



2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT

CONSTRUCTION APPLICATION FOR CDBG FUNDING

Program Year: 2017/18

1) Check One:

	New Construction
x	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:

CDBG FUNDING AMOUNT REQUESTED	\$42,000
PROGRAM/PROJECT NAME	Plumbing Upgrade
ORGANIZATION/AGENCY NAME	Art Works Downtown
MAILING ADDRESS	1337 4 th Street San Rafael, CA 94901
PROJECT SITE ADDRESS	1333 4 th Street San Rafael, CA 94901
CONTACT PERSON & PHONE NUMBER	Elisabeth Setten, Executive Director 415-451-8119
E-MAIL ADDRESS	elisabeth@artworksdowntown.org
WEBSITE	http://www.artworksdowntown.org
ORGANIZATION DUNS#	016986957

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:

Art Works Downtown is the fulfillment of a vision sparked 20 years ago when six San Rafael residents began an endeavor to redevelop their community through art. Decades later, AWD anchors a growing arts district in San Rafael, and has played a key role in the revitalization of Fourth Street. The building’s 17 affordable-housing apartments provide much-needed housing in an area that has become largely unaffordable, and, with the organization’s comprehensive approach—providing not just living and studio space, galleries, and education, but a complete artistic environment—the vision for connecting art and the community has become a thriving reality.

Art Works Downtown’s 17 low-income housing units are still operating with the original galvanized pipe plumbing from the 1940’s. The original plumbing pipes are corroding and currently leaking water at normal water pressure. As a result, the water pressure for the building has been lowered to prevent leakage, resulting in substandard water pressure for the apartment tenants. In addition, rust and metal particles from the corrosion of the old pipes often create clogs in the spigots, shower heads, and toilet valves, causing the need for constant repair. This project seeks to replace the pipes and plumbing for the most affected apartments, #9-14 & 16, and to provide provisions for necessary touch-ups to the plumbing systems of the remaining apartments.

5) 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>

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

As part of our commitment to the community, *Art Works Downtown* rents 17 affordable apartments on a non-profit basis to artists and others who qualify for very low income housing. Relative to funding for the construction of new low-income housing, it is challenging to locate funding for the maintenance of existing low-income housing units, but this project will improve the quality of life for all tenants affected.

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	20
Extremely Low	

2016 HUD INCOME LIMITS

Household	1	2	3	4	5	6	7	8
Moderate-	\$90,500	\$103,450	\$116,350	\$129,250	\$139,550	\$149,950	\$160,250	\$170,600
Low-	\$68,950	\$78,800	\$88,650	\$98,500	\$106,400	\$114,300	\$122,150	\$130,050
Very Low-	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Extremely	\$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?

Yes, this project will benefit the tenants of Art Works Downtown's rental units, which are exclusively rented to low-income individuals and families.

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

Not applicable. Art Works Downtown has not received CDBG funding before.

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:

Not applicable. Art Works Downtown has not received CDBG funding before.

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

To date, Art Works Downtown has not received federal funding for our low income housing, however we have received hundreds of thousands of dollars in donations and grant funding from private and public sources, which have been administered with accounting best practices.

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

Yes, Art Works Downtown is familiar with HUD Form 4010 and prepared to adhere to the standards laid out within.

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):

Elisabeth Setten, the Art Works Downtown Executive Director, will supervise and manage the project, as well as authorize and approve budget expenditures. Nate Castillo, AWD Facilities Manager, will supervise the project contractors.

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	1/2017
Complete environmental	2/2017
Release bid package	Completed
Select contractor	1/2017
Finalize contract	2/2017
Obtain building permits	2/2017
Start construction	5/2017
Complete Construction (target: June 30, 2017)	8/2017

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>
AWD	\$2500	Acquire bid for drawings and plans	\$2500
	\$31,500	Estimated cost of repairs	\$31,500
	\$8,000	Touch-up plumbing	\$8,000
<u>TOTAL</u>	<u>\$42,000</u>	<u>TOTAL</u>	<u>\$42,000</u>

(b) How did you obtain your cost estimates?

The cost estimates were obtained from contractor bids.

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

Yes, Art Works Downtown owns the building.

(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?

Yes, the City of San Rafael has tentatively committed \$97,000 for electrical upgrades, though currently no other funding for the plumbing project has been pursued. Art Works Downtown has, however, committed \$50,000 for sewer upgrades by partial completion of the proposed project. As well, the Marin Community Foundation will be approached for additional funding if needed.

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, these funds will be expended and the project completed by the end of 2018.

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

Elisabeth Better, Executive Director 11/7/16
Signature/Title 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 checked="" type="checkbox"/>	New Program/Project
		<input type="checkbox"/>	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: not applicable.

Year Funded				
Grant Amount				
Amount Expended				

3) General Information:

CDBG FUNDING AMOUNT REQUESTED	\$50,000
PROGRAM/PROJECT NAME	Words in Action-San Rafael
ORGANIZATION/AGENCY NAME	Bay Area SCORES (dba America SCORES Bay Area)
MAILING ADDRESS	1610 Harrison Street San Francisco, CA 94103
PROJECT ADDRESS	Multi-site. Davidson, Laurel Dell, San Pedro, Venetia Valley, Bahia Vista, and Short Schools.
CONTACT PERSON & PHONE NUMBER	Eva Gabel Sippola, MPH (415) 225-2501
E-MAIL ADDRESS	esippola@americascoreres.org
WEBSITE	americascoreresbayarea.org
ORGANIZATION DUNS#	128580771

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2016/17 CDBG FUNDING APPLICATION

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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.

SCORES seeks to break the cycle of poverty that low-income San Rafael children face in their schools and neighborhoods through a team-based program model, *Words in Action*, that equips children and youth in grades 3-8 with experiences to help them to develop their voices and to amplify their stories to larger, public audiences, while developing a positive relationship with physical activity and nutrition. SCORES also provides school communities with tools and supports to create change and reform to ensure that all children and community members have safe places to play, regardless of their income.

The Marin Community Foundation’s 2012 report entitled, *A Portrait of Marin*, While Marin County reflects on of the wealthiest and most educated counties in the country, it represents an enormous disparity between health and education outcomes among neighboring towns of Ross and Tiburon to the Canal area of San Rafael. The top fifth of Marin taxpayers take home about 71 percent of the county’s total income. The bottom fifth earns 1.3 percent of the total income. These outcomes play out into underserved schools in San Rafael

SCORES’ Words in Action addresses the root causes of poverty by strengthening communities and empowering youth through soccer, voice, and service. The purpose of *Words in Action* is to provide 120 low-income San Rafael youth with the confidence, resiliency, and leadership skills to develop into healthy, educated and productive adults. SCORES addresses multiple risk factors among youth who live in San Rafael by offering programs at six San Rafael public school host sites (Davidson, Laurel Dell, San Pedro, Venetia Valley, Bahia Vista, and Short) where 70 percent of students are English Language Learners and 80 percent of the students do not meet the California Department of Education’s physical fitness standards. Nearly half of students, 46 percent, are overweight or obese. It is well documented that the combination of physical inactivity and overweight/obesity are risk factors for developing chronic diseases in adulthood (i.e., diabetes, high blood pressure).

SCORES’ programs have a demonstrated success of integrating well into our school communities in other Bay Area counties and across major US cities, with the ability to replicate with consistent results as demonstrated by our evaluations that measure health related outcomes such as: aerobic capacity, BMI, and school climate measurements related to safety and school connectedness. SCORES has an established track record of success:

- 92% of SCORES participants agree or strongly agree that America SCORES helps them enjoy going to school more.
- 98% of parents reported that their child tries harder in school as a result of America SCORES.
- 100% of parents reported that their child’s confidence is better as a result of America SCORES.
- 98 percent of participants improved or maintained their BMI percentile.
- 98 percent of participants improved or maintained their aerobic capacity.
- 71 percent of SCORES participants tested in the Healthy Fitness Zone for aerobic capacity compared to 44 percent at the beginning of the season.

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

Bay Area Community Resources and US Soccer Foundation.

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?:

Fair Housing in Marin County is about inclusion. SCORES programming is also about inclusion, and offers an empowering perspective to the many challenges students face in their schools and neighborhoods. Beyond the physical health benefits provided by the soccer team experience that would otherwise be inaccessible because of income, SCORES helps children develop their voices. Research indicates that youth from low-income families and youth of color have reported to feel "alienated" from their communities and, in general, have a lower sense of "political efficacy." However, when given the opportunity to engage in teamwork, problem solving, and develop healthy habits, they have the ability to act on their concerns and address problems in a creative and constructive manner. This process enables students to develop their own unique, articulate voices that become catalysts for community revitalization.

In addition, the SCORES program provides weekly gatherings 20-24 times per year for families to support their children at interscholastic soccer games, poetry shares/slams, nutrition/healthy eating demonstrations and service-learning activities. These gatherings are also opportunities for SCORES to disseminate information and resources about Fair Housing of Marin and Legal Aid of Marin to ensure that low-income families are informed of the resources available regarding affordable housing.

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-Income	17
Very Low-Income	103
Low-Income	0
Moderate	0

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):

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native	0	0
Asian	4	0
Black or African American	1	0
Native Hawaiian or other Pacific Islander	0	0
White	11	0
American Indian <i>and</i> White	0	0
Asian <i>and</i> White	0	0
Black <i>and</i> White	0	0
American Indian <i>and</i> Black	0	0
Multi-Racial	104	102
TOTAL	120	102
Female-Headed Households (out of above total)	unknown	unknown

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

SCORES seeks to break the cycle of poverty that low-income children of color face in their schools and neighborhoods through a team-based program model, that equips children with experiences to help them develop their voices and amplify their stories to larger, public audiences, while developing a positive relationship with physical activity and nutrition. SCORES also provides school communities with tools and supports to create change and reform to ensure that all children and community members have safe places to play, regardless of income, race/ethnicity, sex, country of origin, immigration status. SCORES is provided at no cost to all participants.

In addition, we also address the fact that families work long past the hours that school lets out and are unable to shuttle their children to various activities by meeting our students at their schools to offer a program that addresses both the physical health needs through soccer and the civic engagement and literacy side through our service-learning and poetry curricula. Parents can focus on working and children participate in a holistic program that enables them to improve their fitness, communication, collaboration, and leadership skills.

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) 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.

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.

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

America SCORES Bay Area has administered Corporation for National Community Service Americorps grants through our national office, America SCORES.

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. Chief Program Officer Yuri Morales manages the program activities in San Rafael. The program has already been approved to operate. Salesforce is currently used to track program outcomes and client results; Quickbooks is used to track accounting and budgeting activities.

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

SCORES objectives for 120 students at Davidson, Laurel Dell, San Pedro, Venetia Valley, Bahia Vista, and Short public schools:

- **Soccer:** children will participate in 60-minute sessions 3 days a week to ensure they receive moderate vigorous exercise. Sessions include soccer drills, learning new skills (such as dribbling the ball, as well as concepts including teamwork, discipline, and confidence), and games. This includes one weekly community game day. It's important to note that the ratio of coaches to students is 15:1.
- **Literary Arts:** The fall semester consists of poetry writing workshops that use the SCORES Power of Poetry curriculum. In workshops that are held two times per week, students interpret published works, write their own poetry, and are able to express themselves in a safe and comfortable environment.
- **Service-learning:** In the spring, SCORES implements the Writing for the Community curriculum, which encourages students to build on the development of literacy skills by designing and implementing original service-learning projects that address a need in their communities. Past projects include: violence awareness campaigns, mural and school beautification efforts, and homeless food and clothing drives.

By June 2018, during the 30-week program cycle, provide 120 SCORES youth with:

- 2.5 hours/week of soccer skills workshops and practices
- 2 hours/week of creative writing, poetry, conflict resolution, and service-learning workshops
- 1.5 hours of 22 weekly *Community Saturday* soccer, literary share, and mobile Book Zone library events (including: Poetry Slam, Shout community service showcase, Ref-Free Soccer Jamborees, family nutrition/healthy eating workshops, family fair housing workshops/outreach)

By June 2018, during the 30-week program cycle, provide 10 SCORES coaches with

- 30 hours of training and professional development
- 2 hours per week of onsite support and observation

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).

Program Manager - \$35,000

This staff member maintains oversight of the entire implementation of the SCORES program, training and events. This reflects a percentage of the total salary for this staff member.

Coach stipends (Training) - \$3,500

Soccer and writing coaches are provided to America SCORES through a partnership with Bay Area Community Resources. SCORES pays coaches to attend trainings.

Coach stipends (Events) - \$5,000

Soccer and writing coaches are compensated to attend special events and weekly game days.

Administrative (15%) - \$6,500

administrative expenses related to insurance, lease, phone, office supplies.

TOTAL: \$50,000

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

Funding Source	Funding Amount	Percentage of Funding	Use of Funds
Bay Area Community Resources	\$12,000	11%	Program Manager, training events, coach stipends
US Soccer Foundation	\$8,000	7%	Program Manager, Chief Program Officer, coach stipends, curricula, training, supplies
Foundations	\$20,000	18%	Program Manager, Coach stipends, consultants,
Individuals/Events	\$22,000	20%	Chief Program Officer, benefits, administrative

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:



11/7/2016

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

America SCORES Bay Area-San Rafael Program Budget - 2017-2018

Personnel	Budget	Request to CDBG	Notes
San Rafael Program Manager (1 FTE)	50,000	35,000	Oversight of coach training and San Rafael program implementation and evaluation
Chief Program Officer (.10FTE)	9,000		Administration and oversight of SCORES programs and San Rafael partners
Benefits	13,570		Medical, dental, workers comp, etc
Personnel subtotal	72,570		
Program Expenses			
Consultants	5,000		Grant writing and evaluation consultants
Coach Stipends - Training	5,400	3,500	10 coaches x \$18/hr x 30 hours
Coach Stipends - Games/Events	6,300	5,000	10 coaches x \$18/hr x 20 games x 1.75 hours
Curricula and Printing	1,500		Printing expense of curricula, training materials, parent flyers
Training Events	1,000		Training materials, food for coach/staff training
Program Events	1,000		Trophies, food for celebrations
iPad	750		iPad for San Rafael Program Manager for communications/data collection
Youth supplies, equipment, uniforms	3,600		US Soccer Foundation - product donation
Program subtotal	24,550		
Administration (.15)	14,568	6,500	Rent, insurance, office supplies, phone
	111,688	50,000	

2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT

PUBLIC SERVICE APPLICATION FOR FUNDING

Program Year: 2017/18

Check One:

<input type="checkbox"/>	New Program/Project
<input checked="" type="checkbox"/>	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:

Year Funded	2013	2014	2015	2016
Grant Amount	10,000	15,000	15,000	15,000
Amount Expended	10,000	15,000	15,000	15,000

3) General Information:

CDBG FUNDING AMOUNT REQUESTED	\$15,000
PROGRAM/PROJECT NAME	University Prep (UP!)
ORGANIZATION/AGENCY NAME	Canal Alliance
MAILING ADDRESS	91 Larkspur St., San Rafael, CA 94901
PROJECT ADDRESS	86 Larkspur St., San Rafael, CA 94901
CONTACT PERSON & PHONE NUMBER	Shelley Gabriel (415) 306-0418
E-MAIL ADDRESS	shelleyg@canalalliance.org
WEBSITE	www.canalalliance.org
ORGANIZATION DUNS#	

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.

Please see attachment.

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

UP! collaborates with numerous organizations to provide needed services for low-income youth including 10,000 Degrees, a Marin-based nonprofit that provides college application and financial aid processing support for families; Dominican University Service Learning Program which provides volunteers for our homework help program; and San Rafael City Schools which provides information about our students' learning needs and offices for Canal Alliance staff to be on site and available to students and teachers weekly.

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?:

N/A

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	59
Very Low-Income	50
Low-Income	
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

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	0	
Asian	0	
Black or African American	0	
Native Hawaiian or other Pacific Islander	0	
White	0	
American Indian <i>and</i> White	0	
Asian <i>and</i> White	0	
Black <i>and</i> White	0	
American Indian <i>and</i> Black	0	
Multi-Racial	109	109
TOTAL	100%	109
Female-Headed Households (out of above total)	Unsure	

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

The UPI project benefits members of the Protected Classes including National Origin, Citizenship, Race, and Color by providing educational and wrap around services to extremely low-income Latino youth, many of whom are immigrants, in San Rafael, California.

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 funds have been expended.

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:

Last year (2015-2016 school year), CDBG funds supported UPI in achieving the following outcomes, surpassing the goals mentioned in our proposal:

- In June 2016, 100% of our UPI senior students graduated from high school and are enrolled in college.
- In June 2016, 100% of our UPI college senior students graduated from college.
- 100% of UPI 2016 high school graduates are currently enrolled in college.
- 81% of UPI middle school students finished the spring 2016 semester with a 2.8 GPA or higher.

13) 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

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.

UPI is directed by Gloria Estavillo who has 20 years of experience in PK-12 education, including two years as principal of Bahia Vista Elementary School. She has worked as the UPI Program Director for two years.

UPI uses school data to monitor each student's progress, including GPA, A-G (college preparatory) class enrollment, semester and quarterly grades, and standardized test scores. Data are first used as a baseline to define the academic standing and needs of enrolled students, and curriculum is planned to specifically to meet these needs. Data are then used to monitor each student's academic progress in order to evaluate and modify academic interventions as needed throughout the school year.

Grant funding is tracked through Salesforce, the same software program used to track client progress throughout most Canal Alliance programs including UPI. Grant funding is also tracked separately in Quickbooks by our Finance Department and closely monitored by our CFO and Board of Directors.

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

- UPI Program Objectives for Academic Year 2017-2018:
- 100% of UPI high school seniors will graduate in spring 2017.
 - 100% of UPI high school graduates will enroll in college for the fall 2017 semester.
 - 75% of UPI students enrolled in college during the 2016-2017 year will re-enroll in fall 2017.
 - 95% of current UPI middle and high school students will re-enroll in UPI in fall 2017.
 - 100% of UPI families will understand their student’s progress in relation to grade level standards.
 - 100% of UPI high school families will understand student’s progress in relation to college admission requirements.

14) 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.

Please see attached Program Budget.

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

Funding Source	Funding Amount	Percentage of Total Funding	Uses of Funds
Please see attached Funding Sources			

15) 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

16) Please sign and date your application below:



Signature

11/7/2016

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

Attachment to CDBG Proposal for Canal Alliance

1) 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.

University Prep (UP!) is an academic-focused program that engages low-income Latino youth starting in 6th Grade and provides continued support through middle school, high school and college. Recognizing that youth require stable families to succeed, UP! also provides wrap-around services to meet the needs of students and their families, in areas including housing, transportation, and utilities as well as services to assist with health and legal issues. According to the Marin Women's Commission's 2008 Needs Assessment, the typical worker in the Canal neighborhood earns just over \$21,000 with 25% of families living below the poverty level. The California Dept. of Education in 2013 found that 26% of Latino students who took the California Standards Test for Algebra I scored proficient or higher compared to 63% of white students. Furthermore, only 32% of Latino students graduated from high school having completed all necessary prerequisites to enroll in a UC/CSU compared to 75% of white students. Many UP! students previously classified as English language learners are, on average, two grades behind. UP! addresses these knowledge gaps in core skill areas because addressing the education disparity for Latino students is essential to break the generational cycle of poverty. UP! currently serves 109 Latino students who have the greatest potential to benefit from our program. UP! students are from very low-income households and are immigrants or the children of immigrants. Many of the UP! staff members are bilingual and bicultural, and the program actively recruits tutors to provide both academic support and serve as positive role models. The UP! program has five main pillars:

- **Academic Readiness** Students receive instruction and support in core subjects including weekly one-to-one tutoring, weekly workshops to address skill gaps, daily homework help, study skills training, and academic progress monitoring.
- **Social-Emotional Skills** Students receive individual assistance and participate in activities to help them navigate challenges and learn problem solving skills to address home life and school life challenges. Group and individual counseling is also available.
- **Family Engagement** Parent engagement is a strong indicator of student success. UP! informs parents about how to create and maintain a positive learning environment for their children, increases parents' knowledge of academic achievement standards, and helps parents learn to advocate for their children's education.
- **College Admission** Students learn essential information about college, including various college paths, test preparation, application assistance, and what the college experience entails. In 9 grade, UP! students also develop a 4-year plan to prepare for college, which is regularly reviewed by both the student and their tutor.
- **College Financial Readiness** Students and their families are provided with essential information about state and federal financial aid. Assistance with FAFSA and scholarship applications is also provided.

**CANAL ALLIANCE
UNIVERSITY PREP!
FY2016-2017 EXPENSES**

	Expenses	CDGB GRANT
Salaries - General	\$ 400,640.11	\$ 15,000.00
Payroll taxes	\$ 36,100	
Health Benefit	\$ 19,572	
Worker's Comp	\$ 4,520	
Contract Services	\$ 2,400	
Professional Fees	\$ 1,320	
Computer Eqmpt & Supplies	\$ 3,775	
Printing & Mailing Servcies	\$ 300	
Dues & Publications	\$ 600	
Travel	\$ 2,602	
Mileage, Parking & Tolls	\$ 600	
Meals & Catering	\$ 1,800	
Other Meeting Expenses	\$ 2,500	
Program Snacks & Meals	\$ 3,000	
Program Eqmpt & Supplies	\$ 1,600	
Scholarships	\$ 56,875	
Staff Development	\$ 6,000	
Hiring Costs	\$ 5,000	
Permits, Licenses & Fees	\$ 200	
Shared - Occupancy	\$ 100,838	
Shared - General Operating	\$ 38,023	
Shared - IT Support	\$ 26,276	
Total Expense	\$ 714,542	\$ 15,000

**CANAL ALLIANCE
UNIVERSITY PREP!
FY2016-2017 Funding Sources**

	Funding Source	CDGB GRANT
Marin County - CDGB		\$ 15,000.00
Individual Donations	\$ 183,622	
Marin Community Foundation	\$ 150,000	
Mitch Cohen Family Fund	\$ 125,000	
Marin County - Office of Education	\$ 90,000	
Maja Kristen	\$ 30,000	
Jonas Family Foundation	\$ 30,000	
Marin County - HHS Contract	\$ 27,420	
Morris Stulsaft Foundation	\$ 20,000	
Mary Crocker Foundation	\$ 15,000	
Dodge & Cox	\$ 10,000	
Dino J Ghilotti Foundation	\$ 7,500	
William Simon Foundation	\$ 7,500	
Carl & Celia Gellert Foundation	\$ 6,000	
Bank of American	\$ 5,000	
Simon Strauss	\$ 3,500	
Rotasa Foundation	\$ 2,000	
PG&E	\$ 1,000	
Marin Charitable	\$ 1,000	
Total Expense	\$ 714,542	\$ 15,000



2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT

PUBLIC SERVICE APPLICATION FOR FUNDING

Program Year: 2017/18

Check One:

<input type="checkbox"/>	New Program/Project
<input checked="" type="checkbox"/>	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:

Year Funded	2015-2016	2014-2015	2013-2014	2012-2013
Grant Amount	\$16,552	\$ 16,200	\$ 16,400	\$ 10,000
Amount Expended	\$16,552	\$ 16,200	\$ 16,400	\$ 10,000

3) General Information:

CDBG FUNDING AMOUNT REQUESTED	\$70,802.90
PROGRAM/PROJECT NAME	City of San Rafael/ Pickleweed Preschool
ORGANIZATION/AGENCY NAME	City of San Rafael/ Community Service
MAILING ADDRESS	P.O. Box 151560 San Rafael, CA 94915-1560
PROJECT ADDRESS	40 Canal Street San Rafael CA 94901
CONTACT PERSON & PHONE NUMBER	Kelly Albrecht, 415-485-3386
E-MAIL ADDRESS	Kelly.albrecht@cityofsanrafael.org
WEBSITE	www.cityofsanrafael.org
ORGANIZATION DUNS#	94 6000 424

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.

Pickleweed Preschool provides preschool programming for 68 children in the Canal neighborhood. The program provides developmental and age-appropriate curriculum building cognitive, social, emotional, physical and linguistic growth. The center operates two classes each day: 8:00am-11:00am and 11:30am-2:30pm. The program addresses the unmet need by holding quarterly orientations and tours of Pickleweed Preschool. Information packets are distributed during the enrollment period in the spring at our 7 school age sites located throughout San Rafael. Pickleweed Preschool utilizes the Centralized eligibility list maintained by the Marin Child Care Council, the local resource and referral agency, to fill vacancies. The list is prioritized by need and income level. The impact that Pickleweed has on these households is that we are providing a high quality preschool program for their child and our year end goal is that each child will be kindergarten ready. The staff work closely with the faculty at Bahia Vista and San Pedro School to coordinate curriculum and is highly praised by the administration of both schools.

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

- First 5 of Marin
- California Department of Education
- Marin Child Care Council
- Marin County Office of Education

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?:

This project supports Canal Neighborhood residents with pre-school curricula that prepare their students, along with parents, to participate fully upon entering the San Rafael City School District Elementary School System. The Pickleweed Pre School contributes to the stabilization of families in the neighborhood, most of whom are low income, so that they can remain in the community.

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	48
Very Low-Income	20
Low-Income	
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		
Native Hawaiian or other Pacific Islander		
White	66	66
American Indian <i>and</i> White		
Asian <i>and</i> White	2	
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial		
TOTAL	100%	
Female-Headed Households (out of above total)	5	5

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

Preschool programming is an essential component for all families. Pickleweed Preschool not only works with the child who attends the program but the entire family by providing parent education nights that include topics like nutrition, preparing your child for kindergarten, reading to your child and social emotional development. Not only does their child get a wonderful preschool experience, the family acquires skills to prepare their child for their first school experience and the tools to be an active parent in the school community.

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:

No remaining project funding 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:

There have been many accomplishments for Pickleweed Preschool which specifically include our participation in the Quality Rating Improvement Project through the County of Marin. This very important initiative promotes the excellence in early care and education and our program reached an overall score of mastering high quality standards, which places us in the top tier for quality programming in preschools. Our goal for our agency is to continue with the quality rating improvement project and continue working with all partners, including First 5 of Marin, California Department of Education, Marin Child Care Council and Marin County Office of Education. Our goals for the upcoming year include leadership development for our new Center director and continue our growth in incorporating the preschool learning foundations. The CDBG funds will help fund our Instructor working in the classrooms.

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.

Kelly Albrecht, Senior Recreation Supervisor, manages the program and Isobel Shaw, Center Director, supervises the Preschool Program.

Approvals and authorizations are required by City Manager, Jim Schutz, California Department of Education and Community Care Licensing.

Grant funding is tracked through quarterly reporting with First 5 of Marin and California Department of Education. In Addition to quarterly reporting there is additional reporting that is required of the teachers and Director. Teachers input data on each child's development that tracks their progress through 56 measures throughout the school year.

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

- Participation in Quality Rating Improvement System- June 2018
- Continue with a Tier 4 rating “ Exceeding quality standards”
- First School Project- June 2018
- Cultural Competency and developing ant-bias environments- June 2018
- Parent Services Project through parent engagement- January 2018
- Continue Pre-K to three initiative and partnership with Bahia Elementary School.

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).

The CDBG funds will be used to fund a full time Instructor in the program. Wages are \$37,964.32 and benefits are \$32,838.58 totaling \$ 70,802.90

See attached total cost of compensation budget summary for Instructor II position.

(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
California Department of Education	196,122	53%	Program Costs
First 5 of Marin	\$95,163	30%	Program Costs

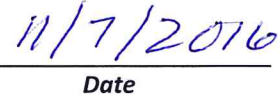
17) Will the requested CDBG funds be expended by the end of the fiscal year (June 30, 2018)? Yes - No If No, please explain why:

Yes all funds will be expended by the end of the year. June 2018.

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

Employee #: 4106 HERNANDEZ, YESENIA
Position #: 6701-036 CHILD CARE INSTRUCTOR II

		Pay Year 2016		Pay Year 2015	
Salary & Premiums		Hours	Amount	Hours	Amount
Description					
10	REGULAR PAY	1,290.95	27,728.84	1,615.77	33,456.95
1701	One Time Payment - Special	0.00	146.61	0.00	0.00
61	SICK	1.00	21.48	21.00	437.97
62	VACATION LEAVE	226.00	4,829.68	196.00	4,061.08
taxref	Medicare Tax Refund	0.00	0.00	0.00	8.32
		<u>1,517.95</u>	<u>32,726.61</u>	<u>1,832.77</u>	<u>37,964.32</u>
Base Hourly Rate:			21.56		20.71

Benefits

Description	Amount	Amount
320	CIGNA LIFE BASIC \$5000	10.20
321	CIGNA DEPENDENT LIFE	0.00
322	CIGNA LIFE SUPP 100K	0.00
330	CIGNA LTD	59.60
370	DENTAL \$1,500	1,130.00
561	KAISER SINGLE (3051)	7,450.00
acc lv	EMPLY. ACCRUED LEAVE BENEFITS	3,326.40
ha	HEALTH ADJUSTMENT	-22.00
medi	MEDICARE	474.33
retcfm	RETIRMENT-CHILD CARE-FIRE MISC	16,102.68
wc	WORKERS' COMP	363.23
		<u>28,894.44</u>
Total Salary & Benefits:		61,621.05
Benefits as a % of Total Salary:		88.29
Base Hourly Rate (including salary & benefit):		40.59

Leave

Description	Hours	Hours
61	SICK	1.00
62	VACATION LEAVE	226.00
		<u>227.00</u>
Actual Hours Worked (total hours - leave hours):		1,290.95
Hourly Rate Based on Actual Hours:		47.73

2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT

PUBLIC SERVICE APPLICATION FOR FUNDING

Program Year: 2017/18

Check One:

<input checked="" type="checkbox"/>	New Program/Project
<input type="checkbox"/>	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	2016/17	2015/16	2014/13	2012/13
Grant Amount	\$15,000	\$17,200	\$14,001	\$12,171
Amount Expended	0	\$474.50	0	0

3) General Information:

CDBG FUNDING AMOUNT REQUESTED	\$20,000
PROGRAM/PROJECT NAME	Performing Stars After School/Summer Programs
ORGANIZATION/AGENCY NAME	Performing Stars of Marin
MAILING ADDRESS	271 Drake Avenue, Marin City, CA 94965
PROJECT ADDRESS	271 Drake Avenue, Marin City, CA 94965
CONTACT PERSON & PHONE NUMBER	Felecia Gaston, Executive Director 415 332-8316
E-MAIL ADDRESS	performingstars@sbcglobal.net
WEBSITE	Performingstars.org
ORGANIZATION DUNS#	n/a

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.

Founded in 1990 to give diverse, often marginalized, low-income children in Marin the opportunity to “reach for the stars” by participating in enrichment programs. The mission of Performing Stars is to build pride, character, discipline, and self-esteem in the hearts and lives of low-income, primarily minority, children. We achieve our mission through connecting youth and their families with arts, recreation, and other cultural enrichment programs that develop good work habits and positive social skills, enhance analytical thinking, improve communication skills, and increase professional readiness. Further, by exposing youth to county-wide experience beyond young people’s cultural comfort zone, Performing Stars promotes important personal growth and transformation. Our students typically lack the transportation, nutrition, and equipment they need to “fit in” with the rest of the students, stay focused, and succeed. In addition to providing these services, we also take great care working with our program partners to place students in the right programs and to facilitate ongoing communication with our families. Our chaperones and mentors do so much more than just help students get to class on time, show up well fed, and come prepared with the right uniforms and equipment. They help them with life-skills, connect them and their families with additional community services, and mediate difficult cross-cultural interactions. We provide these additional services because we believe that every child wants the chance to be a star. Given the right support, positive reinforcement and recognition for achievement, he or she will “act out” and “star” in positive, rather than negative roles. By exposing youth to experiences outside of their typical cultural comfort zones and supporting them throughout all aspects of their experience, Performing Stars helps young people become productive, positive citizens, and highly skilled individuals capable of “performing” the leadership roles necessary to move the next generation toward success.

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

Manzanita Child Development Center, Marin City Community Services District, Branson High School, Boys & Girls Club of Southern Marin & Petaluma, Willow Creek Academy, Bayside/MLK Academy, Bridge the Gap College Prep, Hannah Project Academy

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? Our program provides outreach throughout Marin County. ?

Performing Stars fills an essential role for low-income students and families throughout the county by providing enrichment activities possible for this population, often marginalized amid Marin’s affluence. Based in Marin City, Performing Stars connects underserved, low-income, mostly minority youth to performing arts classes, cultural experiences, life skills development and wrap-around services to enable success. Performing Stars offers classes on own in its studio and in local schools and coordinates scholarships to existing programs throughout Marin, program that would be completely inaccessible to Performing Star’s youth without our services. Performing Stars provides a wi

range of services to the community. These services include:

- Mobilizing community resources and forging strategic collaborations;
- Strengthening families by engaging them in activities shared by children, parents, guardians and grandparents;
- Creating venues for children and youth to participate in safe programs, keeping them off the streets and preventing crime by providing weekend-structured activities (in addition to its regular week-day programs);

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	25
Low-Income	
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	0	
Asian	5	
Black or African American	45	
Native Hawaiian or other Pacific Islander	5	
White	40	40
American Indian <i>and</i> White	0	
Asian <i>and</i> White	0	
Black <i>and</i> White	5	
American Indian <i>and</i> Black	0	
Multi-Racial	0	
TOTAL	100%	
Female-Headed Households (out of above total)	40	

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

- Create opportunities and access to services/programs that underserved children and youth typically do not have; stimulate their growth, build their self-esteem, nurture healthy life skills and habits;
- Give these children and youth access to choice in activities;
- Expand advocacy for children of low-income families;
- Reach greater numbers of children throughout Marin County;
- Continue to build community by forging and strengthening collaborations with an array of organizations throughout Marin and the Bay Area;
- Improve depth and practice of arts and non-arts outreach by Marin organizations; and
- Increase the level of parent involvement and enhance family relations.

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:

We were informed our agency had \$474.50 from 2015/16. We were not aware because we billed accordingly in quarterly reports and invoices. We would like to expend those funds toward Executive Director salary for that period of work completed.

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:

Performing Stars provided enrichment-enabling and direct art enrichment services to 100 low income youth and using the arts to develop educational and economic opportunities. Pstars offered the following programs: Three afterschool classes are taught by high school students from Branson High School dance class and reading, and Balboa High School – ROTC drill team . The neighborhood baton classes is taught by a professional teacher. The Summer Enrichment Scholarships offered are the Marin Theater, and Marin Shakespeare, Stapleton School of the Performing Arts, Sports & Sailing Camps are also included. Youth attend annual field trips to the Mountain Play. After months of practice, the youth perform their skills at local parades and other community events.

*Enlighten Young Women Exploring Their Futures: Provided a youth leadership program for about ages 13 to 18 years girls to participate in a program plan to meet identified needs in their community, participate in a youth symposium (mini-conference) where they interacted with local government representatives, youth leaders and other professionals.

Yes we completed our goals and accomplishments!

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.

Performing Stars is led by Felecia Gaston, founder and Executive Director, has over 25 years of expertise in its field and a demonstrated commitment to serving Marin's underserved populations. Felecia has been widely recognized for her community development efforts, including ABC7 News, Marin Center Cultural Treasures Award, The Pacific Sun Heroes Award and the Association of Fundraising Philanthropy Award.

Our organization is in the process of undergoing a 3-5 year strategic planning to focus on sustainability and growth. Presently, we are using Excel and Access to track grant funding and client results.

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

Performing Stars' provides access to arts and non-arts enrichment programs and opportunity to youth in Marin County who are underserved due to racial, economic, cultural or social barriers. For most children in Marin City and the Canal neighborhood, poverty limits the fulfillment of their hopes and dreams. Studies show that this unfortunate condition leads to negative behaviors, including drug abuse, teenage pregnancy, and high school dropouts. Performing Stars exists to reverse these negative trends by working to build self-esteem and productive citizenship values among underserved children and youth. To accomplish this, Performing Stars offers the fullest range of performing, visual and literary arts, as well as non-arts activities, such as sports and environmental education.

That next generation's success is reflected in our broad based community impact goals:

- Reduce long-term dependence on public assistance programs,
- Decrease the negative effects and impacts of poverty on children,
- Expand advocacy for children of low-income families, and
- Increase and strengthen all types of community services for low-income and minority children and their families.

Timetable July 2017 – June 2018

- Finalizing scholarships and ticket acquisitions
- Planning activities for all Summer and year-round programs
- Meeting with all collaborators
- Outreach to children and families at schools, churches, by word of mouth, at Shelter Hill and other Public Housing agencies, and contacting people in Performing Stars' waiting list
- Formalizing written policies about transportation, use of van, formal permission slips and waivers
- Fundraising
- Monitoring ongoing classes at
- Promoting the Summer Program
- Signing up children and youth for the Summer Program/register them
- Providing registration updates to all collaborators
- Overseeing and ensuring compliance with all mandatory requirements for program participation
- Managing the Summer Program
- Keeping records (tracking attendance, etc)
- Managing/sponsoring/coordinating events and classes;
- Feeding children
- Maintaining direct communication with parents and guardians;
- Monitoring safety
- Administering evaluation questionnaires
- Video taping/documenting the Summer Program
- Managing ongoing classes (done throughout the year)
- Organizing and analyzing evaluation information (qualitative and quantitative);
- Writing program reports
- Securing funding for future activities;
- Sharing documented (video-taped) programs with stakeholders;

16. Program Budget: see attachment

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).

Scholarships & Placements – Performing Stars acts as a broker in connecting youth and their families to a variety of enrichment opportunities. We secure scholarships, program placements, and admission tickets, and then screen, match, place, and support youth to take full advantage of the following opportunities:

- ✓ **After School and Summer Enrichment Scholarships** in programs such as Branson’s LEAP program, a dance class taught by high school students, Stapleton School of the Performing Arts, Music Classes, Marin Theater Co., Sports and Sailing Camps, Marin Shakespeare Co.,
- ✓ **Outings** to events, performances, and museums such as the Nutcracker, The Mountain Play, Marin Symphony, Music Concerts etc.
- ✓ **Internship and Dance/Theater Company Placements** through the Marin School to Career program, the Academy of Art, and directly with local and national arts organizations.
- ✓ **Afterschool and Weekend Classes** – Performing Stars brings together funding and teachers to provide classes both after school, within school, at day cares and local recreation centers.
- ✓ **Civic Education & Leadership Program** to provide opportunities and teach youth about how government works, training to be active leaders in the community and to raise consciousness
- ✓ **Boys Drill Team, Girls Tap Dance and Baton Twirling**, classes taught in the Marin City community. The youth also are prepared to perform at local events and parades.
- ✓ **Digital Literacy Initiative Program** – It will provide an interactive online curriculum with relevant hands on activities that will help the students develop important 21st century STEM (Science, Technology, Engineering and Math) skills, including collaborating, problem-solving, troubleshooting, programming and design.
- ✓ ***Enlighten Young Women Exploring Their Futures***. This recently launched initiative features an annual gathering bringing together a wide variety of professional women along with approximately 100 low income young women from throughout the Marin County in 5th-12th grades to meet and “network” the women. The fourth annual event will be held in March. The young women meet monthly for various activities that focus on social skills. They are also involved in an intensive week long bootcamp introducing them to manners, grooming, financial literacy, civic center tours and photoshoots.

See Proposed Budget , Attached

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

Funding Source	Funding Amount	Percentage of Total Funding	Uses of Funds

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

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

POSTMARKS WILL NOT BE ACCEPTED 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

11-8-2016
Date

Mailing Address:

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

Physical Address (if dropping off application):

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

Performing Stars Projected 2017/18 Project and Organizational Summary Budget

Revenue	Placements & Support Services	Music Program	Internships	Enlighten Girls' Event	Professional Pathways	Gift of Dance	Management & Administration	Digital Literacy Project	Total	Notes
Grants	15,500	45,500	5,000	5,333	15,333	30,000	10,000	40,000	166,666	
Individual Contributions	5,000	12,000	2,500	667	8,167	10,000	15,000	15,000	68,334	
Other	9,600	4,400					32,300	1,000	47,300	Community Development Block Grants funding and other County funding
Total Revenue	30,100	61,900	7,500	6,000	23,500	40,000	57,300	56,000	282,300	
Expenses										
Staff (salary & Benefits)	20,700	21,700	11,000	6,000	12,000	10,000	13,300	30,000	124,700	Personnel for the three proposed initiatives (Professional Pathways, Internships and Young Women Exploring their Futures) include the ED's time a part-time coordinator for Professional Pathways
Professional Services	7,000	9,200				23,400	19,300		58,900	Teachers, Program Coordinators, Grant Writer, Bookkeeper/CPA, etc.
Facilities & Equipment	2,000	2,000					1,700	13,296	18,996	Utilities, rent, janitorial, etc.
Program Expenses	4,300	15,000	2,500	1,000	3,500	3,500		6,900	36,700	PS seeks in-kind donations whenever possible. That said, specific program costs include: Internships – workforce supports (clothes, transportation) and field trip costs, Young Women Exploring Their Futures – Printing costs for the directory of attendees, follow-up materials, Professional Pathways – Presentation materials for class presentations and workshops and refreshments for workshops.
Operational Expenses	5,000						15,000		20,000	
Other						2,952	4,000	5,020	11,972	Advertising, misc
Total Expenses	39,000	47,900	13,500	7,000	15,500	39,852	53,300	55,216	271,268	
Net Income/Expenses	(8,900)	14,000	(6,000)	(1,000)	8,000	148	4,000	784	11,032	

2016-2017 OTHER FUNDING SOURCES

Source: Identify the name of the entity and classify as government (G), foundation (F), corporate (C), individual (I), special events (S), or other (O).

Amount: Please indicate the amount requested or, if approved, the amount to be funded.

Status: Indicate whether the funding request is pending (P), declined (D), or approved (A).

SOURCE	AMOUNT	STATUS
Bill Graham Foundation (F)	\$5000	Pending
Do A Little Foundation/Deborah Santana (F)	\$10,000	In Process
Huey Lewis & The News/Hulex Corporation (C)	\$1000	Approved
Individual Donations/Annual Campaign (I)	\$75,000	In Process
Jenkins Johnson Gallery	\$10,000	In Process
Joseph Parker Foundation (F)	\$5,000	Pending
Karen Jenkins - Johnson & Kevin Johnson	\$2500	Approved
Marin Charitable Association	\$5,000	In Process
Marin Community Block Grant (G)	\$15,000	Approved
Marin Community Foundation	\$90,000	Pending
Marin County Board of Supervisors (G)	\$2,500	Approved
Marin Telecommunications Agency (G)	\$20,000	Approved
Milagro Foundation (F)	\$10,000	Approved
Monterey Pop International Festival Foundation (F)	\$2,500	Approved
Nightingale Fund	\$2000	Approved
Sato Foundation (F)	\$15,000	Pending
Sausalito Arts Festival Foundation (F)	\$2,500	Approved
Walter & Elise Haas Foundation (F)	\$15,000	Projected
Wells Fargo Foundation (F)	\$10,000	Approved

2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT

PUBLIC SERVICE APPLICATION FOR FUNDING

Program Year: 2017/18

Check One:

<input type="checkbox"/>	New Program/Project
<input checked="" type="checkbox"/>	Existing Program/Project

1) Which Planning Area will the project be located? Check One

Refer to attached map

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

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

Year Funded				
Grant Amount				
Amount Expended				

3) General Information:

CDBG FUNDING AMOUNT REQUESTED	\$20,000
PROGRAM/PROJECT NAME	Rotacare San Rafael Clinic
ORGANIZATION/AGENCY NAME	Rotacare Bay Area
MAILING ADDRESS	P.O. Box 6461 San Rafael CA 94903
PROJECT ADDRESS	1033 Third Street San Rafael CA 94901
CONTACT PERSON & PHONE NUMBER	Charles Mason
E-MAIL ADDRESS	masonc@rotacarebayarea.org
WEBSITE	www.rotacarebayarea.org
ORGANIZATION DUNS#	008316533

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.

see attached

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

see attached

6) HUD National Objective to be served (check 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?:

see attached

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	510
Very Low-Income	4335
Low-Income	80
Moderate-Income	53

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): *2015 Data*

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native	21	
<i>Pacific Asian/ Islander</i>	440	
Black or African American	139	
Native Hawaiian or other Pacific Islander		
White	3307	3978 (total of all)
American Indian and White		
Asian and White		
Black and White		
Other / Unknown American Indian and Black	1121	
Multi-Racial	6	
TOTAL	100%	3978
Female-Headed Households (out of above total)	unknown	unknown

10) 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."

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:

NA

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.

The Board of Directors manages the organization. A team that includes a Chief Operating Officer, Administrative Director and Development Manager oversees central operations. The San Rafael clinic is managed by a staff team (Development manager, Clinic Manager, Asst. Clinic Manager & VOLUNTEERS

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

see attached

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).

See attached

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

Funding Source	Funding Amount	Percentage of Total Funding	Uses of Funds

RotaCare Bay Area, Inc.
Combined Budget
July 1, 2016 - June 30, 2017

	San Rafael Budget	Combined Budget
Revenues		
Unrestricted		
Public Support		
Individuals	\$28,113	\$161,507
Corporate & Foundation Grants	\$61,000	\$398,628
Rotary Clubs	\$3,000	\$162,645
Special Events	\$0	\$86,687
Total Public Support	\$92,113	\$809,467
Other Revenue		
Grant Support	\$75,000	\$453,574
Administration Fees	\$0	\$96,302
Investment Income	\$100	\$895
Unrealized Gain (Loss) on Investments	\$5,000	\$5,000
Other	\$0	\$6,692
Total Other Revenue	\$80,100	\$562,463
Total Unrestricted	\$172,213	\$1,371,930
In-Kind Contributions		
In-Kind Contributions	\$0	\$67,308
Total In-Kind	\$0	\$67,308
Total In-Kind Contributions	\$0	\$67,308
Total Revenues	\$172,213	\$1,439,238
Expenses		
Operating Expenses		
Payroll Costs		
Wages	\$101,925	\$702,607
Quality Assurance	\$0	\$4,800
Payroll Taxes	\$7,797	\$54,948
Workers Compensation	\$1,784	\$12,408
Other Employee Benefits	\$0	\$22,200
Total Payroll Costs	\$111,506	\$796,963
Non-Labor Expenses		
Professional Fees	\$0	\$37,000
Pharmaceuticals	\$24,075	\$78,737
Medical Supplies	\$3,000	\$40,647
Laboratory Services	\$550	\$43,218
X-Ray Services	\$75	\$47,911
Dental Services	\$0	\$150
Eye Services	\$0	\$5,000
Minor Medical Equipment	\$0	\$1,400
Supplies	\$2,700	\$28,486
Administration Fees	\$12,017	\$96,309
Purchased Services	\$7,000	\$32,179
IT Support	\$475	\$6,503
Special Event	\$0	\$12,150
Building & Equipment Rental	\$0	\$18,166
Insurance	\$1,535	\$19,622
Utilities	\$1,200	\$14,317
In-Kind Expenses	\$0	\$74,888
Other Expenses	\$7,680	\$54,742
Depreciation	\$400	\$30,850
Total Non-Labor Expenses	\$60,707	\$642,275
Total Operating Expenses	\$172,213	\$1,439,238
Total Expenses	\$172,213	\$1,439,238
NET SURPLUS/(DEFICIT)	\$0	\$0

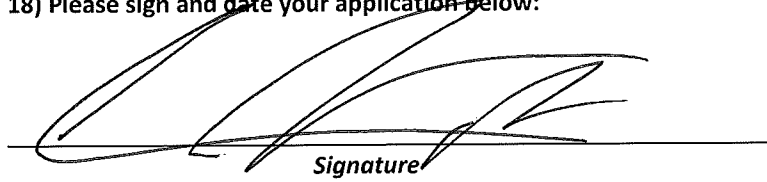
RotaCare San Rafael Clinic Funding 2016-17

Funding Source	Funding Amount	Percentage of Total Funding	Uses of Funds
County of Marin, Health and Human Services	\$ 18,703.50	15.00%	San Rafael Clinic
Freitas Foundation	\$ 5,000.00	4.00%	San Rafael Clinic
Kaiser Permanente-Marín-Sonoma	\$ 10,000.00	8.00%	San Rafael Clinic
Marin Airporter	\$ 1,000.00	1.00%	San Rafael Clinic
Marin Community Foundation	\$ 25,000.00	20.00%	San Rafael Clinic
Marin General Hospital	\$ 20,000.00	16.00%	San Rafael Clinic
McDaniel Charitable Trust	\$ 2,000.00	2.00%	San Rafael Clinic
Pacific Foundation for Medical Care	\$ 5,000.00	4.00%	San Rafael Clinic
Rotary Club of Marin Sunrise	\$ 2,500.00	2.00%	San Rafael Clinic
Sutter West Bay Hospitals/Novato Community Hospital	\$ 10,000.00	8.00%	San Rafael Clinic
Westamerica Bank	\$ 1,500.00	1.00%	San Rafael Clinic
Individual and Anonymous Donors	\$ 22,554.42	18.00%	San Rafael Clinic
Total	\$ 123,257.92		

17) Will the requested CDBG funds be expended by the end of the 2017 (December 31, 2017)? Yes - No If No, please explain why:

Yes

18) Please sign and date your application below:


Signature

11/1/16
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

**RotaCare Clinic of San Rafael
CDBG Proposal Narrative Questions**

4. Program Description (½ page)

The mission of RotaCare Clinic of San Rafael (Clinic) is to provide free medical care for the relief of pain and suffering to those with the greatest need and the least access to health care resources. The Clinic provides vital primary care medical services to any adult needing treatment. Since 1997, the Clinic has provided care to over 11,000 patients with over 24,000 total patient visits. This safety-net service is the only free clinic in the Marin and Sonoma counties. Adults living in the region with an urgent medical need, including the working poor, the un-insured, the under-insured, the newly unemployed, and people that cannot afford their deductible are eligible for medical care at no cost.

Unemployment, increased poverty, the health needs of a growing senior population, as well as the uninsured has contributed to the high demand for our services. Without the RotaCare Clinic of San Rafael our local emergency departments would be overwhelmed with patient care. In 2015, RotaCare Clinic of San Rafael served 986 patients with over 1800 patient visits! The average cost of an emergency room visit by an uninsured patient is just under \$1,000. At RotaCare Clinic of San Rafael, the cost is approximately \$40 per visit including medications, lab work, and imaging.

The Clinic serves as a critical lynchpin in Marin's safety net. Although Marin County has enrolled 15,000 people into Medi-Cal under the Affordable Care Act and 12,000 into Covered California in the past two years, a large population of residents remain without health insurance. In particular, in San Rafael's Canal District, which has a large Latino/Hispanic population, 7.4% of those who are eligible for Covered California are without insurance. This is the highest of any neighborhood in the Bay Area which ranges from San Francisco at 3.2% to Contra Costa County at 5.1%. In other communities significant numbers are uninsured (Marin City 17.5%, Tomales 35.5%, Lagunitas 18.5%, Bolinas 13.9%)

5. What other agencies will you partner with for this project, Please list?

- Marin Community Clinic
- Operation Access
- Kaiser Permanente
- Marin General Hospital

7. How will this project further Marin County's Fair Housing goals?

By providing free medical care to individuals that would have to otherwise go without care or make additional cash payments for medical cost we are assisting in helping families balance cost that can assist with housing and related expenses. In addition, we serve homeless individuals that often would not receive care without our services.

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

The clinic serves all adults regardless of age, race, ethnicity, income, gender, identity, national origin or other factors. Anyone 18 and older that shows up to clinic is served.

13. Yes, RotaCare Bay Area Inc. has three other clinics that utilize CDBG grants in other jurisdictions. The San Rafael Clinic has never received CDBG funds

15. List program objectives and milestones, along with and estimated timetable for reaching them

- To serve 2,000 individual clinic visits annually. (Ongoing. June 30th of each year)
- Expand services of Transitional Program by 5%. (Ongoing. June 30th of each year) - The Transitional Care Program (TCP) provides short-to-midterm (6-9 months) care to patients. TCP focusses on patients diagnosed with hypothyroidism, hypertension, diabetes, and asthma.
- Expand services for Healthy Living Program 10% (Ongoing. June 30th of each year) - The clinic conducts a nutrition program for patients to promote healthy lifestyle choices.
- Expand Pharmacy Program by 25% (Ongoing. June 30th of each year) - Provides free medicine and related supplies to clinic patients.

16. Program Budget (See attached organizational and program budget)

CDBG Request Budget

Transitional Care Program - \$10,000

Pharmacy Program - \$7,500

Healthy Living Program - \$2,500

Total Request - \$20,000

orig.



2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT

CONSTRUCTION APPLICATION FOR CDBG FUNDING

Program Year: 2017/18

1) Check One:

X	New Construction
	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:

CDBG FUNDING AMOUNT REQUESTED	\$250,000
PROGRAM/PROJECT NAME	ADA Curb Ramps
ORGANIZATION/AGENCY NAME	City of San Rafael-Department of Public Works
MAILING ADDRESS	111 Morphew St. San Rafael, CA 94901
PROJECT SITE ADDRESS	Various
CONTACT PERSON & PHONE NUMBER	Richard Landis 415-485-3354
E-MAIL ADDRESS	Richard.landis@cityofsanrafael.org
WEBSITE	http://www.cityofsanrafael.org/
ORGANIZATION DUNS#	08-244-7459

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.

The City of San Rafael entered into a 10-year settlement agreement with the U.S. Department of Justice in 2004. The agreement requires the City to comply with the Americans with Disabilities Act (ADA) as it relates to the public right-of-way (sidewalks, streets, etc.) and facilities. All requested funds are for the construction of curb ramps that will make San Rafael's sidewalks and streets accessible for wheelchair users and other individuals with disabilities. The agreement calls for the construction of 765 curb ramps on those "...streets, roads, and highways that have been constructed or altered since January 26, 1992."

5) 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>

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

N/A

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):

8)

Moderate-Income	
Low-Income	
Very Low-Income	
Extremely Low	

Because curb ramp locations are scattered throughout the City and are not address-specific, it is not possible to determine the number individuals, regardless of income, who will benefit from CDBG funds. However, according to the 2010 census, the median income for disabled individuals living in San Rafael was well below the income limits shown on the table below.

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

2016/17 CDBG FUNDING APPLICATION

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

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

The project will address the needs of individuals with a broad range of physical disabilities, e.g., wheel chair users, people with ambulation issues and those who are visually impaired.

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

There are no remaining funds from the previous year's CDBG allocation.

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

Our goal is to make San Rafael's public right-of-way accessible to individuals with disabilities. Since 2005 the City has constructed 433 of the 765 curb ramps identified in our Settlement Agreement with the federal Department of Justice, primarily paid for with CDBG funds.

12) 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.

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 supervised by San Rafael City Engineer Kevin McGowan. It will be managed by Assistant Civil Engineer Stephanie Gindlesperger. The San Rafael City Council must approve a construction agreement and the project budget.

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	Construct 10-15 ADA curb ramps
Complete environmental	Categorically exempt
Release bid package	September 2017
Select contractor	October 2017
Finalize contract	October 2017
Obtain building permits	N/A
Start construction	February 2018
Complete Construction (target: June 30, 2017)	April 2018

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>
	\$N/A	Design/A/E	\$N/A
CDBG	\$250,000	(Construction items/materials)	\$250,000
	\$		\$
	\$		\$
	\$N/A	Permit fees	\$N/A
City of San Rafael-Gas Tax	\$25,000	Contingency	\$25,000
<u>TOTAL</u>	<u>\$275,000</u>	<u>TOTAL</u>	<u>\$275,000</u>

(b) How did you obtain your cost estimates?

Cost estimates are based upon recent curb ramp construction projects bid results.

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

All construction will take place on City-owned right-of-way.

(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 will be considered once preliminary construction and construction contingency estimates have been finalized. The availability of City-controlled funds such as Gas Tax will depend upon other public right-of-way capital project priorities.

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

If No, please explain why:

All CDBG funds will be expended by December 30, 2018.

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

 Director Public Works 11/7/16
Signature/Title 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: 2016/17

Check One:

<input type="checkbox"/>	New Program/Project
<input checked="" type="checkbox"/>	Existing Program/Project

1) Which Planning Area will the project be located? Check One
Refer to attached map

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

2) Prior Years Funded by County of Marin CDBG:

Year Funded	2016-2017	2015-2016	2014-2015	2013-2014
Grant Amount	\$19,347	\$18,570	\$17,300	\$21,037
Amount Expended	\$19,347	\$18,570	\$17,300	\$21,037

3) General Information:

CDBG FUNDING AMOUNT REQUESTED	\$31,473
PROGRAM/PROJECT NAME	Financial Assistance Fund
ORGANIZATION/AGENCY NAME	Senior Access
MAILING ADDRESS	70 Skyview Terrace, Bldg B San Rafael, CA 94903
PROJECT ADDRESS	Same
CONTACT PERSON & PHONE NUMBER	Jim Ward, Executive Director 415-491-2500 ext. 11
E-MAIL ADDRESS	jward@senioraccess.org
WEBSITE	www.senioraccess.org
ORGANIZATION DUNS#	956334270

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.

See attached

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

See attached

6) HUD National Objective to be served (check 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?:

See attached

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): *Based on FY 2015-2016*

Extremely Low	<i>19</i>
Very Low-Income	<i>4</i>
Low-Income	<i>2</i>
Moderate-Income	<i>we do not give financial assistance to moderate +</i>

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	0	
Asian	0	
Black or African American	0	
Native Hawaiian or other Pacific Islander	0	
White	96%	
American Indian and White	0	
Asian and White	0	
Black and White	0	
American Indian and Black	0	
Multi-Racial	4%	4%
TOTAL	100%	
Female-Headed Households (out of above total)	73%	

10) 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."

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:

SA utilizes CDBG funds within 4 months.
We do not have a remaining balance in 2016-2017

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:

See attached

13) 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

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.

See attached

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

See attached

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*).

See attached

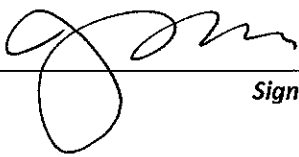
(b) List a breakdown of the TOTAL funding sources for your proposed program/project: *See attached*

Funding Source	Funding Amount	Percentage of Total Funding	Uses of Funds
See attached			

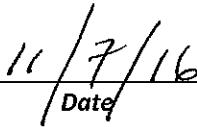
17) Will the requested CDBG funds be expended by the end of the 2017 (December 31, 2017)? Yes - No If No, please explain why:

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

4. 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 Senior Access (SA) Financial Assistance Fund provides assistance to Marin County's low income residents who have dementia for attendance at Senior Access' Adult Day Program (ADP). SA offers people with dementia and their caregivers an affordable alternative to in-home or nursing home care. SA is the only social model ADP in the county, meeting critical needs for caregivers and older adults who need significant care throughout the day and **who would otherwise not be served.**

SA is well known for its innovative model of care. Best practices include:

- Eliminating the institutional quality of ADPs. SA offers a homey environment where clients feel comfortable, are socially engaged and have fun. Creating a normative experience for a person with dementia identifies them by who are and not by their disease;
- Person-centered quality care and staff competency: SA staff continually work with medical and behavioral professionals to refine our approach to care; our low ratio of caregiver to care receiver (often 1:3) ensures person-centered care especially for people with difficult behavior due to cognitive decline;
- The Excursion Clubs give clients an opportunity to remain active members of our community and experience the natural beauty and neuro-cognitive stimulation of the outdoors and the culture of the Bay Area. A multicultural, multi-lingual Excursion Club, piloted in 2015 was met with great enthusiasm;
- Building a network around the community: free support groups for caregivers; free Brain Fitness workshops in multiple languages create community, while identifying families in crisis; free multi-lingual memory screenings open the dialogue about living with memory loss, alleviate anxiety, reduce stigma and connect families to community resources.

Family caregivers are the backbone of our long-term care strategy, but the burden of delivering care 24/7 to a loved one with dementia can be overwhelming, leading to premature institutionalization and poor health outcomes for both caregiver and care receiver. Respite for both carer and loved one is essential in nurturing healthy relationships and caring.

Though considered low income by HUD standards, our families do not qualify for Medi-Cal. Medicare does not reimburse them for ADP services. Yet, as caregivers they are expected not only to do the jobs of a nurse, home health aide, and physical therapist, but they are expected to keep their loved one in the home as long as possible, keeping them out of institutions at a much higher cost to the system. The burden is enormous and cost of care is formidable.

Research studies indicate that ADPs reduce premature placement in skilled nursing facilities. In addition, the SA Caregiver Impact Survey demonstrated that 97% of respondents agreed that their quality of life and their loved one's quality of life improved because of the SA program.

5. What other agencies will you partner with for this project? Please list.**Other agencies include:**

- Alzheimer's Foundation of America – \$5,000 grant pending
- Marin General Hospital Community Benefit Grant -- \$10,000 grant pending
- Darby Betts Fund (a fund of the Episcopal Impact Fund) – grant pending
- George H. Sandy Foundation – we will be applying for a grant to support low income seniors
- Bernice Hemphill Charitable Trust – we will be applying for a grant to support low income seniors

7. How will this project further Marin County's Fair Housing goals?

Financial assistance is our way of bridging the economic gap for the “hidden poor” families living with dementia. Dementia is a chronic condition that drains human and financial resources during its course, putting families at risk of economic and housing insecurity. Our goal is to help keep people sheltered, in their own homes, with appropriate care for as long as possible.

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

All SA members are disabled with three or more chronic illnesses, including moderate to severe cognitive decline (dementia). We make every attempt to reach out to everyone in our community, and are open to serving all, regardless of ethnicity, race, religion, sexual orientation, gender, national origin, familiar status, marital status, ancestry, source of income and/or arbitrary characteristics.

People living with cognitive decline are wholly dependent on family members for everything – from what to eat to financial choices. They are dependent on loved ones or Senior Access for their personal care – transferring (walking), toileting and, in later stages, feeding.

SA members are afforded care with dignity, important day to day choices that restore a sense of self, and a chance to enjoy creative expression, music, and movement.

When surveyed, more than half of our families express that they could get more respite if they had more financial assistance. Our outreach and work in “hard-to-serve” communities, specifically mono- and bi-lingual older adults and people of color, revealed that many families would take advantage of an Excursion Club or daytime club if substantive financial assistance was available.

12. List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goal and accomplishments?

Our goal is to offer financial assistance to all families who qualify by the HUD standards.

SA's service area includes all of Marin County. In 2015-2016, the SA Financial Assistance Fund subsidized 1,723 days of care and 8,615 hours of caregiver respite. The average \$20 award reduced the \$125 daily fee to \$105 per day for low-income members. Though the numbers vary, the Financial Assistance Fund supported an average of 144 days of care each month.

Three years ago, SA began affirmative marketing outreach into communities of color and to people with limited English proficiency with free educational workshops, building relationships with Whistlestop's multicultural groups, Novato Human Needs Center, Alma Latina at Margaret Todd Senior Center and with the Sunshine Club in Marin City. SA delved deeper into the communities to identify people living with memory loss who could benefit from our club. We identified 14 new members and 8 caregivers for 8 excursions. We have hosted brain fitness events in multiple languages and venues. We continually try to find new ways to engage a more diverse group of participants.

This year, SA became a subcontractor of the City of San Rafael in their Title IIIB Older Americans Act contract for outreach to diverse senior communities, offering Active Aging workshops in Spanish and Vietnamese at the Albert Boro Community Center.

SA would like to bring more culturally diverse people into the club on a more regular basis and offer more excursions and workshops for a multi-lingual, multicultural group of older adults living with memory loss. Financial assistance to this group of very low income folks is essential in order to serve them with culturally appropriate, language appropriate and activity appropriate programming.

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: SA has been administering CDBG and other federal, state and county grants for over 40 years.

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

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

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

SA awards financial assistance to qualifying families on an on-going basis. Our goal is to meet our financial assistance needs in full every year. In order to do this, we use direct mail fundraising campaigns (Fall letter, holiday card and Spring letter) and individual requests for funds from major donors. We research foundation and grant opportunities regularly and attempt to build relationships with foundation and corporate funders. These activities are on-going throughout the year.

16a. List the activities and/or items that CDBG funds will be used specifically for.

The \$31,473 request for financial assistance funds from CDBG comprises 23% of the projected \$138,434 budget of the 2016-17 projected Financial Assistance Program. The costs requested for the program are as follows:

Personnel Expenses:

Marketing Director for Reporting (Total Project 0.05 FTE of \$65,000 annual salary for reporting or \$3,250). Funds projected for CDBG \$0, Other funds \$3,250.

Program Director-Provides direct services to clients (Total Project 0.33 FTE of \$79,345 annual salary or \$26,184). Funds projected for CDBG \$7,935 FTE 0.10 x \$79,345 for direct services, Other Funds \$18,249 (FTE 0.23 x \$79,345) for direct services and program coordination.

Activity Director-Provides direct services to clients (0.33 FTE of \$37,440 annual salary or \$12,355). Funds projected for CDBG \$5,616 FTE 0.15 x \$37,440 for direct services, Other funds \$6,739 FTE .18 x \$37,440.

Program Assistants-Provides direct services to clients (Total Project 1.485 FTE x \$31,200 annual salary or \$46,332). Funds projected for CDBG \$7,800 FTE 0.25 x \$31,200 for direct services, Other funds \$38,532 FTE 1.24 x \$31,200.

Payroll Taxes & Fringe Benefits:

Payroll taxes including workers compensation are projected at 11% of Gross Salaries for total project of \$8,812 of Gross of \$88,121 x 11%. Funds projected for CDBG are \$2,135 or Gross of \$21,351 x 11%. Other Funds \$6,677 Gross of \$66,771 x 11%.

Fringe Benefits including health insurance and dental are projected at 9% of Gross Salaries for total project of \$7,931 of Gross of \$88,121 x 9%. Funds projected for CDBG are \$1,922 or Gross of \$21,351 x 9%. Other Funds \$6,009 Gross of \$66,771 x 9%.

Program Expenses:

Cost of lunches provided to low income clients are 33% of the annual projection of \$10,000. No funds are being requested from CDBG.

Rent and Operating expenses are projected at \$9,045 for the total project. CDBG funds are requested for 10% of those costs or \$905. Other funds would cover the balance of \$8,141.

Project Activity and Supplies Expenses include art or other types of daily activity costs and fees paid to activity leaders for exercise sing alongs, etc. Total project expenses are \$3,168 with 33% being requested from CDBG or \$1,056. Other funds will cover the balance of \$2,112

Administrative Overhead for administrative staff, accounting, insurance, telephone, etc. is calculated at 15% of direct costs for total project of \$18,057 (\$120,377 x 15%). Funds requested from CDBG are \$4,105 or 15% of CDBG direct expenses of \$27,368. Other funds will cover the balance of \$13,591.

16b: List a breakdown of the TOTAL funding sources for your proposed program/project:

Funding Source	Funding Amount	% of total funding	Use of funds
CDBG	\$31,473	29.0%	Financial assistance
Marin General Hospital Community Benefit Grant	\$5,000	5.0%	Financial Assistance
Darby Betts	\$3,000	3.0%	Financial Assistance
AFA	\$5,000	5.0%	Financial Assistance
George Sandy or other Charitable Fund	\$5,000	5.0%	Financial Assistance
Individual giving and general fund	\$57,488	53.0%	Financial Assistance
TOTAL	\$106,961	100%	

SeniorAccess

Projected Budget for County of Marin CDBG Financial Assistance Project

FY: 7/1/2017 - 06/30/18

	Annual Salary	FTE Equiv CDBG	Total CDBG Proposed Budget	FTE Other Funds	Total Other Funds Budget	Total Project Expense
Personnel Expenses						
Salaries Expense						
Marketing Director (reporting)	\$ 65,000	-	\$ -	0.05	\$ 3,250	\$ 3,250
Program Director	\$ 79,345	0.100	\$ 7,935	0.23	\$ 18,249	\$ 26,184
Activity Director	\$ 37,440	0.150	\$ 5,616	0.18	\$ 6,739	\$ 12,355
Program Assistant	\$ 31,200	0.250	\$ 7,800	1.24	\$ 38,532	\$ 46,332
Total Salaries Expense		0.50	\$ 21,351	1.70	\$ 66,771	\$ 88,121
Payroll Taxes & Fringe Benefits						
Payroll Taxes (11% of Gross Salaries)			\$ 2,135		\$ 6,677	\$ 8,812
Fringe Benefits (average 9% of Gross Salaries)			\$ 1,922		\$ 6,009	\$ 7,931
Total Payroll Taxes & Fringe Benefits			\$ 4,057		\$ 12,686	\$ 16,743
Total Personnel Expenses			\$ 25,407		\$ 79,457	\$ 104,864
Program Expenses						
Cost of Lunches provided to Low income clients			\$ -		\$ 3,300	\$ 3,300
Rent and Operating costs			\$ 905		\$ 8,141	\$ 9,045
Project Activity and Supplies Expenses			\$ 1,056		\$ 2,112	\$ 3,168
Total Program Expenses			\$ 1,961		\$ 13,553	\$ 15,513
Total Direct Expenses			\$ 27,368		\$ 93,010	\$ 120,377
Administrative Overhead (15% of Direct Expenses)			\$ 4,105		\$ 13,951	\$ 18,057
Total Projected County of Marin CDBG Proposed Expenses/Project Expenses			\$ 31,473		\$ 106,961	\$ 138,434

Submitted by St. Vincent de Paul of Marin

2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE Application For Funding

Program Year: 2017/18

<u>New CDBG program</u>	<u>New Program / Project</u>
<u>Existing County program</u>	<u>Existing Program / Project</u>

1) Which Planning Area will the project be located? Check One:

Lower Ross Valley	Upper Ross Valley	San Rafael	Novato	West Marin	Richardson Bay
		Primary, however there will be outreach to the Canal and Marin City and rest of county			

2) Prior Years Funded by Marin County CDGB:

Year Funded	NA			
Grant Amount	NA			
Amount Expended	NA			

We have not received a CDGB grant previously.

3) General Information

CDGB FUNDING AMOUNT REQUESTED	\$211,000 for alternative 1 \$108,000 for alternative 2 Note we are proposing two funding options depending on what level of funding you can commit.
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PROGRAM / PROJECT NAME	Marin County Housing Locator
ORGANIZATION / AGENCY NAME	St. Vincent de Paul of Marin
MAILING ADDRESS	PO Box 150527, San Rafael, CA 94915
PROJECT ADDRESS	same
CONTACT PERSON AND PHONE NUMBER	Howard Schwartz Director of Housing 1-408-838-5410* (I live and work in San Rafael but still have a South Bay cell number.)
EMAIL ADDRESS	hschwartz@vinnies.org
WEBSITE	www.vinnies.org
ORGANIZATION DUNS #	56035777

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.

Protected classes in Marin have historically not had the same access to housing opportunities as other people due to explicit discrimination as well as systemic unfair practices. The effects of this discrimination remain visibly evident in the geographical concentration of ethnic and racial minorities in certain parts of Marin, as well as in the disproportionate representation of protected classes in Marin's homeless population.

The intent of this project is to affirmatively combat the effects of these unfair housing practices by offering housing location services to both homeless individuals and families and those facing eviction. We understand "housing location services" broadly to include not only search, but property manager and landlord engagement, housing application support, coaching, and financial support of security deposit and first month rent. The intent of this Marin Housing Locator project, then, is to affirmatively further fair housing (AFFH) in Marin by empowering protected classes both to secure and retain housing, and to be more competitive in rental search and applications, moving beyond the geographical areas in which protected classes are concentrated today.

As you know, explicit and systemic discrimination in housing happens in all sorts of ways in Marin. Landlords make and find various financial excuses why they can't offer a unit to an individual or family. Our clients who are disabled, or heavily represented in ethnic and racial minorities, often don't have the language, cultural skills, or the financial resources to effectively compete in the application process or to engage the property manager or landlord. Having a housing advocate on one's side, who can guide the application process, who can speak the business language of the property manager / landlord, and who can advocate on behalf of an individual or family, increases the odds of securing a rental property and overcoming latent and explicit discrimination.

Our agency has been involved in this kind of work for many years, by virtue of the very low income and homeless populations that we serve with food assistance, homelessness prevention, and our housing helpdesk.

In the last year, with the help of a County grant for Housing Locator, we have focused explicitly on

the problem of housing, affirmatively helping homeless, and very low income families protect their housing and move into new housing. We are partners with Marin Housing Authority and work closely with the Housing Authority on our strategy aligning our efforts with their landlord initiatives and outreach. They support us in this application. Marin Housing Authority's program is focused exclusively on Shelter Plus Care and there is a short term grant that ends in June. Our programs expands their efforts by also focusing on those with section 8 vouchers and those as well as those who lack vouchers.

Our Marin Housing Locator is modeled on a program in the South Bay (Abode Services www.abodeservices.org), and expands the program funded by Marin County last year. The Housing Locator team provides both nuts and bolts "how-to" support on how to get housing as well as advocacy with property managers and landlords on behalf of specific clients who are referred to us or come to us through our extensive outreach throughout Marin. In some cases, we also provide master leasing to help individuals or families overcome a history of poor credit. Our Housing Locator covers the following services:

- Housing Search and Identification
- Active Landlord Engagement (relationship development and advocacy)
- Application Assistance
- Financial Planning

We further complement our Housing Locator efforts with financial support provided by St. Vincent's donors, including

- Rent and Move-in Costs (e.g. security deposits)

In the past year, through our first grant from the county, we have housed one hundred and forty individuals and families who were having trouble securing housing. This number does not include the sixty plus children who were also housed. These families were low and very low income and heavily represented in protected classes. Of those families, we helped secure housing, we have the following breakdown reported in database:

African American	Hispanic / Latino	Disabled
17%	25% Hispanic	20% * estimate only

In this proposed expansion of our Housing Locator, we want to extend our focus on protected classes by adding dedicated staff for that specific purpose. We are envisioning two additional headcount to intensify outreach to the communities in the Canal and Marin City, and to explicitly focus Housing Locator Services on affirmatively helping families and individuals facing eviction, or living unstably, affirmatively secure housing in Marin. For example, our experience is that there are many families in the Canal that are "couch surfing" and that need help navigating the housing application process, many of whom we have stably housed.

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

Marin Housing Authority

We have been working closely with Marin Housing Authority on our Housing Locator services and they are happy to partner with us on in this effort and see this as an extension of what their own efforts. Kimberly Carroll, the deputy director, of Marin Housing is open to speaking with you as needed about our partnership and how this will be helpful to their goals. As noted above, our Housing Locator Services expands beyond what they are currently funded to do. Their focus on landlord engagement is on Shelter Plus Care and on a short term Landlord engagement that ends in June. Our Housing Locator expands this outreach by focusing on those who have other vouchers (e.g., section 8) as well as those who have not been fortunate enough to get a voucher at all.

St. Vincent de Paul Volunteer Network

St. Vincent de Paul of Marin has an extensive network of trained volunteers around the county. Last year, our trained volunteers visited 2,088 homes of people in Marin who were in imminent danger of becoming evicted due to unemployment, illness, or unexpected life events. We provided emergency rent, utilities, prescription medicine and other crisis aid to prevent these individuals and families from losing their housing.

Two of our volunteer "conferences" already do home visits in the Canal and Marin City. We intend to engage our network of volunteers to assist us in our outreach to underserved and protected populations and communities.

6) HUD National Objectives to be served (check one):

Primary	Activities benefiting low and moderate-income persons. (LMI)
Secondary	Activities benefiting low and moderate area. (LMA)
	Activities which aid in the prevention or elimination of slums or blights.

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

Marin County is one of the wealthiest counties in the US. But the history of explicit and latent discrimination is particularly evident in the geographical concentration of ethnic and racial minorities and the lack of integration of protected classes into Marin communities. Given the high cost of housing in Marin, it has become much tougher over the last five years for minorities and those with disabilities to find and secure housing. The new ordinance prohibiting the advertisement of "no section 8" and the landlord outreach of MHA are good steps in addressing some of the discrimination that is present. But individuals and families who are homeless, low or very low-income need active handholding and coaching to be able to secure housing and to

engage landlords effectively in geographical areas beyond the Canal and Marin City. This is the focus of this application.

Landlords and property managers can find all sort of excuses to deny a lease to an individual or family who does not meet the implicit profile of a good tenant. That profile, which may not be explicitly racist or discriminatory, may nonetheless be implicitly biased against protected classes. Those in protected classes may not know how to present themselves, may not have the proper documentation or credit history, and may not have as much confidence to engage property managers and landlords. That is where we come in.

Our Housing Locator staff takes each individual and family under their wings, work with them on their goals, budgets and aspirations. Each individual and family is assigned a **Housing Services Coordinator** (with case management skills) who coaches them through the process. Our **Housing Specialist** does the search and property management/landlord engagement on behalf of the individuals and families. The program also will extend our outreach to Canal and Marin City leveraging our existing network of volunteers who already do home visits to those communities.

- 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	56 individuals and families (50% a family of 2-4)
Very Low-income	56 individuals and families (50% a family of 2-4)
Low-Income	
Moderate-Income	

2016 HUD INCOME LIMITS | moderate-income |

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	44 individuals /families (up to 130 including children)	
Native Hawaiian or other Pacific Islander		
White	24 individuals or families (up to 60 individuals including children)	44 individuals or families (up to 130 individuals including children)
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial		
Total		
Female Headed Households	52 of the 66 (80%)	35 of the 44 (80%)

****Note: we filled in the above table based on full funding (Scenario 1 below). With the lower level of funding (Scenario 2), we can achieve 50% of these numbers.*

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

Instability in housing has severe consequences for the growth, health, education and well-being of individuals. As you know, life expectancy differs significantly between the Canal and Ross, as an example. Housing stability and location is tied to long term health and opportunity. To help a family find housing, and to expand their housing location options, is thus more than an affirmative response to unfair prior practices. It is also an opportunity for a long-lasting impact on the future of children, their educational experiences, their opportunity for college, and for long term health and fulfilment. Nothing is more gratifying than helping families that are struggling to secure a stable and supportive home, which is the basis of everything else.

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. We did not receive prior years CDBG funding.

We have consumed all of our County Housing Locator grant money for 2016 (\$175,000) Essentially, we are proposing to double our success from 2016 in this next year.

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

We did not receive CDBG funds in the past. But we did receive County funding and our goals for this proposed expansion are based on goals and accomplishments last year. Essentially, we are

proposing to double our success from 2016 in this next year.

This past year we helped house 112 families. Our current breakdown by race and ethnicity is as follows:

2015-2016 results		
Asian	3	3%
African American	21	19%
Native Hawaiian	2	2%
Native American	1	1%
White	64	57%
Client did not provide	22	19%
Total	113	100%
Hispanic total	18	16%
Female head	90	80%

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

We administered American Recovery and Reinvestment Act ("stimulus") funding from the federal Homeless Prevention and Rapid Re-Housing Program (HPRP). This funding was federally designated to provide short and medium-term rental assistance to individuals and families who were at risk of becoming homeless, and to individuals and families who were homeless. We received \$157,000 in aid and assisted 147 individuals to remain housed or secure housing. Ninety-nine percent of households assisted with these funds were able to maintain stable housing over time.

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 Housing Locator program is under the supervision of Howard Schwartz, PhD, director of housing. We also have a director of client services, Connie Borges, who oversees client engagement. Both Howard and Connie report to our Executive Director, Christine Paquette, who is responsible for authorizing all expenditures.

We use the County's HMIS (homeless management system) system to track our engagement with clients and our results with housing for the homeless population. If we are permitted to use the HMIS system for low-income clients who are not homeless, we will continue to use this approach. If we cannot use the HMIS system, we would track our results with Quickbooks and spreadsheets, both of which we use today for financial tracking.

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

The goal of the program is to assist 112 low and very-low income individuals and families (and homeless) find and secure housing in the year 2016-2017 (grant year).

Milestones:

- Secure Funding
- **By Day 1:** Begin seeing clients on day one with existing resources.
- **By Day 30:** Hire two staff:
 - Hire Services Coordinator (wrap around case management) and
 - Housing Specialist (30 days)
 - Begin outreach marketing and engage volunteer network to engage more broadly in Canal and Marin City
- **By Day 45:**
 - Expand clients engaged
 - Expand outreach engagement with property managers and landlords based on client intake
- **By Day 60:** In full operation

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).

Scenario 1 Two Dedicated Resources

	Hourly Rate	Hours	Weeks	Annual	Overhead	% Time	Total
Dedicated Resources							
Housing Specialist	35	40	52	\$72,800	\$2,010	100%	\$82,818
Housing Services Coordinator Wrap around case management	35	40	52	\$72,800	\$2,010	100%	\$81,726
Technology (Computer /licenses) Tablets							\$3,000
Travel expenses							\$3,000
Direct Client Assistance							\$40,000
Office Space							\$1,200
Total							\$211,744

Scenario 2: One Dedicated Resource

	Hourly Rate	Hours	Weeks	Annual	Overhead	% Time	Total
Dedicated Resources							
Housing Specialist	35	40	52	\$72,800	\$2,010	100%	\$82,818
Technology (Computer /licenses) Tablets							\$1,500
Travel expenses							\$3,000
Direct Client Assistance							\$20,000
Office Space							\$1,200
Total							\$108,518


(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
CDBG	\$212,000	28%	Housing Locator Expansion
County Funded Rapid Rehousing / Housing Locator	\$175,000	15%	Housing Locator Engagement
Donations to St. Vincent de Paul	\$780,000	66%	Security and Deposit, Rapid Rehousing, Return Home

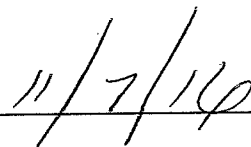
17) Will the requested CDBG funds be expended by the end of the 2017 (December 31, 2017)? Yes-No
If No, please explain why

Yes, they will be expended by end of 2017.

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 5p.m.
Physical Address (if dropping off application): County of Marin-Community Development 3501 Civic Center Drive #308	<u>POSTMARKS WILL NOT BE ACCEPTED</u>

About St. Vincent de Paul Society of Marin

The St. Vincent de Paul Society of Marin (SVdP or "The Society") has helped Marin's very low income and most vulnerable residents since 1946. Last year, the Society helped more than 17,000 people in Marin County meet their basic needs for housing, food and other life-sustaining support. We accomplish our goals primarily through grassroots and in-kind support from Marin County donors, as well as local charitable foundations. We do not receive Catholic Church or national St. Vincent de Paul Society funding for our operations. Our administrative cost is 10%, as shows on our most recent IRS Form 990.

The Society's primary mission is to prevent homelessness and rapidly rehouse homeless citizens in Marin County. WE do this through our unique outreach programs which are unmatched in the county for their low-barrier, easy access approach. Each of our programs is carefully designed to fit the specific needs of our most vulnerable residents.

The program which best exemplifies this low-barrier approach is our Home Visits program. Last year, our trained volunteers visited 2,088 homes of people in Marin who were in imminent danger of becoming evicted due to unemployment, illness, or unexpected life events. In this program, our volunteers visit clients' homes to offer immediate support and emergency assistance. Volunteers are available to visit clients seven days per week, from morning through evening, 365 days of the year. During these visits, we provide critical rental, utility, food and other aid to prevent people from getting evicted and becoming homeless. Last year, our Home Visits program distributed \$597,920 in aid and prevented 8,130 people from becoming homeless; 3,729 of these people were children.

The Housing Locator funding we seek is highly leveraged by the private funds that we raise in our community. Last year, the Society raised and distributed \$792,363; only 6% came from the County's Rapid Rehousing funds. This is a 17:1 match.