

LH-1

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2015-16**

1. **Project Name:** *LIFEHOUSE* Corte Madera

2. **Total Amount Requested:** \$26,000

3. **Project Sponsor:** Lifehouse

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

Contact Person: Brent Kush

Title: Director of Finance and Administration

Mailing Address:

899 Northgate Drive, Suite 500
San Rafael, CA 94903

Telephone: 415 526-5308 Ext.

Fax: 415 472-5739

E-mail: bkush@lifehouseagency.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.

7 Seminole Ave., Corte Madera, CA, 94925.

Parcel number 024-155-13.

The house is approximately 33 years old.

5. **Project Description:**

This is a home for four young adult men with developmental disabilities. They have autism or related disabilities. This home is owned by Lifehouse and has been used as a residential setting for adults with disabilities since the early 1980s. This home shows wear after being used as a group home for many years with up to six adults living together at times. The kitchen is in extremely poor condition and the electrical system to the kitchen needs to be updated for safety purposes.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.) \$26,000

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.

1. Demolish old kitchen and dispose of debris.
2. Upgrade electrical system and panel.
3. Install new cabinets.
4. Install new appliances.
5. Install new countertops.
6. Install new plumbing upgrades.
7. Prime and paint two coats.
8. Re-frame and drywall.

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> |
|---------------|------------|---------------|-------------------------|-----------------------------|----------------------------------|-----------------------|
|---------------|------------|---------------|-------------------------|-----------------------------|----------------------------------|-----------------------|

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?

Work will begin as soon as funding is approved. Bids will be obtained and the lowest/most qualified bid will be awarded. This project should take approximately three weeks to complete.

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 | \$62,050 |
| 2 | 70,900 |
| 3 | 79,750 |
| 4 | 88,600 |
| 5 | 95,700 |
| 6 | 102,800 |
| 7 | 109,900 |
| 8 | 117,000 |

The individuals who live here are considered to be "extremely low income". They receive SSI and occasionally are able to work for a few hours to earn a few extra dollars. The home is owned by Lifehouse, a non-profit agency providing supportive services for adults to live in their own homes and apartments. Eligibility can be documented with copies of SSI checks.

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

Funding for all projects has been negatively affected by the downturn in the economy. Over this period the state has cut and frozen rates paid to service provider agencies such as Lifehouse. There have not been funds to make needed repairs.

- 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 residents of this home are referred by the state/regional centers. As per protocol from the state, Lifehouse does not recruit from the general public for referrals.

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

The residents of this home are referred by the state/regional centers. As per protocol from the state, Lifehouse does not recruit from the general public for referrals.

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.

Lifehouse does not discriminate in the selection of contractors. Lifehouse has a policy of non-discrimination when it comes to contracting work. In recruiting contractors, minorities are always considered.

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

The home is already occupied for adults with disabilities and will continue to be used for that purpose.

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

A consultant on "green" construction will be consulted and all available materials will be used to accomplish "green" objectives. Lifehouse as the owner is a nonprofit agency.

- 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.marincounty.org/cdbg; open the Newest Information Panel and scroll to the heading Application Information and Workshops.
- 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 5, 2014, AT 5 P.M.

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

Organization Profile - 2015-16 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: Lifeline, Inc - Corte Madera Home

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

For group homes only - not entire organization

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

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

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

LH-2

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2015-16**

1. **Project Name:** **Lower Ross Valley**
Residential Rehabilitation Loan Program

2. **Total Amount Requested:** **\$ 530,000**

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

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

Contact Person: *Carmen Hall Soruco*

Title: *Homeownership Programs Manager*

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

Telephone: *(415) 491-2532* Ext.

Fax: *(415) 472-2186*

E-mail: *csoruco@marinhousing.org*

Website (optional): *www.marinhousing.org*

| For non-housing projects only: | Funds Requested |
|--|-------------------|
| <i>Lower Ross Valley Planning Area</i> | \$ 45,000 |
| Novato Planning Area | \$ 90,000 |
| Richardson Bay Planning Area | \$ 55,000 |
| San Rafael Planning Area | \$ 140,000 |
| Upper Ross Valley Planning Area | \$ 35,000 |
| West Marin Planning Area | \$ 15,000 |
| Countywide Housing | \$ 150,000 |

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The 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 who reside in their homes, and non-profit group home sponsors, to undertake and complete necessary home repairs, correct substandard housing conditions and eliminate health and safety hazards.

Types of repairs and improvements that may be undertaken include 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 such as window replacement, and ADA improvements for wheelchair accessibility such as ramps and roll-in showers.

Borrowers 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 and can be deferred payment loans, due upon sale of the property.

Over the past 39 years, the Residential Rehabilitation Loan Program has processed 1426 applications and funded 716 loans totaling \$12,991,693 as well as 75 further advances on existing loans totaling \$535,078. In the Lower Ross Valley Planning Area, 88 loans have been funded for a total of \$1,401,345.

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

Total CDBG funds requested are \$530,000. 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 \$380,000 (including \$45,000 for Lower Ross Valley) 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 21 new loans at an average loan amount of \$25,000. Administrative costs to run the program average \$22,000 per month.

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. Program staff includes the Homeownership Programs Manager, the Homeownership Programs Specialist, and the Homeownership Programs Services Coordinator, all at half-time, with support provided by General Services and Accounting staff. The program has been operating successfully for many years and is continually evolving to adapt to current situations, building codes, etc.

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 | \$62,050 |
| 2 | 70,900 |
| 3 | 79,750 |
| 4 | 88,600 |
| 5 | 95,700 |
| 6 | 102,800 |

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. All loan applications are then presented for approval by the Rehab Loan Committee.

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 such as the developmentally disabled and mentally ill, most of whom only receive SSI

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

With the ever-rising cost of real estate in Marin County, one of the highest-priced areas in the country, and the diminishing amount of 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 maintain their property in a safe and livable condition so they can remain in their homes and age in place.

Most low-income homeowners are unable to qualify for conventional property improvement loans and cannot perform the maintenance required to preserve their homes in good condition. In addition, many lenders do not 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 install accessibility improvements and 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 overall underrepresentation as homeowners in Marin County. Low-income homeowners who are able to purchase property do so predominantly in the areas where real estate prices are the lowest, namely the Canal Area in San Rafael and Marin City. In order to reach this demographic group, a search of homeowners in these census tracts was conducted through Old Republic Title Company which yielded over 900 names. We have begun mailing out Rehab Loan information to these individual owners spread out over several months.

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. This means that the majority of borrowers are elderly who were able to buy their homes years ago when they were not low-income but who are now living on fixed low incomes.

For current low-income prospective buyers it is next to impossible 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 other necessary home repairs and upgrades.

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 past 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 which is handed out borrowers upon request. We recommend that they solicit three bids before signing a contract. The final choice of contractor, however, is up to the homeowner. For small non-technical projects under \$500, homeowners may use unlicensed low-income laborers.

- 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 Rehab Loan Program for applicants with physical disabilities is ensured by meeting on-site in the clients' homes to complete the application and make a physical inspection of the property. We are also able to have our own traveling notary accompany us to notarize loan documents after a loan is approved. Our office building is also fully ADA compliant if and when clients wish to make office visits.

Most importantly, the Rehab Loan Program is ideal for installing accessibility improvements for clients who require them such as grab bars, ramps, electric stair lifts, handicapped showers, door widening and kitchen modifications. Even elevators have been installed when feasible and cost-effective.

- 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.

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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 | 98% |
| Low income people | 2% |
| People above the low income limits | (Only in the BMR Program which is NOT included in this report) |

| Percentages (%) | Clients Your Organization Serves (4800) | Clients for this Project (316) Rehab | Support Staff | Professional Staff | Board | Advisory Committee |
|-----------------------------------|--|---|----------------------|---------------------------|--------------|---------------------------|
| Ethnic/Racial Demographics | | | | | | |
| Asian-American/Pacific Islander | 12% | | 7% | 20% | | |
| African-American/Black | 23% | 7% | 18% | 13% | 14% | 61% |
| Caucasian/White | 59% | 93% | 75% | 67% | 86% | 39% |
| Native American | 1% | | | | | |
| Mixed Heritage | 1% | | | | | |
| Unknown/other | 4% | | | | | |
| TOTAL % | 100% | 100% | 100% | 100% | 100% | 100% |
| Latino/Hispanic Origin | | | | | | |
| Of Latino/ Hispanic Origin | 20% | 6% | 1% | 13% | | 5% |
| NOT of Latino/ Hispanic Origin | 80% | 94% | 99% | 87% | 100% | 95% |
| TOTAL % | 100% | 100% | 100% | 100% | 100% | 100% |
| Age | | | | | | |
| 0-5 years old | 5% | | | | | |
| 6-17 | 19% | | | | | |
| 18-24 | 11% | | | | | |
| 25-59 | 40% | 36% | 89% | 80% | 71% | 39% |
| 60 + | 25% | 64% | 11% | 20% | 29% | 61% |
| TOTAL % | 100% | 100% | 100% | 100% | 100% | 100% |
| Gender | | | | | | |
| Female | 64% | 72% | 79% | 73% | 57% | 61% |
| Male | 36% | 28% | 21% | 27% | 43% | 39% |
| Total % | 100% | 100% | 100% | 100% | 100% | 100% |
| Disabled % | 30% | 28% | 0% | 0% | 0% | 10% |

| Involvement of Clients Your Organization Serves | Percent of Board/Committee Members Who Are Clients |
|--|---|
| On Governing Board | 30% |
| On Advisory Committee | 85% |

Organization Profile – 2015-16 Data Collection Pilot

Income Limits

| Household Size | Very Low Income Limit (≈50% of Median Income) | Low Income Limit (≈80% of Median Income) |
|-----------------------|--|---|
| 1 | 38,750 | 62,050 |
| 2 | 44,300 | 70,900 |
| 3 | 49,850 | 79,750 |
| 4 | 55,350 | 88,600 |
| 5 | 59,800 | 95,700 |
| 6 | 64,250 | 102,800 |

LCS 1

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2015-16**

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

Total Amount Requested: \$27,500

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

2.

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

Contact Person: Shawna Hoch

Title: Administrative Coordinator

Mailing Address:

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

Telephone: 415-492-9230

Ext. 214

Fax: 415-479-2553

E-mail: shoch@faclc.org

| For non-housing projects only: | Funds Requested |
|---------------------------------|-----------------|
| Lower Ross Valley Planning Area | \$7,000 |
| Novato Planning Area | \$7,000 |
| Richardson Bay Planning Area | \$2,500 |
| San Rafael Planning Area | \$7,000 |
| Upper Ross Valley Planning Area | \$4,000 |
| West Marin Planning Area | \$0 |

Website (optional): www.faclc.org

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

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

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

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number. **30 North San Pedro Road, Suite 245, San Rafael, CA 94903**

5. **Project Description:**

Founded in 1985, FACLC is dedicated to helping low-income children and families in Marin County by providing sliding scale family law legal services to the working poor. FACLC strives to provide access to justice for low-income families and children who due to financial constraints and complex family transitions, would have no other means for representation in the courts. The overwhelming complexity of the legal system is compounded when financial barriers are present. Hit hardest by the recent downturn in our economy are low-income families – especially children. During such times, financial pressures can become unbearable and the home environment begins to or more precipitously unravel, causing their legal needs to skyrocket. Last year, FACLC provided over 1350 client appointments and the demand for such services only keeps growing. To serve more families and children in these times of great need, we need your help and support. Our goal is to break down barriers to allow access for all to the justice system.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.) **\$265,000.00**

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.

| <u>POSITION</u> | <u>TOTAL COST</u> | <u>CDBG COST</u> | <u>COST PAID BY OTHERS</u> |
|-----------------------|-------------------|------------------|----------------------------|
| Staff Attorney1.0 | \$72,000 | \$6,000 | \$66,000 |
| Staff Attorney1.0 | \$51,000 | \$5,000 | \$46,000 |
| Legal Director 1.0 | \$91,000 | \$6,000 | \$86,000 |
| Program Assistant 1.0 | \$51,000 | \$10,500 | \$40,500 |

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> |
|-----------------|------------|---------------|-------------------------|-----------------------------|----------------------------------|-----------------------|
| MCF | CORE | \$85,000 | 7/1/13 | Yes | 12/1/13 | Now |
| Special Event | CORE | \$32,500 | 10/18/14 | Yes | 10/18/14 | Now |
| County of Marin | CORE | \$20,000 | 8/15/14 | Yes | 9/1/14 | Now |
| Client Fees | CORE | \$100,000 | N/A | Yes | Ongoing | Now |

9. **Project Implementation:**

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

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

10. **Need for the Project:**

A. Need Group

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

| Household Size | Income Limit |
|----------------|--------------|
| 1 | \$62,050 |
| 2 | 70,900 |
| 3 | 79,750 |
| 4 | 88,600 |
| 5 | 95,700 |
| 6 | 102,800 |
| 7 | 109,900 |
| 8 | 117,000 |

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

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

The Family Law Legal Services for Low Income Marin County Families Project is critical to the well-being and functionality of the low income families in our community. Equal access to justice is a basic right that should be afforded to all, regardless of income level. Without the services of the Family and Children's Law Center, low income individuals will be left to navigate a complex and overwhelming legal system on their own, leaving them to fend for themselves to obtain domestic violence restraining orders, child custody and support orders, and other court orders that ultimately provide security for at risk families. Most self represented litigants do not have the resources or knowledge necessary to successfully represent themselves in court. Many of the issues faced in family law courts can be volatile and have long standing repercussions and implications that can negatively impact families and children who are forced to proceed without legal representation for many years to come. A report on our services prepared by the Marin Community Foundation indicates that from 2009-2012 our services had an economic impact of \$7.5 million in child support payments and a \$1.8 million reduction in domestic violence and its associated costs.

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

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

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

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?*

We are conveniently located across from the Civic Center and the Courts. Our building and offices are wheelchair accessible. If a client is unable to come to the office we can arrange for telephone/mail services. We can also arrange for home visits when special circumstances apply. We can arrange for sign language interpreters for hearing impaired clients.

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

- 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.marincounty.org/cdbg; open the Newest Information Panel and scroll to the heading Application Information and Workshops.
- 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 5, 2014, AT 5 P.M.

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

Organization Profile – 2015-16 Data Collection Pilot

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

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

Name of Organization: Family & Children's Law Center

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

| Income of Level of Clients Your Org Serves % | (Please use the federal income guidelines on the reverse of this page.) |
|---|---|
| Very low income people | 79 |
| Low income people | 14 |
| People above the low income limits | 7 |

| Percentages (%) | Clients Your Organization Serves | Clients for this Project | Support Staff | Professional Staff | Board | Advisory Committee |
|-----------------------------------|----------------------------------|--------------------------|---------------|--------------------|-------|--------------------|
| Ethnic/Racial Demographics | | | | | | |
| Asian-American/Pacific Islander | 3 | 3 | 0 | 0 | 10 | n/a |
| African-American/Black | 4 | 4 | 0 | 0 | 0 | n/a |
| Caucasian/White | 83 | 83 | 100 | 66.6 | 90 | n/a |
| Native American | 1 | 1 | 0 | 0 | 0 | n/a |
| Mixed Heritage | 0 | 0 | 0 | 33.3 | 0 | n/a |
| Unknown/other | 9 | 9 | 0 | 0 | 0 | n/a |
| TOTAL % | 100% | 100% | 100% | 100% | 100% | 100% |
| Latino/Hispanic Origin | | | | | | |
| Of Latino/ Hispanic Origin | 39 | 39 | 0 | 0 | 0 | n/a |
| NOT of Latino/ Hispanic Origin | 61 | 61 | 100 | 100 | 100 | n/a |
| TOTAL % | 100% | 100% | 100% | 100% | 100% | 100% |
| Age | | | | | | |
| 0-5 years old | 0 | 0 | 0 | 0 | 0 | n/a |
| 6-17 | 0 | 0 | 0 | 0 | 0 | n/a |
| 18-24 | 10 | 10 | 0 | 0 | 0 | n/a |
| 25-59 | 88 | 88 | 100 | 100 | 80 | n/a |
| 60 + | 2 | 2 | 0 | 0 | 20 | n/a |
| TOTAL % | 100% | 100% | 100% | 100% | 100% | 100% |
| Gender | | | | | | |
| Female | 72 | 72 | 100 | 100 | 70 | n/a |
| Male | 28 | 28 | 0 | 0 | 30 | n/a |
| Total % | 100% | 100% | 100% | 100% | 100% | 100% |
| Disabled % | | | | | | |

| Involvement of Clients Your Organization Serves | Percent of Board/Committee Members Who Are Clients |
|--|--|
| On Governing Board | 0 |
| On Advisory Committee | n/a |

L5-2

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2015-16**

1. **Project Name: HIV/AIDS Benefits Counseling**

2. **Total Amount Requested:**

\$ 7,835

3. **Project Sponsor: Marin AIDS Project**

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

Contact Person: Jennifer Malone

Title: Executive Director

**Mailing Address: 910 Irwin Street
San Rafael, CA 94901**

Telephone: 415 457-2487 Ext. 104

Fax: 415 457-5687

E-mail: jennifer@marinaidsproject.org

| For non-housing projects only: | Funds Requested |
|---------------------------------|-----------------|
| Lower Ross Valley Planning Area | \$ 1,000 |
| Novato Planning Area | \$ 2,335 |
| Richardson Bay Planning Area | \$ 1,000 |
| San Rafael Planning Area | \$ 2,500 |
| Upper Ross Valley Planning Area | \$ 1,000 |
| 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.

910 Irwin Street, San Rafael, CA 94901

5. **Project Description:** Provide benefits counseling to very low income Marin residents living with HIV/AIDS linking them with benefits/supports to which they are entitled.

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

\$108,000.00

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.*

Personnel

| | |
|-------------------------------------|----------------|
| Benefits Specialist | \$5,000 |
| Case Manager | 1,500 |
| Benefits & Payroll taxes | 1,335 |

TOTAL **\$7,835**

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> |
|----------------------------|-------------------------|---------------|-------------------------|-----------------------------|----------------------------------|---------------------------------|
| Ryan White/County of Marin | For Benefits Counseling | 100,000 | | Yes | March 2014 | Have a contract through 2/28/15 |

9. Project Implementation:

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

The project is part of existing Benefits Counseling services and will be implemented by our Program Manager, Leslie Gallen working with the Benefits Specialist, David Mon and the program’s case manager, Bobby Moske. The funds will cover work not currently funded. Implementation will be immediate.

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 | \$62,050 |
| 2 | 70,900 |
| 3 | 79,750 |
| 4 | 88,600 |
| 5 | 95,700 |
| 6 | 102,800 |
| 7 | 109,900 |
| 8 | 117,000 |

Technically, our project will target Marin residents living with HIV/AIDS who have incomes below 400% of poverty for an individual (\$46,680/year). The majority of our clients actually have extremely low incomes below \$11,400/year and most others have incomes below \$22,800/year. Eligibility is determined by obtaining record of the past two months’ income, a Marin address, HIV diagnosis and picture ID.

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

Connecting qualified individuals with state and federal benefits of significant financial value including MediCal, Social Security disability income and AIDS medication payments through the AIDS Drug Assistance Program is highly efficient, reducing the drain on local resources including General Assistance and emergency MediCal assistance.

Marin AIDS Project has provided benefits counseling for many years and continues to do so, funded under the federal Ryan White Act. However, Ryan White funding allocated to Marin County has decreased significantly in the past several years (14% in just the last year). There is no longer enough money to fully support the HIV/AIDS Benefits Counseling program and meet the needs of qualified Marin residents. In addition, demand for the services has increased with the introduction of The Affordable Healthcare Act and Covered California. Many people living with HIV/AIDS now qualify to obtain medical insurance as well as financial assistance with insurance premium costs. However they require professional help from a benefits specialist to access these benefits. Linking these clients with coverage means that local hospitals and healthcare providers will be paid for their services.

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

Marin AIDS Project is highly experienced in reaching out to underserved populations. We regularly analyze which population groups are least likely to engage with our services and reach out in a variety of ways to connect them with services for which they are qualified. We have active, working relationships with other providers throughout the county who aid us in engaging hard-to-reach populations. Our office is highly accessible, located centrally in San Rafael, a block from the transit station. We are open 5 days/week from 9:00 – 5:00 and have two programs operating until 7:00 pm on Tuesdays and Thursdays. Because we operate a food pantry and the county's only needle exchange services, our office 'culture' is one of warmth and acceptance. Services are available in Spanish and English.

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?
- Our building is accessible with a flat entrance, counseling offices available on the first floor and a handicapped accessible restroom on the first floor, as well. Because we operate a mental health program, Irwin Street Counseling, we are accustomed to working with people who have mental health and substance abuse issues.
- 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.marincounty.org/cdbg; open the Newest Information Panel and scroll to the heading Application Information and Workshops.
 - 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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Remember that we don't accept e-mailed or faxed applications.

JAM10190

Organization Profile – 2015-16 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: Marin AIDS Project

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 | 98% |
| Low income people | 2% |
| People above the low income limits | 0 |

| 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 | 3% | | | | | |
| African-American/Black | 14% | | | | | |
| Caucasian/White | 80% | | | | | |
| Native American | 2% | | | | | |
| Mixed Heritage | 1% | | | | | |
| Unknown/other | | | | | | |
| TOTAL % | 100% | 100% | 100% | 100% | 100% | 100% |
| <i>Latino/Hispanic Origin</i> | | | | | | |
| Of Latino/ Hispanic Origin | 20% | | | | | |
| NOT of Latino/ Hispanic Origin | 80% | | | | | |
| TOTAL % | 100% | 100% | 100% | 100% | 100% | 100% |
| <i>Age</i> | | | | | | |
| 0-5 years old | 0% | | | | | |
| 6-17 | 0% | | | | | |
| 18-24 | 2% | | | | | |
| 25-59 | 78% | | | | | |
| 60 + | 20% | | | | | |
| TOTAL % | 100% | 100% | 100% | 100% | 100% | 100% |
| <i>Gender</i> | | | | | | |
| Female | 15% | | | | | |
| Male | 85% | | | | | |
| Total % | 100% | 100% | 100% | 100% | 100% | 100% |
| <i>Disabled %</i> | | | | | | |

| Involvement of Clients Your Organization Serves | Percent of Board/Committee Members Who Are Clients |
|--|---|
| On Governing Board | 13% |
| On Advisory Committee | 0, but clients serve as employees (20%)& volunteers (20%) |

LS-3

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2015-16**

MARIN BIN

- | | |
|--|---|
| <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)</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> |
|--|---|

Contact Person: Patricia Gill

Title: Executive Director

Mailing Address: 1132 Magnolia Avenue,
Larkspur, CA 94939

Telephone: 415-461-6771 **Ext.** 101

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 | \$0 |
| Richardson Bay Planning Area | \$4,000 |
| San Rafael Planning Area | \$12,000 |
| Upper Ross Valley Planning Area | \$7,000 |
| West Marin Planning Area | \$0 |

Website (optional): www.binba.org

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

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

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 13 services, including a structured day program, resource referral assistance, a brain injury information handbook, 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 Marin County Office of Education. 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 and College of Marin annually sends interns for training at BINBA. Access to the brain injury handbook (downloadable pdf) and information about BINBA's other services is available at www.binba.org.

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 \$450,000. This budget includes all overhead costs (building, insurance, land lease, utilities), supplies, and personnel costs to operate BINBA's thirteen services. It does not include the cost for marketing and events. Our budget has increased this year due to land lease fee increases and the addition of a few new services.

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 Program Director, Maggie Smida, OTR/L. Ms. Smida, an Occupational Therapist, has been in the position for 2 years and is strengthening services through her occupational therapy training and provision of O.T. interventions throughout our services. 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. The program director's 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 | 210,000 | 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, Program Director, 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 monthly.

Currently, ten services are offered on-site each week and/or monthly: structured day program (25 hrs), educational class (1.5 hrs), survivor support groups (3.5 hrs), caregiver support group (2 hrs/mo), individual assessment/consultation (5 hrs), resource referral assistance (10 hrs), speakers series presentations (1.5hrs/mo), adapted Yoga/Movement (2 hrs), and computer training program (24 hrs). Additionally, BINBA hosts a concussion website that is always available (www.concussionmarin.org) and we provide community educational presentations as scheduled. The Brain Injury Information Handbook is available online to download or view plus is physically disseminated 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 | \$62,050 |
| 2 | 70,900 |
| 3 | 79,750 |
| 4 | 88,600 |
| 5 | 95,700 |
| 6 | 102,800 |
| 7 | 109,900 |
| 8 | 117,000 |

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, 70% in FY2013/2014, 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%. This past year (8/1/13-7/31/14), BINBA served 204 survivors and 177 caregivers. Additionally, we served 83 professionals, 650 community members through educational presentations, 600 people received our brain injury information handbook, and over 700 people visited our concussion education website. And, we trained eleven interns.

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. And, we consult with professionals in the field of brain injury and within the community at large to assist in the successful support of survivors and their families.

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. A Marin County high school student, Krish Chinai, co-facilitates the concussion presentations to assist BINBA in reaching youth and schools in all areas of Marin.

And, a critical new service BINBA now provides 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.

Lastly, a new service this year was added in response to a community group that often does not seek out service. The new young adult consultation service provides 1-1 community integration training with Brad Leonard, a BINBA course facilitator. The plan for this next fiscal year is to expand this to serve groups of young adult survivors in addition to the 1-1 training.

- 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 or have difficulty seeking resources: people with milder side-effects from an ABI (from concussions, strokes, or mild accidents; often these are young adults), 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/speak very little English, and caregivers. This past year, we addressed meeting the needs of these groups in the following ways:

- dramatically increased service to caregivers (by 25%) through outreach
- reached more community members with critical information through the distribution of 600 brain injury information handbooks
- added a young adult community based service
- attended the Marin County Senior Fair
- provided concussion education presentations and continued to host the concussion education website

To support access to our services for these demographic groups:

- We will be revising all marketing material to clearly describe how to access our services and note the diverse groups we serve.
- We are posting an extensive community resource list on our website.
- We are creating a concussion education marketing brochure that provides information about www.concussionmarin.org and directs Spanish speaking community members to a translated website for their information.
- We plan to offer educational presentations about brain injury prevention and concussion information in Spanish and English and offer these free of charge in the diverse areas of Marin County.
- 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 offers to coordinate intake and other services with language interpreters as needed.
- BINBA is 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 are working with Mary Jane Burke at the Marin County Office of Education to create an effective marketing campaign for concussion education in the schools and to athletic groups.
- For caregivers, we have increased marketing and advertising in local media forums about our monthly caregiver group, consultation services, and resource referral service.
- We host a speaker's series that provides information on a range of topics for the community each month.

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 80% 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.marincounty.org/cdbg; open the Newest Information Panel and scroll to the heading Application Information and Workshops.
 - 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.

Organization Profile – 2015-16 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 of Level of Clients Your Org Serves % | (Please use the federal income guidelines on the reverse of this page.) |
|---|---|
| Very low income people | 20% (note:30% fall below 'very low' and 12% fall under 'unknown') |
| Low income people | 19% |
| People above the low income limits | 19% |

| 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 | 4% | 4% | 0% | 0% | 10% | |
| African-American/Black | 2% | 2% | 0% | 0% | 0% | |
| Caucasian/White | 78% | 78% | 64% | 66% | 60% | |
| Native American | 0% | 0% | 0% | 0% | 0% | |
| Mixed Heritage | 4% | 4% | 36% | 34% | 30% | |
| Unknown/other | 12% | 12% | 0% | 0% | 0% | 100% |
| TOTAL % | 100% | 100% | 100% | 100% | 100% | 100% |
| <i>Latino/Hispanic Origin</i> | | | | | | |
| 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% |
| <i>Age</i> | | | | | | |
| 0-5 years old | 0% | 0% | 0% | 0% | 0% | 0% |
| 6-17 | 5% | 5% | 0% | 0% | 0% | 5% |
| 18-24 | 4% | 4% | 25% | 0% | 0% | 0% |
| 25-59 | 49% | 49% | 50% | 75% | 58% | 51% |
| 60 + | 42% | 42% | 25% | 25% | 42% | 44% |
| TOTAL % | 100% | 100% | 100% | 100% | 100% | 100% |
| <i>Gender</i> | | | | | | |
| Female | 60% | 40% | 80% | 75% | 83% | 50% |
| Male | 40% | 60% | 20% | 25% | 17% | 50% |
| Total % | 100% | 100% | 100% | 100% | 100% | 100% |
| <i>Disabled %</i> | | | | | | |
| | 60% | 60% | 0% | 0% | 8% | 11% |

| Involvement of Clients Your Organization Serves | Percent of Board/Committee Members Who Are Clients |
|--|---|
| On Governing Board | 17% |
| On Advisory Committee | 11% |

MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2015-16

1. Project Name: Senior Access 2. Total Amount Requested: \$54,460

3. Project Sponsor:
Senior Access
Contact Person:
James Ward
Title: Executive Director

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

| For non-housing projects only: | Funds Requested |
|---------------------------------|-----------------|
| Lower Ross Valley Planning Area | \$6,260 |
| Novato Planning Area | \$14,200 |
| Richardson Bay Planning Area | \$6,000 |
| San Rafael Planning Area | \$20,000 |
| Upper Ross Valley Planning Area | \$8,000 |
| West Marin Planning Area | \$0 |

Mailing Address:
70 Skyview Terrace, Bldg B
San Rafael, CA 94903

Telephone: 415-491-2500 Ext. 11
Fax: 415-491-2503
E-mail: jward@senioraccess.org

Website (optional): www.senioraccess.org

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

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

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

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

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

5. Project Description:

The Senior Access Financial Assistance Fund provides financial assistance to Marin County's low, very low and extremely low income residents who have dementia and/or related chronic conditions for attendance at Senior Access' Adult Day Program (ADP). More than one-third of Marin residents are over the age of 60; of these older adults, 10% live with cognitive decline and require considerable personal care. Senior Access (SA) offers people with dementia and their caregivers an affordable alternative to in-home or nursing home care. SA is the only social model ADP in the county, meeting critical needs for caregivers and older adults **who would otherwise not be served**. With an annual budget of \$708,655, SA maintains a staff of 5 (FTE equivalent) and an active volunteer and University intern program. SA operates its programs in San Rafael.

ADP participants enjoy current events, expressive arts, concerts, trivia, word games and exercise as well as healthy snacks and lunch. Services include intake screening and assessment; development of an individual care plan; and assistance with toileting, ambulating, transferring and eating. While the ADP is in session, family caregivers get time “off” from the requirements of 24-hour caregiving and can take advantage of information and referrals from the resource center and share resources at the free monthly caregiver support group. SA conducts educational workshops, brain fitness events and memory screenings, all provided at no cost to the community.

The SA Excursion Clubs offers folks with memory loss a chance to go out into the community and enjoy the cultural and historical environment of the Bay Area. The Excursion Clubs are designed for older adults with early stage memory loss and are a “soft” entry into a supervised day program. Excursion Clubs are more appealing to individuals in the earlier stages of dementia because they prefer to be out in the community with peers. Excursions offer an opportunity to bond with new friends and families. Because excursion destinations are well-known, popular attractions, the Club is perceived as more inviting to families unfamiliar with dementia care options. Families perceive there are fewer stigmas with an excursion program. Family and potential Club Members are often eager to try out the Excursion Club while becoming familiar with the range of services available. The popularity of the Excursion Clubs has led our Program Team to envision developing Excursion Clubs that target the needs of diverse groups throughout our service areas. New strategies for the expansion of programs are currently under discussion for implementation in 2015.

Research studies indicate that ADPs reduce premature placement in skilled nursing facilities. In addition, the SA Caregiver Impact Survey demonstrated that 98% of respondents agreed that their quality of life and their loved one’s quality of life improved because of the SA program.

SA’s service area includes all of Marin County. In 2013-14, the SA Financial Assistance Fund subsidized 1,230 days of care and 6,150 hours of caregiver respite. The average \$32 award reduced the \$105 daily fee to \$73 per day for low-income members. Though the numbers vary, the Financial Assistance Fund supported an average of 103 days of care each month. In addition, SA held 12 Caregiver Support Groups, 5 aging workshops to non-English speaking and predominantly African American community groups, 10 memory screenings and 8 Brain Fitness Workshops.

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

The projected cost of the 2015-2016 Financial Assistance Fund is \$54,460. **The amount reflects direct awards and does not reflect any administrative costs connected to administering and reporting on the funds.** Based on 2013-2014 Club statistics, 46% of all participants are low income; of this group of low-income participants, 31% are extremely low-income. All recipients of CDBG funds must qualify using the current HUD standards.

ANNUAL Budget for the Senior Access Financial Assistance Fund

| Planning Area | Low Income | Very Low Income | Extremely Low Income | Annual TOTAL |
|----------------------|-------------------|------------------------|-----------------------------|---------------------|
| Lower Ross | \$1,500 | \$3,000 | \$4,500 | \$9,000 |
| Novato | \$3,000 | \$6,000 | \$11,000 | \$20,000 |
| Richardson Bay | \$1,500 | \$3,000 | \$6,000 | \$10,500 |
| San Rafael | \$3,000 | \$6,000 | \$17,500 | \$26,500 |
| Upper Ross | \$1,500 | \$3,000 | \$4,500 | \$9,000 |
| West Marin | \$0 | \$0 | \$0 | \$0 |
| TOTAL | \$10,500 | \$21,000 | \$43,500 | \$75,000 |

Note that the project budget will increase with the implementation of new programs. Breakdown among planning areas will adjust to reflect community response to the affirmative marketing strategies.

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 \$54,460 request for CDBG Funds comprises 73% of the projected \$75,000 budget of the 2015-16 Financial Assistance Fund. It is expected that \$4,549 of CDBG Funds will be used monthly, with \$2,793 supporting extremely low income, \$1,186 supporting very low income and \$560 supporting low income participants per month.

ANNUAL Budget for CDBG Funds

| Planning Area | Low Income | Very Low Income | Extremely Low Income | Annual TOTAL |
|----------------------|-------------------|------------------------|-----------------------------|---------------------|
| Lower Ross | \$960 | \$1,640 | \$3,660 | \$6,260 |
| Novato | \$1,920 | \$4,080 | \$8,200 | \$14,200 |
| Richardson Bay | \$960 | \$1,450 | \$3,590 | \$6,000 |
| San Rafael | \$1,920 | \$4,080 | \$14,000 | \$20,000 |
| Upper Ross | \$960 | \$2,980 | \$4,060 | \$8,000 |
| West Marin | \$0 | \$0 | \$0 | \$0 |
| TOTAL | \$6,720 | \$14,230 | \$33,510 | \$54,460 |

Note that the annual need for financial assistance may increase with the implementation of new programs. Breakdown among planning areas will adjust to reflect community response to the affirmative marketing strategies.

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

| Source | Use | Amount | Date You Applied | Are Funds Committed? | Date Funds Were Committed | When Available |
|--|-----------------------------|-----------------|-------------------------|-----------------------------|----------------------------------|---|
| Alzheimer’s Foundation of America (AFA) | Respite | \$5,000 | 5/2014 | Yes | 7/2014 | Now |
| The Dr. Marjorie Belknap Fund * | Financial Assistance | \$20,000 | 9/2014 | Yes | As of 11/2014 | TBD by SA Board Financial Assistance committee |
| Family Caregiver Alliance | Respite | \$1,000 | 10/2204 | Yes | 10/2014 | Awarded by FCA |

* The Dr. Marjorie Belknap Fund honors our past board president and community leader and is dedicated to financial assistance for families in need. SA and Dr. Belknap introduced this fund to the community in 2014 and have integrated fundraising for the Fund as part of a comprehensive development plan.

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 Financial Assistance Committee manages and evaluates the funds. The Financial Assistance Committee is comprised of the Executive, Program and Finance Directors and the Finance Committee of the Board of Directors. The Committee determines annual financial award amounts and distribution limits per client; tracks the balance of the Fund throughout the fiscal year; and is responsible for maintaining Financial Assistance Fund policies and procedures. The Program Director is responsible for determining eligibility for assistance via financial documents provided by families, administering the financial assistance funds and conducts annual financial evaluations for all financial assistance recipients. The Finance Director retains all confidential financial documents. The Executive Director and Board of Directors are responsible for securing funds for the program.

10. Need for the Project:

A. Need Group

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

| Household Size | Income Limit |
|----------------|--------------|
| 1 | \$62,050 |
| 2 | 70,900 |
| 3 | 79,750 |
| 4 | 88,600 |
| 5 | 95,700 |
| 6 | 102,800 |
| 7 | 109,900 |
| 8 | 117,000 |

The Financial Assistance Fund benefits low-income adults with Alzheimer’s disease, dementia or other chronic health conditions who are dependent on a family member, friend or conservator for their care. One-hundred percent of project beneficiaries have incomes below the CDBG Low-Income limits. In 2013-14, 78% of recipients were Extremely Low income; 11% were Very Low income; and 11% were Low income. The average age of financial assistance recipients was 86 years-old; 75% were female; 25% were male. Of the 2013-2014 financial assistance recipients: 46% lived in San Rafael; 18% lived in Novato; 18% lived in Upper Ross Valley, 11% in Lower Ross Valley, and 7% in Richardson Bay Area. New programming may change these ratios as we reach out to folks who are less likely to come to our center.

Financial Assistance eligibility is determined for clients whose previous year’s IRS Tax Form 1040 demonstrates their household income falls below HUD’s Standard income limits. For those who do not file tax forms, bank statements are acceptable. In July 2014, SA introduced a standard award of \$20/session for new awardees. More than 50% of current awardees are grandfathered in at their existing rate, with an award ranging from \$25 - \$45 per day.

The Financial Assistance Fund fulfills the needs of the Marin community of older adults living with dementia by providing more than 6,000 hours of care and caregiver respite annually. “Informal” or “family” caregiving is the backbone of our long-term care strategy. “Family caregivers carry out difficult, demanding and socially useful roles, with minimal training and little preparation. They are less likely to have jobs and they and their families often experience high out-of-pocket costs. . . . Undervaluing of caregivers impacts negatively on the quality of care.” (Alzheimer’s Disease International, “World Alzheimer’s Report 2013”, p 7)

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

Marin’s growing aging population is well documented in the Marin County Health and Human Services *Area Agency on Aging Planning 2012-2016*. Marin’s older adult population accounts for more than a quarter of the total

population, totaling 65,591 people. **The largest proportional increase is in persons age 85+, of whom nearly 50% live with dementia.**

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

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

There is no cure for dementia. Today, quality care and caregiver respite are the best solutions we can offer. Non-pharmacologic interventions are an essential part of any management plan, especially for geriatric populations in whom the harmful effects of polypharmacy are a major concern. (Ruthirakuhan, M, et al, "Use of Physical and Intellectual Activities and Socialization in the Management of Cognitive Decline of Aging and in Dementia: A Review," *Journal of Aging Research*, Volume 2012 (2012), Article ID 384875, <http://dx.doi.org/10.1155/2012/384875>.) Senior Access is the only care program of its kind in Marin, meeting critical needs of Marin's population of caregivers and older adults with dementia who would otherwise have few options for respite and care.

The SA Financial Assistance Fund helps low-income families access quality services, serving a population that is increasingly marginalized and underserved, families who are struggling with the challenges of both limited income and a demanding progressive disease. In the last fiscal year, the CDBG funds were exhausted by December 2013.

Due to the high cost of assisted living and skilled nursing facilities, SA Financial Assistance Fund often provides the only affordable care option for low-income older adults with dementia in its service areas. Almost half of our family caregivers **get no other respite than the time their loved one spends at SA.** Some families must limit the days of care they receive at SA for financial reasons. SA is adjusting to the increased needs of families by intensifying fundraising efforts for financial assistance and respite funds.

The Marin County Division of Aging and Adult Services recognizes the lack of long-term care options for residents whose income falls below HUD's low-income criteria and in its 2006 report cautioned that other than Senior Access, "the only [other] option for these [low-income] individuals may be placement in another county outside of the Bay Area region." Sadly, this is still true in 2014. SA's local, affordable day-time care option is crucial for low income caregivers, whose respite needs are particularly acute because daytime hours are required to maintain employment or care for other family members.

Stigma is a significant factor for the person with dementia and his/her caregiver. In early stages, people with dementia may be embarrassed by their forgetfulness; during later stages, their behavior (poor self-control, incontinence, disheveled appearance) may suggest neglect. People with dementia may attempt to avoid social interactions and in doing so, isolate their family members as well.

According to the Alzheimer's Disease International, World Alzheimer's Report 2012, "Despite the efforts launched against other forms of stigmatization, ageism continues to represent the most socially condoned and institutionalized form of prejudice in the world today." (Nelson, Todd D (ed). Ageism: Stereotyping and Prejudice

Against Older Persons. Cambridge, MA : MIT Press, 2004. ISBN: 978-0-262-64057-2.)

The goals are to reach people with dementia so that they can engage, participate and maintain dignity wherever they live and provide critical support and respite for caregivers.

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 an effort to analyze which groups are less likely to access Senior Access services, we compared our member demographics (FY 13-14) to Marin County's:

| Group | Marin County | Senior Access (FY 13-14) |
|------------------|--------------|--------------------------|
| African American | 2.8% | 1% |
| Asian | 6.0% | 5% |
| Caucasian | 86.2% | 90% |
| Hispanic/Latino | 15.7% | 2% |
| Native American | 1.1% | 2% |

It is clear that African Americans, Asians and Latinos are under-represented in our membership. These groups of people are less likely to join a group that has not already been vetted by their community and religious leaders.

Unfortunately, the dream of “if you build it, they will come” is illusion. It doesn't matter how great your program may be, if you aren't integrated into a community at every level, the program is doomed to failure. This takes time, care, commitment, and will.

Senior Access has been working toward integrating into these communities for several years by meeting with community leaders, offering “pop-up” art and educational workshops, exhibiting artwork in community centers and buildings, broadening the diversity of our advisory council, and expanding programs in ways that will reach out to these groups of people.

SA is making progress in our efforts to reach out and become a resource to diverse communities. This year, SA offered free workshops focused on aging and aging with memory loss at Marguerite C. Johnson Senior Center and in multiple languages at senior centers and clubs in San Rafael and Novato. We are working on bringing our popular Brain Fitness workshops to new communities by training multi-lingual workshop leaders. These workshops will bring SA to a broader range of underserved groups of older adults.

SA is exploring new opportunities through the popular Excursion Clubs. Excursions are experienced as a more “appealing” program by both members and caregivers, serving to integrate people with dementia into the community experience. We have been tethered to our center in San Rafael by licensing restrictions. We are working with our State licensing agency to assure compliance with our Adult Day Care license while expanding services throughout the county. Allowing SA to meet members in their own communities is much more welcoming and comfortable for everyone.

Current and future approaches to broadening our member base are:
PROGRAM:

- Offering the Latino community increased access to care via a bi-lingual Program Director and Program Assistants (on-going);

- The 2015 Arts Initiative is recruiting caregivers and artists to train in our internationally recognized art education program using an “art as communication” technique. SA will target recruitment efforts toward family and professional caregivers from each service area (planned for 2015);
- “Pop-up” art projects have proven to be a great way to reach out to new communities of folks who would otherwise not use SA services. Throughout the year, SA will be offering “pop-up” art workshops for older adults at their own senior centers and clubs (occurred in 2014 and planned for 2015);
- SA staff and leadership are actively seeking more funds to support the implementation of new program strategies to increase the participation of people of color and for non-English speakers. Transportation, location and cost limit people’s ability to participate in a quality daytime club that provides both personal assistance (toileting, ambulating, feeding) and innovative programming for folks with memory loss. A new approach to the Excursion Clubs could remove transportation and location barriers. We are working with our State licensing agency to meet members in the community, outside of our center, but still use the umbrella of our license to care for folks with dementia. The program will require more financial assistance and support from the community (planned for 2015); and
- SA will engage in surveys and one-on-one meetings with community leaders to ascertain the need in each community and solicit ideas for solutions to the barriers that keep people from accessing our services (planned for 2015).

COMMUNITY EDUCATION

- In 2014, SA developed a multi-lingual outreach educational workshop with 3 sister agencies. We offered five workshops on Aging and Aging with Memory Loss to the African American community and to non-English speaking community groups in Marin City, Novato and San Rafael. These free workshops go a long way in strengthening our reputation and vetting our staff and services (occurred in 2014 and planned for 2015);
- In response to the extremely popular Brain Fitness workshops, SA has convened a group of community leaders from the African American and non-English speaking communities to train workshop leaders. Brain Fitness workshops are a non-threatening, fun way to socialize and identify community members in need of support for memory loss (in progress);
- Another popular community service is the highly regarded Memory Screening. In partnership with the Alzheimer’s Foundation of America, Senior Access offered more than 60 hours of free memory screenings at senior centers. We are actively seeking health and geriatric professionals to conduct culturally appropriate screenings in English, Spanish, Russian and Vietnamese (in progress);
- The goal of the Brain Fitness and Memory Screening workshops is to conduct workshops in each service area. These workshops will strengthen the SA “brand” and direct people in need of day services to SA; and
- SA offers a free Caregiver Support Program monthly. It is a safe place for caregivers to share information and personal experiences.

SENIOR ACCESS AND THE LGBT COMMUNITY

- Having participated in cultural competency training with Spectrum LGBT Center, SA worked closely with Spectrum to develop welcoming language as part of our information and enrollment packets and in-house signage. Program and administrative staff receive training in LGBT sensitivity (trainings occur annually).

ADVISORY COUNCIL:

- The SA Advisory Council provides critical thought leadership on dementia in the county and has expanded and broadened its membership to include leadership and representation from the African American, Latino and Vietnamese and LGBT communities. This places these leaders directly in contact with the elected officials, key government employees and non- and for- profit agencies who are on the Council (see attached list of Advisory Council members), expanding the reach of their leadership role

and lending them a greater voice in policies and planning in the dementia community (the Advisory Council meets annually).

SENIOR ACCESS BOARD OF DIRECTORS

- The SA Board of Directors is engaged in strategic planning, focusing on remaining financially stable and growing the SA brand over the next 3 - 5 years. One of the identified goals is to expand the board to include a more diverse group of members, including African American and multi lingual members who represent non-English speaking people from every service area, in addition to caregivers and people living with memory loss. The new board members will have a direct effect on the communities we are trying to reach (planned for 2015).

SENIOR ACCESS AND THE COMMUNITY

- Being a good community partner – partnering with Marin County’s Division of Aging and Adult Services, for-profit agencies and nonprofit organizations for community education and awareness (on-going);
- SA is the prime mover in a program that trains first responders (EMTs, paramedics and firefighters) to quickly assess an emerging crisis in the home of older adults and give them a method of direct intervention. SA has applied for a Community Benefit Service Grant from the county to expand this program. It will affect older adults in every service area and connect older adults in need with community services (began in 2014 with the San Rafael Fire Department; in planning for expansion during 2015); and
- SA staff field hundreds of calls and visits every year, referring people to appropriate community resources.

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?*

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

SA facilities are specifically furnished to accommodate the needs of our population and staff are trained in dementia care. Licensed by the California Department of Social Services, SA programs and facilities are ADA compliant. Excursion clubs contract with Whistlestop para-transit services to provide wheelchair accessible vehicles and drivers who are trained in transporting people with disabilities and memory loss.

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.marincounty.org/cdbg; open the Newest Information Panel and scroll to the heading Application Information and Workshops.
- 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 5, 2014, AT 5 P.M.

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

k:\cycle\2015 cycle\applications fy15\2015-16 edbg application form.doc

Organization Profile – 2015-16 Data Collection Pilot

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

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

Name of Organization: Senior Access

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

| Income of Level of Clients Your Org Serves % | (Please use the federal income guidelines on the reverse of this page.) |
|---|---|
| Very low income people | 44% |
| Low income people | 3% |
| People above the low income limits | 53% |

| Percentages (%) | Clients Your Organization Serves | Clients for this Project | Support Staff | Professional Staff | Board | Advisory Committee |
|-----------------------------------|---|---------------------------------|----------------------|---------------------------|--------------|---------------------------|
| Ethnic/Racial Demographics | | | | | | |
| Asian-American/Pacific Islander | 5% | 0% | 0% | 6% | 0% | 4% |
| African-American/Black | 1% | 4% | 0% | 6% | 0% | 9% |
| Caucasian/White | 90% | 88% | 75% | 69% | 100% | 82% |
| Native American | 2% | 0% | 0% | 0% | 0% | 0% |
| Mixed Heritage | 2% | 8% | 25% | 19% | 0% | 5% |
| Unknown/other | 0% | 0% | 0% | 0% | 0% | 0% |
| TOTAL % | 100% | 100% | 100% | 100% | 100% | 100% |
| Latino/Hispanic Origin | | | | | | |
| Of Latino/ Hispanic Origin | 4% | 12% | 50% | 19% | 0% | 5% |
| NOT of Latino/ Hispanic Origin | 96% | 88% | 50% | 81% | 100% | 95% |
| 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 | 0% | 0% | 0% | 33% | 0% | 0% |
| 25-59 | 1% | 1% | 50% | 47% | 60% | 56% |
| 60 + | 99% | 99% | 50% | 20% | 40% | 44% |
| TOTAL % | 100% | 100% | 100% | 100% | 100% | 100% |
| Gender | | | | | | |
| Female | 66% | 75% | 75% | 75% | 40% | 72% |
| Male | 34% | 25% | 25% | 25% | 60% | 28% |
| Total % | 100% | 100% | 100% | 100% | 100% | 100% |
| Disabled % | 100% | 100% | 0% | 94% | 0% | 6% |

| Involvement of Clients Your Organization Serves | Percent of Board/Committee Members Who Are Clients |
|--|---|
| On Governing Board: Club members all live significant | 60% of board members are also caregivers |

Organization Profile – 2015-16 Data Collection Pilot

| | |
|---|--|
| cognitive decline and are not able to participate as leadership volunteers; caregivers are represented on the governing board | |
| On Advisory Committee: | 9% are or have been clients of Senior Access |

Income Limits

| Household Size | Very Low Income Limit (≈50% of Median Income) | Low Income Limit (≈80% of Median Income) |
|----------------|--|---|
| 1 | 38,750 | 62,050 |
| 2 | 44,300 | 70,900 |
| 3 | 49,850 | 79,750 |
| 4 | 55,350 | 88,600 |
| 5 | 59,800 | 95,700 |
| 6 | 64,250 | 102,800 |