

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

44-1

1. **Project Name:** ~~LIFEHOUSE-~~ **Fairfax**
2. **Total Amount Requested:** \$21,000
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.
Address: 16 Porteous Ave, Fairfax, CA 94030
Parcel number: 002-034-05
 This home is approximately 80 years old.

5. Project Description:

This is an Independent Living Skills training home serving six adults with developmental disabilities. It is a unique home for individuals to increase and promote the independence of the residents. Each person is given the opportunity to develop life skills training and to participate fully in the community. The project is to replace the existing siding of the home which is in extremely poor condition. The new material will last much longer in the sun and require less future maintenance.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.) \$21,000

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. Remove existing siding and dispose.
2. Repair bad framing and re-shear with ½ exterior grade plywood.
3. Install Tyvek or similar house wrap.
4. Install cement siding (hard siding) to match existing look.
5. Prime and Paint all work with two coats.

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

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
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9. Project Implementation:

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

Lifeshouse administrative staff will work with a contractor to schedule the work. Bids will be obtained and the lowest/most qualified bid will be awarded. The 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 Lifeshouse, 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 economic downturn. The rates that Lifeshouse receives for its services have been frozen for many years and there have not been funds to make the 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 regional center/state of California. Lifehouse has a non-discrimination policy in who it serves. The residents in this home must have a diagnosis of a disability to receive services.

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

The individuals who live here all have disabilities and are considered extremely low income. This home will always house people from this population.

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 individuals living in this home all have disabilities.

- 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: Lifecare, Inc - Fairfax House

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	<u>100%</u>
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		<u>100%</u>				
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		<u>100%</u>				
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old						
6-17						
18-24		<u>100%</u>				
25-59						
60 +						
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female						
Male		<u>100%</u>				
Total %	100%	100%	100%	100%	100%	100%
Disabled %		<u>100%</u>				

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

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

- 1. **Project Name: Peace Village**
- 3. **Project Sponsor: Resources for Community Development**

- 2. **Total Amount Requested:** \$740,987
Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Alicia Klein

Title: Senior Project Manager

Mailing Address: 2220 Oxford Street
Berkeley, CA 94704

Telephone: (510) 841-4410 Ext. 336

Fax: (510) 548-3502

E-mail: aklein@rcdhousing.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): www.rcdhousing.org

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

Address: 2626 Sir Francis Drake Blvd., Fairfax, CA 94930
 Year Built Main building: 1960; Secondary building moved to site in 1980's
 APN: 174-070-17

5. Project Description:

In collaboration with Christ Lutheran Church, Cascade Canyon School, and the Town of Fairfax, Resources for Community Development (RCD) proposes to develop Peace Village, 40 apartments for low income seniors, incorporated within an existing neighborhood and school community. The development will be designed as a beautiful and healthy place for seniors to age in place in Marin, in addition to being a showcase example for green, sustainable model of housing in Marin County. The Town of Fairfax strongly supports this development, having included the church's property as an opportunity site in the Housing Element of its General Plan and the accompanying EIR. Although Fairfax's Housing Element and General Plan were the subject of some controversy and a series of public meetings in 2014, both community members and Town Council members reiterated overwhelming support for the creation of 40 units of affordable housing for low-income seniors at the Christ Lutheran Church site.

As a nonprofit dedicated to creating and owning affordable housing, RCD has 30 years of experience developing affordable housing for those with the fewest options. While RCD has developed 1800 units in eighteen communities, Peace Village will be RCD's first development in Marin County. See RCD's statement of qualifications, attached, for additional information.

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

Uses	
Acquisition	\$ 1,568,650
Hard Costs (incl. builder's risk)	\$ 7,245,000
Hard Cost Contingency	\$ 724,500
Permits, Fees and Utilities	\$ 1,178,909
Design Costs	\$ 875,000
Construction Loan Financing	\$ 834,801
Perm Loan Costs	\$ 30,949
Syndication Costs	\$ 147,103
Reserves	\$ 348,718
Developer Fee	\$ 1,400,000
Other Soft Costs	\$ 866,109
Total	\$ 15,219,740

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.

Uses	
Acquisition	\$754,115

Sources	
CDBG – prior commitments	13,128
CDBG – this request	740,987

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 Workforce Housing Trust Catalyst Loan	Predevelopment	30,000	7/24/12	Yes	8/9/12	9/1/12
Marin Community Foundation	Predevelopment	200,000	6/14/2013	Yes	8/13/2013	8/1/13
	Predevelopment	207,000	will apply 2015	No	N/A	summer 2015
	Permanent	650,000	will apply 2015	No	N/A	7/17
Marin County HOME	Acquisition & Permanent	509,013	12/12-12/13	Yes	5/13 & 5/14	7/1/14
		740,987	12/14	No	N/A	7/1/15
Tamalpais Pacific	Predevelopment & Permanent	75,000	will apply spring 2015	No	N/A	7/1/15

Predevelopment Loan	Predevelopment	522,025	Will apply in spring 2015	No	N/A	7/1/15
9% Tax Credit Equity	Construction & Permanent	9,633,696	will apply 7/15	No	N/A	3/1/16
Town Fee Waivers	Predevelopment & Permanent	239,130	will apply spring 2015	No	N/A	7/15
AHP	Construction	390,000	will apply spring 2015	No	N/A	3/1/16
Construction Loan	Construction	9,441,455	will apply spring 2015	No	N/A	3/1/16
First Mortgage	Permanent	1,574,932	will apply spring 2015	No	N/A	7/1/17
Second Mortgage	Permanent	614,807	will apply spring 2015	No	N/A	7/1/17
Deferred Developer Fee	Permanent	135,174	N/A	No	N/A	7/1/17

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?

Christ Lutheran Church and RCD have entered into a Memorandum of Understanding delineating the roles and responsibilities of both parties. RCD, in consultation with Christ Lutheran Church (CLC) and Cascade Canyon School (CCS), have selected Van Meter Williams Pollack as the architect. The architect team, with extensive experience in Marin County, is facilitating the site planning process with input from RCD, CLC and CCS in a collaborative process. RCD or its affiliate will buy the land from the church when the housing parcel is separated from the church and school parcel. RCD will implement development and oversee long term management of the property. The development milestones are projected as follows:

- 3/15 – Site planning
- 6/2015 – Design review approval
- 9/2015 – 100% of financing secured
- 3/2016 – Groundbreaking
- 5/2017 – Construction complete
- 7/2017 – 100% leased up and occupied

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.

Fairfax Peace Village will serve adults aged 62 and over making no more than 50% of the local area median income. Deed restrictions and loan agreements will ensure that the development remains affordable to residents with this income range for a 55-year term, with all residents' income re-certified annually.

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

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

Among seniors, there is a critical demand for housing stock that is both smaller and affordable. About one-quarter of the homeless population in Marin County was over the age of 51 in 2012¹. This demand is bound to become even more acute as Marin's aging baby boom generation confronts the need to "scale down" from the single family multiple bedroom housing stock that is predominant in Marin. Indeed, in early 2012 the county housing authority had a waitlist of 2000 applicants for senior housing; in February of 2014 Marin Housing Authority opened its waitlist for one week and received 1084 applications from seniors.²

By providing smaller affordable housing for seniors, Peace Village will also relieve market pressures on other types of housing stock that might otherwise be occupied by this demographic. Additionally, since some residents may rely on Section 8, Peace Village also represents an opportunity to expand the stock of Section 8 housing outside of certain Marin communities in which it has typically been concentrated.

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 population of the Town of Fairfax is more heavily white than Marin County as a whole. According to the 2010 Census, the racial makeup of the Town of Fairfax was 88.9% White, 1.5% African American, 5.9% Hispanic, and 2.7% Asian. This compares to the demographics of Marin County: 81 % White, 3.2% African American, 13.6% Hispanic, and 5.7% Asian. An affirmative marketing campaign would take extra steps to reach out to areas of Marin with significant presence of African American and Hispanic populations such as San Rafael and Marin City. Such measures would include placing advertisements in local newspapers and newsletters. RCD would also take special steps to approach such groups as the Marin City Community Development Corporation, Canal Alliance, and the Asian Community Church in San Rafael, during initial marketing and whenever there is a new opening for an apartment in Peace Village.

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

RCD executes and meets the goals of fair housing. We support affirmative advertising programs that target those who are least likely to apply. A copy of RCD's Affirmative Fair Marketing Policy and Procedure has been attached to this application. RCD is in compliance with all relevant state and local statutes on 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.

RCD encourages consideration of small businesses, minority-owned and women-owned firms to bid on predevelopment, design, and development activities on this project. RCD has already solicited minority and women-owned firms for predevelopment studies to date. RCD will make efforts to advertise to and make employment opportunities available to low-income individuals through construction and related activities.

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

Given the target population, universal accessibility will be of critical importance. In past senior-oriented developments RCD has incorporated such design features as a minimal amount of stairs, ramps approaching higher surfaces, elevators, grab bars, and easily removable cabinets. All units will be adaptable and reachable by elevator. At least ten percent of the units will be accessible to the physically disabled, and an additional four percent accessible to the hearing and vision impaired.

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

RCD is known as a cutting-edge, green builder. RCD ensures the long term sustainability of its properties by relying upon green building materials and practices, even if it means taking short term risks on new green building techniques and technologies. RCD developments typically include such green methods and materials as:

- The combination of a well-designed and well-insulated building envelope;
- Highly efficient appliances and mechanical equipment which exceed state energy codes and reduce operating costs;

¹ "For Richer or for Poorer?" by Rachel Dovey, North Bay Bohemian, March 28, 2012.

² Draft Marin County Housing Element 2015-2023, www.marincounty.org/HousingElement.

- Low-flow plumbing fixtures which use less water;
 - Non-toxic finishes and carefully designed ventilation systems which support occupants' health;
 - Renewable energy in the form of rooftop solar thermal or photovoltaic panels; and
 - Strategies for careful stewardship of materials, including construction waste management, and use of recycled or renewable materials.
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- 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.
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 - 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.



Statement of Qualifications

Overview

Resources for Community Development's (RCD) mission is creating and preserving affordable housing for people with the fewest options to build community and enrich lives. Over its 30-year history, RCD has grown from a Berkeley-based special needs housing developer to being named as one of the top 50 affordable housing developers in the country by Affordable Housing Finance magazine five times.

This growth is fueled by our proven capacity to develop projects on time and on budget, and through the relationships we have forged and maintained with local governments, lenders, investors and neighbors over the years. Always looking for innovative ways to meet our goals, RCD was an early adopter of green and sustainable building practices and a pioneer of the integrated housing approach to special needs.



Three commercial spaces, including RCD's headquarters, form the street level retail at Oxford Plaza

Founded by Berkeley community members in 1984, RCD has built up a portfolio of over 2,000 completed affordable units and has over 250 additional affordable units currently in development. RCD continues to grow geographically and now operates in communities throughout Alameda, Contra Costa and Solano counties, with a new development site added in Marin County last year.

As RCD's portfolio of completed developments has grown, we have expanded our asset management programs to continue to ensure the long-term success of our housing and our residents. Awarded a Best Practices citation by LISC, RCD's excellent asset management staff guarantees that our completed projects remain strong both physically and financially. The John Stewart Company's experienced property management is key to the success of our affordable housing and is critical for our residents and the neighbors of our developments. In addition, RCD's Resident Services Program (RSP) provides residents with the support services they need to retain their housing and build self-sufficiency.

Family Housing Development Experience

RCD has a long track record of developing award-winning family housing. RCD is one of the few developers in the East Bay with the depth of experience and ability to develop housing to meet the complete spectrum of housing needs, from single-room occupancy and studio apartments to four-bedroom apartments for large families.

We provide well-maintained, safe, affordable housing and voluntary, free resident service programs that enhance residents' self-sufficiency, and thus their ability to meet their basic needs. RCD's housing offers 4,000 low-income people a foundation for a better future through:

- Affordable rent and professional property management;
- Access to on-site resident services and community resources;
- Green building features that are healthy and cost-efficient; and
- A safe home near transportation, jobs, retail, and services.

Energy-efficient and green buildings, outdoor areas, community rooms, computer rooms, community gardens, and services and property management offices add greatly to the quality of housing. These features also provide space for a variety of resident service programs. Services such as after school and summer programs for youth, community building social activities, educational workshops, and individual case coordination, help residents gain skills and access services at no additional cost. Taken together, the features of RCD housing provide a foundation for people with limited income to build self-sufficiency and a better future.

"RCD is a highly professional and dedicated organization. They have a passion for affordable housing, the expertise to guide complicated projects to completion, and the perseverance it takes to succeed. The Ambassador is a great new project that reflects this. We are very pleased with our partnership with RCD."

Patrick O'Keefe, former City Manager, City of Emeryville

Recently opened properties continue to meet the needs of families and are being recognized for design excellence. The Ambassador, in Emeryville, recently won 2014 Builders Choice and Custom Home Magazines' Design Award for Affordable or Workforce Housing. The Park Alameda was recently recognized with two awards from NAHRO (National Association of Housing and Redevelopment Officials): Agency Award of Excellence in Project Design and Renovation and an Award of Merit.

We are in construction on a new mixed-use family development in unincorporated Alameda County that will provide 85 units to families and transition aged youth with household incomes between 30 and 50% of the Area Median Income (\$27,600 to \$46,000 for a family of four). The property is adjacent to the Ashland Youth Center, with opportunities for services linkages. Commercial space is co-located in a separate building with the property management and resident services offices and a multi-purpose room.

Another mixed-use development in construction in the City of El Cerrito will provide 57 units of family housing in a smart growth, transit-oriented location. The development includes ten units for people with special needs and also serves households with incomes from 30 to 50 percent of the Area Median Income. It is expected to achieve LEED Gold certification for energy and resource efficiency.

Senior Housing Development Experience

RCD has significant experience with the construction of senior housing developments -- we have developed four senior housing projects totaling 187 units. In our existing senior properties, RCD teams with strong service providers to respond to the special needs of our aging population. Partner service providers include LifeLong Medical Center, Center for Elders' Independence, and Jewish Family and Children's Services (JFCS).

We place an emphasis on creating unique programs for seniors, focused on healthy living and on supporting seniors in maintaining their independence. This "aging-in-place" model supports independent living for seniors as they age comfortably at home, providing activities, advocacy, and health linkages that are catered to both healthy seniors and those with special needs. RCD provides these services through an on-site service coordinator who partners with other local service providers.



Berrellesa Palms is a model program of support for very low-income seniors with chronic health conditions, allowing them to live independently.

We have just opened Berrellesa Palms in Martinez, providing seniors 62 years and older who have chronic long-term health conditions and were at risk of homelessness with well-designed apartment homes that allow them to live independently. The supportive services there combine individual counseling and referral and group activities that support a healthy and active lifestyle with a pilot program of access to on-site nursing care. Through a partnership with another service provider, residents will have 24/7 access to a nurse who will monitor blood pressure, assess health changes, review medications, and provide other services that will help residents avoid much more costly institutionalization.

Special Needs Housing Expertise

RCD's portfolio includes over 30% special needs housing. We provide the most Shelter Plus Care units and housing units for people living with AIDS/HIV in Alameda County and were a pioneer in including consumers of Mental Health Services Act programs in our integrated housing. From single family homes to modern green senior apartments in Walnut Creek and LEED Platinum apartments for homeless veterans and their families in Alameda and shared housing for people living with AIDS/HIV in Southern Alameda County, RCD has met and exceeded the needs and expectations of our local government partners and our communities for housing for households with special needs.

A large part of the RCD's capacity to serve disparate income levels and special needs households comes from our deep understanding of the requirements of different types of financing sources from Housing Opportunities for People with HIV/AIDS to HUD SHP. This capacity includes the myriad complexities of reporting and compliance administered through RCD's Asset Management department.

Resident Services Program

A key to the success of our residents is RCD's well-regarded Resident Services Program, included at most of our developments, without cost to the residents. The goal of these support services is to assist residents in maintaining and enhancing self-sufficiency within a caring community. RCD's RSP staff has productive working relationships with local community-based service providers in fulfilling this goal. These service providers partner with RCD to provide residents with case management, counseling, job training and placement, health services, resident leadership development, and resident association organizing, as well as recreational and social activities. RCD staff also brings a number of community development programs to residents, including: workshops that educate residents in meeting facilitation, public speaking, and community building techniques; arts and gardens programs with hands-on involvement by residents at project sites; and employment and financial management programs.

At Los Medanos Village, RCD is partnering with Contra Costa Interfaith Housing (CCIH) to bring education professionals on-site to assess youth learning needs, monitor, and improve academic progress for them. After school tutoring programs have helped students reach grade level proficiency. Through intervention with the youth, CCIH is developing relationships with the resident families to bring in additional services and supports.

Another model of resident services delivery is our Fox Courts development, where RCD's on-site service coordinators have worked with our residents to develop programs, from homework club and movie nights that are run by residents, to computer courses, jobs counseling, and other services provide by RCD and service partners. We have partnered with the City of Oakland to provide a free Summer Lunch Program for residents and the community for the past several years.

Utilizing and Leveraging Public and Private Financing

RCD approaches all of its developments, whether or not they are formally structured as such, as public/private partnerships. RCD understands that for every successful affordable housing or mixed use development, there is a local government commitment that makes it happen. Through its projects in many jurisdictions, RCD has developed a reputation for responsiveness, excellent follow through, and an attitude focused on collaboration. RCD has consistently been able to compete successfully for very scarce local funds, as well as highly competitive 9% tax credits and MHP funds at the state level.

For example, RCD has applied for and received close to \$62 million in State MHP funds which were used to leverage nearly \$210 million in other funding resources. RCD's track record of successfully completed projects is evidence of our ability to raise, utilize and effectively leverage public financing.

We have applied for and been awarded funding from local, state and federal sources, including the City of Concord, City of Walnut Creek, City of Oakland, City of Fairfield, Contra Costa County HOME, CDBG, MHSA and HOPWA, Alameda County HOME, CDBG, MHSA and HOPWA, State HOME, State Multifamily Housing Program

"We respect them for the savvy way they run the business side of things. And we enjoy working with them because they do what they say and say what they do."

*Annette Billingsley, Senior Vice President,
Division Head, Community Development
Finance, Union Bank N.A.*

(MHP), Tax Exempt Bonds, Low Income Housing Tax Credits (9% and 4%), HUD 202, SHP, 811 and Section 108. Other sources of funding that we have used include the Federal Home Loan Bank Affordable Housing Program (AHP), Alameda County Waste Management Authority (ACWMA) grants, foundation grants, and New Market Tax Credits.

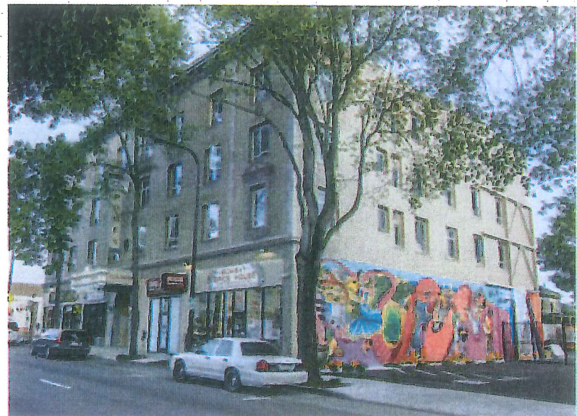
RCD is also well-known in the field for its talented development staff, which is currently comprised of six staff plus additional administrative and organizational support. A significant source of RCD's strength lies in its ability to assemble and administer complex financing structures for its projects in response to extreme competition for affordable housing funds. RCD has strong working relationships with many conventional lenders including the California Housing Finance Agency (CalHFA), Citibank, Wells Fargo Bank, Bank of America, Silicon Valley Bank, Union Bank, Bank of the West, and US Bank. We also have strong relationships with equity investors and have done multiple deals with many of them, specifically the California Equity Fund/National Equity Fund, Enterprise Community Partners, and Union Bank. Other investors include US Bank, Alliant Capital, Wells Fargo, Bank of America, and Merritt Community Capital Corporation.

Financial Strength and Asset and Property Management Focus

Through conservative and prudent financial management, RCD has built up unrestricted cash exceeding \$2.5 million. The strong liquidity created by existing reserves and cash flow generated by its development and asset management activities enables RCD to develop numerous rental projects simultaneously. It also makes RCD a credit-worthy company for many conventional lenders for both project-based and working capital financings.

RCD's Asset Management team ensures long-term sustainability through strong fiscal controls over the RCD portfolio. RCD has consistently improved year-over-year performance of the portfolio over the past six years. In response to RCD's continuing growth and expanding housing portfolio, RCD expanded its Asset Management department to include a Director of Finance. The Director of Finance is responsible for ensuring the financial strength and economic performance of RCD and its existing properties consistent with the financial, physical and social goals, standards and requirements of RCD and its funders.

RCD has completely overhauled its asset management function in the last decade, making it one of the most respected among affordable housing developers in the Bay Area to investors and funders. It currently manages a portfolio of 50 properties serving a population of over 4,000 residents throughout the East and North Bay areas. In contrast to the findings of surveys of other nonprofit developers showing that only 15% of affordable housing projects generate enough cash flow to make a distribution to its sponsors, over 70% of RCD-run developments generated positive cash



Built in the 1920's, UA Homes was recently rehabilitated and restructured for long-term operating success

flow in FY 2012, all the more remarkable considering that RCD serves a more disadvantaged population than many of our peers.

RCD takes a multifaceted approach to asset management, with the goal of ensuring that both the social and financial aspects of our properties remain sound for years after initial development. With a commitment to our properties' physical and financial stability, RCD works to ensure that our properties effectively serve their residents, remain sources of revitalization in their neighborhoods, and are excellent investments of public and private funding. Asset management of the portfolio includes maintaining the properties in safe, habitable, and rentable condition so they pass inspections and meet all regulatory requirements; maintaining resident satisfaction; and facilitating RCD's Resident Services team's efforts to provide required services.

Financial goals include: maintaining positive cash flow; maintaining sufficient liquidity to cover aging payables; avoiding build-up of delinquent rent; and preventing reserves from being depleted faster than prudent. These goals are met through regular, on-going documentation of compliance and reporting to funders and regulatory agencies; oversight of a third-party property management company; developing budget, cash flow and capital projections; review of financial performance, leasing, and all subsidy programs; preparing for annual audits, welfare tax exemption filings; and managing insurance coverage and claims.

RCD's Asset Management staff is also responsible for the oversight of property management. All of the units in RCD's portfolio are currently managed by The John Stewart Company (JSCo.) Founded in 1978, San Francisco-based JSCo is one of the leading property management companies in California. JSCo works with many Bay Area nonprofit affordable housing developers, public agencies, and private sector clients. JSCo manages over 10,000 units in 120 projects throughout the state, including family rentals, condominiums, special needs/SRO units, cooperatives, and senior rentals. A highly professional and well-respected company, JSCo is committed to providing a secure, service-oriented, and well-maintained housing environment to the residents of the buildings it manages.

Green Building and Commitment to Sustainability

RCD proud to have recently completed its second development to receive LEED Platinum certification: Clinton Commons, a 55 unit family and special needs development in Oakland. Our first LEED Platinum development is Shinsei Gardens, a 39 unit development serving low and very low-income families, including units set aside for persons with disabilities, located in the City of Alameda.

Shinsei Gardens is a model of both universal and green design. Key features include photovoltaics for common area electricity, sustainable finish materials, and maximization of natural light with clerestory windows on the east and west facades. This infill development also represents the recycling and successful reuse of a former Navy brownfield site.

RCD's Oxford Plaza and David Brower Center in downtown Berkeley is an exciting mixed-use development that brings together 97 affordable family units, retail space, underground parking and a 35,000 square foot world-class environmental center. The project was envisioned as a dynamic

building that is not just an attractive high-quality place to live and work, but a built environment that teaches through example about the benefits of green building and high-density urban living. The residential development, which has garnered national attention, utilizes both the GreenPoint Rating system and the Enterprise Green Communities Checklists. Solar thermal pre-heat for the radiant in-floor heating system, the use of slag in the concrete, the use of light-gauge metal framing, and Energy Star lighting are just a few of the features that have made this project so prominent. Additionally, the co-developed adjacent David Brower Center is LEED Platinum certified.

Completed in February 2008, RCD's Villa Vasconcellos senior apartments is one of the showcase green developments in the City of Walnut Creek. Its attractive modern design is enhanced with a roof line featuring solar photovoltaic panels to provide common area electrical needs as well as solar thermal preheating panels for delivering domestic hot water to the residents. The sheltered courtyards include planters for growing vegetables and is managed by the residents' garden committee. Inside, the spacious hallways have low and no-VOC paints, the flooring has a high recycled content, and the units feature Energy Star appliances and fluorescent lighting. The commitment to community and sustainability extends to the art on the walls as well – some works were donated by local artists working on local themes, while others were created in RCD's own youth programs and by a senior at another RCD property.

RCD's commitment to green building principles is driven not only by our interest in reducing the external environmental impacts of development, but also by our concern for our buildings' impact on the health of our residents. We believe that all people are entitled to a healthy living environment. Too often, lower-income households find themselves in unhealthy living conditions simply because lack of economic self-sufficiency limits their housing choices. Poor indoor air quality, off-gassing from floor and wall coverings, lack of acoustical privacy, and poor artificial lighting are some of the issues that low-income households often encounter in the housing choices that are affordable to them, and these issues have real and significant health impacts. One of RCD's chief goals is to promote the health and well-being of its residents by creating healthy buildings.

RCD also helps the overall community by reducing greenhouse gas emissions created by car trips by being an early adopter of car sharing and bringing transit alternatives to our residents through GreenTrip certification and transit pass programs.

Community Outreach and Acceptance

RCD believes that neighborhood residents, business owners, and other local stakeholders should actively participate in shaping their community. In order to facilitate this process, RCD involves community members in project design early on by contacting stakeholders, canvassing the neighborhood and holding community meetings. RCD has a long working history of successful community outreach efforts across of wide range of communities and across many sizes and types of developments.

The Ambassador, a 69 unit family development located in Emeryville, serves as an example of the community outreach efforts that RCD regularly undertakes. Upon entering into an Exclusive Negotiating Rights Agreement with the Emeryville Redevelopment Agency, RCD engaged in an open process to solicit input from neighbors and other Emeryville residents on the proposed

Ambassador Housing development. Public input was solicited through a series of large public meetings and smaller group and individual meetings over a period of three months. After incorporating input from a Redevelopment Agency meeting, a public neighborhood-wide meeting, individual and group discussions after these meetings, and individual conversations with residents on the phone, the RCD team submitted its initial concept design for review by Planning staff and the Planning Commission in July, 2009. RCD also staffed an information table and did outreach at the local elementary school at Back to School Night to solicit input from prospective families that might become residents at the development in the future.



The Ambassador incorporated public comment throughout the design process

Following additional feedback from the Planning Commission Study Session, two adjacent neighbor meetings, follow up discussions with the Agency and local stakeholders, as a well as a tour of comparable RCD properties and developments, the RCD team worked hard to revise the design to meaningfully incorporate the comments received. As a result of this diligent and thorough community outreach work, we were successful in gaining Planning Department approvals shortly thereafter in October, 2009 to move the project to construction. The Ambassador construction was completed in late 2013 and leased up well ahead of schedule.

RCD AGENCY POLICIES

CREATING AND PRESERVING AFFORDABLE HOUSING

Housing Development Affirmative Fair Marketing Policy and Procedure

Effective Date: 9/1/05

Ending Date (if applicable, otherwise "None"): None

Responsible for Enforcement: Director of Housing Development

Policy: RCD will provide and direct all staff, vendors and consultants to provide access to RCD housing opportunities as broadly as possible so that diverse communities, including ethnic, language and cultural minorities and other persons with special needs who income qualify may apply for housing at RCD developments.

Purpose (optional): To provide access to RCD housing opportunities to as diverse a population of low and very low income people as possible.

Procedures (if applicable):

1. Project managers will verify the demographic composition of the community surrounding the proposed development.
2. Project managers will coordinate with staff in the services department to identify service providers and special needs groups.
3. Project managers will research media outlets serving the target groups that may be relevant in the project area.
4. Project managers will identify schools and churches in the project area and their contact persons.
5. Project managers will complete HUD form 935.2 for internal use and reference.
6. Project managers will develop the marketing and rent up budgets to take into account any costs related to a broad outreach effort including translation of documents, advertising in ethnic media and mailings to service providers.
7. At the start of lease up, project managers will provide the list of service providers, media outlets, schools and churches ("outreach list") to the property management agent as part of the lease up materials.
8. The Housing Development Director will receive a copy of the outreach list for each project.

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: Resources for Community Development (RCD)

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	86
Low income people	11
People above the low income limits	3

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics		NA				
Asian-American/Pacific Islander	12		14%	25%	8%	
African-American/Black	40		21%	19%	33%	
Caucasian/White	23		64%	56%	58%	
Native American	1		0%	0%	0%	
Mixed Heritage	2		0%	0%	0%	
Unknown/other	22		0%	0%	0%	
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	27		21%	0%	8%	
NOT of Latino/ Hispanic Origin	73		79%	100%	92%	
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	9					
6-17	22					
18-24	11					
25-59	45		100%	69%	25%	
60 +	13		0%	31%	75%	
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	54		69%	59%	58%	
Male	46		31%	41%	42%	
Total %	100%	100%	100%	100%	100%	100%
Disabled %			0%	0%	0%	

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

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

✓ 2015 30

44-3

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

1. **Project Name:** **Upper 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
Lower Ross Valley Planning Area	\$ 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

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

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

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

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

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

5. **Project Description:**

The Rehabilitation Loan Program underwrites and funds low-interest home repair loans of up to \$35,000 to very low income homeowners 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 Upper Ross Valley Planning Area, 121 loans have been funded for a total of \$2,247,022.

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 \$35,000 for Upper 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.

- 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: *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

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

UC-1

1. **Project Name:**
PLAYGROUND REHABILITATION
3. **Project Sponsor:**
FAIRFAX-SAN ANSELMO CHILDREN'S CENTER

2. **Total Amount Requested:** \$ 90,000
- Non-housing proposals must specify the amount requested from each planning area.

Contact Person:
HEIDI TOMSKY

Title:
EXECUTIVE DIRECTOR

Mailing Address:
199 PORTEOUS AVENUE
FAIRFAX, CA 94930

Telephone: 415-454-1811 **Ext.**

Fax: 415-454-5796

E-mail: hstomsky@comcast.net

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$ 50,000 <i>90,000</i>
West Marin Planning Area	\$

Website (optional): www.fsacc.org

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

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

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

199 PORTEOUS AVENUE
FAIRFAX, CA 94930

5. **Project Description:**
Repaving of infant/toddler playground and school-age playgrounds to address health and safety problems due to large gapping cracks and holes.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)
The total project cost is estimated to be \$150,000.00

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.

All requested dollars would be used to pave three playground areas:

Priority I-Infant/Toddler Area	\$35,000.00
Priority II-School-Age Lower Deck	\$50,000.00
Priority III-School-Age Upper Deck	\$65,000.00
TOTAL	\$150,000.00

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

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
STATE DEPT	Repair & Renovation	\$5000	12/14	Yes	12/14	7/15
Donations	Unrestricted	\$2500	Ongoing	Yes	12/14	12/14
Reserves	Unrestricted	\$2500	n/a	Yes	12/14	12/14

9. Project Implementation:

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

Program Director, Erik Schweningen will be responsible for this project. Repair would begin in the spring 2015-weather permitting.

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 Fairfax-San Anselmo Children's Center serves 115 low-income children in the Upper Ross Valley Area. All of the families we serve fall very below the current income limits used for this application. Our program mission is to provide child care to low income families as this is also a requirement of the State Department of Education funds we receive through our contract. Income limits for eligibility are based on families falling 50% below the state median income. Families are certified by our staff on an annual basis for income eligibility and required need documentation.

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

This project will address serious safety issues in the playgrounds as the areas currently have many places where the ground is uneven, broken, and has holes. All of these deficiencies in the surface area create falling and tripping hazards for the children and adults who use the playgrounds.

- 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.)*

Due to contract requirements from the California State Department of Education, our agency is required to enroll and serve based on income and need. Family income eligibility and need criteria are primary in our enrollment outreach.

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?*

Playground areas provide access to all children and families.

- 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: FAIRFAX-SAN ANSELMO CHILDREN'S CENTER

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

<i>Income of Level of Clients Your Org Serves %</i>	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	98%
Low income people	2%
People above the low income limits	

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<i>Ethnic/Racial Demographics</i>						N/A
Asian-American/Pacific Islander	4%	6%		16%	16%	
African-American/Black	12%	10%		32%	16%	
Caucasian/White	84%	84%	100%	52%	68%	
Native American						
Mixed Heritage						
Unknown/other						
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Latino/Hispanic Origin</i>						
Of Latino/ Hispanic Origin	56%	67%	16%	20%	33%	
NOT of Latino/ Hispanic Origin	44%	33%	84%	80%	67%	
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Age</i>						
0-5 years old	43%	15%				
6-17	57%	85%				
18-24				20%		
25-59			75%	64%	100%	
60 +			25%	16%		
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Gender</i>						
Female	43%	35%	40%	20%	100%	
Male	57%	65%	60%	80%		
Total %	100%	100%	100%	100%	100%	100%
<i>Disabled %</i>						

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

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

45-1

1. **Project Name:**
AFTER SCHOOL TRANSPORTAION PROGRAM

3. **Project Sponsor:**
FAIRFAX-SAN ANSELMO CHILDREN'S CENTER

Contact Person:
HEIDI TOMSKY

Title:
EXECUTIVE DIRECTOR

Mailing Address:
199 PORTEOUS AVENUE
FAIRFAX, CA 94930

Telephone: 415-454-1811 **Ext.**

Fax: 415-454-5798

E-mail: hstomsky@comcast.net

2. **Total Amount Requested:** \$ 14,500

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

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	\$ 14,500
West Marin Planning Area	\$

Website (optional): www.fsacc.org

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

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

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

5. **Project Description:**

The grant would be used to help fund three part-time driving positions as well as the costs of operation, repair, maintenance and vehicle insurance for our small fleet of five vans. This program provides transportation for our 70 school-age children in the Ross Valley School District as well as a small group at St. Rita School in Fairfax. This particular application is a request for continuation of our transportation program funded in previous years.

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

Transportation Coordination:	\$12, 475.00
Drivers:	\$17, 000.00
Vehicle Maintenance:	\$15, 500.00
TOTAL COST:	\$44, 975.00

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.

Transportation Dispatcher/Coordinator:	\$3885.00
Drivers:	\$5670.00
Vehicles:	\$4945.00
Total Request:	\$14,500.00

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

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
CA DEPT OF ED	OPERATIONS	\$30,975	12/14	YES	12/14	7/1/15

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?

Executive Director, Heidi Tomsy, is responsible for this project. She oversees the dispatcher/coordinator and drivers. It is our intention to provide safe and reliable transportation for all of our school age children enrolled at the Center. The schedule for services follows the school calendar.

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 Fairfax-San Anselmo Children's Center serves 115 low-income children in the Upper Ross Valley Area. All of the families we serve fall very below the current income limits used for this application. Our program mission is to provide child care to low income families as this is also a requirement of the State Department of Education funds we receive through our contract. Income limits for eligibility are based on families falling 50% below the state median income. Families are certified by our staff on an annual basis for income eligibility and required need documentation.

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

We currently have 70 children enrolled in our school age program all of whom attend school in the Upper Ross Valley Area. All of our children require transportation after school to our campus at the Deer Park School site in Fairfax. We currently drive to 5 schools at varying times throughout the day. The children have varying schedules depending on school, grade and school program. The scheduling requires us to be flexible so that we may meet the needs of the children and families enrolled in our program. Parents are unable to provide transportation for their children because of conflicting work and/or school schedules.

- 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.)

Due to contract requirements from the California State Department of Education, our agency is required to enroll and serve based on income and need. Family income eligibility and need criteria are primary in our enrollment outreach.

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?

Children with differing abilities are enrolled in our program and we accommodate their needs as needed. We own a wheel chair accessible van which would allow us to transport children with physical limitations.

- 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.
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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: FAIRFAX-SAN ANSELMO CHILDREN’S 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	98%
Low income people	2%
People above the low income limits	

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<i>Ethnic/Racial Demographics</i>						N/A
Asian-American/Pacific Islander	4%	6%		16%	16%	
African-American/Black	12%	10%		32%	16%	
Caucasian/White	84%	84%	100%	52%	68%	
Native American						
Mixed Heritage						
Unknown/other						
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Latino/Hispanic Origin</i>						
Of Latino/ Hispanic Origin	56%	67%	16%	20%	33%	
NOT of Latino/ Hispanic Origin	44%	33%	84%	80%	67%	
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Age</i>						
0-5 years old	43%	15%				
6-17	57%	85%				
18-24				20%		
25-59			75%	64%	100%	
60 +			25%	16%		
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Gender</i>						
Female	43%	35%	40%	20%	100%	
Male	57%	65%	60%	80%		
Total %	100%	100%	100%	100%	100%	100%
<i>Disabled %</i>						

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

45-2

**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

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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. **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 Attorney 1.0	\$72,000	\$6,000	\$66,000
Staff Attorney 1.0	\$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

45-3

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

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

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

\$ 7,835

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

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.

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: 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
Ethnic/Racial Demographics						
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%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	20%					
NOT of Latino/ Hispanic Origin	80%					
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	0%					
6-17	0%					
18-24	2%					
25-59	78%					
60 +	20%					
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	15%					
Male	85%					
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	13%
On Advisory Committee	0, but clients serve as employees (20%)& volunteers (20%)

US-4

**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></p> <p>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

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

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

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

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

1132 Magnolia Avenue, Larkspur, CA 94939

5. **Project Description:** Brain Injury Network of the Bay Area (BINBA) is the only therapeutic non-profit center in Marin County offering an array of services specific to survivors of an acquired brain injury. The services meet the short and long-term therapeutic needs of community members who have experienced a stroke, accident, viral infection, tumor, loss of oxygen, and other causes of a brain injury. Additionally, the center provides services to family members and professionals in the community who seek support, education, and referrals. The programs exist to help survivors achieve greater independence, participate more fully in their communities, improve cognitive abilities, increase self-esteem, and to provide a safe place to come and be with others who understand how dramatically life changes after a brain injury.

To accomplish the mission of BINBA and meet these needs, the programs provide education, training, therapeutic intervention and skill building courses in cognitive, social, behavioral, psychological and pre-vocational assistance. The center offers 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.

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

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

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 cdbg 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
<i>Ethnic/Racial Demographics</i>						
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%
<i>Latino/Hispanic Origin</i>						
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%
<i>Age</i>						
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%
<i>Gender</i>						
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