	Timeline
Convene Program Advisory Committee	Monthly - Starting on Feb. 2014
Recruitment and Selection of Participants	Feb. & March 2014
Reserve space for trainings, identify and confirm speakers/presenters	Feb. & March 2014
Implement action-learning training	April – November 2014

## 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 primary beneficiaries of this project are low-income residents of Marin, primarily residents of San Rafael, Marin City, and Novato. We will document eligibility through income-related questions in surveys used by the Community Ambassadors during the referral process.

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

In 1970, 7% of the population of Marin was non-white. By 2010, that proportion had grown to 29%, with Hispanics dominating the growth differential. This trend is likely to continue, and by 2050 it is projected that 67% of residents will be of color. This project will be implemented in a critical time for the neighborhoods considered *Communities of Concern* in Marin County – the “Canal District” of the City of San Rafael and Marin City. These two communities are distinct in the County of Marin as they are populated almost exclusively by low-income families of color as opposed to the surrounding population of Marin County, which is largely Caucasian and affluent. The increase of diverse cultures presents many opportunities for growth and learning but also challenges in the delivery of culturally appropriate services. This project will address the need for culturally-competent and effective community education about local services and benefits available to them and, at the same time, build the capacity of community members to work in local non-profits and social services.

### 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 a 17 years history of working with local low-income communities and communities of color – especially Marin City and Canal - and we plan to involve our organizational members and graduates of our Leadership Academy in the outreach for this project. We will primarily use the grassroots marketing approach for this project, which is based on peer outreach.

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

We will be affirmatively furthering fair housing by educating the community about the different services and options associated with housing in Marin.

*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?*

All facilities we use related to this and other projects are accessible for people with disabilities. Some graduates of our Leadership Academy have physical and other disabilities. The Marin Center for Independent Living is one of our community partners and we will also invite them to participate in the outreach related to this project.

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](http://www.marincdbg.com) or [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://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](mailto: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:** Marin Grassroots Leadership Network

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

<b>Income of Level of Clients Your Org Serves %</b>	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	50%
Low income people	50%
People above the low income limits	

<b>Percentages (%)</b>	<b>Clients Your Organization Serves</b>	<b>Clients for this Project</b>	<b>Support Staff</b>	<b>Professional Staff</b>	<b>Board</b>	<b>Advisory Committee</b>
<b><i>Ethnic/Racial Demographics</i></b>						
Asian-American/Pacific Islander	40	40				
African-American/Black	27	27		67	43	
Caucasian/White				33		
Native American	7	7			14	
Mixed Heritage	13	13			43	
Unknown/other	13	13				
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b><i>Latino/Hispanic Origin</i></b>						
Of Latino/ Hispanic Origin	89	89		25	43	
NOT of Latino/ Hispanic Origin	11	11		75	57	
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b><i>Age</i></b>						
0-5 years old						
6-17						
18-24	10	10				
25-59	70	70		90	20	
60 +	20	20		10	80	
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b><i>Gender</i></b>						
Female	75	75		75	57	
Male	25	25		25	43	
<b>Total %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Disabled %</b>	<b>30</b>					

<b>Involvement of Clients Your Organization Serves</b>	<b>Percent of Board/Committee Members Who Are Clients</b>
On Governing Board	100%
On Advisory Committee	100%

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

RS-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](mailto: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](http://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](http://www.marincdbg.com) or [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://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](mailto:disabilityaccess@marincounty.org). This form and other County documents are available in alternative formats upon request.

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## Organization Profile – 2014-15 Data Collection Pilot

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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:** Family & Children's Law Center

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

<b>Income of Level of Clients Your Org Serves %</b>	(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	

<b>Percentages (%)</b>	<b>Clients Your Organization Serves</b>	<b>Clients for this Project</b>	<b>Support Staff</b>	<b>Professional Staff</b>	<b>Board</b>	<b>Advisory Committee</b>
<b>Ethnic/Racial Demographics</b>						
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
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	39	39	50	0	0	N/A
NOT of Latino/ Hispanic Origin	61	61	50	0	0	N/A
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Age</b>						
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
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Gender</b>						
Female	73	73	100	75	60	N/A
Male	27	27	0	25	40	N/A
<b>Total %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Disabled %</b>						

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

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

RS-3

- |  |   |
|--|---|
| <p>1. <b>Project Name:</b> Brain Injury Network of the Bay Area<br/>Therapeutic Day Program &amp; Other Services</p> <p>3. <b>Project Sponsor:</b> Brain Injury Network of the Bay Area<br/>(aka: Marin Brain Injury Network)<br/><b>Contact Person:</b> Patricia Gill</p> | <p>2. <b>Total Amount Requested:</b> <span style="float: right;"><u>\$30,000</u></span><br/>Non-housing proposals <u>must</u><br/>specify the amount requested<br/>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](http://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](http://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 2<sup>nd</sup> 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.**
- 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](http://www.marincdbg.com) or [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://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](mailto: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:** Brain Injury Network of the Bay Area (BINBA)

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

<b>Income Level of Clients Your Org Serves %</b>	(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

<b>Percentages (%)</b>	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>						
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%
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	5%	5%	13%	0	0	
NOT of Latino/ Hispanic Origin	95%	95%	87%	100%	100%	100%
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Age</b>						
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%
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Gender</b>						
Female	60%	60%	87%	100%	82%	53%
Male	40%	40%	13%	0	18%	47%
<b>Total %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Disabled %</b>	<b>65%</b>	<b>65%</b>	<b>0</b>	<b>0</b>	<b>10%</b>	<b>13%</b>

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

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

