



**2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT**

**CONSTRUCTION APPLICATION FOR CDBG FUNDING**

Program Year: 2017/18

1) Check One:

<input checked="" type="checkbox"/>	New Construction
<input type="checkbox"/>	Existing Rehabilitation

2) Which planning area will the project be located? Check all that apply

Richardson Bay	Upper Ross Valley	San Rafael	Lower Ross Valley	West Marin	Novato
					X

3) General Information:

<b>CDBG FUNDING AMOUNT REQUESTED</b>	\$30,250
<b>PROGRAM/PROJECT NAME</b>	Hazardous overgrowth and tree removal
<b>ORGANIZATION/AGENCY NAME</b>	Lifehouse Agency
<b>MAILING ADDRESS</b>	899 Northgate Dr, Suite 500 San Rafael, CA 94903
<b>PROJECT SITE ADDRESS</b>	627 Wilson Ave Novato, CA 94947
<b>CONTACT PERSON &amp; PHONE NUMBER</b>	Matt Tarver-Wahlquist, 415-526-5316
<b>E-MAIL ADDRESS</b>	mtarverwahlquist@lifehouseagency.org
<b>WEBSITE</b>	www.lifehouseagency.org
<b>ORGANIZATION DUNS#</b>	052947835

**4) Project Description:**

Provide a detailed scope of work and describe how this project will benefit the community. Please limit your response to 2 paragraphs.

	<p>This home has recently been converted from an Intermediate Care Facility for people with developmental disabilities to an affordable housing rental for four low income individuals with autism. This project includes clearing out of rear lot which runs to the back of the property and turns right, and runs to the school. The Novato Fire Department has asked us to clear out property due to fire danger from overgrown condition. They also asked us to remove hazardous trees from the front of the property that overhangs onto Wilson Avenue. We had a tree company out to assess the amount of work and costs to complete it. The back property borders Sinaloa School and we will need to ask for permission to access the property.</p>	
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**5) HUD National Objective to be served (check at least one):**

<b>X</b>	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
	<i>Activities benefiting low and moderate area. (LMA)</i>
	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

**6) How will this project further Marin County's Fair Housing goals ?:**

	<p>Funding for all projects have been negatively affected by the economy and the state has cut the reimbursement rates for services that Lifehouse provides to the residents. There have not been funds to make needed repairs to this home. The individuals who live in this home all have disabilities and are considered extremely low income. The home will always house people from this population.</p>	
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**7) Approximately how many moderate, low, extremely low, and very low-income persons will directly benefit from the program/project? (Use the table below of income level estimates per household to determine the number of people served):**

Moderate-Income	
Low-Income	
Very Low-Income	
Extremely Low	<b>4</b>

**2016 HUD INCOME LIMITS**

Household Size	1	2	3	4	5	6	7	8
Moderate-Income	\$90,500	\$103,450	\$116,350	\$129,250	\$139,550	\$149,950	\$160,250	\$170,600
Low-Income	\$68,950	\$78,800	\$88,650	\$98,500	\$106,400	\$114,300	\$122,150	\$130,050
Very Low-Income	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Extremely Low	\$28,500	\$29,500	\$33,250	\$36,900	\$39,900	\$42,850	\$45,800	\$48,750

**8) Will this project benefit a particular group of people? Members of the Protected Classes?**

All of the individuals of the home have autism, a developmental disability.

**9) If your agency has a remaining project funding balance from previous years' County of Marin CDBG funding, please explain below:**

For the FY15-16 CDBG grant cycle, Lifehouse was awarded a \$19,500 grant for the Stonehaven House property. Currently, this grant award has a balance remaining of \$630. The original project scope has been completed. As such, we will work with County staff to reprogram the funds if possible to offset other rehabilitation projects happening at the property. The agreement is active through December 2016 and we will close the grant out by this date. Marin Housing For Handicapped, Inc was awarded \$91,113 in additional HOME funds on May 12, 2015 for work on the Del Ganado Apartments. This is an active project. We anticipate project completion by 6/30/17.

**10) List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goals and accomplishments? Please describe:**

Some examples of accomplishments using CDBG funds (FY '15-16) include an award for \$20,000 to repair siding and a bathroom at a group home in Fairfax, \$10,000 to remodel a bathroom for individuals of an Intermediate Care Facility in Novato, \$17,000 for a bathroom in an Intermediate Care Facility in San Rafael. Ongoing projects are listed above. All projects have been successfully executed on time and on budget, providing significant benefit to the quality of life of individuals with developmental disabilities living in Marin County.

**11) If your organization has never received a CDBG grant what is your experience with administering CDBG or other federal grant programs?**

N/A

**11) Are you familiar with Davis Bacon and HUD Form 4010? If not, see HUD Form 4010**

Yes. We will be in compliance.

**PROJECT MANAGEMENT & FINANCIAL DATA**

12) State who will supervise and manage the project and the individual(s) project management capability. List any approvals or authorizations required and received for the project to continue (for new construction, rehabilitation, or other capital projects, list any entitlements that are necessary for the project):

The project will be managed by Lifehouse Director of Finance Viola Morris, who has extensive experience overseeing housing projects, and Anthony Street, the Lifehouse Facilities Manager, who has a long track record of successfully overseeing and executing projects, including CDBG funded projects.

13) **Project Timeline:** List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed)

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	July 2017
Complete environmental	N/A
Release bid package	July 2017
Select contractor	August 2017
Finalize contract	August 2017
Obtain building permits	N/A
Start construction	October 2017
Complete Construction (target: June 30, 2017)	November 2017

14) **Project Budget:**

(a) List the activities and/or items for your entire project budget including CDBG funds and other funds (complete the table below)

<u>Funding Source (e.g. CDBG)</u>	<u>Source \$ Amount</u>	<u>Uses</u>	<u>\$ Amount</u>
CDBG	\$	Design/ A/E	\$
	\$3,500	(Construction items/materials)	\$3,500
	\$20,000	Labor	\$20,000
	\$4,000	Disposal	\$4,000
	\$	Permit fees	\$
	\$2,750	Contingency	\$2,750
<b><u>TOTAL</u></b>	<b><u>\$30,250</u></b>	<b><u>TOTAL</u></b>	<b><u>\$30,250</u></b>

**(b) How did you obtain your cost estimates?**

Cost estimates were provided by project manager Viola Morris and Lifehouse facilities manager Anthony Street. Both individuals have intimate knowledge of the property in question and experience projecting costs for construction projects. Lifehouse does not discriminate in the selection of contractors and minorities are always considered. Bids will be obtained and the lowest/most qualified bid will be awarded.

**(c) Does the project have site control? i.e. ownership of the project site, lease agreement?**

Lifehouse of the owner of the property.

**(d) Were other funding sources explored? If other funding sources are not being utilized, why could other funding sources not be used on the project or could not be acquired?**

The compensation Lifehouse receives from the State of California does not cover the costs of the services we provide, let alone maintenance of our properties. Lifehouse is actively engaged in fundraising to cover the costs of the services we provide to the individuals we support. In order to maintain our properties, it is essential that we pursue CDBG funding intended preserve and enhance the living environment of the people we support.

**15) Will the requested CDBG funds be expended by the end of the 2018 (December 30, 2018)? Yes - No**

**If No, please explain why:**

Yes.

**16) Please sign (provide title) and date your application below:**



Matt Turner-Wahlquist  
Vice President/COO, Lifehouse

*Signature/Title*

11/7/2016

*Date*

**Please submit 1 signed original and 4 copies of your application to:**

**Mailing Address:**

County of Marin  
3501 Civic Center Drive #308  
San Rafael, CA 94903  
Attn: Jared Stalling

Application submittal deadline is  
Tuesday, November 8, 2016 by 5 p.m.

**Physical Address (if dropping off application):**

County of Marin- Community Development  
3501 Civic Center Drive #308  
Attn: Jared Stalling

**POSTMARKS WILL NOT BE ACCEPTED**

COUNTY OF MARIN

2016/17 CDBG FUNDING APPLICATION

**2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC  
SERVICE APPLICATION FOR FUNDING**

Program Year: <u>2017/18</u>	Check One:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			New Program/Project
		<input type="checkbox"/>	<input type="checkbox"/>
			Existing Program/Project

1) Which Planning Area will the project be located? Check all that apply

Lower Ross	Upper Ross	San Rafael	Novato	West	Richardson
			✓	✓	

2) Prior Years Funded by County of Marin CDBG: NA

Year Funded				
Grant Amount				
Amount				

3) General Information:

<b>CDBG FUNDING AMOUNT REQUESTED</b>	250,000
<b>PROGRAM/PROJECT NAME</b>	Employment Based Rental Assistance
<b>ORGANIZATION/AGENCY NAME</b>	Downtown Streets Team
<b>MAILING ADDRESS</b>	532 4 <sup>th</sup> St., San Rafael CA 94901
<b>PROJECT ADDRESS</b>	Marin County
<b>CONTACT PERSON &amp; PHONE NUMBER</b>	Logan McDonnell – 408.334.4757
<b>E-MAIL ADDRESS</b>	Logan@Streetsteam.org
<b>WEBSITE</b>	www.streetsteam.org
<b>ORGANIZATION DUNS#</b>	93-750-8484

**4) Program Description:**

**Describe your program and how the program will address an unmet need in the community. Describe the impact your project will have on low/moderate income households Please limit your response to a half page.**

The Downtown Streets Team’s (DST) Employment Based Rental Assistance Program (EBRA) will provide housing search and rental assistance for employed homeless individuals and families in San Rafael. While in the program, working individuals and families will receive intensive case management support such that after up to 24 months of rental assistance, program participants will successfully graduate from the program, fully self-sufficient and able to provide for their own housing needs. In addition to helping homeless individuals and families who obtain employment, the program will also develop new landlord relationships, which can then be leveraged to provide rental placements for hard-to-serve individuals from Marin’s Coordinated Entry Vulnerability Index.

Over the course of a two-year pilot program, DST will house 11 households and as many as 23 people depending on family size. Referrals for rental assistance will be accepted from DST, the St. Vincent de Paul Society of Marin, Marin Employment Connection, and Homeward Bound. An additional 10 households who have Section 8, Shelter + Care vouchers or more housing vouchers provided to this program by a 3<sup>rd</sup> party will be provided with housing search assistance, referred by the Marin Housing Authority from the Coordinated Entry Vulnerability Index and will be connected with rental opportunities developed through new landlord relationships.

Representing unprecedented partnership and collaboration, this proposal seeks direct funding and set-aside allocations from the City of San Rafael, the County of Marin, Marin Community Foundation, the St. Vincent de Paul Society of Marin, other entities and the Marin Housing Authority. After two years, if the concept in this pilot is validated, we propose that the County of Marin assume full ownership of the EBRA program as we continue in our shared quest to end homelessness in Marin.

**5) What other agencies will you partner with for this project, Please list? (Please have supporting documents available upon request):**

Though this isn’t a joint-proposal, we will partner with St. Vincent’s de Paul, and Peery Foundation.

**6) HUD National Objective to be served (check at least one):**

✓	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
	<i>Activities benefiting low and moderate area. (LMA)</i>
	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

**7) How will this project further Marin County's Fair Housing goals?:**

We will perform outreach to those who are most likely to apply. We will be actively recruiting individuals at St. Vincent's, Ritter, Mill Street and REST. Downtown Streets Team recognizes that a minority of the people living in Marin County are primarily Spanish speakers and we are committed to serving the entire homeless population to the best of our ability.

Case Managers are trained in referring non-English speaking individuals to translation services and/or to services written or administered in their native tongue. Many outreach materials are translated into Spanish when we anticipate contact with non-English speakers. Partner agencies provide referral outreach materials for other non-English speakers.

**8) Approximately how many moderate, low, and very low-income persons will directly benefit from the program/project? (Use the table below of income level estimates per household to determine the number of people served):**

Extremely Low	15
Very Low-Income	5
Low-Income	3
Moderate-Income	

**2016 HUD INCOME LIMITS**

Household Size	1	2	3	4	5	6	7	8
Extremely Low	\$25,850	\$29,550	\$33,250	\$36,900	\$39,900	\$42,850	\$45,800	\$48,750
Very Low-Income	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Low-Income	\$68,950	\$78,800	\$88,650	\$98,500	\$106,400	\$114,300	\$122,150	\$130,050
Moderate-	\$90,500	\$103,45	\$116,35	\$129,250	\$139,550	\$149,950	\$160,250	\$170,600

SOURCE: U.S. Department of Housing and Urban Development



9) Estimate the number of minorities to be served by the program/project using the following table (see note about table below):

Ethnic Category	Total Persons	Of the total, those identifying as
American Indian or Alaskan		
Asian		
Black or African American	6	
Native Hawaiian or other Pacific	2	
White	13	3
American Indian and		
Asian and White	1	
Black and White		
American Indian and Black		
Multi-Racial	1	
TOTAL	100	
Female-Headed Households (out of above	6	

10) How will your project benefit members of the Protected Classes?

This project will secure housing for those most in need. The homeless and underserved; those that don't have the advocates they need. This program is designed to have an intensive case management component to it that also plays a liaison role between tenants and landlords. A large percentage of homeless individuals that have come to the streets team have been women, people of color and member of the LGBTQ+ community and everyone has been treated fairly, kindly and has been adamantly supported.

Please note that HUD (U.S. Department of Housing and Urban Development) changed the data collection requirements regarding race/ethnicity categories during program year 2002-2003. These changes reflect Office of Management and Budget 1997 standards establishing that "Hispanic" is not a race category, but an ethnic category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or a multi-race may also be counted as being of Hispanic ethnicity. As such, when asking the individual/household to select a race category, the individual/household must also state whether they are of Hispanic ethnicity. For example, an individual/household of Mexican descent would likely state their race as

either American Indian or White, and would also fall under the category of “also Hispanic.”

11) If your agency has a remaining project funding balance from previous years' County of Marin CDBG funding, please explain below and include a timeline for spending:

NA

12) List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goals and accomplishments? If not, please explain why. Please describe:

The proposed EBRA program is modeled after three highly successful programs that DST has managed in Sunnyvale, CA and San Jose, CA. Initially launched in February of 2013, the City of Sunnyvale awarded DST a contract to provide "Tenant Based Rental Assistance" (TBRA) through HOME funding to homeless and low-income individuals within Sunnyvale. Seeing the success of DST's employment-first model, the City of Sunnyvale wanted to further incentive and stabilize those Team Members who were able to graduate from the program into permanent employment (i.e. employment lasting at least three months). Unlike permanent and more costly subsidies such as Section 8, TBRA subsidies are short term, cost effective, and conducive to long-term self-sufficiency. The Sunnyvale TBRA program provides rental assistance, for an initial term not to exceed twelve months and a total term of assistance not to exceed 24 months, to very low-income clients meeting the following eligibility criteria:

*Sunnyvale individuals or families who are: currently homeless or at imminent risk of homelessness; participating in Sunnyvale-based case management services; employed, employable, or can otherwise become financially self-sufficient within two years; and have a verified household income of less than 50% of AMI. DST is responsible for assessing and enrolling eligible clients.*

The TBRA program was intended to pair income from employment with a housing subsidy in order to more creatively address the lack of affordable housing in Santa Clara County. Rather than being a permanent subsidy, TBRA would allow participants enough time to obtain pay raises, promotions, new jobs, or even use employment to relocate to less expensive areas, thus, providing for sustainable, long-term self-sufficiency. Because of the work component, the program fosters accountability and self-reliance, which DST has proven leads to long-term sustainability for graduates.

While it was not an intended outcome of the original TBRA program in Sunnyvale, an incredible side benefit quickly emerged as the program unfolded. Because participants were primarily earning their rental voucher by obtaining employment, it proved much easier for DST's TBRA Case Manager to recruit landlords. Interestingly, many of the landlords that were recruited had been resistant to renting to homeless individuals, especially given the negative connotation of more traditional housing subsidies like Section 8. Because the TBRA program leads with a more "sympathetic" person (in the view of some landlords), such as a homeless family or a homeless person with a job, suddenly landlords were willing to give someone a chance who they previously might not have considered. As those initial participants then succeeded in housing with the help of DST's intensive case management, positive relationships were developed with these landlords, and they began changing their opinion about what it meant to rent to a homeless person. Surprisingly, a landlord that was once saying no to Section 8 was now saying yes to every type of subsidy. Leveraging these relationships and changing attitudes, DST was then able to start placing hard-to-serve clients from other programs in new rental opportunities with these landlords. Because hard-to-serve clients often have access to long-term subsidies like Section 8, which are

funded by the federal government, for local funders (cities, counties, foundations) the TBRA program essentially creates housing opportunities for two people for the cost of one. It is truly a win-win that grows the pie (in this case housing stock) for the entire community.

At the end of Sunnyvale TBRA's first year, the results were clear – the program had been a resounding success. With an initial goal of 20 people finding housing, by the end of that first year 31 people were housed (20 adults and 11 children), with an almost equal number of adult referrals coming from each agency involved, thus highlighting the collaborative nature of its referral process. In addition to these housing placements, DST recruited almost 15 landlords, many of whom were first time collaborators with any type of rental assistance program. Most amazingly perhaps, there has been a 100% graduation success rate, meaning that every participant was ready to take over their rent in full when their subsidy expired.

**13) If your organization has never received a Federal CDBG grant what is your experience with administering CDBG or other federal grant programs?**

NA

***PROJECT MANAGEMENT & FINANCIAL DATA***

**14) State who supervises and manages the program. List any approvals or authorizations required for the program to operate. Describe any computer systems or other systems used to track grant funding and client results for the program.**

Logan McDonnell, the Project Manager for Downtown Streets Team will supervise and manage the program. We will use HMIS to track client results for the program and track any other quantitative/qualitative results w/ spreadsheets that we can submit quarterly.

**15) List program objectives and milestones, along with an estimated timetable for reaching them:**

The beauty of this program is that it is all about housing and self-sufficiency. Rental Assistance, as many as 23 individuals will receive rental assistance. There will be an expectation that 80% of households full take over full payment of their rent at the end of the program. We also plan on increasing the amount of subsidies using other funding sources.

DST will be required to administer the VI-SPIDAT to all program participants on an annual basis, with a goal that 90% of participants will decrease their vulnerability scores.

**16) Program Budget:**

**(a) List the activities and/or items that CDBG funds will be used specifically for. Funding requests for full-**

**time staff or staff which does not have a direct client-benefit for income eligible clientele is not allowed. Please provide detail for proposed budget in the space below and attach a proposed budget for the CDBG funds (incomplete applications will be rejected).**

**EBRA Program Budget**

**Expenses**

Services

Case Manager (1 FTE)	\$46,000.00
All Associated Employment Costs	\$10,580.00
Flex Funds	\$6,000.00
Communications	\$900.00
Computer Equipment	\$1,400.00
Legal, Accounting, G&A	\$11,029.60
Subtotal	\$75,909.60

Subsidies

Deposits/First	\$54,290.00
Subsidies	\$185,647.00
Subsidy Admin	\$18,564.70
Subtotal	\$258,501.70
<b>TOTAL:</b>	<b>\$334,411.30</b>

**Revenue**

HOME Funds	\$250,000.00
In-kind from St. Vinnies	\$4,290.00

Peery Foundation	\$25,000.00
<b>TOTAL</b>	<b>\$329,290.00</b>
NET/LOSS	\$(5,121.30)

(b)List a breakdown of the TOTAL funding sources for your proposed program/project:

Funding Source	Funding Amount	Percentage of Total	Uses of Funds
St. Vincent de Paul	\$54,290		First months rent/deposits
Peery Foundation	\$25,000		General project funding

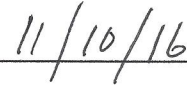
17) Will the requested CDBG funds be expended by the end of the fiscal year (June 30, 2018)? Yes - No If No, please explain why:

Yes, we plan to secure all the housing we can with the funds as soon as possible.

18) Please sign and date your application below:



Signature



Date

**Mailing Address:**

County of Marin  
3501 Civic Center Drive #308  
San Rafael, CA 94903  
Attn: Jared Stalling

Application submittal deadline is  
Tuesday, November 8, 2016 by 5 p.m.

**POSTMARKS WILL NOT BE ACCEPTED**

**Physical Address (if dropping off application):**

County of Marin- Community Development  
3501 Civic Center Drive #308

**2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC SERVICE**

**APPLICATION FOR FUNDING**

Program Year: <u>2017/18</u>	Check One:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			New Program/Project
			Existing Program/Project

1) Which Planning Area will the project be located? Check all that apply

Lower Ross	Upper Ross	San Rafael	Novato	West Marin	Richardson Bay
			√		

2) Prior Years Funded by County of Marin CDBG: NA

3) General Information:

<b>CDBG FUNDING AMOUNT REQUESTED</b>	135,000
<b>PROGRAM/PROJECT NAME</b>	DST Expansion Project Budget
<b>ORGANIZATION/AGENCY NAME</b>	Downtown Streets Team
<b>MAILING ADDRESS</b>	532 4 <sup>th</sup> St., San Rafael, CA 94901
<b>PROJECT SITE ADDRESS</b>	Novato
<b>CONTACT PERSON &amp; PHONE NUMBER</b>	Logan McDonnell – 408.334.4757
<b>E-MAIL ADDRESS</b>	Logan@streetsteam.org
<b>WEBSITE</b>	www.streetsteam.org
<b>ORGANIZATION DUNS#</b>	93-750-8484



**4) Program Description:**

**Describe your program and how the program will address an unmet need in the community. Describe the impact your project will have on low/moderate income households Please limit your response to a half page.**

At Downtown Streets Team our mission is to end homelessness, and increase economic vitality, all while doing beautification projects and having a strong environmental impact. In our work experience program, homeless program participants (Team Members/TM's) volunteer and through peer-to-peer support, promote accountability amongst each other and strive towards having a more meaningful experience throughout the day. We'd like to fully develop our Marin County Streets Teams by acquiring the funding for a Project Manager and Case Manager. Currently, we have a Project Manager that manages the San Rafael Streets Team and the Novato Streets Team, and Employment Specialist that helps TM's obtain full time employment on the San Rafael Streets Team and Novato Streets Team and a Case Manager for both teams that helps TM's on their barriers to employment. With the necessary funding in place, we can have an Assistant Project Manager that focus's solely on managing the teams daily operations and a Case Manager that focus's specifically on helping the Team Members on Novato's Streets Team. With this addition to the current structure, we will be able to have the bandwidth to even further the quality of our service to TM's in Novato and San Rafael, the Lead Project Manager will be able to focus more on raising money and developing diverse revenue streams that are conducive to sustainability.

**5) What other agencies will you partner with for this project, Please list? (Please have supporting documents available upon request):**

NA

**6) HUD National Objective to be served (check at least one):**

√	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
	<i>Activities benefiting low and moderate area. (LMA)</i>
	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

**7) How will this project further Marin County's Fair Housing goals?:**

We will perform outreach to those who are most likely to apply. We will be actively recruiting individuals at St. Vincent's, Ritter, Mill Street and REST. Downtown Streets Team recognizes that a minority of the people living in Marin County are primarily Spanish speakers and we are committed to serving the entire homeless population to the best of our ability. Case Managers are trained in referring non-English speaking individuals to translation services and/or to services written or administered in their native tongue. Many outreach materials are translated into Spanish when we anticipate contact with non-English speakers. Partner agencies provide referral outreach materials for other non-English speakers.

8) Approximately how many moderate, low, and very low-income persons will directly benefit from the program/project? (Use the table below of income level estimates per household to determine the number of people served):

Extremely Low	75%
Very Low-Income	15%
Low-Income	10%
Moderate-Income	

**2016 HUD INCOME LIMITS**

Household Size	1	2	3	4	5	6	7	8
Extremely Low	\$25,850	\$29,550	\$33,250	\$36,900	\$39,900	\$42,850	\$45,800	\$48,750
Very Low-Income	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Low-Income	\$68,950	\$78,800	\$88,650	\$98,500	\$106,400	\$114,300	\$122,150	\$130,050
Moderate-Income	\$90,500	\$103,450	\$116,350	\$129,250	\$139,550	\$149,950	\$160,250	\$170,600

SOURCE: U.S. Department of Housing and Urban Development

9) Estimate the number of minorities to be served by the program/project using the following table (see note about table below):

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native		
Asian		
Black or African American	6	
Native Hawaiian or other Pacific Islander	2	
White	13	3
American Indian <i>and</i> White		
Asian <i>and</i> White	1	
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial	1	
TOTAL	100%	
Female-Headed Households (out of above total)	6	

10) How will your project benefit members of the Protected Classes?

Please note that HUD (U.S. Department of Housing and Urban Development) changed the data collection requirements regarding race/ethnicity categories during program year 2002-2003. These changes reflect Office of Management and Budget 1997 standards establishing that "Hispanic" is not a race category, but an ethnic category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or a multi-race may also be counted as being of Hispanic ethnicity. As such, when asking the individual/household to select a race category, the individual/household must also state whether they are of Hispanic ethnicity. For example, an individual/household of Mexican descent would likely state their race as either American Indian or White, and would also fall under the category of "also Hispanic."

11) If your agency has a remaining project funding balance from previous years' County of Marin CDBG funding, please explain below and include a timeline for spending:

NA

12) List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goals and accomplishments? If not, please explain why. Please describe:

In Sunnyvale, CA we used CDBG funds to pay for a Case Manager that focused on finding housing opportunities for the homeless. We ended up having 12 fully self-sufficient individuals after that program transpired.

13) If your organization has never received a Federal CDBG grant what is your experience with administering CDBG or other federal grant programs?

NA

**PROJECT MANAGEMENT & FINANCIAL DATA**

14) State who supervises and manages the program. List any approvals or authorizations required for the program to operate. Describe any computer systems or other systems used to track grant funding and client results for the program.

Logan McDonnell will manage this program and send quarterly updates on all of our results.

15) List program objectives and milestones, along with an estimated timetable for reaching them:

Developing the Novato Streets Team would result in 15 homeless individuals obtaining full time employment over the year and five homeless individuals securing housing.

16) Program Budget:

(a) List the activities and/or items that CDBG funds will be used specifically for. Funding requests for full-time staff or staff which does not have a direct client-benefit for income eligible clientele is not allowed. Please provide detail for proposed budget in the space below and attach a proposed budget for the CDBG funds (incomplete applications will be rejected).

**DST Expansion Project Budget**

**Expenses**

Project Manager (1 FTE)	\$55,000.00
Case Manager	\$50,000.00
All Associated Employment Costs	\$24,150.00
Communications	\$1,800.00
Computer Equipment	\$1,400.00
Vouchers	\$70,000.00
Supplies	\$1,200.00
Transportation/Mileage	\$2,340.00
Vehicle Maintenance/Insurance	\$15,000.00
Office Supplies	\$1,560.00
Marketing/Promo	\$780.00
Client Events	\$750.00
Training	\$2,500.00
Flex Fund for Team	\$1,200.00
Legal, Accounting, G&A	\$37,551.30
<b>TOTAL:</b>	<b>\$265,231.30</b>

**Revenue**

CDBG Request	\$135,000.00
City of Novato	\$50,000.00
Marin County	\$50,000.00
Donors/Fundraising/Other Grants	\$30,000.00
<b>TOTAL</b>	<b>\$265,000.00</b>
NET/LOSS	\$(231.30)

**(b)List a breakdown of the TOTAL funding sources for your proposed program/project:**

Funding Source	Funding Amount	Percentage of Total Funding	Uses of Funds
City of Novato (DPW)	\$50,000	21%	Team Member slots, supplies
Marin County (Health & Human Services)	\$50,000	21%	Case manager
CDBG	\$135,000	58%	Project Manager, Employment Specialist

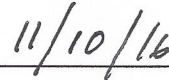
17) Will the requested CDBG funds be expended by the end of the fiscal year (June 30, 2018)? Yes - No If No, please explain why:

Yes

18) Please sign and date your application below:



*Signature*



*Date*

**Mailing Address:**

County of Marin  
3501 Civic Center Drive #308  
San Rafael, CA 94903  
Attn: Jared Stalling

Application submittal deadline is  
Tuesday, November 8, 2016 by 5 p.m.

**POSTMARKS WILL NOT BE ACCEPTED**

**Physical Address (if dropping off application):**

County of Marin- Community Development 3501  
Civic Center Drive #308



**2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT  
PUBLIC SERVICE APPLICATION FOR FUNDING**

Program Year: <u>2017/18</u>	Check One:	XXXX	New Program/Project
			Existing Program/Project

**1) Which Planning Area will the project be located? Check all that apply**

Lower Ross Valley	Upper Ross Valley	San Rafael	Novato	West Marin	Richardson Bay
XXX	XXX	XXX	XXX	XXX	XXX

**2) Prior Years Funded by County of Marin CDBG:**

Year Funded	N/A	N/A	N/A	N/A
Grant Amount	N/A	N/A	N/A	N/A
Amount Expended	N/A	N/A	N/A	N/A

**3) General Information:**

<b>CDBG FUNDING AMOUNT REQUESTED</b>	\$340,000.00
<b>PROGRAM/PROJECT NAME</b>	CodeForward Academy Life Skills Training with STEAM Mentoring and Tutoring Program
<b>ORGANIZATION/AGENCY NAME</b>	Ethan Berry, Inc. Nonprofit (EBI)
<b>MAILING ADDRESS</b>	484 Lake Park Ave. #160 Oakland, Ca. 94601
<b>PROJECT ADDRESS</b>	630 Drake Ave, Sausalito, CA 94965 <a href="tel:4153321441">(415) 332-1441</a>
<b>CONTACT PERSON &amp; PHONE NUMBER</b>	Ethan Berry
<b>E-MAIL ADDRESS</b>	<a href="mailto:eberry@ethanberry.org">eberry@ethanberry.org</a>
<b>WEBSITE</b>	<a href="http://www.ethanberry.org">www.ethanberry.org</a>
<b>ORGANIZATION DUNS#</b>	610861861



**4) Program Description:**

Describe your program and how the program will address an unmet need in the community. Describe the impact your project will have on low/moderate income households Please limit your response to a half page.

Ethan Berry Inc. Nonprofit (EBI), established in 2000, is a 501(c)(3) non-profit organization (since 2005) with a mission to:

1. Provide help to economically distressed youth of all races, creeds, genders and colors, to achieve the life skills necessary to be competitive, socially capable, skilled with technology sciences, and;
2. Provide mentoring and tutoring in education (k – college) to develop sound life skills training and work ethics of our target population, leading them to creative, significant and sustainable career opportunities through making sure they have basic reading, writing and math comprehension skills and then emersion in STEAM curriculum training to prepare them for the best 21<sup>st</sup> Century Education opportunities possible to either go to college, be prepared with the skills to start a career / get a job in a science, technology, engineering, arts, math, construction vocation to make a living wage consistent with the living wage standards in biotechnology, computer technology, software engineering, information systems, robotics, electrician, carpentry, and other trades which use their hands more than their technology skills.
3. Life Skills Training consists of social, emotional and mental self-awareness to be able to deconstruct negative behavioral character traits and reconstruct / construct positive behavioral traits utilizing life skills coaching to define what individuals are interested in learning and which talents they have to build on to be successful in a career/job/entrepreneurial endeavor, instead of trying to force individuals to become something they are not interested in.

**5) What other agencies will you partner with for this project, Please list? (Please have supporting documents available upon request):**

We Will partner with organizations which have similar programs and need help with bringing synergy together with the life skills training with an emphasis in learning progressive STEAM curriculum subject matter making sure participants learn the basics reading, writing and math comprehension first and etiquette with life skills training.

**6) HUD National Objective to be served (check at least one):**

XXX	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
XXX	<i>Activities benefiting low and moderate area. (LMA)</i>
XXX	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

**7) How will this project further Marin County's Fair Housing goals?:**

This project will further Marin County's fair housing goals through preparing existing and future generations to improve their education opportunities to understand what

requirements they need to meet to both prepare for, get accepted into and finish college or vocational training in thriving industries paying a living wage in the 21<sup>st</sup> century

and allow individuals to afford housing both in the Marin City community and increase the tax base for the county of Marin by being able to purchase housing within Marin City and possibly other parts of Marin County as well, to be able to raise their families to be the next generation of college graduates and trained vocational skills to make a living wage while living in Marin City and Marin County economic distressed areas.

**8) Approximately how many moderate, low, and very low-income persons will directly benefit from the program/project? (Use the table below of income level estimates per household to determine the number of people served):**

Extremely Low	~ 100
Very Low-Income	~100
Low-Income	~ 100
Moderate-Income	~100

**2016 HUD INCOME LIMITS**

Household Size	1	2	3	4	5	6	7	8
Extremely Low	\$25,850	\$29,550	\$33,250	\$36,900	\$39,900	\$42,850	\$45,800	\$48,750
Very Low-Income	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Low-Income	\$68,950	\$78,800	\$88,650	\$98,500	\$106,400	\$114,300	\$122,150	\$130,050
Moderate-Income	\$90,500	\$103,450	\$116,350	\$129,250	\$139,550	\$149,950	\$160,250	\$170,600

SOURCE: U.S. Department of Housing and Urban Development

**9) Estimate the number of minorities to be served by the program/project using the following table (see note about table below):**

<b>Ethnic Category</b>	<b>Total Persons</b>	<b>Of the total, those identifying as Hispanic</b>
American Indian or Alaskan Native	~100	~25
Asian	~100	~25
Black or African American	~100	~25
Native Hawaiian or other Pacific Islander	~100	~25
White	~100	~25
American Indian <i>and</i> White	~100	~25
Asian <i>and</i> White	~100	~25
Black <i>and</i> White	~100	~25
American Indian <i>and</i> Black	~100	~25
Multi-Racial	~100	~25
<b>TOTAL</b>	<b>100%</b>	
Female-Headed Households (out of above total)	~500 - ~600	~150

**10) How will your project benefit members of the Protected Classes?**

According to the Bureau of Labor statistics, the most in-demand occupation in the United States technology sector in 2015 was Web Developer, of which available jobs grew by 4 percent to a total of 235,043 jobs -- a substantial portion of the 4.88 million employed tech professionals. In a 2012 report, the President’s Council of Advisors on Science and Technology suggested that the number of STEM majors needed to increase by 34% over current rates to meet the demand for STEM professionals.

Of particular concern is the lack of representation of minority students (Council of Graduate Schools 2007). Seymour and Hewitt (2000) point out that the National Science Foundation alone has spent more than \$1.5 billion to increase participation of minorities in the sciences, and two programs at the National Institute of Health have invested \$675 million in the same endeavor. The percentage of college enrollees expressing an interest in science majors is 35% for both minorities and whites. Yet, 19% of white enrollees complete a degree in the sciences with the corresponding number for minorities at less than 11%. In a similar vein, among those who complete a degree in five years, 31% of whites and 17% of minorities graduate with a STEM major. EBI’s CodeForward STEM/STEAM Mentoring/Tutoring Academy strives to close the gap between job opportunities and the number of qualified people by addressing the cultural barriers that are a hurdle to access careers in the tech industry.

**Program Description:**

CodeForward believes that one of the major reasons why few minority youth pursue careers in Science, Technology, Engineering and Mathematics (STEM) fields is due to poor exposure and insufficient access to early immersion programs. The academy hopes to remedy this by connecting local youth to internship opportunities and providing academic mentoring in STEM related subjects. Participants also gain hands-on coding experience at the academy, led by current and former professionals in the technology sector. The academy operates in Oakland, CA through a partnership with the City’s Public Library System and currently serves 120+

underrepresented students.

The primary aim of the program is to increase participation of all students, particularly underrepresented students, in computer science and (STEM) majors, as well as shepherd their development and transition to the professional level. The measures of success for the program are:

1. An increase in the annual enrollment; and,
2. An increase in the number of CodeForward students applying to accredited colleges for biotechnology, computer science or other STEM related fields.



Please note that HUD (U.S. Department of Housing and Urban Development) changed the data collection requirements regarding race/ethnicity categories during program year 2002-2003. These changes reflect Office of Management and Budget 1997 standards establishing that "Hispanic" is not a race category, but an ethnic category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or a multi-race may also be counted as being of Hispanic ethnicity. As such, when asking the individual/household to select a race category, the individual/household must also state whether they are of Hispanic ethnicity. For example, an individual/household of Mexican descent would likely state their race as either American Indian or White, and would also fall under the category of "also Hispanic."

11) If your agency has a remaining project funding balance from previous years' County of Marin CDBG funding, please explain below and include a timeline for spending:

N/A

12) List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goals and accomplishments? If not, please explain why. Please describe:

N/A Our organizations accomplishments raise the interest of student / scholars to have intrinsic motivation to do well in school (k – 12<sup>th</sup>) to be

prepared to enter college and finish college to gain living wage employment and have a better self-awareness to engage in lifelong learning and the pursuit of being a whole citizen juxtaposed to being a broken citizen.

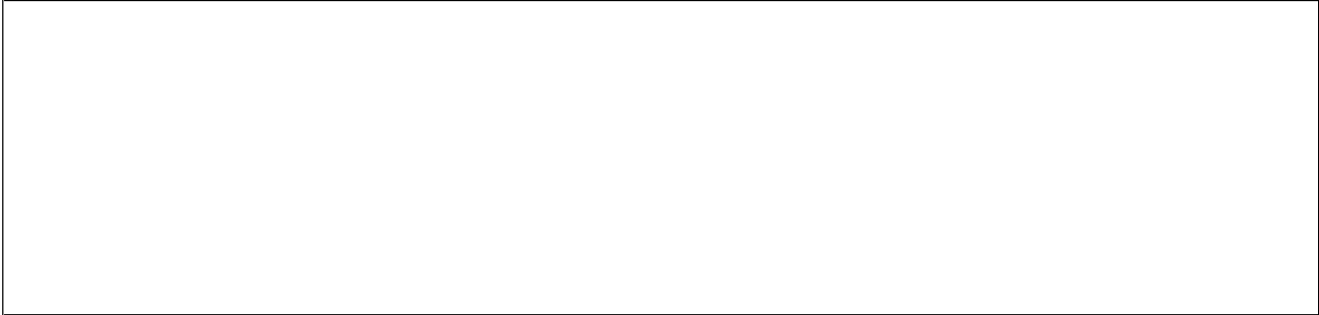
13) If your organization has never received a Federal CDBG grant what is your experience with administering CDBG or other federal grant programs?

We have trained professionals with experience managing NIH, NSF, DOD, Department of Education, DOE, funders for various agencies. We have

trained professionals familiar with uniform guidance as well as undergoing site audits and site visits.

**PROJECT MANAGEMENT & FINANCIAL DATA**

14) State who supervises and manages the program. List any approvals or authorizations required for the program to operate. Describe any computer systems or other systems used to track grant funding and client results for the program.



Our organization will supervise and manage the program. The program would have to be approved by our board of directors and the county of Marin Block Grant committee. We will utilize computer software programs to manage data and provide reporting on regular intervals throughout the existence of the Marin County Block Grant and the CDBG Funding. We will use the computer systems and people reporting data/information into the system to track the grant funding and client results for the program.

**15) List program objectives and milestones, along with an estimated timetable for reaching them:**

- a) Provide help to economically distressed youth of all races, creeds, genders and colors, to achieve the life skills necessary to be competitive, socially capable, skilled with technology sciences, and;
- b) Provide mentoring and tutoring in education (k – college) to develop sound life skills training and work ethics of our target population, leading them to creative, significant and sustainable career opportunities through making sure they have basic reading, writing and math comprehension skills and then immersion in STEAM curriculum training to prepare them for the best 21<sup>st</sup> Century Education opportunities possible to either go to college, be prepared with the skills to start a career / get a job in a science, technology, engineering, arts, math, construction vocation to make a living wage consistent with the living wage standards in biotechnology, computer technology, software engineering, information systems, robotics, electrician, carpentry, and other trades which use their hands more than their technology skills.
- c) Life Skills Training consists of social, emotional and mental self-awareness to be able to deconstruct negative behavioral character traits and reconstruct / construct positive behavioral traits utilizing life skills coaching to define what individuals are interested in learning and which talents they have to build on to be successful in a career/job/entrepreneurial endeavor, instead of trying to force individuals to become something they are not interested in.

**16) Program Budget:**

a. List the activities and/or items that CDBG funds will be used specifically for. Funding requests for full-time staff or staff which does not have a direct client-benefit for income eligible clientele is not allowed. Please provide detail for proposed budget in the space below and attach a proposed budget for the CDBG funds (incomplete applications will be rejected).

**Budget:**

1. Video Development – for orientation of students into the CodeForward Academy program.	\$2,550.00
2. Psychologist to provide oversight to Life Skills / Life Couch Training	\$60,000.00
3. 10 Mentors and Tutors in STEAM (~20,000.00 each)	\$200,000.00
4. Computers for Classroom 60 X (~\$1200)	\$72,000.00
5. Anti-Virus Software Package 60 X (~\$90) + Tax	\$5,500.00

**Total Cost of Proposal:**

**~\$340,000.00**

**b. List a breakdown of the TOTAL funding sources for your proposed program/project:**

Funding Source	Funding Amount	Percentage of Total Funding	Uses of Funds
Marin County Block Grant	~300,000.00	100%	Execute and manage CodeForward Academy Program



17) Will the requested CDBG funds be expended by the end of the fiscal year (June 30, 2018)? Yes - No If No, please explain why:

Yes.

18) Please sign and date your application below:

Ethan Berry

/s/ Ethan Berry

November 15<sup>th</sup>, 2016

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

**Mailing Address:**

County of Marin  
3501 Civic Center Drive #308  
San Rafael, CA 94903  
Attn: Jared Stalling

Application submittal deadline is  
Tuesday, November 8, 2016 by 5 p.m.

**POSTMARKS WILL NOT BE ACCEPTED**

**Physical Address (if dropping off application):**

County of Marin- Community Development  
3501 Civic Center Drive #308

**2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT PUBLIC SERVICE APPLICATION FOR FUNDING**

Program Year: <u>2017/18</u>	Check One:	<input checked="" type="checkbox"/> New Program/Project <input type="checkbox"/> Existing Program/Project

Which Planning Area will the project be located? Check all that apply

Lower Ross Valley	Upper Ross Valley	San Rafael	Novato	West Marin	Richardson Bay
			X		

Prior Years Funded by County of Marin CDBG:

Year Funded	13/14	14/15	15 /16	
Grant Amount	4800	5000	14,750	
Amount Expended	4800	5000	14,750	

General Information:

CDBG FUNDING AMOUNT REQUESTED	\$44,250
PROGRAM/PROJECT NAME	Preschool Playground
ORGANIZATION/AGENCY NAME	Marin YMCA
MAILING ADDRESS	1500 Los Gamos Dr., San Rafael, CA 94903
PROJECT ADDRESS	Hamilton, Lu Sutton, Olive elementary
CONTACT PERSON & PHONE NUMBER	Dana McCune, 415-446-2140
E-MAIL ADDRESS	dmmcune@ymcasf.org
WEBSITE	www.ymcasf.org
ORGANIZATION DUNS#	07-877-1466

**Program Description:**  
See Attached

**What other agencies will you partner with for this project, Please list? (Please have supporting documents available upon request): See Attached**

**HUD National Objective to be served (check at least one):**

	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
X	<i>Activities benefiting low and moderate area. (LMA)</i>
	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

**How will this project further Marin County's Fair Housing goals?:**  
See Attached

**Approximately how many moderate, low, and very low-income persons will directly benefit from the program/project? (Use the table below of income level estimates per household to determine the number of people served):**

	Extremely Low	40%
	Very Low-Income	10%
	Low-Income	10%
	Moderate-Income	40%

**2016 HUD INCOME LIMITS**

Household Size	1	2	3	4	5	6	7	8
Extremely Low	\$25,850	\$29,550	\$33,250	\$36,900	\$39,900	\$42,850	\$45,800	\$48,750
Very Low-Income	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Low-Income	\$68,950	\$78,800	\$88,650	\$98,500	\$106,400	\$114,300	\$122,150	\$130,050
Moderate-Income	\$90,500	\$103,450	\$116,350	\$129,250	\$139,550	\$149,950	\$160,250	\$170,600

SOURCE: U.S. Department of Housing and Urban Development

Estimate the number of minorities to be served by the program/project using the following table (see note about table below): Hamilton, Lu Sutton, Olive Elementary Schools

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic:
American Indian or Alaskan Native	1%	
Asian	5%	
Black or African American	4%	
Native Hawaiian or other Pacific Islander	0.2%	
White	37.3%	
American Indian <i>and</i> White		
Asian <i>and</i> White		
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial	52.5%	48%
TOTAL	100%	
Female-Headed Households (out of above total)	Not measured	

How will your project benefit members of the Protected Classes?  
See attached

Please note that HUD (U.S. Department of Housing and Urban Development) changed the data collection requirements regarding race/ethnicity categories during program year 2002-2003. These changes reflect Office of Management and Budget 1997 standards establishing that "Hispanic" is not a race category, but an ethnic category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or a multi-race may also be counted as being of Hispanic ethnicity. As such, when asking the individual/household to select a race category, the individual/household must also state whether they are of Hispanic ethnicity. For

example, an individual/household of Mexican descent would likely state their race as either American Indian or White, and would also fall under the category of “also Hispanic.”

If your agency has a remaining project funding balance from previous years' County of Marin CDBG funding, please explain below and include a timeline for spending:  
See attached

List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goals and accomplishments? If not, please explain why. Please describe:  
See Attached

If your organization has never received a Federal CDBG grant what is your experience with administering CDBG or other federal grant programs?  
See attached

**PROJECT MANAGEMENT & FINANCIAL DATA**

State who supervises and manages the program. List any approvals or authorizations required for the program to operate. Describe any computer systems or other systems used to track grant funding and client results for the program.  
See attached

List program objectives and milestones, along with an estimated timetable for reaching them:

See attached

**Program Budget:**

List the activities and/or items that CDBG funds will be used specifically for. Funding requests for full-time staff or staff which does not have a direct client-benefit for income eligible clientele is not allowed. Please provide detail for proposed budget in the space below and attach a proposed budget for the CDBG funds *(incomplete applications will be rejected).*

See attached

List a breakdown of the TOTAL funding sources for your proposed program/project:

Funding Source	Funding Amount	Percentage of Total Funding	Uses of Funds
CDBG	\$44,250		Playground and outdoor equipment
Marin Y	\$5,000		Construction

Will the requested CDBG funds be expended by the end of the fiscal year (June 30, 2018)? Yes - No If No, please explain why:  
See attached

Please sign and date your application below:

        *David N. Brown*          
Signature                        Date

        11/8/16        

Mailing Address:  
County of Marin  
3501 Civic Center Drive #308 San Rafael, CA  
94903  
Attn: Jared Stalling

Application submittal deadline is  
Tuesday, November 8, 2016 by 5 p.m.

**POSTMARKS WILL NOT BE ACCEPTED**

Physical Address (if dropping off application):  
County of Marin- Community Development 3501  
Civic Center Drive #308



**Program Description:**

**Describe your program and how the program will address an unmet need in the community. Describe the impact your project will have on low/moderate income households Please limit your response to a half page.**

Within the past ten years the demographics in Novato has changed, dramatically increasing the need for subsidized preschool and child-care placements, transitional housing and shelter for the homeless, and schools supporting families by providing resources to meet basic human needs (e.g., food and clothing, providing students with social-emotional supports so they can focus on learning, etc.). This socio-economically disadvantaged population is the fastest growing subgroup of the Novato Unified School District (NUSD) service area and it crosses all ethnic and racial groups, some are recent immigrants and many are second-generation families living in poverty. The English learner population continues to grow with most of the immigrants speaking Spanish and most families of English learners living in poverty. Many of the NUSD immigrant parents are undocumented. Since we see that poverty also increases the risk factors for neglect and abuse within the student population, many of the students to be served may be siblings of students NUSD has already deemed at risk.

This past year the Y worked with Loma Verde Elementary School and opened an onsite YMCA operated preschool. Through this partnership great strides have been made in improving services to students and their families. However, a major obstacle was identified. There is need for more subsidized preschool classes for children from poverty and English learners. For this reason, the NUSD applied for and was awarded the State Expanded Preschool Grants to add Y operated preschool placements in four of the NUSD school communities on the elementary school sites.

We are poised for success with a strong established collaborative partnership between NUSD and the YMCA Youth Development Department. The 4 preschools will be located at Loma Verde, Olive, Lu Sutton, and Hamilton Elementary Schools. The Marin Y received CDBG funding in the 16.17 grant cycle to purchase and place a climbing structure and outdoor play equipment at the Loma Verde site. Playgrounds are places where children's play can take off and flourish. Many of the developmental tasks that children must achieve—exploring, risk-taking, fine and gross motor development and the absorption of vast amounts of basic knowledge—can be most effectively learned through outdoor play.

In order to support the goals of this program we are requesting funding for additional climbing structures and outdoor play equipment at the other 3 Y operated preschools, Hamilton, Lu Sutton, and Olive.

Together with NUSD we are committed to bridging the achievement gap by providing early intervention to pockets of our community that struggle as a result of significant social disparities.

**What other agencies will you partner with for this project, Please list? (Please have supporting documents available upon request)**

Novato Unified School District

**How will this project further Marin County's Fair Housing goals?:**

This project will further Marin County's Fair Housing goals by addressing significant disparities in access to community assets, such as early childhood education, and by promoting integrated communities.

**How will your project benefit members of the Protected Classes?**

The demographics at the four schools we plan to target vary with the percentage of students receiving free and reduced meals ranging from 45% - 66% and all students being served by Title I funds. On average 40% of NUSD students at the four schools are English learners. The parents deemed low socio-economically disadvantaged are generally service workers based on free and reduced meal documentation. They are employed by fast food locations, restaurants, childcare providers, house cleaning and/or landscape businesses, car washes, construction and other small businesses. The wages for these service jobs are minimum wage and sometimes undocumented therefore making it difficult to earn a sustained living wage. Marin families are living below the counties self-sufficiency standard-the minimum income to cover basic living expenses. As a result, families must make difficult decisions about allocating their income between childcare and other subsistence expenditures. Children living below the Federal poverty levels are concentrated in select "pockets" of the county, making targeting subsidized services for these children vital to their life long-success (Marin Child Care Commission Master Plan Executive Summary 2014- 2019).

The full day/full year preschool classes will largely serve English learners and students living in poverty. By establishing full day/full year classes' children will be provided with the important Preschool Foundational Skills and parents with the opportunity to work without the expense of childcare or preschool. Our State preschool programs will be held five days a week for minimum of six and a half hours a day. Our hours of operation will be 7:30am – 6:00pm.

These hours of operation will provide families the opportunity to work conventional hours and/or continue their education. The hours also support the working parents that need early care or late pickup. Many families work more than an eight hour day along with travel time; thus, by providing a longer day, we offer families flexibility for their work schedules while providing the children with a safe and nurturing learning environment.

**If your agency has a remaining project funding balance from previous years' County of Marin CDBG funding, please explain below and include a timeline for spending:**

The Marin Y received funding in the 16.17 grant cycle to support the purchase and placement of a play structure and outdoor play equipment at our Loma Verde Preschool location. The play structure to be purchased has been identified after consultation with NUSD and will be purchased with the plan for installation to be completed by Dec 31<sup>st</sup>.

**List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goals and accomplishments? If not, please explain why. Please describe:**

Previous CDBG funding allowed us to start a Youth Diabetes Prevention program that has since led to the creation of an Adult Diabetes Prevention program that has been modeled and implemented across the San Francisco Bay Area YMCA association. The model has also been adopted by Y USA and is an initiative that continues to gain momentum nationwide. Our original Youth Diabetes Prevention program has taken on a different shape to more

appropriately fit the needs and desires of a youth audience. It has been added as enrichment programming at our afterschool childcare sites.

Another major accomplishment as a result of funding is the opportunity it created for us to work with NUSD to apply for and be awarded State funding to open 3 additional preschool locations on NUSD school campuses this school year. This grant gives us the opportunity serve more families in the NUSD service area in need of high quality subsidized preschool programming.

**If your organization has never received a Federal CDBG grant what is your experience with administering CDBG or other federal grant programs?**

n/a We have received funding in the past so are familiar with the process.

### ***PROJECT MANAGEMENT & FINANCIAL DATA***

**State who supervises and manages the program. List any approvals or authorizations required for the program to operate. Describe any computer systems or other systems used to track grant funding and client results for the program.**

Dana McCune, Senior Director of Youth Development for the Marin Y, and Jayne Johnson, Youth Development Director, oversee the strategy, funding, and results, with a full time project director, reporting directly to Jayne Johnson. Maureen Bush, Program Director, ensures the day-to-day goals are being met for participants and is available for staff, participants and members, and engages school administration.

As part of the P3 Initiative, CSPP Grant, QIRS, and First School Institute the Y must report attendance and participation through a state sponsored data base. Every child in the program will receive an Individualized Developmental Learning Plan (ILP) and families will work with program staff to develop goals to meet their child's needs. DRDP results will reflect children's physical, cognitive, language/literacy and social – emotional development by 50-90% each program year.

**List program objectives and milestones, along with an estimated timetable for reaching them:**

The ultimate goal is to prepare children for kindergarten and future learning. Our programs will use the CA learning Foundation and preschool framework as a guide to promote positive outcomes for children ages 3 to 5 years old. The framework will be integrated into the curriculum and implemented through developmentally age appropriate activities covering the five developmental domains: 1) Physical and Health 2) Language and literacy 3) Social and emotional 4) Learning and cognition, and 5) Approaches to learning.

**Program Budget:**

**List the activities and/or items that CDBG funds will be used specifically for. Funding requests for full-**

**time staff or staff which does not have a direct client-benefit for income eligible clientele is not allowed. Please provide detail for proposed budget in the space below and attach a proposed budget for the CDBG funds (incomplete applications will be rejected).**

Cost per Preschool Site:

Discovery Play Center (climbing structure)	\$9,000
Outdoor Garden House	\$300
Sand and Water Table Station	\$300
Tricycles	\$500
Helmets	\$150
Shade	<u>\$4,500</u>
<b>Total</b>	<b>\$14,750</b>

\$14,750 x 3 Preschool sites = \$44,250

**Will the requested CDBG funds be expended by the end of the fiscal year (June 30, 2018)? Yes - No If No, please explain why:**

Yes. We will purchasing the same structure and equipment that is currently being purchased for the Loma Verde preschool site. This will eliminate having any delays in purchasing decisions.

**2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT**

**PUBLIC SERVICE APPLICATION FOR FUNDING**

Program Year: 2017/18 Check One:

	New Program/Project
	Existing Program/Project <span style="float: right; color: blue; font-size: 2em;">X</span>

1) Which Planning Area will the project be located? Check all that apply

Lower Ross Valley	Upper Ross Valley	San Rafael	Novato	West Marin	Richardson Bay
			X		

2) Prior Years Funded by County of Marin CDBG:

Year Funded	15/16	14/15	13/14	
Grant Amount	\$6,300	\$6,300	\$6,721	
Amount Expended	\$6,300	\$6,300	\$6,721	

3) General Information:

<b>CDBG FUNDING AMOUNT REQUESTED</b>	\$20,000
<b>PROGRAM/PROJECT NAME</b>	Child Care Scholarships
<b>ORGANIZATION/AGENCY NAME</b>	North Bay Children's Center
<b>MAILING ADDRESS</b>	932 C Street, Novato 94949
<b>PROJECT ADDRESS</b>	Same
<b>CONTACT PERSON &amp; PHONE NUMBER</b>	Susan Gilmore
<b>E-MAIL ADDRESS</b>	sgilmore@nbcc.net
<b>WEBSITE</b>	www.nbcc.net
<b>ORGANIZATION DUNS#</b>	Tax ID # 94-3024246

**4) Program Description:**

Describe your program and how the program will address an unmet need in the community. Describe the impact your project will have on low/moderate income households Please limit your response to a half page.

North Bay Children’s Center, a non-profit organization, has been working in partnership with the North Bay community since 1987 to provide the highest quality child care—at affordable rates—to families across the income spectrum. NBCC also provides support services that nurture and enhance family life such as parent education and support programs, daily hot meals for our children, and scholarships for low-income families. In fact, approximately 70% of the children served by NBCC receive tuition assistance, enabling their parents to return to the workforce or continue their education. By offering high quality, affordable child care and family support programs, and through community collaboration, NBCC is able to both support families in their goal for self-sufficiency, as well as meet the specific needs of children. The Marin County Child Care Commission’s master plan continues to document the need to increase the child care supply for low-income children in our community .

**5) What other agencies will you partner with for this project, Please list? (Please have supporting documents available upon request):**

NBCC’s child care subsidy program is funded by the California Department of Education (CDE), and vouchers from the Marin Child Care Council.

**6) HUD National Objective to be served (check at least one):**

X	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
X	<i>Activities benefiting low and moderate area. (LMA)</i>
	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

**7) How will this project further Marin County's Fair Housing goals?:**

One of the greatest challenges faced in this era of disparity is the widening gap between children growing up in strong, economically secure families—within thriving communities—and children who are not. As our nation’s educational achievement gap grows, so does universal recognition of the importance of high quality early care and education. We know building a solid preschool foundation is essential for our community and for our children’s future academic success. Yet many children right here in the North Bay do not have access to a strong educational start. At North Bay Children Center, our mission is to ensure that all children, especially our most vulnerable, have access to those critical early learning experiences that build the foundation for life-long success.

**Approximately how many moderate, low, and very low-income persons will directly benefit from the program/project? (Use the table below of income level estimates per household to determine the number of people served):**

Extremely Low	115
Very Low-Income	20
Low-Income	3
Moderate-Income	4

**2016 HUD INCOME LIMITS**

Household Size	1	2	3	4	5	6	7	8
Extremely Low	\$25,850	\$29,550	\$33,250	\$36,900	\$39,900	\$42,850	\$45,800	\$48,750
Very Low-Income	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Low-Income	\$68,950	\$78,800	\$88,650	\$98,500	\$106,400	\$114,300	\$122,150	\$130,050
Moderate-Income	\$90,500	\$103,450	\$116,350	\$129,250	\$139,550	\$149,950	\$160,250	\$170,600

SOURCE: U.S. Department of Housing and Urban Development

**8) Estimate the number of minorities to be served by the program/project using the following table (see note about table below):**

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native		
Asian	5	
Black or African American	21	
Native Hawaiian or other Pacific Islander		
White	12	
American Indian <i>and</i> White		
Asian <i>and</i> White		
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial	96	100%
TOTAL	100%	
Female-Headed Households (out of above total)		

**9) How will your project benefit members of the Protected Classes?**

NBCC has been able to serve many children with emotional and developmental disabilities. The facility is wheelchair accessible and program contacts and resources include the Early Learning Institute (ELI), MCOE, SCOE, North Bay Regional Center, and Parents Place. NBCC's scholarship program ensures accessibility to quality care for children across the income spectrum.

Please note that HUD (U.S. Department of Housing and Urban Development) changed the data collection requirements regarding race/ethnicity categories during program year 2002-2003. These changes reflect Office of Management and Budget 1997 standards establishing that "Hispanic" is not a race category, but an ethnic category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or a multi-race may also be counted as being of Hispanic ethnicity. As such, when asking the

2016/17 CDBG FUNDING APPLICATION

individual/household to select a race category, the individual/household must also state whether they are of Hispanic ethnicity. For example, an individual/household of Mexican descent would likely state their race as either American Indian or White, and would also fall under the category of “also Hispanic.”

**10) If your agency has a remaining project funding balance from previous years’ County of Marin CDBG funding, please explain below and include a timeline for spending:**

N/A

**11) List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goals and accomplishments? If not, please explain why. Please describe:**

All CDBG funding was allocated to families in Novato who met the CDBG guidelines for low income. Using these guidelines, NBCC has developed a sliding fee scale for families across the lower income spectrum. All parents received a fee reduction based on their income.

**12) If your organization has never received a Federal CDBG grant what is your experience with administering CDBG or other federal grant programs?**

N/A

#### **PROJECT MANAGEMENT & FINANCIAL DATA**

**13) State who supervises and manages the program. List any approvals or authorizations required for the program to operate. Describe any computer systems or other systems used to track grant funding and client results for the program.**

NBCC’s scholarship outreach coordinator works with local faith based- agencies, clinics, elementary schools and other non-profits to identify our “hard to reach clients” who qualify for services. The majority of this population only speaks Spanish and needs assistance with NBCC’s application process. NBCC is also listed as a resource for tuition assistance in with our local Resource and Referral agency. Many referrals also come from other organizations that provide services for the low-income underserved families in our community.

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

**14) List program objectives and milestones, along with an estimated timetable for reaching them:**

The academic achievement gap truly threatens the futures of our children. When the children who need high quality early care and education don’t have access—they start school behind, fall further behind, and are at risk of dropping out, joining gangs, and eventually entering the job market unable to earn a living wage

NBCC’s core objective as an organization is to ensure that all children, particularly our most vulnerable, leave preschool with the tools needed to succeed. Increasing the number of children who are ready for school and who are proficient in Math and English is a shared community concern that requires multiple actions at the individual, family and community level. For nearly three decades, our programs have provided safety net services for thousands of families struggling to provide the best start for their children.

CDBG funds combined with other subsidy sources will provide access to high quality early care and education for 134 low-income children in Novato over a 12 month period.



**15) Program Budget:**

(a) List the activities and/or items that CDBG funds will be used specifically for. Funding requests for full-time staff or staff which does not have a direct client-benefit for income eligible clientele is not allowed. Please provide detail for proposed budget in the space below and attach a proposed budget for the CDBG funds (incomplete applications will be rejected).

(b) List a breakdown of the TOTAL funding sources for your proposed program/project:

**Budget Notes:** One hundred percent of the approved funding will support scholarships for income eligible families who would otherwise not have access to child care services.

Funding Source	Funding Amount	Percentage of Total Funding	Uses of Funds
California Department of Education	\$1,169,790	83%	Tuition Assistance
Marin Child Care Council	\$208,080	14%	Tuition Assistance (vouchers)
CDBG (pending)	\$20,000	1%	Tuition Assistance

16) Will the requested CDBG funds be expended by the end of the fiscal year (June 30, 2018)? Yes - No If No, please explain why:

Yes

17) Please sign and date your application below:

  
 \_\_\_\_\_  
 Signature

11-7-16  
 \_\_\_\_\_  
 Date

**Mailing Address:**  
 County of Marin  
 3501 Civic Center Drive #308  
 San Rafael, CA 94903  
 Attn: Jared Stalling

Application submittal deadline is  
 Tuesday, November 8, 2016 by 5 p.m.

**POSTMARKS WILL NOT BE ACCEPTED**

**Physical Address (if dropping off application):**  
 County of Marin- Community Development  
 3501 Civic Center Drive #308



**COUNTY OF  
MARIN**

**2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT**

**CONSTRUCTION APPLICATION FOR CDBG FUNDING**

Program Year: 2017/18

1) Check One:

<input checked="" type="checkbox"/>	New Construction
<input type="checkbox"/>	Existing Rehabilitation

2) Which planning area will the project be located? Check all that apply

Richardson Bay	Upper Ross Valley	San Rafael	Lower Ross Valley	West Marin	Novato
					X

3) General Information:

<b>CDBG FUNDING AMOUNT REQUESTED</b>	\$80,000
<b>PROGRAM/PROJECT NAME</b>	C Street Campus Renovation/Facility Expansion
<b>ORGANIZATION/AGENCY NAME</b>	North Bay Children's Center
<b>MAILING ADDRESS</b>	932 C Street, Novato 94949
<b>PROJECT SITE ADDRESS</b>	Same
<b>CONTACT PERSON &amp; PHONE NUMBER</b>	Susan Gilmore
<b>E-MAIL ADDRESS</b>	sgilmore@nbcc.net
<b>WEBSITE</b>	www.nbcc.net
<b>ORGANIZATION DUNS#</b>	Tax ID # 94-3024246

**4) Project Description:**

Provide a detailed scope of work and describe how this project will benefit the community. Please limit your response to 2 paragraphs.

NBCC has launched an aggressive \$7.5 million renovation and expansion program which will replace its deteriorating facilities at Hamilton Field, and expand our Garden of Eatin’ program to the next level. Its direct impact will increase the number of young students preparing for academic success by 37% in Novato. This project consists of a complete rebuild of NBCC’s facilities and will include eight new state-of-the-art early education classrooms, designed as a service hub and learning lab, teacher training center and gathering place for educators, community leaders and parents.

A re-designed Garden of Eatin’ will provide the opportunity to grow fresh produce and share fresh food with the Center’s families, and feature a new commercial kitchen, outdoor kitchen, outdoor classroom, a community teaching garden, children’s amphitheater, playgrounds and gardens woven throughout. The entire campus will be wrapped in an eco-friendly design that maximizes energy utilization, reduces operating costs, and includes a technology infrastructure to accommodate today’s learning tools and tomorrow’s innovations. The new center will not only address the limitations of our existing facilities, but also be a signature project that will more effectively position NBCC to advance our mission and strategic objectives in the future. Our goal is to complete the new Center and Garden of Eatin’ by mid-2018.

**5) HUD National Objective to be served (check at least one):**

X	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
X	<i>Activities benefiting low and moderate area. (LMA)</i>
	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

**6) How will this project further Marin County's Fair Housing goals ?:**

One of the greatest challenges faced in this era of disparity is the widening gap between children growing up in strong, economically secure families—within thriving communities—and children who are not. As our nation’s educational achievement gap grows, so does universal recognition of the importance of high quality early care and education. We know building a solid preschool foundation is essential for our community and for our children’s future academic success. Yet many children right here in the North Bay do not have access to a strong educational start. At North Bay Children Center, our mission is to ensure that all children, especially our most vulnerable, have access to those critical early learning experiences that build the foundation for life-long success.

**Approximately how many moderate, low, extremely low, and very low-income persons will directly benefit from the program/project? (Use the table below of income level estimates per household to determine the number of people served):**

Moderate-Income	115
Low-Income	20
Very Low-Income	3
Extremely Low	4

**2016 HUD INCOME LIMITS**

Household Size	1	2	3	4	5	6	7	8
Moderate-Income	\$90,500	\$103,450	\$116,350	\$129,250	\$139,550	\$149,950	\$160,250	\$170,600
Low-Income	\$68,950	\$78,800	\$88,650	\$98,500	\$106,400	\$114,300	\$122,150	\$130,050
Very Low-Income	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Extremely Low	\$28,500	\$29,500	\$33,250	\$36,900	\$39,900	\$42,850	\$45,800	\$48,750

**7) Will this project benefit a particular group of people? Members of the Protected Classes?**

NBCC has been able to serve many children with emotional and developmental disabilities. The facility is wheelchair accessible and program contacts and resources include the Early Learning Institute (ELI), MCOE, SCOE, North Bay Regional Center, and Parents Place. NBCC's scholarship program ensures accessibility to quality care for children across the income spectrum.

**8) If your agency has a remaining project funding balance from previous years' County of Marin CDBG funding, please explain below:**

**9) List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goals and accomplishments? Please describe:**

The academic achievement gap truly threatens the futures of our children. When the children who need high quality early care and education don't have access—they start school behind, fall further behind, and are at risk of dropping out, joining gangs, and eventually entering the job market unable to earn a living wage

NBCC's core objective as an organization is to ensure that all children, particularly our most vulnerable, leave preschool with the tools needed to succeed. Increasing the number of children who are ready for school and who are proficient in Math and English is a shared community concern that requires multiple actions at the individual, family and community level. For nearly three decades, our programs have provided safety net services for thousands of families struggling to provide the best start for their children.

**10) If your organization has never received a CDBG grant what is your experience with administering CDBG or other federal grant programs?**

N/A

**11) Are you familiar with Davis Bacon and HUD Form 4010? If not, see HUD Form 4010**

Yes, NBCC has successfully met the requirements in previous years.

**PROJECT MANAGEMENT & FINANCIAL DATA**

12) State who will supervise and manage the project and the individual(s) project management capability. List any approvals or authorizations required and received for the project to continue (for new construction, rehabilitation, or other capital projects, list any entitlements that are necessary for the project):

NBCC's Construction Project Manager and Architect will work closely with NBCC's Executive Director, Finance Director, and board chair to manage all aspects of the project. The project is currently in the design review/permitting process which is expected to be complete by June 2017.

13) **Project Timeline:** List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed)

See attached

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	
Complete environmental	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete Construction (target: June 30, 2017)	

14) **Project Budget:**

(a) List the activities and/or items for your entire project budget including CDBG funds and other funds (complete the table below)

<u>Funding Source (e.g. CDBG)</u>	<u>Source \$ Amount</u>	<u>Uses</u>	<u>\$ Amount</u>
Marin Community Foundation, private donors	\$ 230,000	Design/ A/E	\$ 317,000
Individual donors to date	\$1,000,000	(Construction items/materials)	\$ 4,540,000
TBD	\$	Relocation	\$ 300,000
TBD	\$		
CDBG	\$ 80,000	Playgrounds, gardens, equipment, furnishings	\$ 385,000
TBD	\$	Permit fees	\$ 90,800
TBD	\$	Contingency	\$ 454,000
<b><u>TOTAL</u></b>	<b><u>\$</u></b>	<b><u>TOTAL</u></b>	<b><u>\$ 6,086,800</u></b>

**(b) How did you obtain your cost estimates?**

NBCC's architect is working with Devcon Construction who is overseeing the pre-construction phase of the capital project. The Devcon PM and project architect Chris Dorman put together the project estimates which include permits, soft costs, demolition, relocation, utilities, building construction, equipment, furnishings and contingency.

**(c) Does the project have site control? i.e. ownership of the project site, lease agreement?**

NBCC owns the C Street property.


**(d) Were other funding sources explored? If other funding sources are not being utilized, why could other funding sources not be used on the project or could not be acquired?**

The project will be funded through individual donors, private foundations, public entities, and corporate contributions. (see attached)

**15) Will the requested CDBG funds be expended by the end of the 2018 (December 30, 2018)? Yes - No  
If No, please explain why:**

Yes

**16) Please sign (provide title) and date your application below:**

  
\_\_\_\_\_  
Signature/Title

11-7-18  
Date

**Please submit 1 signed original and 4 copies of your application to:**

**Mailing Address:**

County of Marin  
3501 Civic Center Drive #308  
San Rafael, CA 94903  
Attn: Jared Stalling

Application submittal deadline is  
Tuesday, November 8, 2016 by 5 p.m.

**Physical Address (if dropping off application):**

County of Marin- Community Development  
3501 Civic Center Drive #308  
Attn: Jared Stalling

**POSTMARKS WILL NOT BE ACCEPTED**



**2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT  
PUBLIC SERVICE APPLICATION FOR FUNDING**

Program Year: 2017/18

Check one:

	<b>New Program/Project</b>
<b>X</b>	<b>Existing Program/Project</b>

**1) Which Planning Area will the project be located? Check all that apply**  
*Refer to attached map*

<b>Lower Ross Valley</b>	<b>Upper Ross Valley</b>	<b>San Rafael</b>	<b>Novato</b>	<b>West Marin</b>	<b>Richardson Bay</b>
			<b>X</b>		

**2) Prior Years Funded by the County of Marin CDBG**

<b>Year Funded</b>	2015/16	2014/15	2013/14	2012/13	2011/12
<b>Grant Amount</b>	\$26,000	\$26,000	\$25,000	\$25,000	\$15,000
<b>Amount Expended</b>	\$26,000	\$26,000	\$25,000	\$25,000	\$15,000

**3) General Information:**

<b>CDBG FUNDING AMOUNT REQUESTED</b>	\$26,000
<b>PROGRAM/PROJECT NAME</b>	Novato Independent Elders Program
<b>ORGANIZATION/AGENCY NAME</b>	Episcopal Senior Communities
<b>MAILING ADDRESS</b>	2185 N. California Blvd., Walnut Creek, CA 94597
<b>PROJECT ADDRESS</b>	Margaret Todd Senior Center, 1560 Hill Road, Novato, CA 94947
<b>CONTACT PERSON &amp; PHONE NUMBER</b>	Dafna Kapshud   925.956.7393 (application signed by Katharine Miller, Senior Director of Giving)
<b>E-MAIL ADDRESS</b>	dkapshud@jtm-esc.org
<b>WEBSITE</b>	www.jtm-esc.org
<b>ORGANIZATION DUNS#</b>	071695449

#### **4) Program Description**

**Describe your program and how the program will address an unmet need in the community. Describe the impact your project will have on low/moderate income households. Please limit your response to a half page:**

The Novato Independent Elders Program (NIEP) is an integral component of Episcopal Senior Communities (ESC). In addition to the NIEP program, ESC also provides services to thousands of low-income, isolated and frail seniors in six other Bay Area counties. In 2011, ESC officially adopted NIEP from the City of Novato, which had supported the program for 16 years until a deficit reduction plan threatened its existence. Over the past five and a half years, NIEP has become the Marin County hub of ESC's Senior Resources division, which provides home and community-based services for seniors. NIEP, housed at the Margaret Todd Senior Center, works collaboratively with agencies and individuals to identify gaps in support services and develop programs to meet the needs of seniors in Novato and across Marin County. NIEP operates volunteer-based programs with community, corporate and organizational partners.

In 2016, NIEP had nearly 25,000 client contacts with seniors through its various programs and services. Approximately 41% of Novato households include one or more people aged 60 or older and 38% of those are single-person households. According to the Marin Commission on Aging, by 2020 one out of every three Marin residents will be 60 years of age or older. NIEP's programs directly address challenges faced by low-income, isolated and vulnerable seniors – including healthy eating and healthy living, socialization, access to education and information, emergency financial support, community building and referral to resources. All programs and services are provided at no- or low-cost to serve the needs of Novato and greater Marin County's isolated, frail and low-income seniors from a variety of cultural backgrounds as well as their family members and caregivers. Outreach efforts specifically target low-income, isolated and/or at-risk seniors. Approximately 75% of the seniors served by NIEP are low-income (nearly 1,000 clients, based on intake figures).

#### **5) What other agencies will you partner with for this project, Please list? (Please have supporting documents available upon request):**

The Novato Independent Elders Program (NIEP) partners with numerous government agencies, local nonprofit organizations, community businesses and individuals to ensure success in serving Novato-area seniors. Governmental partners include the County of Marin, Marin County Department of Health and Human Services, the California Department of Social Services for setting up implementation of CalFresh payments for NIEP's Home Delivered Grocery Program and Senior Produce Market, and the City of Novato for in-kind support that allows NIEP to operate out of the Margaret Todd Senior Center at no cost. Programs that rely on partnerships and collaborations include:

- **Home Delivered Grocery Program** – collaboration with local Safeway.
- **Margaret Todd Café** – congregate meal site; collaboration with Good Earth Natural Foods and the County of Marin.
- **Brown Bag Market** – collaboration with the SF-Marin Food Bank. NIEP also collaborates with the Novato Human Needs Center for this program.
- **Postal Carrier Alert Program** – collaboration with the Novato Post Office and Police Department.
- **Multicultural Outreach Program** – the success of this program is driven by collaboration with other local nonprofit organizations including Whistlestop, Marin Community Clinic, Senior Access (memory



screening for the Alma Latina Luncheon group), the College of Marin for ESL classes, Novato Human Needs Center, Marin Community Clinics, Canal Alliance, Novato Library and Marin Transit.

- **Rotary HOME Team** – collaboration with the Ignacio Rotary Team (provides low-income and disabled seniors with minor home repairs).
- **21 Annual Workshops** – collaboration with a variety of businesses and healthcare providers to provide seniors information about everything from proper balance to Alzheimer’s and more. Collaborating agencies and organizations include Novato Fire Protection District, Senior Access, Alzheimer’s Association, California Telephone Access Program, Audiology Associates, Lighthouse for the Blind and Vision Impaired, local dieticians and foot care specialists, SCAN Health Plan, Marin County District Attorney’s Office, HICAP, Marin Transit, a local gerontology psychologist, Jayah Faye Paley (local instructor and author who teaches about Poles for Walking) and more.
- **Health Services Day** – partnership with local healthcare providers to provide a day of health services, screenings and information to local seniors. Some of the numerous partners include Marin Community Clinic, Audiology Associates, Novato Community Hospital, EyeWish Optometry, Marin Acupuncture Clinic, Dominican University, SCAN Health Plan, Viola Water, Novato Sanitary District, Hospice by the Bay, La Vita Chiropractic, Sutter Care at Home, Novato Dermatology, individual health practitioners and more.
- **Transportation Needs** – NIEP collaborates with Marin Transit to provide transportation to and from the Margaret Todd Senior Center for select programs.
- **Victim/Witness Program** – collaboration with a local District Attorney’s office, which sends an ADA twice a month to the Margaret Todd Senior Center to speak with seniors who believe they have been victims of crime.
- **Alzheimer’s Caregiver Support Group** – collaboration with the Alzheimer’s Association and Marin Adult Day Health Center.
- **Tax Preparation Program** – collaboration with American Association of Retired Persons.
- **LGBT Support Group** – collaboration with Spectrum LGBT Center.
- **Volunteer trainings** for a variety of programs – collaborations with Adult Protective Services (to which NIEP also refers seniors when necessary), Sutter Care at Home and the Novato Police Department and Fire Protection District.

**6) HUD National Objective to be served (check one):**

<b>X</b>	<b><i>Activities benefitting low and moderate-income persons. (LMI)</i></b>
	<b><i>Activities benefitting low and moderate area. (LMA)</i></b>
	<b><i>Activities which aid in the prevention or elimination of slums or blight.</i></b>

**7) How will this project further Marin County's Fair Housing goals?:**

NIEP serves a variety of seniors who participate in programs based in the hub location at the Margaret Todd Senior Center in Novato. While not addressing housing specifically, NIEP’s programs ensure that seniors served are able to safely age in their own homes. NIEP strives to be inclusive of all seniors at every economic level and of every ethnicity, religion and background. The program is also committed to its multi-cultural services to ensure that all seniors are served. Within Marin County, ESC also runs a Shared Housing program, Homeshare, which matches senior homeowners with senior home-seekers in exchange for reduced rent or exchange of services. The program

also refers seniors to a variety of available services provided by ESC (Brown Bag Grocery program, Congregate lunch programs, yardwork help, workshops & more) as well as other government agencies & local nonprofits. Over the past three years, the program has matched 85 homeowners with home-seekers.

**8) Approximately how many moderate, low, and very low-income persons will directly benefit from the program/project? (Use the table below of income level estimates per household to determine the number of people served):**

Extremely Low	475
Very Low-Income	425
Low-Income	425
Moderate-Income	

\*Please note: the numbers in question 8, above reflect solely the number of seniors who will directly benefit from CDBG funds for the Novato Independent Elders Program (NIEP). NIEP also serves seniors at the moderate and higher income levels – CDBG funds are not used for these seniors and their numbers are not reflected above.

**2016 HUD INCOME LIMITS**

Household Size	1	2	3	4	5	6	7	8
Extremely Low	\$25,850	\$29,550	\$33,250	\$36,900	\$39,900	\$42,850	\$45,800	\$48,750
Very Low-Income	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Low-Income	\$68,950	\$78,800	\$88,650	\$98,500	\$106,400	\$114,300	\$122,150	\$130,050
Moderate-Income	\$90,500	\$103,450	\$116,350	\$129,250	\$139,550	\$149,950	\$160,250	\$170,600

SOURCE: U.S. Department of Housing and Urban Development

**9) Estimate the number of minorities to be served by the program/project using the following table (see note about table below):**

<b>Ethnic Category</b>	<b>Total Persons</b>	<b>Of the total, those identifying as Hispanic</b>
American Indian or Alaskan Native	8	
Asian	125	
Black or African American	35	
Native Hawaiian or other Pacific Islander	0	
White	1,107	315
American Indian <i>and</i> White	0	
Asian <i>and</i> White	10	
Black <i>and</i> White	0	
American Indian <i>and</i> Black	0	
Multi-Racial	40	
TOTAL	100%	
Female-Headed Households (out of above total)	684	

\*Please note: the numbers in question 9, above reflect solely the number of seniors who will directly benefit from CDBG funds for the Novato Independent Elders Program (NIEP). NIEP also serves seniors at the moderate and higher income levels – CDBG funds are not used for these seniors and their numbers are not reflected above.

**10) How will your project benefit members of the Protected Classes?**

ESC and NIEP are dedicated to being culturally inclusive. NIEP’s Multicultural Outreach Specialist (MCOS) works collaboratively with numerous agencies serving a broad range of ethnicities and cultures in Marin County to produce the Multicultural Newsletter. The newsletter includes stories and a resource listing of interest to seniors from a variety of cultural backgrounds. The MCOS also schedules educational speakers, translates materials and develops social programs for seniors from a variety of cultural backgrounds, such as the monthly Alma Latina potluck dinners and seasonal events. Furthermore, the MCOS coordinates a team of professionals from organizations such as Senior Access, Whistlestop and Marin Community Clinics, who work with seniors from varied ethnic and language backgrounds. The group meets every three months at the Margaret Todd Senior Center to examine the best way to reach these seniors and their families with information about valuable programs. NIEP’s Director also conducts informational presentations to a wide range of senior groups, from senior LGBT organizations to the SIRS (Seniors In Retirement) and Rotary clubs.

NIEP has established and maintains relationships with over 30 organizations and businesses to reach and provide services for Novato’s isolated, low-income and/or frail seniors who come from diverse cultural backgrounds and/or whose first language may not be English. NIEP partners with the College of Marin to provide ongoing ESL classes at

the Margaret Todd Senior Center. Other ESC/NIEP diversity services for non or limited English-speaking seniors and their families include:

- Providing information regarding immigration and citizenship matters, voter education and translation services.
- One-on-one assistance with forms for non-English speaking seniors.
- Resource referral and information for health care, housing, and more.

Many of NIEP's services specifically target low-income, isolated and frail seniors, and the program employs a variety of methods to reach demographic groups least likely to apply. NIEP reaches seniors, family members, caregivers and service providers, providing information through advertising fliers, print advertisements, newsletters and word of mouth. NIEP also collaborates with a variety of affordable housing sites, senior centers (including Margaret Todd) and retirement communities to spread the word about the vital services the program provides. A network of volunteers, other nonprofit organizations and public service agencies is also instrumental in helping NIEP reach Marin County seniors in their homes. Homebound and isolated seniors receive information about NIEP's programs and services through notices delivered as part of the Postal Carrier Alert program. ESC has grown its presence in Marin by expanding its home care program and the program's marketing team also actively supports and communicates about the NIEP programs in all presentations and marketing material.

Please note that HUD (U.S. Department of Housing and Urban Development) changed the data collection requirements regarding race/ethnicity categories during program year 2002-2003. These changes reflect Office of Management and Budget 1997 standards establishing that "Hispanic" is not a race category, but an ethnic category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or a multi-race may also be counted as being of Hispanic ethnicity. As such, when asking the individual/household to select a race category, the individual/household must also state whether they are of Hispanic ethnicity. For example, an individual/household of Mexican descent would likely state their race as either American Indian or White, and would also fall under the category of "also Hispanic."

**11) If your agency has a remaining project funding balance from previous years' County of Marin CDBG funding, please explain below and include a timeline for spending:**

NIEP does not have a remaining project funding balance from previous years' County of Marin CDBG funding.

**12) List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goals and accomplishments? If not, please explain why. Please describe:**

NIEP has been able to thrive and expand with strong continued support from the community and local funders, including the Marin County CDBG program. ESC/NIEP's goals have always been to provide the services that Novato and Marin County seniors need in order to continue living healthy lives and to thrive. Each year, while continuing to provide its successful services, NIEP seeks to expand its programs based on the needs of the senior community.

NIEP programs include:

- The **Home Delivered Grocery Program**: A volunteer-run project in partnership with Novato Safeway. Volunteers shop for and deliver groceries to homebound and socially-isolated elderly Novato residents.

- **Margaret Todd Café:** In partnership with Good Earth Natural Foods and the County of Marin, meals are delivered to the Margaret Todd Dining Site where NIEP volunteers set up the site and serve the meal. 5,883 meals were served in 2016.
- The **Multicultural Outreach Program:** Provides services to Marin County seniors from a variety of cultural backgrounds and for those whose first language may not be English. The program includes educational workshops and Alma Latina monthly luncheons for Spanish-speaking seniors as well as citizenship classes and, in partnership with the College of Marin, two ESL classes per week. ESC's Multicultural Outreach Specialist (MCOS) coordinates NIEP's Multicultural Outreach Program, recruits seniors for appropriate classes and workshops, and assists other staff in planning inclusive, welcoming activities for seniors of diverse backgrounds. NIEP also publishes a quarterly multicultural outreach newsletter, providing information about NIEP programs, information from other agencies that work with seniors from diverse cultural backgrounds and a list of important Marin County senior resources. The newsletter is distributed in locations frequented by seniors from a variety of cultural backgrounds. Locations include Whistlestop, Canal Alliance, Novato library and the Marin Community Clinic in Novato as well as Novato Market, Casa Del Palmar Market and Restaurant, Kaiser Permanente, Novato Human Needs Center, LIFT-Levántate, La Hacienda Restaurant, La Taqueria Real and the Albert J. Boro Community Center (formerly Pickleweed Park Community Center). In 2016, nearly 4,000 seniors were served by this program.
- ESC **Senior Produce Market:** Seasonal produce is offered twice a month at cost, every first and third Wednesday at the Margaret Todd Senior Center. Older adult volunteers set up and administer the market, building a peer-to-peer experience around senior nutrition and wellness. The Senior Produce Market serves an average of 50 seniors per market day.
- ESC **Senior Center Without Walls:** Homebound and socially-isolated seniors participate by telephone in more than 60 classes and groups offered every day of the week, reducing social isolation and building community. Information on this program is shared with seniors, their families and caretakers at the Margaret Todd Senior Center.
- **Brown Bag Market:** In partnership with the SF-Marin Food Bank, groceries are provided at no charge, farmers' market-style, to low-income Novato seniors who qualify for the program. The program serves approximately 60+ low income seniors weekly.
- **Yard Maintenance Program:** Local high schools, churches and volunteers help low-income, isolated and/or disabled seniors with yard clean-up. 57 seniors were served by this program in 2016.
- **Rotary HOME Team:** The ESC Rotary HOME Team program partners with local Rotary clubs, including the Ignacio Rotary team and the Rotary Club of Mission San Rafael, to provide low-income and disabled seniors with minor home repairs. Services vary by need, but can include replacing light bulbs, installing carbon dioxide detectors, replacing batteries in smoke alarms, unclogging drains, replacing fuses, installing grab bars, and providing other fix-it services that can significantly impact safety and quality of life. The Rotary HOME Team served 46 people.
- **Postal Carrier Alert Program:** In partnership with the Novato post office and police department, NIEP provides a community response system using the "Seven Signs of Change" to identify if a senior is in need of assistance. Last year, the ESC/NIEP Director also assisted in establishing this program in Sausalito. 375 seniors used this program in 2016.
- **ElderWise:** In 2015, NIEP spearheaded the effort to bring ESC's ElderWise Friendly Visitors program to Marin County. This program provides weekly visits by trained volunteers to isolated and/or homebound seniors throughout Marin County.
- Plus, a wide range of other senior programs to meet the diverse needs of Marin County's low-income seniors, including 21 **workshops and special seminars.**

The Margaret Todd Senior Center is also a resource and referral center where seniors, their families, caregivers and the wider Marin community can attend workshops and seminars, receive information about local programs and services for seniors, and get free health and wellness services at NIEP's Health Service Day.

### **Expanded Services**

Thanks in large part to ongoing assistance from funders like the Marin County Community Development Agency and in-kind support from the City of Novato, NIEP continues to broaden its offering of first-rate programs for seniors. Expanded NIEP services in 2015-16 include:

- This year, NIEP replaced the Senior Health Fair with a Health Services Day. This event was a partnership between local health care providers and ESC, at no cost to participants. Health services provided included: hearing screenings, stroke and dental exams, blood pressure checks, glucose and cholesterol tests, fall prevention information, memory screenings, cranial sacral work, acupuncture for seniors and trigger point massages. 106 seniors attended the Health Services Day, which is slated to become an annual event.
- The Brown Bag Market program was expanded from a bi-monthly program to a weekly program, operating every Wednesday to serve 60+ low-income seniors weekly.
- Margaret Todd Café lunches are now staggered in an effort to reach more seniors. This year, NIEP was able to serve an additional 500+ seniors through the program.
- In furthering the goal of reaching more seniors from a variety of cultural and language backgrounds, NIEP's Multicultural Outreach Specialist began coordinating community outreach group with members from the Marin Community Clinics and Whistlestop to find ways to reach out to Hispanic seniors and inform them of the many programs and services available.
- NIEP partnered with Spectrum LGBT Center to sponsor a regular LGBT seniors support group at the Margaret Todd Senior Center. Last year, over 100 seniors attended the group.
- NIEP is in the process of expanding the Home Delivered Grocery Program and the Senior Produce Markets, so that both programs will accept CalFresh, making them even more accessible to low-income seniors.
- 750 older adults from Novato and wider Marin County attended NIEP's 21 educational workshops and special events on topics of concern to seniors, such as fall preventions, diet and exercise, transportation, memory loss and vision and hearing, including free hearing screenings.

### **13) If your organization has never received a Federal CDBG grant what is your experience with administering CDBG or other federal grant programs?**

NIEP is a past recipient of Federal CDBG funds.

### ***PROJECT MANAGEMENT & FINANCIAL DATA***

### **14) State who supervises and manages the program. List any approvals or authorizations required for the program to operate. Describe any computer systems or other systems used to track grant funding and client results for the program.**

The ESC/NIEP Director has a long history of managing senior services in Novato. She works together with the ESC Vice President of Home & Community-Based Services to make strategic decisions about the future of the NIEP

program. The ESC/NIEP director also works with two part-time staff in addition to multiple city and county partners and a cadre of dedicated volunteers to keep the programs running and expand new offerings throughout Marin.

ESC/NIEP staff continues to look for ways to enhance existing programs for Novato seniors and expand programming and resources to the greater Marin County.

Grant and other funding is tracked through the ESC Foundation on the Blackbaud eTapestry database. Client satisfaction is tracked through a survey process. Annually, all NIEP clients are sent a survey and answers are recorded and tracked in the Senior Resources division database. In the satisfaction survey, ESC/NIEP expects that 85% of survey respondents will indicate satisfaction with the programs and with outcomes by marking either “strongly agree” or “agree” on a majority of the questions asked.

**15) List program objectives and milestones, along with an estimated timetable for reaching them:**

NIEP and ESC provide high quality services that address the income and social-isolation challenges Novato-area seniors face. Over the course of the next year, NIEP will continue to serve seniors with the same level of professionalism and care that the program has demonstrated for over 21 years. Annually, all NIEP program participants and clients are sent a satisfaction survey. The last survey showed that 90% of respondents indicated satisfaction with NIEP’s programs, by marking satisfaction-related questions with either an “agree” or “strongly agree” response. NIEP anticipates the same level of satisfaction in the next annual satisfaction survey to be sent in 2017. Throughout the next year, NIEP will also continue to serve the same number of seniors in core programs listed above in question 12, while focusing on key expansions that will further serve the community of low-income and culturally diverse seniors in the Novato area (see below).

Starting in early 2017 (January or February), NIEP will expand Home Delivered Grocery Program (HDGP) and Senior Produce Market (SPM) to serve older adults who use CalFresh to purchase their food. Over the course of 2017, focused outreach announcing the change is expected almost double the number of people served by HDGP (from 14 to 27 participants) and for 30 new seniors to attend the SPM (an average of 5 new seniors per market day). NIEP expects that 50% of the new HDGP participants and 50% of the new seniors attending the SPM will be seniors who purchase their food using CalFresh.

The Belle Marin Newsletter (NIEP’s quarterly multicultural publication), is continually reaching out to new agencies who work with seniors from a variety of cultural backgrounds. The program will seek additional information for articles, special events and programs and resources to include in the newsletter. NIEP expects to reach out to at least six new partners over the course of 2017. NIEP also anticipates adding new local participants to the community-wide Multicultural Outreach Team collaboration. The team formed six months ago in order to reach seniors from a variety of cultural backgrounds with information about available programs and resources. The Multicultural Outreach Specialists also regularly partners with Whistlestop to plan special events. NIEP anticipates increasing the number of seniors reached through new multicultural program initiatives by 10% over the course of 2017.

**16) Program Budget: (a) List the activities and/or items that CDBG funds will be used specifically for. Funding requests for full-time staff or staff which does not have a direct client-benefit for income eligible clientele is not allowed. Please provide detail for proposed budget in the space below and attach a proposed budget for the CDBG funds (*incomplete applications will be rejected*).**

Item	Budget	CDBG Funding
<i>Staff Costs</i>		
NIEP Director Salary and Benefits	\$117,022	\$15,000
NIEP Part-Time Staff Salary and Benefits	\$79,057	\$6,000
<i>Operational costs</i>		
Supplies	\$2,750	
Business Expenses: Travel, Meals, Cell Phones etc.	\$2,700	
Printing/Marketing/Postage	\$1,900	
Direct Program Costs	\$14,000	\$5,000
Volunteers	\$4,500	
Professional Development	\$1,500	
Other	\$500	
In-Kind Staff Support From the City of Novato	\$6,204	
In-Kind Services From the City of Novato	\$32,700	
<b>Total</b>	<b>\$262,833</b>	<b>\$26,000</b>

\*Please note: the budget in question 16, above reflects the budget for the entire Novato Independent Elders Program. CDBG funds will be used to serve extremely low, very low and low-income seniors only, reflected in questions 8 and 9.

**(b) List a breakdown of the TOTAL funding sources for your proposed program/project:**

Funding Source	Funding Amount	Percentage of Total Funding	Uses of Funds
County Supervisor	\$25,000	10%	Staff/programs
City In-Kind	\$38,904	15%	Staff/volunteer programs
SCAN Health Plan	\$3,000	1%	Staff/programs
Margaret Todd Meal Program – anonymous donors*	\$11,435	4%	Staff/programs
Episcopal Senior Communities**	\$139,494	53%	Staff/programs
Marin Community Foundation	\$45,000 (anticipated)	17%	Home Delivered Grocery Program & Senior Produce Market

\*Amount listed includes donations from October 1, 2015 - September 30, 2016. Please note: these individual donations are variable year to year.



\*\*Episcopal Senior Communities helps fund the Novato Independent Elders Program from the organization's operating budget.

**17) Will the requested CDBG funds be expended by the end of the fiscal year (June 30, 2018)? Yes - No If No, please explain why:**

NIEP expects that the requested CDBG funds will be expended by the end of the fiscal year (June 30, 2018).

**18) Please sign and date your application below:**

  
\_\_\_\_\_  
*Signature*

November 8, 2016  
\_\_\_\_\_  
*Date*

**Mailing Address:**

County of Marin  
3501 Civic Center Drive #308  
San Rafael, CA 94903  
Attn: Jared Stalling

**Application submittal deadline is  
Tuesday, November 8, 2016 by 5 p.m**

**POSTMARKS WILL NOT BE ACCEPTED**

**Physical Address (if dropping off application):**

County of Marin- Community Development  
3501 Civic Center Drive #308



**2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT**

**PUBLIC SERVICE APPLICATION FOR FUNDING**

Program Year: 2017/18

Check One:        New Program/Project

   Existing Program/Project

**1) Which Planning Area will the project be located? Check all that apply**

Lower Ross Valley	Upper Ross Valley	San Rafael	Novato	West Marin	Richardson Bay
			X		

**2) Prior Years Funded by County of Marin CDBG:**

<b>Year Funded</b>	2016-17	2015-16	2014-15	2013-14
<b>Grant Amount</b>	\$8,600	\$6,200	\$6,200	\$6,000
<b>Amount Expended</b>	All will be spent.	\$6,200	\$6,200	\$6,000

**3) General Information:**

<b>CDBG FUNDING AMOUNT REQUESTED</b>	\$25,000
<b>PROGRAM/PROJECT NAME</b>	Childcare Scholarships & Case Management
<b>ORGANIZATION/AGENCY NAME</b>	Novato Youth Center
<b>MAILING ADDRESS</b>	680 Wilson Ave., Novato, CA 94947
<b>PROJECT ADDRESS</b>	680 Wilson Ave., Novato, CA 94947
<b>CONTACT PERSON &amp; PHONE NUMBER</b>	Kara Vernor, (415) 892-1643, x304
<b>E-MAIL ADDRESS</b>	info@novatoyouthcenter.org
<b>WEBSITE</b>	www.novatoyouthcenter.org
<b>ORGANIZATION DUNS#</b>	118178391

**4) Program Description:**

Describe your program and how the program will address an unmet need in the community. Describe the impact your project will have on low/moderate income households Please limit your response to a half page.

Through fundraising, California State subsidies, and CDBG, The Novato Youth Center (NYC) provides quality, accessible childcare for low-income families. As one of the largest licensed, subsidized childcare centers in Marin County, NYC provides year-round services to 225 youth annually, ages 12-months to 14-years, two-thirds of whom are from low-income families. Our all day Early Care & Education and our out-of-school enrichment programs strengthen the social, emotional, academic, and physical development of youth-in-need in a nurturing and culturally competent learning environment that incorporates transportation and healthy food. We are proud that nearly half of our staff is bilingual and we are able to serve a culturally and socio-economically diverse mix of families in a manner that integrates and unites our community.

Thirty percent of families living in Marin cannot afford basic living expenses. Childcare is the second highest cost in the family home (next to housing) and is an essential safety net service that allows parents to work or continue their education. Typically, the waitlist for affordable child care is from 600-800 families long, and in Novato, where the number of youth receiving free or reduced price lunches has increased by 83% over the past ten years, it is needed now more than ever. Families struggle to afford other basic needs as well, such as food and housing, and in response to these needs, NYC has incorporated Case Management services into our Child Development programs. Our Case Manager develops a relationship with families by coordinating enrollments and recertifications, and as income verification is part of these processes, she seamlessly engages families in a broader assessment of financial needs and service eligibility, enabling NYC to provide more comprehensive support. Having worked at Homeward Bound previously, NYC's Case Manager has expertise in housing, which is one of the biggest needs currently facing our families. She is also certified to enroll families in CalFresh, which is crucial given that nearly 12% of people living in Marin are food insecure.

**5) What other agencies will you partner with for this project, Please list? (Please have supporting documents available upon request):**

For child development programs, NYC partners with the Marin Childcare Council, which maintains a Central Eligibility List for low-income working parents in need of state childcare subsidization. NYC also partners with Community Action Marin, which provides additional childcare subsidies. Our Case Manager partners with a variety of service and skill-building agencies depending on the needs of parents that emerge, and she is a member of the Marin Advocates Network, and group of providers representing a spectrum of organizations and services, in order to build relationships and keep up on available supports. Formally, we have a partnership with the SF-Marin Food Bank, which certified our Case Manager as a CalFresh enroller.

**6) HUD National Objective to be served (check at least one):**

X	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
	<i>Activities benefiting low and moderate area. (LMA)</i>
	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

**7) How will this project further Marin County's Fair Housing goals?:**

The far majority of NYC's Child Development participants are composed of people who fall into more than one protected class. Due to our affirmative marketing efforts, we continue to serve a much higher proportion of those who are overcoming a legacy of discrimination than is found in Novato's population in general. While childcare may not directly combat housing discrimination, it is a fundamental and vital safety net services that builds the capacity of marginalized families, who tend to be most at risk for discrimination. Our parents agree it builds their capacity, as

98% of them who participated in our satisfaction survey agreed or strongly agreed NYC's accessible childcare helps them maintain their employment. Families with more capacity tend to be more able to advocate for themselves when faced with discrimination, and now, with the help of our Case Managers, families have a partner who can help them recognize discrimination and connect them to supports like Fair Housing of Marin to help reverse that treatment.

8) Approximately how many moderate, low, and very low-income persons will directly benefit from the program/project?:

Extremely Low	132
Very Low-Income	84
Low-Income	40
Moderate-Income	23

**2016 HUD INCOME LIMITS**

Household Size	1	2	3	4	5	6	7	8
Extremely Low	\$25,850	\$29,550	\$33,250	\$36,900	\$39,900	\$42,850	\$45,800	\$48,750
Very Low-Income	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Low-Income	\$68,950	\$78,800	\$88,650	\$98,500	\$106,400	\$114,300	\$122,150	\$130,050
Moderate-Income	\$90,500	\$103,450	\$116,350	\$129,250	\$139,550	\$149,950	\$160,250	\$170,600

SOURCE: U.S. Department of Housing and Urban Development

9) Estimate the number of minorities to be served by the program/project using the following:

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native	2	
Asian	11	
Black or African American	23	
Native Hawaiian or other Pacific Islander	2	
White	269	173
American Indian <i>and</i> White	2	
Asian <i>and</i> White		
Black <i>and</i> White	2	
American Indian <i>and</i> Black		
Multi-Racial	20	
TOTAL	100%	
Female-Headed Households (out of above total)	Cannot provide an estimate at this time.	

**10) How will your project benefit members of the Protected Classes?**

Our project primarily benefits member of protected classes, as virtually all participants have minor children in the home. Additionally, the far majority of participants belong to a racial group that has been subject to a legacy of discrimination, many are immigrants, and some experience at least one type of disability. Our subsidized childcare services help these members of protected classes have the support they need to remain in the workforce and the case management services they need to increase self-sufficiency.

**11) If your agency has a remaining project funding balance from previous years' County of Marin CDBG funding, please explain below and include a timeline for spending: Not applicable.**

**12) List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goals and accomplishments? If not, please explain why. Please describe:**

Because we are at the beginning of NYC's first year of offering Case Management services, we do not yet have past accomplishments on which to report. Within our child development programs, the primary goal of our CDBG funding is to allow low-income families to take the job or promotion that enables upward mobility. Unfortunately, so often a bump in pay makes still struggling families ineligible for receiving state subsidies. That bump is therefore a large financial penalty that results in a net decrease in take-home income. CDBG funding allows those families to continue to receive some help, though less than they were receiving, so that they actually benefit from a more lucrative position. So far this year the funding has allowed three youth with upwardly mobile families to remain in childcare while their parent or parents accepted slightly higher paying positions. Last year, the funding allowed the parents of five youth to do the same. All who benefitted belong to more than one protected class. Our main goal is to apply all of our CDBG funding to families like these within a one-year period, and we have met that goal each year.

**13) If your organization has never received a Federal CDBG grant what is your experience with administering CDBG or other federal grant programs?**

Not applicable.

***PROJECT MANAGEMENT & FINANCIAL DATA***

**14) State who supervises and manages the program. List any approvals or authorizations required for the program to operate. Describe any computer systems or other systems used to track grant funding and client results for the program.**

Ruthie Ament, NYC's Child Development Manager, oversees the childcare program, and Kara Vernor, Director of Operations Planning, oversees NYC's Case Management services. In order for families to receive CDBG support, they must income-qualify through a family certification interview, and those families must notify us immediate if their income changes. A family fee schedule is used in conjunction with our allotment of CDBG funding to determine the family's portion of monthly fees, based on the Marin County Community Development Block Grant guidelines. Again, it is those families that no longer qualify for California State subsidies but continue to fall within CDBG income limits that qualify.

Additionally, child development program outcomes, as found in our logic models, are tracked through an Excel database. NYC's finance office uses both Excel and Abila MIP Fund Accounting software.

**15) List program objectives and milestones, along with an estimated timetable for reaching them:**

Please see the attached logic models for each of our child development programs and our case management program, all of which cover the span of one fiscal year.

**16) Program Budget:**

**(a) List the activities and/or items that CDBG funds will be used specifically for. Funding requests for full-time staff or staff which does not have a direct client-benefit for income eligible clientele is not allowed. Please**

provide detail for proposed budget in the space below and attach a proposed budget for the CDBG funds *(incomplete applications will be rejected)*.

Of the \$25,000 requested, \$15,000 would be for scholarships that allow 8-12 children to receive high-quality childcare services in a safe, nurturing environment with daily academic enrichment. Scholarships would range from 10% to 50% depending on income level and family size.

The remaining \$10,000 would be for 17% of our Case Manager's staff time, and only the time that directly benefits our low-income families. Please see attached budget for more detail.

(b) List a breakdown of the TOTAL funding sources for your proposed program/project:

Funding Source	Funding Amount	Percentage of Total Funding	Uses of Funds
CA Department of Education	241,397.00		Childcare subsidies
Community Action Marin	74,518.00		Childcare subsidies
CNIP CA Dept. of ED Food Contract	29,000.00		Food program
Program Fees	826,059.00		Child Development program-wide expenses
Foundation Funding	84,250.00		Child Development program-wide expenses
Service Club Funding	14,500.00		Child Development professional development
Business Donations	1,500.00		Child Development program-wide expenses
Fundraising Events	60,808.00		Child Development program-wide expenses
Case Management Grant Funding	78,207.00		Case Management program-wide expenses

17) Will the requested CDBG funds be expended by the end of the fiscal year (June 30, 2018)? Yes - No If No, please explain why: Yes.

18) Please sign and date your application below:

  
 \_\_\_\_\_  
 Signature

11/3/16  
 \_\_\_\_\_  
 Date

**Mailing Address:**

County of Marin  
 3501 Civic Center Drive #308  
 San Rafael, CA 94903  
 Attn: Jared Stalling

Application submittal deadline is  
 Tuesday, November 8, 2016 by 5 p.m.  
POSTMARKS WILL NOT BE ACCEPTED

**Physical Address (if dropping off application):**

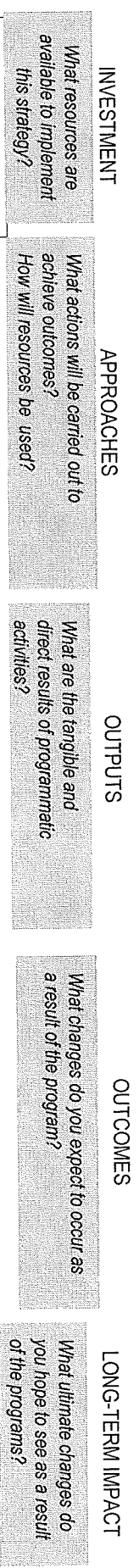
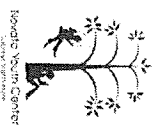
County of Marin- Community Development  
 3501 Civic Center Drive #308

**Novato Youth Center  
CDBG 2017-18**

<b>INCOME</b>	
CDBG	<b>\$25,000</b>
<b>Total Income</b>	<b>\$25,000</b>
<b>EXPENSES</b>	
Childcare Scholarships for 8-12 children	<b>\$15,000</b>
Child Development Case Manager at 17% FTE	<b>\$8,115</b>
Case Manager benefits @ 24%	<b>\$1,885</b>
<b>Subtotal</b>	<b>\$25,000</b>
<b>TOTAL PROJECT COSTS</b>	<b>\$25,000</b>

# Integrated Case Management: 2016-17 Logic Model

**Mission:** to inspire and prepare youth to succeed.  
**Goal:** to increase the self-sufficiency of the youth and families the Novato Youth Center serves.



## INVESTMENT

### Staff/Volunteers

- 100% Bilingual Case Manager
- 20% Director of Operations Planning
- 10% Bilingual Admin Coordinator/Parent liaison
- 5% Clinical Supervisor
- All coordinating and referring NYC staff

### Resources & Partnerships

- MCC's Novato Teen Clinic facilities
- County PEI, Marin Community Foundation, Peter E. Haas Jr. Family Fund, Marin First Five funding
- Marin Advocates Network and other partner agencies
- Food from Extrafood.org
- CalFresh Assister certification by SF-Marin Food Bank
- Various NYC program systems

## APPROACHES

What actions will be carried out to achieve outcomes?  
 How will resources be used?

1. Station Case Manager and case management screening at NYC entry points and establish referral processes to integrate case management into NYC programs, including:
  - Child Development
  - Developmental Playgroup
  - Novato Teen Clinic
  - Community-based Counseling
  - Promotores
  - Six week, school-based group for Newcomers
2. Provide referrals, warm handoffs, direct resources, support, coaching, and connections to skill-building and educational resources to NYC youth and families to increase both basic needs support and build the skills that will reduce need for that support.

## OUTPUTS

What are the tangible and direct results of programmatic activities?

- At least 50 youth ages 12-25 will be screened for unmet needs through the Novato Teen Clinic.
- At least 100 adults will be screened for unmet needs through child development and counseling intakes and recertification.
- At least 15 adults participating in NYC's Developmental Playgroup will be screened for unmet needs and receive weekly education on available resources.
- Enroll eligible families in CalFresh
- Co-facilitate six week Newcomers group and provide individual assessments to at least 15 youth.
- Provide individual case management sessions in person and on the phone to those with identified needs to reduce barriers, provide support, and problem-solve on-going as needed to increase self-sufficiency.
- Provide NYC Counselors and other staff with resource information helpful to their clients.

## OUTCOMES

What changes do you expect to occur as a result of the program?

1. At least 65% of clients ages 12-25 participating in at least 3 sessions of case management will demonstrate improvement in wellbeing, as measured by the total score on the Outcome Rating Scale.
2. At least 70% of adults ages 26 and above who engage in at least three sessions of case management will increase at least one level in one of the domains of the Arizona Self-Sufficiency Index.
3. 80% of NYC staff who received support or information from the Case Manager will agree they increased their ability to serve their clients as a result.

## LONG-TERM IMPACT

What ultimate changes do you hope to see as a result of the programs?

Youth and families will experience increased self-sufficiency wellness.



# Novato Youth Center Toddler/Pre-Toddler Program: 2016-17 Logic Model

**Goal:** Strengthen the social, emotional, cognitive and physical development of children 1-3 in a safe, nurturing, and culturally competent learning environment.

## INVESTMENT

*What resources are available to implement this strategy?*

- Qualified, Well-Trained Staff**
- Child Development Program Manager
  - Child Development Program Coordinator
  - Teacher Aides & Permitted Teachers
- Funds**
- Fees
  - Government Contract
  - Grant Funding
  - Individual and Business Donors
  - In-Kind Donations
- Infrastructure**
- NYC Facility
  - EZ Care2 Database
  - Professional Development Plan
  - Volunteers
  - Social Supports & Collaborative partnerships (NYC's Counseling, JFCS Early Childhood Mental Health, MCOE, Dominican etc.)

## APPROACHES

*What actions will be carried out to achieve outcomes? How will resources be used?*

- 1. Cognitive Development**
  - Language & Literacy: Repetitive activities to build reading, letter recognition and spelling skills.
  - Math & Science: Provide daily learning centers that build math and science skills.
  - Partner with JFCS in Quality Improvement Initiative to address special needs better & earlier.
- 2. Physical Development**
  - Indoor & outdoor activities to build gross & fine motor skills.
  - Food for Thought nutritional curriculum (also supports math skills)
  - Healthy meals.
- 3. Social/emotional Development**
  - JAMaROO Program
  - Implement Teaching Pyramid practices with the help of a coach.
  - Refer to NYC Counseling when families need deeper support.
- 4. Quality Improvement**
  - Participate in IMPaCT for quality early learning settings
- 5. Partner with families**
  - Regular communication
  - Skill building opportunities to support their child's success

## OUTPUTS

*What are the tangible and direct results of programmatic activities?*

- At least 20 children will receive:
- 1. Cognitive Development**
    - 1-2 reading sessions daily
    - Weekly Raise-a-Reader book bags sent home
    - Refer to JFCS Consultant: Children identified with behavioral or special needs will be supported in accessing appropriate resources
  - 2. Physical Development**
    - 2 healthy meals & 1 snack daily
    - 2 outdoor gross motor development sessions daily
    - Scaffolding on gross motor skills with JAMaROO weekly sessions
    - Fine motor development daily activities
    - Daily nap time
  - 3. Social/emotional Development**
    - As is appropriate, implement Teaching Pyramid & make referrals
  - 4. Quality Improvement**
    - All teachers will use an observation curriculum planning guide approved by CDE.
    - Annual vision, hearing, and ASQ be conducted
    - CLASS tool implemented for Emotional Support, Classroom Organization, and Instructional Support.
    - ECER annual implementation to master standards of safety, personal care routines, and rich learning environment
  - 5. Partnering with families**
    - Distributing daily updates to parents
    - Providing 2 parent workshops
    - Providing parents two optional conferences at least twice per year

## OUTCOMES

*What changes do you expect to occur as a result of the program?*

- Each classroom on average will increase by at least one full developmental level in at least 75% of key developmental domains, as identified and measured by the DRDP.
- 80% of Toddler parents/guardians report gaining new skills/knowledge to better support their children as a result of participation in the parent workshops, as measured by post workshop survey.
- 80% of Toddler parents/guardians will report being satisfied or very satisfied with this program, as measured by parent/guardian survey.
- Toddler program will achieve a rate at least a Mastering Quality Standards through QRIS Matrix upon our next rating.

## LONG-TERM IMPACT

*What ultimate changes do you hope to see as a result of the programs?*

Children are supported in their development by providing a high quality early learning setting so they can enter preschool healthy and ready to learn.

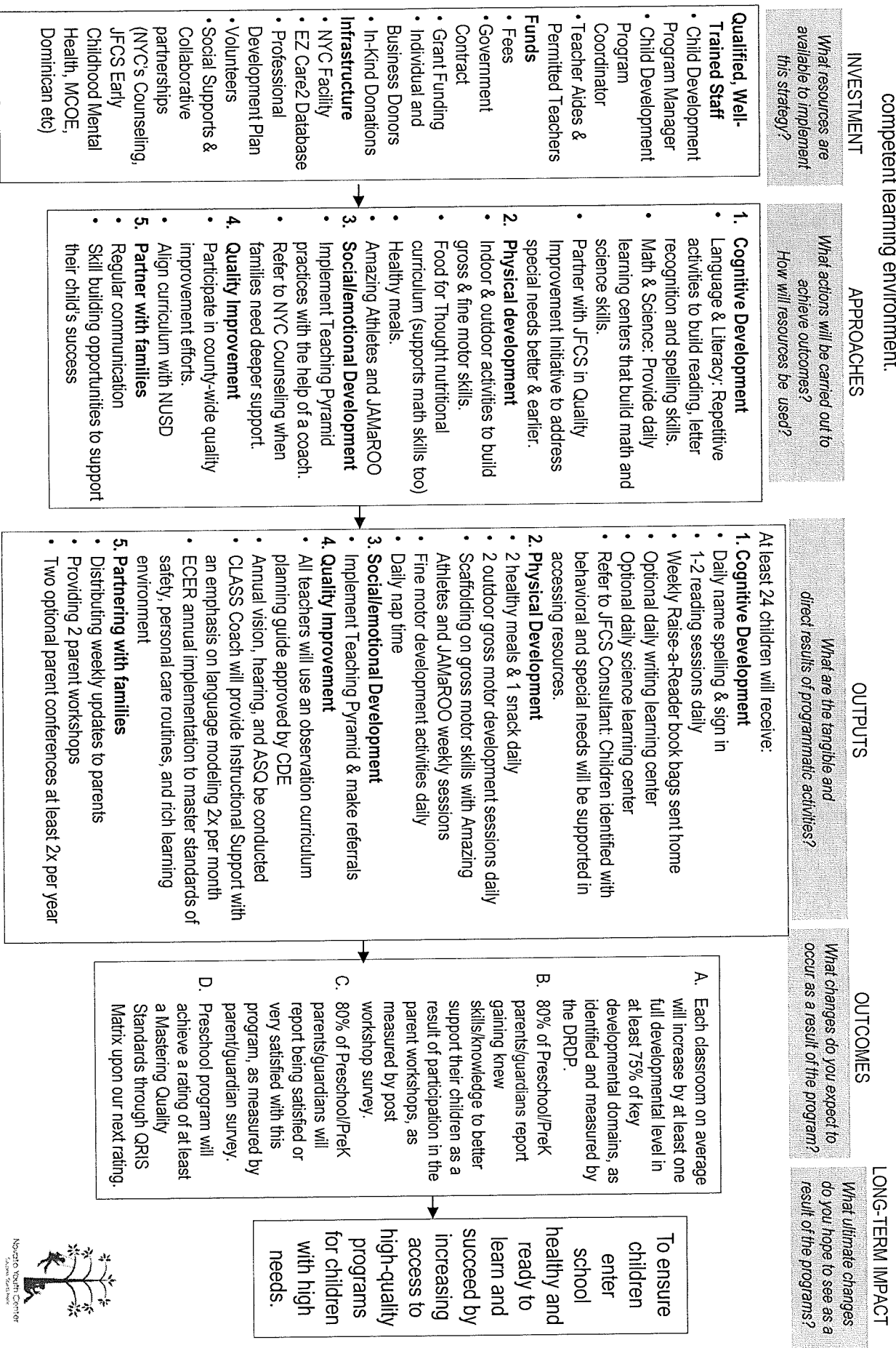


Novato Youth Center \* (415) 892-1643

www.novatoyouthcenter.org

# Novato Youth Center Preschool Program: 2016-17 Logic Model

**Goal:** Strengthen the social, emotional, cognitive and physical development of children 3-5 in a safe, nurturing, and culturally competent learning environment.





Novato Youth Center  
Socio-Emotional Health

# Sparks Elementary School Enrichment Program ~ 2016-17 Logic Model

**Program Goal:** To strengthen the foundational academic practices, socio-emotional skills, and motivation elementary school youth need to be successful in school and beyond.

## INVESTMENT

*What resources are available to implement this strategy?*

- Qualified, Culturally-competent Staff**
- 25% FTE Program Manager
  - 17% FTE Program Coordinator
  - 2.0 FTE Teachers (Credentialed & Permitted)
- Funding**
- Fees
  - Grant Funding
  - Individual and Business Donors
  - In-Kind Donations
- Infrastructure**
- NYC Facility
  - EZ Care2 Database
  - Collaborative Partners
  - NUSD (Data Sharing & Alignment)
  - Dominican University (Volunteer Tutors)
  - NYC's Youth and Family Counseling Program (Groups and Referrals)
  - NYC's Health Education

11/7/2016

## APPROACHES & ACTIVITIES

*What actions will be carried out to achieve outcomes? How will resources be used?*

- 1. Academic Preparation & Enrichment:**  
School-year (afterschool): Provide individualized tutoring and academic support, study habit development, and test-preparation. Summer enrichment: Daily English and Math building activities to stem summer learning loss.
- 2. Personal Development & Pathways:**  
Sparks Identification: Five week summer exploration of individual "sparks" or hidden strengths that catalyze personal growth. Prevention: Provide evidence-based curricula facilitated by counselors to increase resilience and prevent bullying. Early Response/Intervention: Consult with NYC counseling staff to provide deeper behavioral support, and counseling referrals when appropriate.
- 3. Parent & Family Engagement:**  
Regular Communication  
Provide individualized check-ins with parents/ caregivers on a regular basis; Parent sign-off on study habits reports; and administer a parent/guardian. Hold one parent workshop, on a topic related to development.

## OUTPUTS

*What are the tangible and direct results of programmatic activities?*

- 1. Academic Preparation & Enrichment:**
- 80 students participate in afterschool program component; youth enrolled fulltime receive 6 hrs/wk of academic support and instruction in good academic habits.
  - Summer: 6 hrs/week of reading, Lexia and KhanAcademy.
- 2. Personal Development & Pathways:**
- "Spark" identification & development for at least 50 students through a 5-week summer exploration including activities, trips, speakers, activities, and reflection; one Friday/month during the school year.
  - At least 70 students will participate 1 hour each week (for 22 – 25 sessions) in Second Step, strengthening their ability to learn, have empathy, manage emotions and solve problems.
  - Track behavior consultations with CD staff and referrals for mental health counseling and other services that provide intensive social-emotional support.
- 3. Parent & Family Engagement:**
- 90% of parents will sign-off on twice annual study habits report (also incl. missing assignments & planner usage).
  - At least 1/3 of active families will respond to parent survey.
  - At least one third of parent/guardians will participate in an instructional workshop.

Novato Youth Center \* (415) 892-1643  
www.novatoyouthcenter.org

## OUTCOMES

*What changes do you expect to occur as a result of the programs?*

- 1. Academic Preparation & Enrichment:**
- 70% of youth will be rated as "good" or "very good" on five of nine key study habits, as measured by the study habits survey.
- 2. Personal Readiness & Development:**
- 85% of youth will identify their spark.
  - 75% of youth will identify an academic or career path that aligns with their spark.
  - The group average for social-emotional skills will increase, and acceptance of anti-social behavior will decrease, by 10%, as reported by youth completing Second Step Survey tool.
- 3. Parent & Family Engagement:**
- 75% of parents/guardians will report increased involvement in their children's education as a result of participating in this program, as measured by parent/guardian survey.
  - 80% of parents/guardians will report being satisfied or very satisfied with this program, as measured by parent/guardian survey.
  - 80% of parents/guardians will report being satisfied or very satisfied with the parent workshops, as measured by a post-evaluation.

## LONG-TERM IMPACT

*What ultimate changes do you hope to see as a result of the programs?*

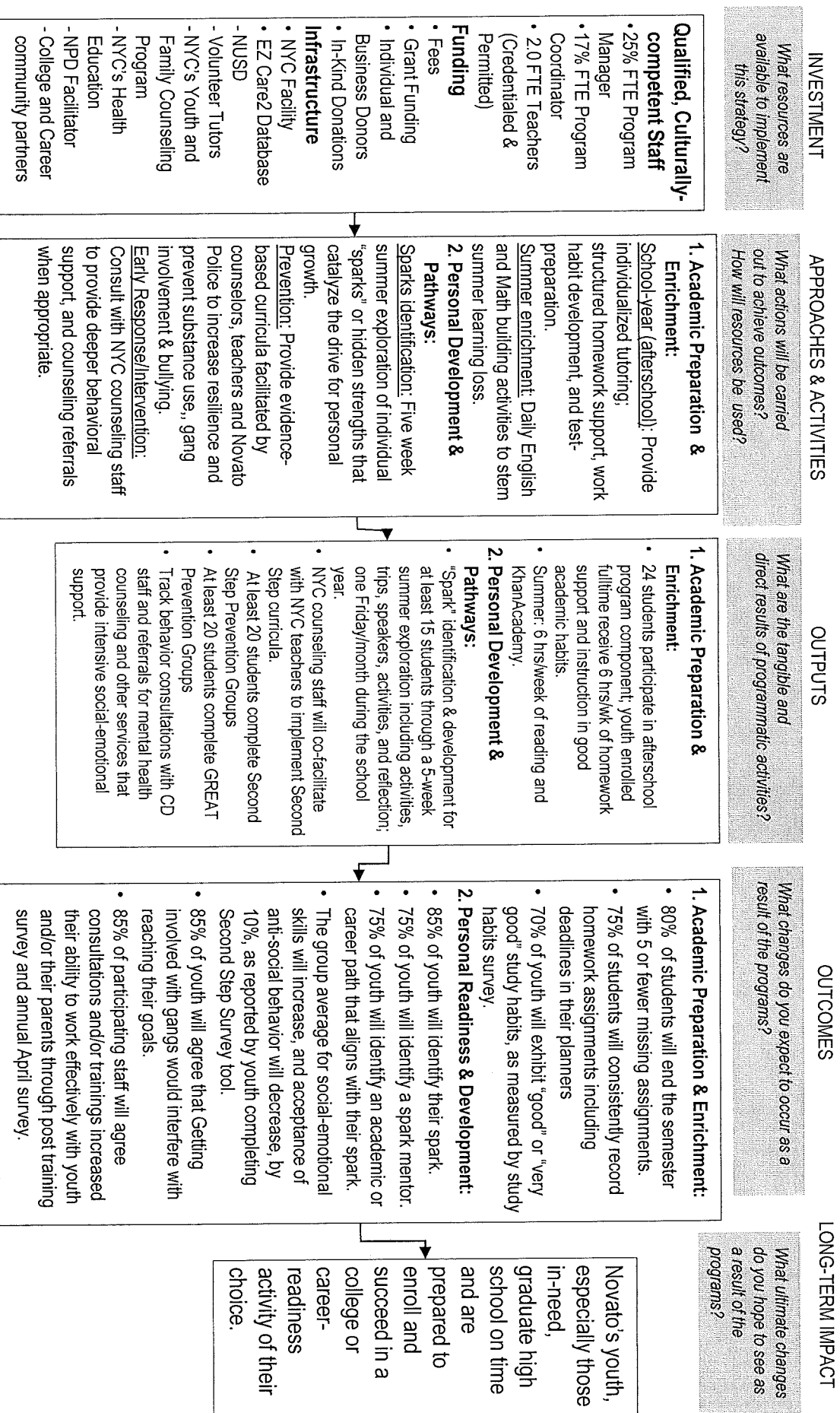
Novato's youth, especially those in-need, have the foundational academic and social skills needed to succeed in middle school.



Novato Youth Center  
San Francisco Bay Area

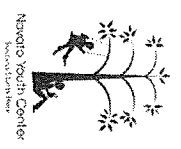
## Sparks Middle School Enrichment Program ~ 2016-17 Logic Model

**Program Goal:** To strengthen the foundational academic practices, socio-emotional skills, and motivation middle school youth need to be successful in school and beyond.



11/7/2016

Novato Youth Center \* (415) 892-1643  
www.novatoyouthcenter.org



# Sparks Middle School Enrichment Program ~ 2016-17 Logic Model

**Mission:** to inspire and prepare youth to succeed.  
**Program Goal:** To strengthen the foundational academic practices, socio-emotional skills, and motivation low-income middle school youth need to be successful in school and beyond.



**INVESTMENT**  
 What resources are available to implement this strategy?

- Qualified, Culturally-competent Staff**
- 50% FTE Program Manager
  - 17% FTE Program Coordinator
  - 2.0 FTE Teachers (Credentialed & Permitted)
- Funding**
- Fees
  - Grant Funding
  - Individual and Business Donors
  - In-Kind Donations
- Infrastructure**
- NYC Facility
  - EZ Care2 Database
  - NUSD
  - Volunteer Tutors
  - NYC's Youth and Family Counseling Program
  - NYC's Health Education
  - NPD
  - College and Career community partners

**APPROACHES & ACTIVITIES**  
 What actions will be carried out to achieve outcomes?  
 How will resources be used?

**Career & College Spotlight**  
 Facilitate presentations to be provided by college prep and career organizations to introduce students to A-G requirements, educational goal setting, career option, and financial planning.

**3. Parent & Family Engagement: Regular Communication**  
 Provide individualized check-ins with parents/ caregivers on a regular basis; Parent sign-off on study habits reports; and administer parent/guardian survey at least once annually.  
 Hold two instructional parent workshops, one on college and career pathways and the other on Positive Discipline.

**OUTPUTS**  
 What are the tangible and direct results of programmatic activities?

- At least 14 7th and 8th grade students will participate in two or more spotlights throughout the school year.
- 3. Parent & Family Engagement:**
- 90% of parents will sign-off on twice annual study habits report (also incl. missing assignments & planner usage).
  - At least 1/3 of active families will respond to parent survey.
  - At least one third of parent/guardians will participate in an instructional workshop.

**OUTCOMES**  
 What changes do you expect to occur as a result of the programs?

- 80% of 7th and 8th grade youth will agree they know what courses to take (A-G requirements) in high school in order to be successful in college career options, as measured through the Career and College Spotlight Survey.
- 3. Parent & Family Engagement:**
- 75% of parents/guardians will report increased involvement in their children's education as a result of participating in this program, as measured by parent/guardian survey.
  - 80% of parents/guardians will report being satisfied or very satisfied with this program, as measured by parent/guardian survey.
  - 80% of parents/guardians will report being satisfied or very satisfied with the parent workshops, as measured by a post-evaluation.

**LONG-TERM IMPACT**  
 What ultimate changes do you hope to see as a result of the programs?

Novato's youth, especially those in-need, graduate high school on time and are prepared to enroll and succeed in a college or career-readiness activity of their choice.



**2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT**

**CONSTRUCTION APPLICATION FOR CDBG FUNDING**

Program Year: 2017/18

1) Check One:

<input type="checkbox"/>	New Construction
<input type="checkbox"/>	Existing Rehabilitation

2) Which planning area will the project be located? Check all that apply

Richardson Bay	Upper Ross Valley	San Rafael	Lower Ross Valley	West Marin	Novato
					<input type="checkbox"/>

3) General Information:

<b>CDBG FUNDING AMOUNT REQUESTED</b>	\$585,915 - HOME funds
<b>PROGRAM/PROJECT NAME</b>	Oma Village: Housing for Working Families
<b>ORGANIZATION/AGENCY NAME</b>	Homeward Bound of Marin
<b>MAILING ADDRESS</b>	1385 N. Hamilton Parkway Novato, CA 94949
<b>PROJECT SITE ADDRESS</b>	5394 Nave Drive Novato, CA 94949
<b>CONTACT PERSON &amp; PHONE NUMBER</b>	Paul Fordham, Deputy Director (415) 382-3363
<b>E-MAIL ADDRESS</b>	pfordham@hbofm.org
<b>WEBSITE</b>	www.hbofm.org
<b>ORGANIZATION DUNS#</b>	949337059

**4) Project Description:**

Provide a detailed scope of work and describe how this project will benefit the community. Please limit your response to 2 paragraphs.

Homeward Bound of Marin is very pleased to request additional funding for costs relating to development of the Oma Village - Housing for Working Families project. Oma Village is a critically needed permanent supportive housing project for homeless families in Marin County. Nearly complete, this project will provide a thriving, energy efficient community of 14 compact one- and two-bedroom family homes, and a community building with laundry and homework club plus outdoor patios and playgrounds. The official Grand Opening was October 19, 2016, although final work is still be being carried out. When completed and opened by December 2016, the new homes will address the critical affordability crisis by housing low-income families who are all working their way out of homelessness through employment, job training, and/or education. At full capacity, the site will house approximately 35 parents and children. The project will not only provide sorely needed stable homes for families from Homeward Bound's emergency and transitional housing programs; it will also help address the high community priorities of ending homelessness and providing needed workforce housing in Marin.

The overall project cost is \$6.6 million, including land purchase and demolition, hard costs, and soft costs. This total includes significant savings that have been leveraged from leading subcontractors thanks to our partnership with HomeAid Northern California. \$6 million have been secured to date leaving a gap of \$600,000. \$585,915 in HOME funds is being requested to fill this gap, and will be used with a range of matching sources (see below), to fund eligible development costs. If this amount, combined with prior HOME commitments to the project, will trigger Davis-Bacon wage requirements, Homeward Bound would like to reduce the request to the maximum amount that would not trigger Davis-Bacon wages. CDBG funds are not being requested – the project does not have further significant CDBG-eligible costs.

**5) HUD National Objective to be served (check at least one):**

<input type="checkbox"/>	Activities benefiting low and moderate-income persons. (LMI)
<input type="checkbox"/>	Activities benefiting low and moderate area. (LMA)
<input type="checkbox"/>	Activities which aid in the prevention or elimination of slums or blight.

**6) How will this project further Marin County's Fair Housing goals?:**

By serving homeless, low-income families, the majority of which are people of color - who are often underrepresented as residents in Marin County - the Oma Village Program furthers fair housing by providing the means for Oma families to obtain permanent housing in this high-priced rental and real estate market of Marin County. Furthermore, not only will this project provide the means for permanent housing, but it will give program participants the option of participating in supportive services that will encourage workforce development, higher education, and financial capability. The hope is that the Oma Village program will not only provide families housing to survive Marin County, but provide the tools needed to thrive in Marin County – becoming long-term, active community participants, further adding to Marin County's Fair Housing goals.

**7) Approximately how many moderate, low, extremely low, and very low-income LMI persons will directly benefit from the program/project? (Use the table below of income level estimates per household to determine the number of people served):**

Moderate-Income	
Low-Income	
Very Low-Income	10 at a given time
Extremely Low	25 at a given time

**2016 HUD INCOME LIMITS**

Household Size	1	2	3	4	5	6	7	8
Moderate-Income	\$90,500	\$103,450	\$116,350	\$129,250	\$139,550	\$149,950	\$160,250	\$170,600
Low-Income	\$68,950	\$78,800	\$88,650	\$98,500	\$106,400	\$114,300	\$122,150	\$130,050
Very Low-Income	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Extremely Low	\$28,500	\$29,500	\$33,250	\$36,900	\$39,900	\$42,850	\$45,800	\$48,750

**8) Will this project benefit a particular group of people? Members of the Protected Classes?**

With continually escalating rent prices, escalating real estate prices and the resulting decrease in affordable housing, Marin County continues to lack racial and economic diversity. The Oma Village Program, like all Homeward Bound Programs, seeks to benefit homeless families in Marin County, many of which are members of one or more protected classes, such as persons with disabilities, persons from racially and ethnically diverse backgrounds, low-income single parent-headed families, and non-English speaking families. In fact, Homeward Bound serves an average of 120 homeless families per year, most of which are Latino and African American families. Therefore, despite the racial make-up of Marin County, Homeward Bound has served many protected classes. Our success, we believe, is not only a result of our Equal Opportunity and Non-Discrimination Policy, which promotes equality of opportunity and establishes a protocol to address complaints of discrimination and provide for reasonable accommodations, but is also a result of our affirmative marketing, which includes: close collaboration with local providers, outreach to non-English speakers, direct outreach to homeless, low-income families of color, translation of our housing and service information into Spanish and Vietnamese; making available written information regarding housing policies and services, and providing services such as TDD for hearing impaired persons as well as assistance for persons with visual impairments. While we wish to continue in these practices that have allowed us to create some of Marin's most diverse housing programs, we welcome new ideas and collaboration for improvement/inclusion.

**9) If your agency has a remaining project funding balance from previous years' County of Marin CDBG funding, please explain below:**

The agency has no remaining CDBG project funding balance. The total CDBG funds awarded to the project – \$317,729 – have been disbursed. \$1,550,900 in HOME funds has been awarded to the project. To date, all but \$317,729 of these funds has been spent disbursed. These remaining funds from the 2016-17 funding round will be disbursed imminently.

**10) List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goals and accomplishments? Please describe:**

- \$1,550,900 HOME and \$317,729 CDBG – develop Oma Village, nearly complete.
- \$1,091,888 HOME and CDBG combined – develop the Next Key Center, completed.
- \$113,418 CDBG – replace worn New Beginnings Center floors, in process

**11) If your organization has never received a CDBG grant what is your experience with administering CDBG or other federal grant programs?**

N/A – Homeward Bound has received both CDBG and HOME grants and has significant experience administering those programs. Other federal grant experience: Continuum of Care grants, Emergency Solutions Grants, & VA Grant Per Diem.

**11) Are you familiar with Davis Bacon and HUD Form 4010? If not, see HUD Form 4010**

Yes, Homeward Bound is familiar with Davis Bacon and HUD Form 4010. As mentioned above, Homeward Bound intends to avoid triggering Davis Bacon and will work with County staff to limit the overall HOME request to no more than the maximum amount for 11 HOME-subsidized units.



**PROJECT MANAGEMENT & FINANCIAL DATA**

12) State who will supervise and manage the project and the individual(s) project management capability. List any approvals or authorizations required and received for the project to continue (for new construction, rehabilitation, or other capital projects, list any entitlements that are necessary for the project):

Homeward Bound is the owner and developer of the Oma Village project. The agency has demonstrated its capacity for these roles by having successfully self-developed the New Beginnings Center and Next Key Center. Deputy Director Paul Fordham oversees the project, interfacing with all the key players, including Novato planning officials. In addition, Doug Elliott, of Elliott Associates, acts as the project manager/fee developer for the project. In this capacity, Mr. Elliott is coordinating key aspects of project development, including the design, permitting, and construction and construction processes. Mr. Elliott, a Marin resident, has been a builder and project developer for 36 years, and previously assisted Homeward Bound in the development of the New Beginnings and Next Key Centers. Oma Village is fully approved - all required approvals have been requested and received, including:  
 -Novato approval requested/received July 2013: design, re-zoning, environmental  
 -Novato approval requested/received March 2014: building permit.

13) **Project Timeline:** List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks asneeded)

<u>Task</u>	<u>Date of Completion</u>
Selected original architect, project manager/fee developer, contractor	August 2012
Conducted environmental review, formed capital campaign committee	August 2012
Demolished pre-existing dilapidated structures on the site	March 2013
Secured city approvals (design, re-zoning of site, environmental, etc.)	August 2013
Completed value engineered drawings	December 2013
Obtained building permit	March 2014
Held ceremonial groundbreaking	July 2014
Secured city approval of project management plan	September 2014
Completed underground utilities, site grading, and site paving; began framing	December 2015
Held ceremonial grand opening	October 2016
Complete construction; obtain certificate of occupancy	December 2016

14) **Project Budget:**

(a) List the activities and/or items for your entire project budget including CDBG funds and other funds (complete the table below)

Funding Source (e.g. CDBG)	Source \$ Amount	Uses	\$ Amount
HOME	\$1,550,900	Acquisition/Demolition/Other	\$1,106,465
County of Marin	\$550,000	Construction Hard Costs: building & materials, etc.	\$3,828,506
County Marin Workforce Housing Funds	\$399,850	Soft Costs: design fees, management fees, etc.	\$1,688,933
City of Novato Housing Opportunity Funds	\$397,918		\$
CDBG (Novato + County-wide allocations)	\$317,729		\$
Marin Community Foundation	\$1,000,000		\$
Tamalpais Pacific	\$300,000		\$
William G. Irwin Charity Foundation	\$100,000		\$
Crescent Porter Hale Foundation	\$100,000		\$
Ginnie & Peter Haas, Jr. Foundation	\$100,000		\$
Bothin Foundation	\$30,000		\$
Joseph & Eda Pell Foundation	\$25,000		\$
Outrageous Foundation	\$20,000		\$
Kansha Foundation	\$5,000		\$
Norman Raab Foundation	\$2,000		\$
Private Donations	\$903,169		\$
Dominican Sisters	\$100,000		\$
Wells Fargo	\$30,000		\$
Bank of Marin	\$25,000		\$
First Republic Bank	\$10,000		\$
<b>TOTAL</b>	<b>\$5,965,966</b>	<b>TOTAL</b>	<b>\$6,623,905</b>

**(b) How did you obtain your cost estimates?**

Because the project is nearly complete, the above represents primarily actual costs, rather than estimated costs. Cost for the final completion steps between now and December are still subject to small changes. Estimates used during the development process were obtained or derived by the project management team of Paul Fordham and Doug Elliot of Elliot Associates, with input from planning and building team of Kevin Stephens Design Group, Axis Architecture, CSW Stuber/Stroeh Engineering, Ghilotti Construction, SWA Landscaping, HomeAid, and various subcontractors. Estimates were based upon unit costs for hours, materials, subcontracts, permits, etc. Changes were made over time based on some project design changes, as well as increases in per unit costs for materials since the project start.

**(c) Does the project have site control? i.e. ownership of the project site, lease agreement?**

Yes, the Homeward Bound has site control through ownership deed.

**(d) Were other funding sources explored? If other funding sources are not being utilized, why could other funding sources not be used on the project or could not be acquired?**

Other funding sources have been extensively used. The above listed sources include 23 separate sources, including those categorized as government, foundation, corporate, and private sources. The breadth of funding sources for this project is testament to the extensive community-wide enthusiasm for Oma Village and for the work of Homeward Bound. Homeward Bound is grateful for all the support received, and thankful for the HOME and CDBG commitments to date. One alternative for funding the remaining gap is to obtain a mortgage, which could increase future operating costs. Homeward Bound hopes to keep the project as affordable as possible by avoiding a mortgage and minimizing operating costs.

**15) Will the requested CDBG funds be expended by the end of the 2018 (December 30, 2018)? Yes - No  
If No, please explain why:**

Yes

**16) Please sign (provide title) and date your application below:**

Maoy K. Sweeney Executive Director  
Signature/Title

11-8-16  
Date

**Please submit 1 signed original and 4 copies of your application to:**

**Mailing Address:**

County of Marin  
3501 Civic Center Drive #308  
San Rafael, CA 94903  
Attn: Jared Stalling

Application submittal deadline is  
Tuesday, November 8, 2016 by 5 p.m.

**Physical Address (if dropping off application):**

County of Marin- Community Development  
3501 Civic Center Drive #308  
Attn: Jared Stalling

**POSTMARKS WILL NOT BE ACCEPTED**

COUNTY OF MARIN



**2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT  
PUBLIC SERVICE APPLICATION FOR FUNDING**

Program Year: <u>2017/18</u>	Check One:	<input type="checkbox"/>	New Program/Project
		<input checked="" type="checkbox"/>	X Existing Program/Project

1) Which Planning Area will the project be located? Check all that apply

Lower Ross Valley	Upper Ross Valley	San Rafael	Novato	West Marin	Richardson Bay
			X		

2) Prior Years Funded by County of Marin CDBG:

<b>Year Funded</b>	2016-17	2015-16	2014-15	2013-15
<b>Grant Amount</b>	\$9,800	\$6,600	\$6,600	\$6,600
<b>Amount Expended</b>	In progress	\$6,600	\$6,600	\$6,600

3) General Information:

<b>CDBG FUNDING AMOUNT REQUESTED</b>	\$10,000
<b>PROGRAM/PROJECT NAME</b>	Quality Care for Kids
<b>ORGANIZATION/AGENCY NAME</b>	Quality Care for Kids
<b>MAILING ADDRESS</b>	P.O. Box 2037, Novato, CA 94948
<b>PROJECT ADDRESS</b>	629 Plum Street, Novato, CA 94945
<b>CONTACT PERSON &amp; PHONE NUMBER</b>	Kara Hanks, Exec. Director 415-892-4111
<b>E-MAIL ADDRESS</b>	karahanks@novato.net
<b>WEBSITE</b>	www.qcfk.org
<b>ORGANIZATION DUNS#</b>	

**4) Program Description:**

**Describe your program and how the program will address an unmet need in the community. Describe the impact your project will have on low/moderate income households Please limit your response to a half page.**

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

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

**5) What other agencies will you partner with for this project, Please list? (Please have supporting documents available upon request):**

None

**6) HUD National Objective to be served (check at least one):**

X	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
X	<i>Activities benefiting low and moderate area. (LMA)</i>
	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

**7) How will this project further Marin County's Fair Housing goals?:**

This is not a housing project.

**8) Approximately how many moderate, low, and very low-income persons will directly benefit from the program/project? (Use the table below of income level estimates per household to determine the number of people served):**

Extremely Low	7
Very Low-Income	1
Low-Income	1
Moderate-Income	

**2016 HUD INCOME LIMITS**

Household Size	1	2	3	4	5	6	7	8
Extremely Low	\$25,850	\$29,550	\$33,250	\$36,900	\$39,900	\$42,850	\$45,800	\$48,750

COUNTY OF

2016/17 CDBG FUNDING

Very Low-Income	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Low-Income	\$68,950	\$78,800	\$88,650	\$98,500	\$106,400	\$114,300	\$122,150	\$130,050
Moderate-Income	\$90,500	\$103,450	\$116,350	\$129,250	\$139,550	\$149,950	\$160,250	\$170,600

SOURCE: U.S. Department of Housing and Urban Development

**9) Estimate the number of minorities to be served by the program/project using the following table (see note about table below):**

<b>Ethnic Category</b>	<b>Total Persons</b>	<b>Of the total, those identifying as Hispanic</b>
American Indian or Alaskan Native		
Asian		
Black or African American	1	
Native Hawaiian or other Pacific Islander		
White	8	6
American Indian <i>and</i> White		
Asian <i>and</i> White		
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial		
<b>TOTAL</b>	<b>100%</b>	
Female-Headed Households (out of above total)	6	

**10) How will your project benefit members of the Protected Classes?**

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

Please note that HUD (U.S. Department of Housing and Urban Development) changed the data collection requirements regarding race/ethnicity categories during program year 2002-2003. These changes reflect Office of Management and Budget 1997 standards establishing that "Hispanic" is not a race category, but an ethnic category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or a multi-race may also be counted as being of Hispanic ethnicity. As such, when asking the individual/household to select a race category, the individual/household must also state whether they are of Hispanic ethnicity. For example, an individual/household of Mexican descent would likely state their race as either American Indian or White, and would also fall under the category of "also Hispanic."

**11) If your agency has a remaining project funding balance from previous years' County of Marin CDBG funding, please explain below and include a timeline for spending:**

All of our project funds will be utilized in the grant year with no remaining balance.

**12) List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goals and accomplishments? If not, please explain why. Please describe:**

The \$10,000 would be used toward tuition scholarship funds and are more essential than ever to assist families gain and maintain productive employment and prevent child neglect, family violence and disintegration and child abuse. CDBG has been a great assistance to these families so the children do not become latchkey children, therefore enabling Quality Care for Kids to meet the needs of low-income working families in our community. Support would target the growing number of low income, at-risk children and families, especially with the poor economy conditions and the potential lack of other funding from the state of California. Approximately 75% of the children at Olive and Lynwood families qualify within the guidelines as low-income families, demonstrating the intensity of the number of low-income children located at these Novato Schools. Locating adequate, appropriate and affordable child care poses a major problem for these families as they face the greater economic burden of paying a larger share of their monthly income for child care. Quality Care for Kids is an essential element of family and community life for these families and the tuition scholarships will promote and support our community.

Year after year, we have been able to assist those families in need of the extra help to afford child care with Quality Care for Kids. Almost all families who apply and meet requirements have received aid.

**13) If your organization has never received a Federal CDBG grant what is your experience with administering CDBG or other federal grant programs?**

Not applicable.

#### ***PROJECT MANAGEMENT & FINANCIAL DATA***

**14) State who supervises and manages the program. List any approvals or authorizations required for the program to operate. Describe any computer systems or other systems used to track grant funding and client results for the program.**

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



**15) List program objectives and milestones, along with an estimated timetable for reaching them:**

June 2017	Release CDBG information to families for school year 2017/2018 in newsletter and on web site. Encourage all families to submit application upon commencement of school year.
August 2017	Applications for tuition scholarships are accepted for school year. Collect data from parents, review guidelines and award CDBG tuition scholarships to families.
Monthly	Update awards given on Excel spread sheet to keep internal record of grant
Monthly	Submit invoices to CDBG for payment toward grant

**16) Program Budget:**

**(a) List the activities and/or items that CDBG funds will be used specifically for. Funding requests for full-time staff or staff which does not have a direct client-benefit for income eligible clientele is not allowed. Please provide detail for proposed budget in the space below and attach a proposed budget for the CDBG funds (incomplete applications will be rejected).**

All monies will be used for tuition scholarships.

**(b) List a breakdown of the TOTAL funding sources for your proposed program/project:**

Funding Source	Funding Amount	Percentage of Total Funding	Uses of Funds
Parent Fees	Variable	60%	Tuition for Child Care
Cal Works & Marin Childcare Council	Variable	36%	Tuition for Child Care
CDBG	\$10,000	4%	Tuition for Child Care

17) Will the requested CDBG funds be expended by the end of the fiscal year (June 30, 2018)? Yes - No If No, please explain why:

Yes

18) Please sign and date your application below:

**Kara Hanks**

**11/08/16**

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*Signature*

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*Date*

**Mailing Address:**

County of Marin  
3501 Civic Center Drive #308  
San Rafael, CA 94903  
Attn: Jared Stalling

Application submittal deadline is  
Tuesday, November 8, 2016 by 5 p.m.

**POSTMARKS WILL NOT BE ACCEPTED**

**Physical Address (if dropping off application):**

County of Marin- Community Development  
3501 Civic Center Drive #308

**2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT**

**PUBLIC SERVICE APPLICATION FOR FUNDING**

Program Year: 2017/18

Check One:

		New Program/Project
	X	Existing Program/Project

1) Which Planning Area will the project be located? Check all that apply

Lower Ross Valley	Upper Ross Valley	San Rafael	Novato	West Marin	Richardson Bay
		X	X		

2) Prior Years Funded by County of Marin CDBG:

Year Funded				
Grant Amount				
Amount Expended				

3) General Information:

<b>CDBG FUNDING AMOUNT REQUESTED</b>	\$46,950.00
<b>PROGRAM/PROJECT NAME</b>	FiftyPlus Employment Support Program
<b>ORGANIZATION/AGENCY NAME</b>	YWCA San Francisco & Marin
<b>MAILING ADDRESS</b>	4380 Redwood Hwy, Ste A-1 San Rafael, CA 94903
<b>PROJECT ADDRESS</b>	4380 Redwood Hwy, Ste A-1 San Rafael, CA 94903
<b>CONTACT PERSON &amp; PHONE NUMBER</b>	Lindsay Carpenter 415-531-5594
<b>E-MAIL ADDRESS</b>	<a href="mailto:lindsay@ywcasf-marin.org">lindsay@ywcasf-marin.org</a>
<b>WEBSITE</b>	<a href="http://www.fiftyplusmarin.org">www.fiftyplusmarin.org</a>
<b>ORGANIZATION DUNS#</b>	Our Tax ID # is 94-0997420

**4) Program Description:**

**Describe your program and how the program will address an unmet need in the community. Describe the impact your project will have on low/moderate income households Please limit your response to a half page.**

YWCA’s FiftyPlus program is proud to be the first and only program in Marin County to offer employment services specifically targeting women over 50 years of age. The program serves on average 450 mature women each year, 82% of which are low income. The program has proven successful at preparing older job seekers to find and secure stable employment at good wages, while minimizing the amount of time our clients are unemployed. These older jobseekers meet many defining characteristics of protected classes – age, gender, disability, race, sexual orientation – and our services intervene in a critical way to meet their job needs.

According to the Urban Institute, when older workers lose their jobs it takes them about twice as long to find new ones and steep pay cuts follow. In Marin County, this challenge is further exacerbated with a cost of living that is significantly higher than the national average. Low-income Marin women over the age of 50 face significant obstacles: the dual challenge of age and gender discrimination. A recent study by the National Bureau of Economic Research found strong evidence of age discrimination in hiring against older women, with employers preferring to recruit a younger workforce. In addition, a recent analysis of US Census Bureau data finds that 49% of older women aged 65 and older have incomes that fall short of economic security. This reality forces older women to re-enter the workforce after losing a job, spending years as a caretaker for children, spouses, and/or parents, or losing a spouse to death or divorce.

The YWCA’s FiftyPlus Employment Support Program addresses the lack of economic opportunity for older women workers, a frequently overlooked issue that leaves this demographic increasingly vulnerable to social and economic difficulty as they advance in age. Currently our program only operates 4 days/week due to funding constraints, but if we were to receive this CDBG funding we would be able to operate 5 days a week and increase the number of one-on-one job coaching sessions we provide from 210 hours/year to 330 hours/year. These coaching sessions are critical to our ability to meet our clients’ individual job searching needs like resume review, interview practice and salary negotiation prep, and contribute to our clients finding jobs with good wages (on average \$20/hour or better) with great retention (75% or better at 6 and 12 months post placement), which help move them out of their prior low-income status and ultimately achieve economic empowerment through employment.

**5) What other agencies will you partner with for this project, Please list? (Please have supporting documents available upon request):**

While we partner extensively with a number of agencies to source clients for our program, as well as to connect them with non-employment related support services, for this specific grant request we will not be partnering with other agencies as the grant will be used to cover the operations of a fifth day of programming focused exclusively on current client one-on-one support in their job search.

**6) HUD National Objective to be served (check at least one):**

X	<i>Activities benefiting low and moderate-income persons. (LMI)</i>
	<i>Activities benefiting low and moderate area. (LMA)</i>
	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

**7) How will this project further Marin County's Fair Housing goals?:**

Marin County is a wonderful place to live, but it is an expensive place to call home. With one of the highest cost of living rates in the country, California's current minimum wage of \$10.00 per hour falls far short of a living wage. According to the MIT Living Wage Calculator, a living wage for a single adult in Marin is \$14.37, and that figure increases to \$15.74 on the Elder Economic Security Standard Index for a single senior adult renter. This problem is of increasing importance in Marin County due to our unique characteristic of housing so many older adults. According to the Association of Bay Area Governments, Marin County is the fastest aging county in California and by 2030, older adults in Marin will comprise over 30% of all residents. In addition, between 2000 and 2050, older females will outnumber older males by 13% each year.

The FiftyPlus program addresses this challenge by empowering the women we serve to find quality, well-paying jobs so that they can afford to remain in Marin County for many years to come. This in turn furthers Marin County's Fair Housing goals by providing a direct intervention for a number of protected classes (gender, age, disability, sexual orientation, familial status) by providing them with the training and placement support they need to be able to make enough income to afford to rent or remain in their current homes in Marin County, a place where the vast majority of our clients have lived for over 20 years and wish to continue to live indefinitely.

**8) Approximately how many moderate, low, and very low-income persons will directly benefit from the program/project? (Use the table below of income level estimates per household to determine the number of people served):**

Extremely Low	90
Very Low-Income	180
Low-Income	99
Moderate-Income	81

**2016 HUD INCOME LIMITS**

Household Size	1	2	3	4	5	6	7	8
Extremely Low	\$25,850	\$29,550	\$33,250	\$36,900	\$39,900	\$42,850	\$45,800	\$48,750
Very Low-Income	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Low-Income	\$68,950	\$78,800	\$88,650	\$98,500	\$106,400	\$114,300	\$122,150	\$130,050
Moderate-Income	\$90,500	\$103,450	\$116,350	\$129,250	\$139,550	\$149,950	\$160,250	\$170,600

SOURCE: U.S. Department of Housing and Urban Development

**9) Estimate the number of minorities to be served by the program/project using the following table (see note about table below):**

\* YWCA's FiftyPlus program has not used these exact categories in the past to allow clients to self-identify race or ethnicity, as we have provided a broader range of options to empower clients in their racial self-identification, and as such our ability to line up our projections with these categories below is incomplete as we are not comfortable making race/ethnicity based assumptions about our clients' identities and heritage. However, we have experience using these categories in other YWCA programs and if awarded we would be able to capture the data as outlined in the categories below.

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native		
Asian	3%	
Black or African American	3%	
Native Hawaiian or other Pacific Islander		
White	80%	

American Indian <i>and</i> White		
Asian <i>and</i> White		
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial	2%	4%
TOTAL	-----*	
Female-Headed Households (out of above total)	100%	

Please note that HUD (U.S. Department of Housing and Urban Development) changed the data collection requirements regarding race/ethnicity categories during program year 2002-2003. These changes reflect Office of Management and Budget 1997 standards establishing that "Hispanic" is not a race category, but an ethnic category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or a multi-race may also be counted as being of Hispanic ethnicity. As such, when asking the individual/household to select a race category, the individual/household must also state whether they are of Hispanic ethnicity. For example, an individual/household of Mexican descent would likely state their race as either American Indian or White, and would also fall under the category of "also Hispanic."

**10) How will your project benefit members of the Protected Classes?**

The YWCA's FiftyPlus Employment Support Program puts an important focus on the lack of economic opportunity for older women workers, a frequently overlooked issue that leaves this demographic increasingly vulnerable to social and economic difficulty as they advance in age. The demographics of these women fit into a number of protected classes – gender, age, disability, sexual orientation, and familial status. A recent analysis of US Census Bureau data finds that 49% of older women aged 65 and older have incomes that fall short of economic security. This forces older women to re-enter the workforce after losing a job, spending years as a homemaker, or losing a spouse to death or divorce. Employers give preference to younger workers, leaving mature women to face multi-dimensional age and gender discrimination when they try to regain economic security through employment. Among jobseekers aged 45-70 who had been unemployed for the past 5 years, 48% said that they were earning less than the job they had before. New research also shows that pervasive age discrimination in hiring is most acute for older, unemployed women.

The FiftyPlus Employment Support Program helps low-income women over the age of 50 achieve economic self-sufficiency through employment. We do this by offering employment training and job placement support, specifically tailored to the unique barriers and needs of this population, at no-cost. 81% of our clients are low or extremely low-income, with clients ranging in age from 50 to 85. For this constituency, barriers to employment include: ageism, lack of updated technology skills, low self-esteem (usually due to long-term unemployment), disabilities, poor interview skills and lack of job readiness. The goal of the program is to prepare mature women to secure and retain employment so they may live independently, maintain a healthy lifestyle, and contribute to the vitality of the community. The program has proven successful at preparing older job seekers to find and secure stable employment, while minimizing the amount of time our clients are unemployed.

**11) If your agency has a remaining project funding balance from previous years' County of Marin CDBG funding, please explain below and include a timeline for spending:**

Not applicable – no prior CDBG funding received.

**11) List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goals and accomplishments? If not, please explain why. Please describe:**

Not applicable – no prior CDBG funding received.

**12) If your organization has never received a Federal CDBG grant what is your experience with administering CDBG or other federal grant programs?**

While YWCA San Francisco & Marin has not applied for/received a Federal CDBG grant in the past, we have successfully administered a federal HUD Section 8/202 housing contract for a 97 unit affordable housing building for seniors and people with disabilities since 1981. As such, we are very familiar with the requirements of federal contracts and have systems and processes in place to ensure timely and compliant administration of any future contracts received, federally funded or otherwise.

***PROJECT MANAGEMENT & FINANCIAL DATA***

**13) State who supervises and manages the program. List any approvals or authorizations required for the program to operate. Describe any computer systems or other systems used to track grant funding and client results for the program.**

The FiftyPlus Employment Support Program is overseen by Lindsay Carpenter, Director of Programs, and she would be responsible for the management of this grant. Lindsay brings over 10 years of experience in workforce and economic development, and since joining the YWCA she has led the FiftyPlus team to more than double the number of women placed over the past two years while controlling costs. Lindsay's prior roles include Chief of Staff at the Women's Initiative for Self Employment and Executive Director for the NYC Department of Small Business Services. She has a Masters in Urban Planning from NYU and a BA in Intercultural Studies from Biola University.

The YWCA San Francisco & Marin is committed to assessing our effectiveness, both for our own internal management and continuous improvement, and to communicate externally about best practices in workforce development for older adults. In 2015, we invested in a customization of Salesforce's CRM product to accommodate the data collection and reporting needs of the FiftyPlus program. Using the Salesforce dashboard, our Director of Programs is able to track and assess valuable information regarding our clients, services, and progress in particular areas. This information is gathered in a variety of ways, which then allows the FiftyPlus team to compare year-to-year results, and determine year-to-date progress as it relates to year end goals. The Dashboard is also reviewed by our Board of Directors on a monthly basis and results are discussed with the team and the leadership every month to ensure best-in-class performance.

**14) List program objectives and milestones, along with an estimated timetable for reaching them:**

With these new funds, we expect to provide an additional 120 hours of one-on-one support services to our clients. Each quarter we project to achieve 30 additional hours of support services, which will all be logged in Salesforce for reporting.

**15) Program Budget:**

**(a) List the activities and/or items that CDBG funds will be used specifically for. Funding requests for full-time staff or staff which does not have a direct client-benefit for income eligible clientele is not allowed. Please provide detail for proposed budget in the space below and attach a proposed budget for the CDBG funds (*incomplete applications will be rejected*).**

The FiftyPlus program's total budget for a 4 day/week model is \$379,090. The budget for this project will cover the direct costs of providing this additional one day/week of service to provide more one-on-one support for clients,  
*COUNTY OF MARIN* *2016/17 CDBG FUNDING APPLICATION*

which includes the salaries of the two staff involved with the coaching, the occupancy costs for the space to provide coaching and the supplies and technology costs for the software tool to provide the tracking of the coaching.

- Client Employment Specialist, 1 day/week (fully loaded): \$14,801.85
- Administrative Assistant, 1 day/week (fully loaded): \$14,802.75
- Occupancy Expenses (includes rent, utilities, internet, phones, security etc): \$16,695.40
- Supplies (printer rental and paper): \$650
- **TOTAL: \$46,950**

**(b)List a breakdown of the TOTAL funding sources for your proposed program/project:**

Our funding outlined below is for our current fiscal year (July 2016 – June 2017), and our funders do not open up their funding cycles for July 2017-onward until January at the latest. However, we project to remain in good standing with our current funders and continue to produce high-quality programmatic outcomes that lead to continued funding relationships. 379090

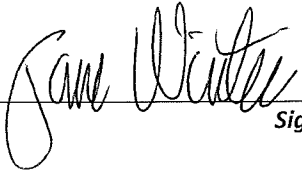
Funding Source	Funding Amount	Percentage of Total Funding	Uses of Funds
Foundation grants	\$186,125	49%	FiftyPlus Program Support
Corporate giving (not inclusive of corporate foundations)	\$8,000	2%	FiftyPlus Program Support
Individual giving	\$21,885	6%	FiftyPlus Program Support
YWCA endowment funding	\$160,580	42%	FiftyPlus Program Support
Government funding	\$2,500	1%	FiftyPlus Program Support



16) Will the requested CDBG funds be expended by the end of the fiscal year (June 30, 2018)? Yes - No If No, please explain why:

Yes, all funds will be expended by the end of the fiscal year.

17) Please sign and date your application below:

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

**Mailing Address:**

County of Marin  
3501 Civic Center Drive #308  
San Rafael, CA 94903  
Attn: Jared Stalling

Application submittal deadline is  
Tuesday, November 8, 2016 by 5 p.m.

**POSTMARKS WILL NOT BE ACCEPTED**

**Physical Address (if dropping off application):**

County of Marin- Community Development  
3501 Civic Center Drive #308

