

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

W H-1

1. **Project Name: Gibson House lower Roof and Exterior Rehabilitation** 2. **Total Amount Requested: \$7,400.00**

3. **Project Sponsor: The Bolinas Community Land Trust**

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

Contact Person:
Lesa Kramer
Title: Executive Director

Mailing Address:
BCLT
P.O. Box 805
Bolinas, CA 94924
Telephone: 415-868-8880
Lesa Kramer Cell: 415-300-7255
Fax: 415-868-8880
E-mail: Lesakramer@sbcgloal.net

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. 20 Wharf Rd., Bolinas, CA Age - Built in 1880.
Assessor's Parcel Number: #193-081-02

5. Project Description:

Funds from this grant will enable the BCLT to repair the roof that overhangs the wrap around deck above the first floor of the Historic Gibson House and clean the exterior of the building of any debris, mildew and mold. Due to the climate and the shade, moss has grown on the roof and has infiltrated the composite roof structure. In addition, the 12" x 14" flat roof above the media room is not level and has no drain, thus during rains, water pools. Per Roger Peacock, the solution is to correct the "ponding" problem by leveling, and install a new roof with torchdown roofing material and a drain. Scaffolding is needed to safely wash the exterior (not with a pressure washer, but with green cleaning agents that would remove dirt and mildew while ensuring the paint isn't damaged). This will ensure the paint has a longer life, and enable the BCLT, due to the scaffolding to identify any problem areas on the exterior and repair.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)
\$7400

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.

Scaffolding:	\$1500
Roof Repair (composite over deck and flat portion of media room (12" x14")):	\$3500
Cleaning of Building:	\$1500
Misc. Repair to outer building	\$ 500
Project Administration by Lesa Kramer: 10 hours at \$40 per hour:	\$ 400

Note: On December 12, 2013, Roger Peacock provided me with the above bid/budget based on our extensive walk through and conversations with the tenants.

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>
Gibson House Reserve Funds	To ensure that project will be completed	TBD -- based on funding rcv'ed		Yes	Board President approval December 8, 2013	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?

The BCLT has a volunteer board active in all phases of implementing affordable housing. Lesa Kramer, BCLT Executive Director, will serve as the Project Manager. Steve Matson, BCLT Board President will provide pro-bono architectural oversight through his firm, Matson Designs. Roger Peacock and Alethea Patton, (also a Board member) of Peacock Designs are the general contracting, architecture and design firm used by the BCLT on a pro-bono basis for their expertise, and Roger Peacock will assist Lesa Kramer pro bono hire local labor for the misc. repair. Upon notification of funding, the anticipated time frame for completing this project is 3-4 months.

10. Need for the Project:

A. Need Group

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

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 Gibson House provides affordable housing through 7 SRO units. The rents for the Gibson House correspond to income levels that are 40% of the average monthly income (AMI) for Marin County, or extremely low income. Income verification and documentation is performed yearly when new leases are signed by tenants by the BCLT's Property Manager, Natalie Pepper. One of her responsibilities is to ensure that all tenant files contain documentation as required by our HOME and CDBG contracts as well as for Section 8 eligibility. Each year the Section 8 tenants are re-evaluated and income verification is conducted by the Marin Housing Authority (MHA) and their verification is documented in our tenant files. Long term affordability is ensured by the fiscal viability of the Gibson House. We are able to place into reserves for the Gibson House \$1,200 per month and currently maintain a minimum reserve of \$25,000. This reserve account ensures that any emergency repairs can be made to the Gibson House preserving the Section 8 housing we provide the community. By receiving CDBG Funds, we will be able to maintain our emergency reserve account and ensure that we do not face more costly repairs by not addressing the immediate repairs and improvements as described in this application, thus ensuring long-term affordability by not having to raise our rents to cover improvements.

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

This project is needed because:

- Affordable rentals in Bolinas are extremely scarce
- Many low income residents are forced to live in their cars and vans
- Many low rent housing available in Bolinas have no heat, hot water or bathrooms

Lack of affordable housing in Bolinas is resulting in an unwelcome redefinition of the community's characteristics: The loss of young people and families who can no longer afford to live in Bolinas presents a real threat to the work force and a loss of community and diversity that has wide ranging impact. Housing shortages in Bolinas are in part the result of a water moratorium that prohibits new construction without ownership of a water meter. The historic Gibson House provides housing for low income and Section 8 recipients who likely, without this housing opportunity, would be homeless. There is tremendous community support for affordable housing in this location as the Gibson House is recognized as a model of communal living where the tenants share meals and cleaning responsibilities and live in a very harmonious situation. In addition, as stewards of the Gibson House, the BCLT is responsible for maintaining the integrity of the building and ensuring that repairs are made to keep the structure viable. The BCLT will be continuing to improve the quality of life we provide for the tenants as well as addressing safety issues by ensuring that appropriate stewardship of the building is maintained. Our philosophy is that we must continue to maintain the building when funding is available and by doing so, follow our mission to be good stewards of the property we own and operate, while offering a pleasant home with amenities for our tenants. The Gibson house has a variety tenants, one is under full guardianship from the County, and we have 2 Hispanic tenants, a difficult demographic for the BCLT to lease to, considering our small rural location and the inability for most of our Hispanic population to afford our rents.

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.)*

In Bolinas, we have a Hispanic population, which according to the 2010 census is 260 persons (16% of our total population). We have had difficulty in the past attracting Hispanics to our waiting list. This is in part because many are undocumented, and because of their desire to share housing with family members (most of our housing is SRO's). We have conducted our marketing campaign in Spanish (flyers and we participated in the homeless survey and had an interpreter at the venue who translated a presentation outlining the services offered by The BCLT) In addition we perform individual outreach). The positive outcome is we now have 2 Hispanics as tenants in the Gibson House (a mother and her son) and members of her family are now on our waiting list. We will continue to do directed outreach to the Hispanic community, both in Bolinas and County wide.

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

The BCLT adheres strictly to HUD and Marin Fair Housing requirements in all our activities. We maintain a waiting list (currently with 32 people as we have full occupancy). To ensure fair opportunities, we utilize county wide marketing programs in English and Spanish; we maintain an open relations with Marin Fair Housing to ensure that we are following California tenant –right laws and requirements, and we maintain a library of NOLA tenant rights for our use, tenant use and for the community's use as part of our advocacy work.

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 utilize Peacock Designs, a two person build design firm, with the chief architect is woman, we try utilize local workforce whenever possible. Many local contractors are sole proprietors and are low income. We have used female owned painting businesses in the past and base whom we hire according to their bid, but allow all interested and appropriate contractors to be involved the bidding process by advertising in our local paper and through direct invitation.

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?* The BCLT is committed to fostering ADA accessibility by incorporating building improvements at each phase of the Gibson House's rehabilitation. The interior rehabilitation, performed in 2000 created an ADA compliant bedroom and bathroom on the first level. The exterior rehabilitation completed through a previous CDBG grant allowed the exterior to be ADA compliant by addressing the handrails, ramps and decking. In our other affordable housing project, the Bolinas Station, we ensured that our 3 Live- Work Studios are also ADA accessible. Two are fully ADA compliant and the third is ADA adaptable according to California title 24 statutes. Currently one of our Gibson House tenants is on full disability.

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

We will use green products and cleaning solutions whenever possible. By hiring from our local workforce pool, if possible, we lower the travel time and carbon footprint of our workers. For our paints, we use is low VOC (.05%) water based paint.

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

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

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

Organization Profile - 2014-15 Data Collection Pilot

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

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

Name of Organization: BOLINAS COMMUNITY LAND TRUST

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

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	90%
Low income people	10%
People above the low income limits	0%

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	0%	0%	0%	0%	0%	0%
African-American/Black	0%	0%	0%	0%	0%	5%
Caucasian/White	90%	90%	100%	100%	100%	5%
Native American	0%	0%	0%	0%	0%	5%
Mixed Heritage	0%	0%	0%	0%	0%	0%
Unknown/other	10%	10%	0%	0%	0%	85%
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	10%	10%	0%	0%	0%	0%
NOT of Latino/ Hispanic Origin	90%	90%	100%	100%	100%	100%
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	10%	10%	0%	0%	0%	0%
6-17	10%	10%	0%	0%	0%	0%
18-24	0%	0%	8%	0%	0%	0%
25-59	70%	70%	92%	90%	85%	90%
60 +	10%	10%	0%	10%	15%	10%
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	40%	40%	10%	90%	80%	50%
Male	60%	60%	90%	10%	20%	50%
Total %	100%	100%	100%	100%	100%	100%
Disabled %						

Involvement of Clients Your Organization Serves	Percent of Board/Committee Members Who Are Clients
On Governing Board	0% 23% <i>Stuart Chapman</i>
On Advisory Committee	0% 33.3% <i>Stuart Chapman</i>

He serves as the affordable housing tenant committee representative at Board meetings.

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

W14-2

1. **Project Name:** Mesa Apartments Energy Efficiency Upgrade

-Rehab. Situation

Total Amount Requested: \$11,500

3. **Project Sponsor:** Community Land Trust Association of West Marin (CLAM)

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

Contact Person: Kim Thompson

Title: Executive Director

Mailing Address: P.O. Box 273 Point Reyes Station CA, 94956

Telephone: (415) 663-1005 **Ext.**

Fax:

E-mail: kim@clam-ptreyes.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	\$

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.

988 Mesa Road, APN: 119-225-06, built in 1964.

5. **Project Description:**

CLAM's mission is to create permanently affordable homes in an environmentally responsible way in the communities surrounding Tomales Bay in Western Marin County. In late 2010, CLAM purchased Mesa Apartments and now provides 4 affordable rental units to 3 singles (two of whom are seniors) at well below 30% AMI, and one couple at 50% AMI. CLAM currently owns a total of 4 properties, 3 of which are rental. The residents at Mesa apartments comprise one-half of the 8 households that CLAM serves.

As a steward of both the property and its residents, CLAM has worked to make improvements at Mesa apartments, built in 1964. After purchasing the property, CLAM volunteer and green-building expert Terry Nordbye designed a green retrofit for Mesa Apartments. This plan included a seismic upgrade, a new roof, new hot water heaters, new windows and doors, improved insulation in the crawl space, better ventilation, and efficient lighting and plumbing. CLAM has acted on this plan as resources allow. To date, CLAM has put on a new roof, has made improvements to apartment electrical systems, and has installed energy-efficient heating units in

each apartment. CLAM has also rehabbed three units with no-VOC paint, and new flooring with minimal off-gassing. Additionally, CLAM has explored with Marin Clean Energy a comprehensive energy efficiency upgrade plan for all aspects of the apartment building.

CLAM is applying for CDBG funds to fulfill a crucial aspect of our green retrofit plan for Mesa apartments: replacing the old water heaters, and creating a new and more energy efficient water heating system, thereby saving current and future residents significant energy costs.

Currently, Mesa apartments has five water heaters: a small water heater for each unit, and a larger water heater in the common laundry room. The water heaters for the individual units are located outside, next to the building, in shoddy, make-shift shacks, without protection from the elements. It is estimated that as much as 30% of stored heat is being lost to the cold air. CLAM's plan for an energy efficient upgrade would result in 50-60% savings in current hot water production cost.

This upgrade would involve removing the five water heaters and replacing them with a single 95% efficiency boiler that is solar-thermal ready. That is, this project as implemented would both significantly reduce energy costs while also preparing the way for a future free hot-water production with a rooftop solar water heater. In addition to the new boiler, CLAM would purchase a super-insulated storage tank. Both the boiler and the storage tank would be located in the laundry room for better insulation and weather protection. Again, overall savings for residents would be 50-60% in their costs for hot water.

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

1 Solar-thermal ready 95% Energy Efficiency Boiler:	\$ 4,000
1 Super-Insulated storage tank:	\$ 3,000
Labor to remove water heaters, revamp energy system	\$ 3,000
Admin/Overhead @15% of project cost	\$ 1,500
Total	\$ 11,500

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.

1 Solar-thermal ready 95% Energy Efficiency Boiler:	\$ 4,000
1 Super-Insulated storage tank:	\$ 3,000
Labor to remove water heaters, revamp energy system	\$ 3,000
Admin/Overhead @15% of project cost	\$ 1,500
Total	\$ 11,500

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

CLAM has not applied for other funds for this project. CLAM could safely utilize \$2,000 as matching funds from its Mesa reserve account for this property toward 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?

CLAM will take bids on the work to be performed. The total system replacement is estimated to take less than three months' time.

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

This project serves very low (50%AMI) and extremely low (30%AMI) households. Two of the four households are seniors on fixed incomes. CLAM does annual income verification for all its residents; two of the four Mesa apartments are floating HOME units and those households meet HOME income requirements.

This energy efficiency upgrade will ensure affordability by ensuring significantly reduced energy costs for all residents.

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

The project is needed as it will significantly reduce energy costs for low-income residents now and in the future by making permanent changes to an important energy system. Also, it is an extension of CLAM's mission to be a good steward of its properties that serve the community. Currently, the water heaters are old, and are placed in a system in which heat and productivity is consistently lost. As all current residents are low and extremely low income; and two residents are elderly and on limited income, this project serves an especially needy group.

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.)*

CLAM is an equal opportunity housing organization. However, this project does not involve marketing.

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.

This project does not involve new construction, but does involve rehab of an existing energy system. CLAM will have an open bidding process on the work, and will ensure that a minority-owned firm (such as that of local Alfonso Martinez, whom CLAM has worked with on other projects) is informed. Additionally, CLAM could potentially work with Marin City Community Development Corporation.

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

CLAM works as it can to make ADA compliant improvements to its properties. Recently CLAM created an ADA compliant ramp on its new house in Inverness, in order to ensure visit-ability to the house. At Mesa apartments, CLAM installed ADA compliant grip bars in the shower and bathroom area for the utilization of a senior resident.

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

This project is an extension of CLAM's commitment to steward its properties toward greater environmental responsibility. This project will incorporate a high efficiency boiler and will reduce overall energy utilization. Further, this project, as part of an overall green rehabilitation plan for the property, is a demonstration project of how older buildings can be rehabbed toward energy sustainability. This is cutting edge work as the majority of existing building envelopes were constructed to be high energy consumers. CLAM seeks to do green rehabs across its portfolio to demonstrate that older buildings can indeed become in alignment with targeted state and national energy reduction goals.

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

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Organization Profile – 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: Community Land Trust Association of West Marin (CLAM)

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

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	63% (or 5 out of 8) of residents are very low income; 4 of those at 30% AMI (or "extremely low") income
Low income people	25% of residents (2 out of 8) are low income (80% AMI), and 25% of residents (2 out of 8) are at 50% and 60% AMI.
People above the low income limits	We have no residents above the low income units

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander						
African-American/Black						
Caucasian/White	63%	0	100%	100%	100%	
Native American						
Mixed Heritage						
Unknown/other						
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	38%	0	0	0	0	
NOT of Latino/ Hispanic Origin						
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	11%	17%				
6-17	32%	0				
18-24	4%	17%				
25-59	42%	33%	100%	100%		
60 +	11%	33%				
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	63%	67%	100%	100%		
Male	37%	33%				
Total %	100%	100%	100%	100%	100%	100%
Disabled %						
Disabled %	25%	0	0	0	0	

Involvement of Clients Your Organization Serves	Percent of Board/Committee Members Who Are Clients
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Organization Profile - 2014-15 Data Collection Pilot

On Governing Board	CLAM meets CHODO requirements for low income persons on the governing board; though CLAM is in process of recruiting a resident to be on the board.
On Advisory Committee	

Income Limits

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

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

WH-3

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

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

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 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 or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
- Don't forget to fill out the Organization Profile form.
- All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

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

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

Organization Profile – 2014-15 Data Collection Pilot

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

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

Name of Organization: HOUSING AUTHORITY OF THE COUNTY OF MARIN

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

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

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
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%					
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	18%	6%	10%			
NOT of Latino/ Hispanic Origin	82%	94%	90%	100%	100%	100%
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	5%					
6-17	17%					
18-24	13%					
25-59	39%	39%				
60 +	26%	61%				
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	62%	70%	73%	42%	58%	85%
Male	38%	30%	27%	58%	42%	15%
Total %	100%	100%	100%	100%	100%	100%
Disabled %	28%	30%	0	0	23%	unk

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

Organization Profile - 2014-15 Data Collection Pilot

Income Limits

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

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

WH-4

1. **Project Name:** Stockstill House – Assisted Living 2. **Total Amount Requested:** \$13,000.00
Non-housing proposals must specify the amount requested from each planning area.

3. **Project Sponsor:** West Marin Senior Services

Contact Person: Maurice “Skip” Schwartz

Title: Executive Director

Mailing Address: P.O. Box 791
Point Reyes Station, CA 94956

Telephone: 415 663-8148 **Ext. 109**

Fax: 415 663-1268

E-mail: skip@wmss.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	\$ 13,000.00

Website (optional): www.wmss.org

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

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

12051 State Route #1, Point Reyes Station, CA 94956, for a Residential Care Facility for the Elderly in West Marin. The house was built in 1980 and the Assessor's Parcel Number is 119-082-14.

5. Project Description:

Stockstill House serves eight frail and elderly residents in semi-private bedrooms, providing continuous care and supervision, 24 hours a day. This project will enable West Marin Senior Services to continue with the ongoing maintenance and upkeep of our assisted living home and have a generator on site that will provide emergency power in case of fire, flood, or earthquake. We need racks, cabinets, and storage units in order to improve the efficiency of the garage. We need to replace a few additional blinds and curtains that were not replaced last year. They have become damaged with continued use. We also need a privacy curtain in one of the semi-private rooms. We installed new flooring in the entryway and dining area, and we need new carpeting in the rest of the main living area.

6. Total Project Cost: (Include all costs for this particular project regardless of source.) \$13,000.00

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.

We are requesting assistance as follows:

- Emergency generator - \$5,000
- Storage units, including racks and cabinets - \$1,500
- Carpeting for living room - \$5,000
- Replace the floor to ceiling curtains in the living room and the blinds in the main bathroom with good quality blinds - \$1,000
- Privacy curtain for one of the bedrooms - \$500

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

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
None.						

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?

We have an active Assisted Living Facility (ALF) Committee, chaired by a Board member, and experienced volunteers ready to help oversee this project, along with guidance and direction from the Executive Director and Administrator of Stockstill House (Pam Osborn). The schedule for project implementation will begin in July, 2014 with completion by September, 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	We accommodate eight residents 60 years and older in semi-private rooms. Since its inception, we have served 93 residents in our residential care facility, enabling all to stay in our West Marin community. All applicants complete detailed income information prior to acceptance at Stockstill House and we have proof of income from income tax returns. Of the six residents that currently live there, 100% meet the low income guidelines outlined in the table. Their income is: <u>Monthly - Annually:</u> 1.) \$1060 - \$12,720 2.) \$1448 - \$17,376 3.) \$1548 - \$18,376 4.) \$3663 - \$43,956 5.) \$3785 - \$44,820 6.) \$4813 - \$57,756
	67,550	
	76,000	
	84,400	
	91,200	
	97,950	
	104,700	
	111,450	

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*
 Stockstill House provides an important housing option for fragile, disabled, and/or frail seniors who are no longer able to live in their own homes. We provide continuous care and supervision in a licensed residential care facility for the elderly accommodating eight residents, with three hospice beds and a dementia waiver. Keeping seniors in our community at Stockstill House enables them to maintain contact with family and friends and participate in community activities, while receiving the personal care that they need. Without Stockstill House, many of the residents would be forced to move out of West Marin to private or public facilities, such as nursing homes, at considerable cost to the family and/or the government. This home also serves as a shelter in case of a disaster. It is important to maintain the home, so that it is safe and attractive to residents and guests.

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.)*
 There are a small percentage of minority seniors living in West Marin. Primarily Caucasians apply for residency, not Hispanics or other minorities. We market Stockstill House and our other services at churches, community associations, and community shot clinics, but we have had only a couple of residents who were minorities actually choose to become residents. Of 10 caregivers at Stockstill House, 9 of them (90%) are minorities.

If this project involves housing, how will it affirmatively further fair housing? Admission to Stockstill House is based on the care needs of a particular resident. We do not discriminate in any way, based on age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and other categories. The home is designed to provide residential care for the elderly who need 24 hour care and supervision. We have two hospice waivers, and most residents are able to live out their days in our home.

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?*

Our target population is the frail and elderly. We have built railings and ramps, handicapped bathrooms, hand rails, grab bars, and made modifications to make the home accessible and comfortable for the elderly.

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

We converted our all-electric home to propane and installed a gas range, two gas water heaters, and a fireplace insert that heats the entire living room. We have converted to energy-efficient lighting in all of the rooms. We installed a greywater system to handle bathroom water (excluding waste).

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

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

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

Organization Profile - 2013-14 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) 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 a CDBG grant. 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: WEST MARIN SENIOR SERVICES

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

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	82
Low income people	89
People above the low income limits	11

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
	280	280	15	4	9	0
Ethnic/Racial Demographics						
Asian-American/Pacific Islander			1			
African-American/Black						
Caucasian/White	277	277	6	4	9	
Native American						
Mixed Heritage						
Unknown/other	3	3	8			
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	3	3	8			
NOT of Latino/ Hispanic Origin	277	277	7	4	9	
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old						
6-17						
18-24						
25-59			13	3	2	
60 +	280	280	2	1	7	
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	168	168	13	4	4	
Male	112	112	2		5	
Total %	100%	100%	100%	100%	100%	100%
Disabled %						
	89	89	0	0	0	

Involvement of Clients Your Organization Serves	
On Governing Board %	11
On Advisory Committee %	0

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

WC-1

Tomales Town Hall - Rehab

1. **Project Name: Environmental, Building Safety & Preservation - 2014**

Total Amount Requested: \$24,635

3. **Project Sponsor: Tomales Town Hall**

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

Contact Person: Venta Leon

Title: Director, Board of Trustees

**Mailing Address:
PO Box 251
Tomales CA 94971-0251**

Telephone: 707-878-2006 Alt. 707-878-2838

Fax:

E-mail: tomalestownhall@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	\$24,635

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. # 102-052-02 27150 Shoreline Highway (State Route One), Tomales, CA 94971. Historic building, built in 1874 - 139 years old. Eligible for National Historic status.

5. **Project Description: ENVIRONMENTAL REHABILITATION OF COMMUNITY CENTER:**

Electrical system has been modernized and made safe, clearing the way to insulate the ceiling and stage area. Additional treatment of walls, heat fans will reduce cost, energy waste, and greenhouse gas emissions, and increase hall functionality and winter comfort. Northeast wall siding of the Hall will be replaced and insulated. The stage will be rebuilt, replacing dangerous floorboards, creating a functional theatre workshop space and performance space.

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

- Northeast wall - Siding replacement and insulation \$7,000
- Stage reconstruction: replace floor, insulate, sheetrock walls & ceiling \$4,500
- Stage curtains (insulated/acoustic) \$3,800
- Ceiling insulation subcontract \$8635; 2 heat fans \$700 \$9,335
- Stage lighting fixtures \$4,000
- Panic hardware for exit doors (2 pairs, plus dining room emergency exit door) \$3,500
- ADA paving & striping parking area \$7,000
- Landscaping: Retaining wall for patio; seed & plants; drip irrigation \$15,000

TOTAL \$54,135

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.

- Northeast wall replacement materials, insulation \$7,000
 - Stage reconstruction: replace floor, insulate, raise ceiling, sheetrock \$4,500
 - Stage curtains (insulated/acoustic) \$3,800
 - Ceiling Insulation, Main Hall: installation subcontract \$9,335
- TOTAL \$24,635**

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? In 2013 we completed several major projects on the original list. No funds are currently committed for this project. Smaller fundraising events and drives occur throughout the year. We are seeking a grant for professional historical architectural assessment of renovation of the facade.

<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>
---------------	------------	---------------	-------------------------	-----------------------------	----------------------------------	-----------------------

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?

Members of the TTH Board of Trustees will supervise and be responsible for all activities relating to this project. Installation of insulation will be contracted out. For the replacement of building siding and stage reconstruction, project labor will be done by a team of skilled regular volunteers. All heavy equipment work is donated.

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

Northwest Marin is an isolated coastal ranching area with many low-income families, and almost no public transportation. Tomales Town Hall may be the oldest in continuous use in California, serving a large geographic area in West Marin up into northern Sonoma (approx. Shoreline Unified School District). It has historically been home to most local meetings; life celebrations of all kinds and cultures - weddings, memorials, quinceaneras, fiestas, seasonal celebrations; art, dance & yoga classes; 4-H Club, fraternal organizations; monthly music & film nights; fundraisers for our schools, churches, Volunteer Fire Dept., and Tomales Regional History Center; Annual Health Fair, Flu Shot Clinics, Legal Clinics. In 2011, Tomales Food Pantry began providing healthy food for 50-80 families every week.

Without the Hall, cultural opportunities in the area would be very limited. Operated entirely by volunteers, the Hall serves the entire rural community and is available for group and family events at extremely reasonable rates.

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

It's crucial for our remote and isolated town to be self-sufficient and efficient with all resources. This project will further conserve our resources, reducing fuel use and carbon footprint. It will enable the community to use the center year-round for a growing list of gatherings, activities and events, keeping things closer to home. In just a few short years of concerted community effort, the Hall has rebounded to life and is thriving. Major upgrades are ongoing, and conditions which limit the use of the building are being addressed. Hall usage has expanded significantly. New services and programs continue to be developed for all ages. **It has revitalized our community.**

- C. Equal Opportunity: For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.) We welcome all residents in our service area to participate in all programs, volunteer services and paid projects. In a town of our size, it is critical that we all work together for the common good and take care of each other.

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.

Our work is done almost entirely by volunteers. We gladly accept able-bodied help, regardless of age, gender, or ethnicity. We seek local bids when paid help is needed, in order to support the local economy.

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

1. New ADA-compliant bathroom completed.
2. ADA-compliant access to auditorium - ramp for access to upstairs completed.
3. ADA access path to new ramp has been graded and paved in 2013

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

Environmental upgrades, building safety and preservation are the main purposes of this project. We use recycled and environmentally-friendly materials wherever possible, and local labor and resources, which reduces commute and transportation impact. Environmentally-conscious building practices are our norm.

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

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

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

Organization Profile – 2014-15 Data Collection Pilot

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

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

Name of Organization: **TOMALES TOWN HALL**

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

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	Median household income was \$51,953 (~ size 2.41, ~ family 3.1)
Low income people	
People above the low income limits	

Percentages (%)	Clients Your Organization Serves	Clients for this Project (all same)	Support Staff (none)	Professional Staff (none)	Board 6 total	Advisory Committee (none)
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	2%					
African-American/Black	1%					
Caucasian/White	90.2%				100%	
Native American	1.5%					
Mixed Heritage	2%					
Unknown/other Hispanic	4.4%					
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin						
NOT of Latino/ Hispanic Origin						
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old unknown						
6-17 under 18	22.4%					
18-24	3.8%					
25-59 25-64	63.3%					
60 + 65+	10.5%					
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	51%					
Male	49%					
Total %	100%	100%	100%	100%	100%	100%
Disabled %						
Involvement of Clients Your Organization Serves			Percent of Board/Committee Members Who Are Clients			
On Governing Board 100%			100%			
On Advisory Committee (none)						

Organization Profile – 2014-15 Data Collection Pilot

Source - http://en.wikipedia.org/wiki/Tomales_California. Please note that these statistics apply only to the town of Tomales. The Hall serves several towns in West Marin

Income Limits

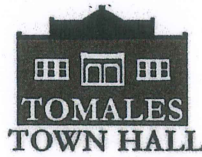
Household Size	Very Low Income Limit (≈50% of Median Income)	Low Income Limit (≈80% of Median Income)
1	36,950	59,100
2	42,200	67,550
3	47,500	76,000
4	52,750	84,400
5	57,000	91,200
6	61,200	97,950

Tomales Town Hall Calendar Summary 2013

First Name (or Group)	Last Name	EVENT DATE	* Guests	Event	Category
Oceana Marin Association		19-Jan	100	Homeowners Assn. Meeting	NFP
Becky Gould		9-Feb	50	MEMORIAL - Joe Smith of Marshall	TTH sponsors
Shoreline Acres Pre-School		23-Feb	300	Crab Feed	NFP
MALT		25-Feb	20-50	Workshop	NFP
Chris	Cormier	9-Mar	150	MEMORIAL -Mary Cormier	TTH sponsors
Tim	Furlong Jr.	17-Mar	200	St. Patrick's Day THS Scholarship Fund	NFP
TTH		6-Apr	180	Thank You Tomales Volunteers	TTH sponsors
CA Public Utilities Commission		11-Apr	50	Car Water General Rate Case Public Participation Hearing	Public
Tomales Presbyterian Church		25-Apr	125	Health Fair	TTH sponsors
Chris	McArthur	4-May	60	Mary & Roy's Wedding	Standard
TRHC		18-May	200	High Tea & Fashion Show	NFP
TVCS D		22-May	25	Special Budget Meeting	Public
Benjamin & Rosa	Brambila/Huerta	8-Jun	150	Quinceanera ~ Nancy Brambila	Standard
Madeleine	Corson	9-Jun	50	West Marin Review Reception	NFP
Earline	Ahonima	14-Jul	100	Cowboy Singer Dave Stamey	NFP
Mary Ellen	Redding	17-Jul	100	MEMORIAL -Redding	TTH sponsors
Oceana Marin Association		20-Jul	100	Homeowners Assn. Meeting	NFP
Tomales Volunteer Fire Dept		21-Jul	200	Firefighters Breakfast	NFP
Legal Aid of Marin		25-Jul	100	Free Legal Clinic	TTH sponsors
Maria & Gonzalo	Marquez	10-Aug	150	Quinceanera - Elizabeth Marquez	LOC
Marin County Dept of Agriculture		29-Aug	40	Marin County Dept of Agriculture	Public
Tomales Presbyterian Church		22-Oct	100	Flu Clinic	TTH sponsors
MALT		24-Oct	100	Landowner's Dinner	LOC
Vicky	Gonzales	2-Nov	200	Family Emergency Benefit	TTH sponsors
Barbara	Taddei	7-Nov	100	MEMORIAL -Barbara Taddei	TTH
TTH		6-Dec	300	Christmas Cheer	TTH sponsors
Penny & Joe	Nokes	28-Dec	30	Family Reunion	LOC
		SUBTOTAL	3260		

Tomales Town Hall Calendar Summary 2013

First Name (or Group)	Last Name	EVENT DATE	# Guests	Event	Category
2013 GROUPS Weekly or monthly events			Average annual attendance		
Food Pantry		Thursdays	2600	Food Bank	TTH sponsors
Yoga		Mon-Wed-Fri	900	Yoga	TTH sponsors
Druids Dinners		1st Tues	800	Community dinners	monthly
Druids - Mens Meeting		3rd Tues	240	Club meeting	monthly
Tomales Villlage CSD		2nd Wed	200	Community Service District Meeting	monthly
Design review board		3rd Wed	144	Community meeting	monthly
TT H Board meeting		1st Wed	96	Community meeting	monthly
4H Club		3rd Wed	144	Agricultural youth club	monthly
OPEN MIC		3rd Sun	360	Community Entertainment	TTH sponsors
		SUBTOTAL	5484		
		GRAND TOTAL	8368		



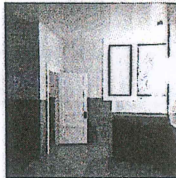
November 15, 2013

Dear Friend of the Tomales Town Hall,

WELCOME new Friends. Our recent letter and informal capital improvement campaign was encouragingly successful, and the Hall's support group is growing. We are grateful for all the responses and hope to see old *and* new friends and neighbors at our annual party for the community: CHRISTMAS CHEER, on Friday, December 6th.

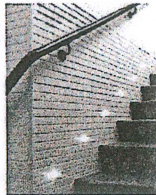


What a fast-moving six months. The Town Hall's summer building-and-acoustic project quickly merged into a fall project, and is about to become a winter project. Everyone involved is enthused and more than willing to work long and hard, and their collective attitude is beyond inspiring. My heartfelt thanks to these volunteers for their willingness, their expertise in various important areas (including cooking truly wonderful dinners for the Thursday night crew), and their attention to detail—I have never worked on such a satisfying project.



What began with acoustic improvements has, as building projects tend to do, evolved. It now includes other aesthetic and functional amenities to the Hall's interior, including completely redesigned lighting. (And the windows now all open—and *stay that way without sticks.*) There is still much to do, including the stage extension and its curtain, but I think you will be pleased with the work in progress—and Christmas Cheer will be a real test of the acoustical work so far.

An invitation will arrive soon, but save the date now for Christmas Cheer—Friday, December 6, 7 P.M. It is not a potluck—is in fact designed to kick off the season and say THANK YOU to our community—but good cooks in our midst often bring their favorite treats to share, so you are welcome to do the same, or to just stop in and enjoy a bite, along with some Christmas Cheer. *And you will help us determine how well our acoustic improvements are working to dampen the ambient noise of a local celebration. We have a lot to celebrate.*



Sincerely,

Ginny MacKenzie Magan
Friends of the Tomales Town Hall

The mission of the Tomales Town Hall Trustees is to support projects that will benefit the community culturally and educationally, to encourage participation by this community, and to preserve and respect the building and its history.



Steel Roofing Systems, Inc.

112 Commercial Ct. # 25
Santa Rosa, CA 95407
707-526-3300

Quotation

DATE February 7, 2008

Bill To:
Tombles Town Hall
Attn: Verita
27150 Shoreline Hwy
Tombles, Ca 94971
707-875-288

Description	AMOUNT
install R19 insulation (cellulos) over main hall & entry way	
install radiant barrier chips over main hall & entry way	
install rolled radiant barrier on front wall	
install 6 corners	7,635.00
OPTIONAL: install 20 watt Solar Fans at \$400 each, we recommend 2	800.00
TOTAL	\$ 8,635.00

If you have any questions concerning this quotation please contact, Kathy 707-526-3300

THANK YOU FOR YOUR BUSINESS!

Bonini Construction
 State Lic#782361
 Bill Bonini, General Contractor
 PO Box 92 Tomales CA 94971
 BUS. 707-878-2271 FAX 707-878-2261

Estimate for Tomales Town Hall Dec. 1, 2012
Environmental Upgrade, Building Safety & Preservation

ITEM	MATERIALS	LABOR	SUBTOTAL
A. EAST WALL - replacement & insulation			
Redwood 10" shiplap siding - 1500'	\$5,000	\$10,000	
Lumber, insulation, hardware & windows	\$12,000		
Sub-total	\$17,000	\$10,000	\$27,000
B. STAGE UPGRADES			
STAGE FLOOR - replacement & insulation			
Flooring, insulation and hardware	\$2,500	\$3,500	
Curtain, insulated, installed	\$5,000		
Lighting fixtures (stage area)	\$5,000		
Heat fans (2)	\$700		
Sub-total	\$13,200	\$3,500	\$16,700
C. ACOUSTIC INSULATION			
Panels, baffles, paint supplies	\$1,200		
Lined insulated draperies	\$750		
Sub-total	\$1,950	\$0	\$1,950
ADA Parking - Signs, Striping & Paving			
D. Materials			
Permits	\$150	n/a	\$150
Paving materials	\$7,500	n/a	\$7,500
Signs & Paint	\$100	\$200	\$300
Sub-total	\$7,750	\$200	\$7,950
F. CEILING INSULATION - SUBCONTRACT			
Blown-In Cellulose, Radiant Barrier Chip & Radiant Foil	\$9,150		\$9,150
G. LANDSCAPING - SUBCONTRACT			
Retaining wall for patio; seed & plants; drip irrigation	\$15,000		\$15,000
GRAND TOTAL	\$64,050	\$13,700	\$77,750

what's happening at the

Tomales Town Hall

This year has seen significant changes to the Hall. The east wall, only temporarily finished since the foundation work of 2006, was resided and painted. Now it is the strongest and most complete part of the building. The interior has new paint, curtains, acoustical panels, newly-roped windows, and lighting versatile enough for many kinds of events. Improvements to the stage are in progress, and they will culminate with a real stage curtain.

These projects have all been made possible by the community's contributions of time, talent, and money. It is a wonderful—and humbling—group effort, and the Town Hall's small Board of Trustees sincerely appreciates the myriad and diverse forms of generosity that have come our way.

The names of most of you are included inside. If we have missed you it was unintentional, or your contribution arrived after the flier went to print. We surely thank you too.

Thank you
to all the donors & participants

Tomales Town Hall Trustees

Dan Bagley
Liz Cunningham
Yenta Leon
George Magan
Alex Marcotte

The mission of the Tomales Town Hall Trustees is to support projects that will benefit the community culturally and educationally, to encourage participation by this community, and to preserve and respect the building and its history.

Building Project Donors

2013

Robert & Melinda Bell
 Catherine Bevanda
 Cindy & Randy Biehler
 Mark Caballero
 Fred Cline
 Tom Cordell
 Marcy Davenport
 Mary Ann Diaz-Romero
 Sara and Alvin Duskin
 Gail Dutton
 Agnes Erickson
 Hollie Eprest
 David Ferro, D.D.S.
 Form 3
 Bob Giacomini
 Bobbi Gonzales & Peter Belpoit
 Madelyn & Joe Hodges
 Carolyn Hansen-Gotelli
 Sue Harms
 Jennifer Ko & Alex Saneski
 Luana Pinasco

Kristin & Scott Lawson
 Robert & Jolynn McClelland
 Terry & Georgia Marino
 Andrew Middleton & Antea von Henneberg
 Alexander Mitchell
 Alex & Diana Muhanoff
 Gerald & Kathleen Murphy
 Fawn Nekton, Gene Gaffney Insurance
 Al & Cathie Poncia
 Alice Redding
 Jefferson Rice
 Bruce & Ruth Schiller
 Tim & Betty Taormina
 Lisa & John Tornes
 TVCSD Board of Directors
 Ron Souza
 Mr. & Mrs. Van der Have
 Stan Wells
 Colleen Wilson & Daniel Cerna
 Mary Zimmerman



Town Hall Building Project Volunteers

2013

Paul Adelman
 Dan Bagley
 Bill Bonini
 Trevor Brand
 Dennis Chute
 Marc Clavaud
 Mike Cormier
 Paul Duffey
 Dan Erickson
 Lee Erickson
 David Judd
 Kurt Lanker
 Peter MacLaird
 Alex Marcotte
 George Magan
 Ginny Magan
 Charles Schultz
 Jerry Swallow

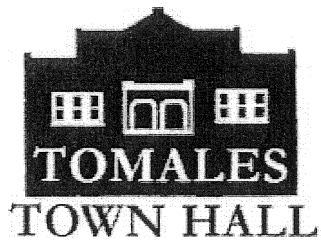


(food was an incentive! Paella Night, above)

chefs

Liz Cunningham
 Jim Engelkes
 Alex Marcotte
 Neil & Maryellen Redding-Osmer
 Alice Redding

Thanks also to **K&A Take Away & Diekmann's General Store**
 for their generous discounts



Stage Curtain Bids:

#1. Rose Brand	Fabric Quote #10040	\$1,820.00
	Track Quote#12116	1,423.86
	Total	\$3,243.86

#2 North East Stage		
	Combined Quote B13B28A	\$2,939.00

Acoustical Panel Bids:

#1 American Micro Industries	Quote #11124	\$2,051.56
	Quote #11125	2,387.56

#2 Acousthetics	Dated 3/7/13	\$3,304.00
		3,808.00

WS-1

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

- HOME CARE ASSISTANCE FOR THE ELDERLY
1. **Project Name: Keeping Rural Seniors in their Homes**
2. **Total Amount Requested: \$10,000.00**
3. **Project Sponsor: West Marin Senior Services**
- Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Maurice "Skip" Schwartz

Title: Executive Director

**Mailing Address: P.O. Box 791,
Point Reyes Station, CA 94956**

Telephone: 415 663-8148 Ext. 109

Fax: 415 663-1268

E-mail: skip@wmss.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	\$ 10,000.00

Website (optional): www.wmss.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.

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number. 11435 State Route 1, Creamery Annex, Point Reyes Station, CA 94956
5. **Project Description:** Since 1976, West Marin Senior Services has provided support services to help seniors live long, live well, and live at home in rural West Marin. For seniors to continue to live in their own homes requires extensive support at a fraction of the cost of institutionalization. The work of West Marin Senior Services shifts the burden from government agencies to community based organizations. As a private non-profit corporation, West Marin Senior Services, with the help of professional staff, volunteers and other community resources, serves as a safety net for the seniors in our community. We work collaboratively with many organizations, including the local County Health and Human Services Department staff, Hospice of Petaluma, Hospice by the Bay, private physicians, and clinics, local community centers, congregations, and other non-profit organizations that assist older adults. Specifically we provide the following services:
- **Care Management** – develop care plans for people at risk to ensure they have food, medication, a safe home, and emotional support.
 - **Home Care Referrals** - Recruit, screen, and refer qualified homecare workers to seniors and their families. Provide grants to family caregivers to relieve the stress of ongoing care.
 - **Transportation Assistance** - Arrange for rides to medical appointments, activities, and errands, primarily through our Volunteer Driver Program.
 - **Meal Programs** – Engage volunteers in the delivery of home-cooked meals throughout West Marin. We have expanded our program to serve all of the towns in West Marin, providing 14,000 meals annually and serving 50 clients. Support the congregate meal programs in West Marin and manage the program at the Dance Palace in Point Reyes Station.
 - **Equipment Loans** – Loan homecare equipment, such as walkers, commodes, and wheelchairs.
 - **Community Education and Wellnss** – Sponsor workshops, exercise classes, support groups, and senior activities to promote healthy lifestyles in collaboration with other community organizations.
 - **Information and Referrals** – Make frequent referrals to government agencies and assist clients to obtain benefits.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.) **\$627,413** (This project cost includes our home services only and excludes our residential care facility for the elderly at Stockstill House.)

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.

Budgeted salaries and payroll taxes for all Program staff = \$415,813. Additional expenses total \$211,600. CDBG money will be allocated to the Care Manager salaries as follows: Central Region (PRS, Inverness) - \$3,000; East Region (San Geronimo Valley) - \$3,000; South Region (Stinson, Bolinas) - \$2,000; North Region (Tomales, Marshall, Dillon Beach) \$2,000.

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	Operating	190k	Feb. 13	Yes	Apr. 2013	May 2013
Div. of Aging	Case Mgmt	28k	May 13	Yes	July 13	July 13
Div. of Aging	Respite (FCSP)	15k	May 11	Yes	July 11	July 12 (3 yr)
Marin Transit	Transportation	90k	Nov. 13	Yes	Dec. 13	Jan 2014

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?

Care management and associated services are the responsibility of the Executive Director, Program Director, Volunteer Director, with support from four part-time care managers (2.8 FTE), clerical support and an accountant. We are fortunate that volunteers provide significant support to the organization at a value over \$180,000.

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

Last fiscal year we served over 2,000 people (including callers, case management clients, caregivers and family members) with information and referrals. Last fiscal year (2012-2013) we served 285 clients who received direct care management services. Of those, 85% had incomes below the CDBG income limits. Those clients with higher incomes pay for care management services. We assess income eligibility by providing clients with CDBG income guidelines, and we ask them to identify which category they fall under. In addition, we request detailed information regarding their sources of income for those in the low income bracket.

B. **Project Rationale:** *Why is this project needed? Will it assist an especially needy or underserved group?*
We target our comprehensive services to those who are physically compromised, aging and/or frail. The largest percentage of Marin's elderly poor live in West Marin. Rural elders have limited access to community services and are often adamantly self-reliant, reclusive and apprehensive of assistance. Countywide services are located too far away to be appropriately accessed, and transportation is very limited. Our home care and case management services are crucial to the elder population in order to avoid institutionalization and to help keep them living in their homes with dignity and self-respect. Three of our Care Managers live in West Marin, and all of them are active in the towns that they serve, which helps to dispell the reluctance of our clients to utilize our services. One call to WMSS will give the seniors and their families access to information and help they need.

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 factor, in your analysis.)*

We find that the hispanic population in West Marin is least likely to seek out our services. We have had limited success in reaching any hispanic elders, as most of the hispanic population in West Marin are younger families often sending money home to their elders in Mexico or Guatamala. Through cooperative health fairs we have had some contact with a few hispanic elders. We are using our Volunteer Driver Program as an incentive to attract more hispanics to our program. We have written the forms and policies in Spanish, and we have recruited several volunteer drivers and families to use this program. It is rewarding to see them take advantage of the reimbursements that clients can share with their volunteer drivers. We have hired a Latino who is fluent in Spanish, and she is taking calls one day a week for Spanish-speaking callers. She is talking with Latino families at Sacred Heart Church to advise them of our services. We are hopeful that more will access our services.

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?*

The care managers visit clients in their homes and provide support to make their homes accessible and safe for the elder's own personal needs. Our administrative office is wheelchair accessible for clients who stop by for assistance.

E. **Green Building:** *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*
Not Applicable.

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

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

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

Organization Profile - 2013-14 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) 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 a CDBG grant. 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: WEST MARIN SENIOR SERVICES

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

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	82
Low income people	89
People above the low income limits	11

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
	280	280	15	4	9	0
Ethnic/Racial Demographics						
Asian-American/Pacific Islander			1			
African-American/Black						
Caucasian/White	277	277	6	4	9	
Native American						
Mixed Heritage						
Unknown/other	3	3	8			
TOTAL %	100%	100%	100%	100%	100%	100%

Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	3	3	8			
NOT of Latino/ Hispanic Origin	277	277	7	4	9	
TOTAL %	100%	100%	100%	100%	100%	100%

Age						
0-5 years old						
6-17						
18-24						
25-59			13	3	2	
60 +	280	280	2	1	7	
TOTAL %	100%	100%	100%	100%	100%	100%

Gender						
Female	168	168	13	4	4	
Male	112	112	2		5	
Total %	100%	100%	100%	100%	100%	100%

Disabled %	89	89	0	0	0	
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Involvement of Clients Your Organization Serves	
On Governing Board %	11
On Advisory Committee %	0

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

WS-2

1. **Project Name: Human Services Programming** 2. **Total Amount Requested:** \$18000
 3. **Project Sponsor: San Geronimo Valley Community Center**
 Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Nicole Ramirez

Title: Human Services Manager

**Mailing Address: P.O Box 194
San Geronimo, CA 94963**

Telephone: 415-488-8888 Ext.#254

Fax: 415-488-9398

E-mail: nutrition@sgvcc.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	\$18000

Website (optional): www.sgvcc.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.

6350 Sir Francis Drake Blvd.
San Geronimo, CA 94963

5. Project Description: The San Geronimo Valley Community Center's Human Services Program provides assistance to low income, unemployed, disabled, seniors and homeless individuals and families in the San Geronimo Valley and the surrounding areas. Our programs provide direct food assistance, referrals and support, health and nutrition education and services, and parent education. The food assistance programs include the emergency food pantry, holiday food programs, weekly hot meal program, and bi-weekly senior lunch and USDA commodities. We work closely with the San Francisco/ Marin Community Food Bank. In our referrals and support programs we work with Marin County Department of Health and Human Services, Cal-Fresh, Marin County Division on Aging, West Marin Senior Services, Coastal Health Alliance, West Marin Community Resource Center, San Geronimo Valley faith based organizations and other local agencies. The Community Center also coordinates the San Geronimo Valley Healthy Community Collaborative which meets monthly at the Center. All our programming is provided with a non-judgmental inclusive approach. We strive to meet clients where they are at and provide the resources they need. We see and treat everyone who walks through our doors as a unique human being who today needs assistance.

6. Total Project Cost: (Include all costs for this particular project regardless of source.)
\$485,000

7. Project Budget for CDBG Funds:

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

The \$18,000 grant requested will go toward salary costs.

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>
Annual Donor Campaign Presbyterian Hunger Grant	General Fund Food Bank	\$50,000 1,000	ongoing Dec. 2013	Yes	11/1/13	Now
Marin County Health & Human Services	Family Support Services	\$50,030	6/1/13	Yes	7/1/13	Now
West Marin Resource Center	After School Programs & Senior Lunch	\$2,500	5/1/13	Yes	8/1/13	Now
Marin County Division on Aging	Activities Grant	\$15,500	10/1/13	Yes	7/1/13	Now
Marin County Division on Aging	Senior Lunch	\$18,000	5/1/13	Yes	7/1/13	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?

The Center's Human Services Manager works under the directions of the Community Center Executive Director and Associate Director are responsible for the overall direction and implementation of human services. The Center's Director is under the direction of the Board of Directors. This Human Services project has been operating for more than two decades. Office hours are Monday through Friday, 9 AM to 5 PM. Food bank distribution takes place all day on Monday, 9-5, and on Thursday 1-5. Special food distribution takes place prior to the Thanksgiving and Christmas holidays. In addition to direct services, the Center provides advice and referrals to County and other local social service agencies. Periodic Flu shot clinics, immunizations, and health screenings are provided to food bank clients and other community members throughout the year. Our Senior Lunch program is serving lunch to 60 seniors every Thursday year round and we host an additional senior lunch that is offered on Mondays. There is a hot lunch program offered every Thursday 1-5. It is attended by approximately 25-30 individuals weekly. Seniors also receive support services including health screenings, immunizations, early access to the Food Pantry, health and nutrition education. We also offer Valley Health Days which include immunization clinics, health screenings and health education programs.

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.

Our Community Center's Food Pantry and other Human Services Programs target West Marin residents in the very low income brackets. Clients include the unemployed - some are chronically unemployed, others are temporarily unemployed. Many of our food bank clients are people employed people with jobs in the service industries where hourly pay is at the minimum wage. Other clients suffer long and short term physical and emotional disabilities. We serve the homeless and we serve young people who are leaving their family homes for the first time and are having difficulties getting started on their own. We serve single-parent family homes - some who are on Calworks, Cal Fresh and others who are not. Over 90% of our food bank clients are very low income. Our after school programs provide scholarship assistance for lower income families who would not be able to afford this service. Median family income in the San Geronimo Valley is \$93,824 was 18% below the countywide average according to the most recent Census Bureau estimates (2007-2011).

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

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

Our food programs serve people in need, who would otherwise have difficulty getting services in our County. There is very limited public transportation between the San Geronimo Valley and Central Marin where most services are located. As a small, rurally based agency we can address the needs of households who might otherwise fall through the cracks of the system. Demand for our services continues to increase. The current economic inconsistencies has affected many additional families. Families who were barely surviving before the recession now more then ever find it difficult to make it due to income declines and cost of living increasing. Many more new people and families with children, newly unemployed and many seniors are in need of assistance. Lower than average income combined with high housing costs in this area contribute to the difficulties faced by local families. The Center is the hub in the community for support services for families, children, seniors and individuals.

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 Latino population in this area has been reached out to and utilizes our food assistance programs; however in the past this population seemed less likely to take advantage of other offerings. We have evolved culture based programming to reach the Latino population, which has been very successful. We continue our partnership with Los Cenzontles Mexican Arts Center, continue to have Latino cultural programming which includes our own Mexican Arts program Revivir la Cultura and have held two well attended Mexican Arts Festivals. We have a bi-lingual staff member who continues to help with outreach and support.

We also continue to do outreach to the senior population with disability with the help of West Marin Senior Services. We make every effort possible to accommodate this population and have seen an increase of disabled seniors attending senior programming.

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 San Geronimo Valley Community Center is accessible to the handicapped with wheelchair ramps and bathroom facilities. Where the facility is lacking appropriate accommodations staff is present to assist. We strive to be accessible as possible to all. Lack of funding is the only reason we are not fully ADA compliant. We recently installed new doors on both sides of the building to make entrances more accessible.

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

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

- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
- Don't forget to fill out the Organization Profile form.
- All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.
- **DEADLINE: APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013, AT 5 P.M.**

Organization Profile – 2014-15 Data Collection Pilot

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

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

Name of Organization: San Geronimo Valley Community Center

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

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	85%
Low income people	5%
People above the low income limits	10%

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<i>Ethnic/Racial Demographics</i>						
Asian-American/Pacific Islander	1%	1%		25%		
African-American/Black	2%	2%				
Caucasian/White	80%	80%	84%	75%	100%	75%
Native American	9%	9%	8%			13%
Mixed Heritage	8%	8%	8%			12%
Unknown/other						
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Latino/Hispanic Origin</i>						
Of Latino/ Hispanic Origin	40	40	16%			25%
NOT of Latino/ Hispanic Origin	60	60	84%	100%	100%	75%
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Age</i>						
0-5 years old	5%					
6-17	5%	5%				
18-24	7%	12%			9%	
25-59	50%	50%	82%	75%	41%	
60 +	23%	23%	18%	25%	50%	100%
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Gender</i>						
Female			75%	50%		
Male			25%	50%		
Total %	100%	100%	100%	100%	100%	100%
<i>Disabled %</i>						
	20%	20%			9%	

Involvement of Clients Your Organization Serves	Percent of Board/Committee Members Who Are Clients
On Governing Board	0
On Advisory Committee	100%

Organization Profile – 2014-15 Data Collection Pilot

Income Limits

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

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

WS-3

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

Title: Executive Director

Mailing Address: 1132 Magnolia Avenue
Larkspur, CA 94939

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

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

Website (optional):

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

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

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

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

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

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

7. Project Budget for CDBG Funds:

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

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

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

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

9. Project Implementation:

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

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

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

10. Need for the Project:

A. Need Group

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Organization Profile – 2014-15 Data Collection Pilot

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

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

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

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

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

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

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

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

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

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

WS-4

1. Project Name: Portuguese Social Referral Project (PSRP)

2. Total Amount Requested: \$17,500

3. Project Sponsor: Brazilian Alliance

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

Contact Person: Jonathan Matthews

Title: Legal Clinic Director

Mailing Address:

30 N. San Pedro Road, Suite 290
San Rafael, CA 94903

Telephone: 415-472-2950 Ext.

Fax:

E-mail: jmatthews@brazilianalliance.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$5,000
San Rafael Planning Area	\$10,000
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$2,500

Website (optional): www.brazilianalliance.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.

Portuguese Social Referral Project (PSRP) – Brazilian Alliance, 30 North San Pedro Road, Suite 290, San Rafael, CA 94903

5. Project Description: The Portuguese Social Referral Project (PSRP) is designed to assist Portuguese-speaking people in Marin receive referrals for legal, health, education, and domestic violence services. The Portuguese Social Referral Project (PSRP) aims at providing these referrals primarily to the areas of San Rafael, Richardson Bay, and West Marin where Portuguese speakers are known to reside. Providing these referrals are critical because the Portuguese-speaking population does not have a resource to consult about social services, and feels more comfort with an organization that can share these opportunities in their own language.. With the implementation of the ACA (Affordable Care Act) and the ongoing problems of domestic violence, the need for referral services for the Portuguese-speaking community is more crucial than ever. The PSRP will receive incoming phone calls, emails, and inquiries and through their staff and network of professionals in the Bay Area provide the referrals to the community.

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

\$25,000 – Budget Attached

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.

\$25,000 – Budget Attached

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>
California Bar Foundation	Information on Legal Services	\$20,000	10/8/2013	Still Waiting	Still Waiting	Still Waiting
Brazilian Alliance Legal Clinic Income	Referrals, Information and Education	\$2,000	N/A	Yes	Available	Available 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?

The Executive Director, Legal Clinic Director, and Project Assistant will field the calls and process the inquiries to get the referrals and then promptly follow up with the community to provide the referrals and the necessary follow-up details. The project will also include engagement with the community to introduce the program and help the community meet with providers partnering with Brazilian Alliance to carry out the PSRP.

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 PSRP will serve Portuguese speakers, who are primarily a working to middle-class population below the income levels to the left. Brazilian Alliance would collect information on clients assisted through the referral program to track area of Marin served, nationality, gender, age, and income level. We will review quarterly our ability to provide the referral services to evaluate the effectiveness of the program and identify trends that will assist in maximizing the effectiveness of the service.

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

The project is needed because there are no similar services assisting the Portuguese-speaking population primarily as its focus. The project will assist a population underserved and often ignored by nonprofit service providers and public officials.

- 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 groups that will likely be served by this project will be Portuguese-speakers (65%), Spanish Speakers (30%) s[The percentage of Spanish speakers is due to the inability of service providers to meet the demand for referrals), Others (Caucasian, African-Americans – 5%). The program will be targeted to Portuguese speakers, but we have found that other groups come forward to seek referrals to projects we advertise and we do not turn people away.

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 project is centrally located in a building that is handicapped-accessible.

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

The project is located in a building committed to green principles including recycling, conservation of energy, and is close to and readily accessible by public transportation.

- 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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INCOME	
REVENUES	
Legal Fees	2000.00
FUNDRAISING	3000.00
GRANTS	
California Bar Foundation	2500.00
CDGB	17500.00
	25000.00

EXPENSES	Total Budget	CDBG Costs
Personnel		
Executive Director	6500.00	4550.00
Director Of Legal Clinic	5000.00	3500.00
Project Assistant	4500.00	3150.00
Office Manager	2500.00	1750.00
Subtotal Personnel	18500.00	12950.00
Benefits		
Payroll Taxes and Workers Compensation		
Total Personnel	18500.00	12950.00

Operating Costs	Total Budget	CDBG Costs
Rent and Utilities		
Office and Computer Supplies	150.00	105.00
Marketing and Advertising	450.00	315.00
Telecommunications		
Outside Personnel Services		
Equipment		
Insurance		
Postage and Shipping	200.00	140.00
Staff Development		
Subtotal Operating Cost	800.00	560.00

	Total Budget	CDBG Costs
Books, Publications, Memberships		
Conference Fees		
Program Supplies		
Newsletter	150.00	105.00
Mailing - Dissemination	200.00	140.00
Printing	2500.00	1750.00
Rental Facility		
Meals and Incidentals - Meetings		
Community Outreach Travel		
Meals and Incidentals - Staff	800.00	560.00
Staff and Volunteer Ground Travel	1000.00	700.00
Stipends for Volunteers	1050.00	735.00
Board Development		
Subtotal Program Operations	5700.00	3990.00
TOTAL COST	25000.00	17500.00

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Name of Organization: Brazilian Alliance

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

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	65%
Low income people	33%
People above the low income limits	2%

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff (N/A)	Professional Staff	Board	Advisory Committee (N/A)
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	2%					
African-American/Black	2%			33.3%	14.3%	
Caucasian/White	6%	2@		33.3%	28.6%	
Native American						
Mixed Heritage						
Of Latino/ Hispanic Origin	90%	98%		33.3%	57.1%	
Unknown/other						
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	90%	98%		33.3%	57.1%	
NOT of Latino/ Hispanic Origin	10%	2@		66.6%	42.9%	
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	2%	2%		0%	0%	
6-17	35%	10%		0%	0%	
18-24	20%	15%		0%	0%	
25-59	33%	65%		100%	100%	
60 +	10%	8%		0%	0%	
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	60%	70%		33.3%	85.7%	
Male	40%	30%		66.6%	14.4%	
Total %	100%	100%	100%	100%	100%	100%
Disabled %						
	1%	2%	0%	0%	0%	

Organization Profile - 2014-15 Data Collection Pilot

Involvement of Clients Your Organization Serves	Percent of Board/Committee Members Who Are Clients - 29%
On Governing Board - 29%	
On Advisory Committee - N/A	

Income Limits

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