



2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT
CONSTRUCTION APPLICATION FOR CDBG FUNDING

Program Year: 2017/18

1) Check One:

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

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

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

3) General Information:

CDBG FUNDING AMOUNT REQUESTED	\$8,000
PROGRAM/PROJECT NAME	Mesa Apartment Rehab of Common Area
ORGANIZATION/AGENCY NAME	Community Land Trust Assoc. of West Marin (CLAM)
MAILING ADDRESS	PO Box 273, Point Reyes Station, CA 94956
PROJECT SITE ADDRESS	988 Mesa Road, Point Reyes Station ,CA 94956
CONTACT PERSON & PHONE NUMBER	Kim Thompson, Director, CLAM 415-663-1005
E-MAIL ADDRESS	kim@clam-ptreyes.org
WEBSITE	www.clam-ptreyes.org
ORGANIZATION DUNS#	966269065

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.

CLAM will reduce energy costs for extremely low and very-low income residents at Mesa apartments by upgrading and consolidating the inefficient water heater system for each unit into a single system, updating laundry facilities by replacing and adding two new washer/dryer units with high energy efficiency, and renovating the common area in which these systems are housed to provide a higher quality, more functional area for residents. CLAM purchased the 4-unit Mesa Apartments in downtown Point Reyes Station in 2011 with funds from the HOME program, Marin County Affordable Housing Trust Fund, Tamalpais Pacific, and local donations.

CLAM inherited four very-low income seniors upon acquisition. Today, the property provides homes for two seniors (original residents at extremely low and low income), and two families with children, bringing the total persons served to 11 – 6 adults and 5 children. This more than doubles the collective energy & laundry usage. Built in 1964, Mesa apartments has five water heaters: a small water heater for each unit, and a larger water heater in the common laundry room. This upgrade would involve removing the five water heaters, which are currently placed outside and unprotected from the elements, and replacing them with an energy efficient heat pump water heater that is solar-thermal ready, located in the common area laundry room. This project will significantly reduce energy costs while also preparing the way for a future free hot-water production with a rooftop solar water heater. We anticipate our plan to result in 50-60% savings in current hot water production cost for residents. By reducing energy costs, adding two new washer/dryer units– and making those facilities streamlined and functional, the resulting outcome will increase the quality of life for the expanded number of residents at Mesa.

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 ?:

The current residents of Mesa apartments who have moved in during CLAM's ownership are those deemed as **least likely to apply**, and joined CLAM's waiting list through our marketing efforts to those least likely to apply. As a result, one family was able to stay in the area where otherwise they would have had to leave West Marin (both adults are employed in West Marin). The other family was able to return to West Marin where both of the household adults are employed.

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	10
Extremely Low	1

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	\$76,200	\$81,050

Extremely Low	\$28,500	\$29,500	\$33,250	\$36,900	\$39,900	\$42,850	\$45,800	\$48,750
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2016/17 CDBG FUNDING APPLICATION

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

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County of Marin

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

This project substantially benefits the quality of housing provided to households that fall within the protected classes. The current residents of Mesa apartments are those that commonly experience discrimination. This includes discrimination against those with physical or mental disabilities (one resident), discrimination based on familial status (two households), discrimination based on race and national origin (two households). Mesa apartments also has a resident with a Section 8 voucher, who would very likely face discrimination in searching on the open market.

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

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: N/A

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

CLAM received a HOME award for \$250,000 for the acquisition of Mesa apartments, and has successfully administered 2 HOME units at Mesa since notice of the award in 2011. In October 2016, CLAM was awarded two project-based Section 8 vouchers for the Ocean Terrace apartments in Stinson Beach.

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 managed by CLAM Property Manager Ruth Lopez, with overall supervision from CLAM Executive Director Kim Thompson and Property Committee Chair Marshall Livingston. Ruth has overseen and implemented extensive renovations at Mesa apartments during vacancy turn-over periods, and has a nearly 20-year history with property management and renovation. We anticipate the necessity of a Building Permit and estimate the cost to be \$500.

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	January 2017
Complete environmental	N/A
Release bid package	N/A
Select contractor	N/A
Finalize contract	N/A
Obtain building permits	Jan – Feb 2017
Start construction	March 2017
Complete Construction (target: June 30, 2017)	April-May 2017

14) **Project Budget:**

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

<u>Funding Source (e.g. CDBG)</u>	<u>Source \$ Amount</u>	<u>Uses</u>	<u>\$ Amount</u>
CDBG	\$ 8,000	Design/ A/E	\$0
CLAM	\$2,000	(Construction items/materials)	\$ 5,000
	\$		\$
	\$	Labor	\$ 4,000
	\$	Permit fees	\$ 500
	\$	Contingency	\$500
<u>TOTAL</u>	\$	<u>TOTAL</u>	<u>\$10,000</u>

(b) How did you obtain your cost estimates?

We've gathered estimates from two local electricians for labor, and have priced out heat pump water heaters and washer/dryers, as well as paint, drywall, and flooring materials for the renovation.

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

Yes.

(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?

Mesa apartments, as an aged building, will have significant ongoing expenses. CLAM keeps reserve accounts for each of its properties, including Mesa. In 2017, in addition to the rehab work articulated in this project, we also anticipate a major and costly improvement to the Mesa septic system that we estimate to be apx. \$10,000. We will apply existing reserve funding toward the septic system work, but are limited in what we can also apply toward the renovation of the common area. We are therefore seeking additional support for the necessary laundry room renovation to meet the needs of the expanded number of residents.

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

If No, please explain why:

Yes.

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


Signature/Title


Date

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

Mailing Address:

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

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

Physical Address (if dropping off application):

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

POSTMARKS WILL NOT BE ACCEPTED



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

Program Year: 2017/18 Check One: New Program/Project Existing Program/Project X

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	2013/14	2014/15	2015/16	2016/17
Grant Amount	\$5,300	\$5,381	\$6,100	\$5,382
Amount Expended	\$5,300	\$5,381	\$6,100	\$5,382

3) General Information:

CDBG FUNDING AMOUNT REQUESTED	\$18,000
PROGRAM/PROJECT NAME	Human Services Programming
ORGANIZATION/AGENCY NAME	San Geronimo Valley Community Center
MAILING ADDRESS	PO Box 194 San Geronimo, CA 94963
PROJECT ADDRESS	6350 Sir Francis Drake Blvd. San Geronimo, CA 94963
CONTACT PERSON & PHONE NUMBER	Nicole Ramirez 415-488-8888 #254
E-MAIL ADDRESS	nutrition@srvcc.org
WEBSITE	www.srvcc.org
ORGANIZATION DUNS#	

2016/17 CDBG FUNDING APPLICATION

4) Program Description:

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

The Human Services Program at the San Geronimo Valley Community Center has provided assistance to low income, unemployed, disabled, seniors and homeless individuals and families in the San Geronimo Valley and Nicasio for over 20 years. The Human Services program provides direct food assistance through the food pantry, referral to county services, and support to families and individuals with health, nutrition and parenting education classes. The Community Center's Human Services program includes the emergency Food Pantry with USDA commodities, holiday food distribution, weekly hot meals and bi-weekly Senior Lunch Program. Our weekly Food Pantry Program is provided by the SF/Marin Food Bank who supplies fresh produce and protein. The impact our Human Services program has on low/moderate income households is immense. Our Food Pantry program supplements the cost of food for many who struggle to pay for housing and transportation in our rural area of Marin. Our referral services offer community members a central location to access and navigate services without leaving their community. We collaborate with Marin County Department of Health and Human Services, Cal-Fresh, Marin Co. Division of Aging, West Marin Senior Services, Coastal Health Alliance, West Marin Community Resource Center, San Geronimo Valley Faith based organizations and other local agencies. Our support services for families include scholarships for childcare and tutoring which provide opportunities of success for students and offer families the respite of stress these costs can have on a family struggling to pay for basic needs. Our holiday food distribution also includes our partnership with a local organization Toys-and-Joys which provides gifts to children ages 2 through eighth grade. The impact our program has on families and individuals of low/moderate income is life changing. We are fortunate to be able to provide food, referrals, and support services to our community who live in a county where the cost of housing often exceeds 50% of their income. We have a bi-lingual staff member who assists Spanish speaking families and individuals with direct services we provide as well outreach. The Latino population in the San Geronimo Valley and Nicasio are our largest client base utilizing our food assistance program. Our Mexican Arts program Revivir la Cultura promotes leadership within the Latino community. We also continue to do outreach to the growing senior population including those with disabilities with the support of West Marin Senior Services. We make every effort to continue our outreach to populations that are not aware of services we provide. Our outreach includes personal visits by family advocates to local ranches, information distribution to services or referrals at the food pantry, and partnership with other local non-profits that can provide and share us a resource.

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

The San Geronimo Valley Community Center partners with the SF/Marin Food Bank which provides our weekly USDA commodities as well as "Fresh Rescue" products. We also partner with other local non-profit agencies for this program which include Extra-Food, the San Geronimo Valley Presbyterian Church, the San Geronimo Community garden and local residents who donate food for the pantry. Extra- Food provides donations to our Food Pantry twice a week that include dairy, produce bread and other items that local businesses are willing to donate. For other areas of our Human Services program we partner with West Marin Senior Services as well as the Coastal Health Alliance.

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

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

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

The San Geronimo Valley Community Center Human Services Project supports and aligns with Marin County's Fair Housing goals in that our program does not discriminate or deny services based on race, national origin, religion, gender, family, disability, sexual orientation, source of income and age. We are taking assertive marketing action featuring updates in our publication Stone Soup, our bi-weekly radio show on KWMR and our website reaching out to the underserved populations. We have limited our Food Pantry to serve primarily to the San Geronimo Valley and Nicasio residents, but we do not restrict other areas of our Human Services 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	40%
Very Low-Income	40%
Low-Income	10%
Moderate-Income	10%

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	60	30
Asian	100	15
Black or African American	50	10
Native Hawaiian or other Pacific Islander	50	5
White	2,900	1,700
American Indian and White	60	50
Asian and White	50	0
Black and White	110	50
American Indian and Black	10	10
Multi-Racial	120	110
TOTAL	3,510	1,980
Female-Headed Households (out of above total)	1,170	660

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

Our Human Services Program will benefit the Protected Classes because we serve people regardless of their sex, race, color, religion, sexual preference, disability and National origin. We are fair to all individuals that come through our doors and our staff and volunteers treat everyone as equals. All our programming is offered with a non-judgmental inclusive approach. We strive to meet clients where they are at and provide the resources they need. The benefits are not limited to the Food Pantry but we offer afterschool childcare, and tutoring at low and affordable costs and if needed we offer scholarships. We also provide volunteer opportunities for many of our clients. Being a volunteer encourages leadership within our community regardless of socio-economic status or race.

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:

Our agency does not have remaining project funding balance from the previous year.

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:

Our organization has accomplished the goals we have set forth with the assistance of the CDBG grant. Our goal is to provide support to individuals and families with our Food pantry that is twice a week on Mondays 9am-5pm & Thursdays 2-5pm. We have met our goals in providing access to food for those families and individuals in need. We serve families that live on nearby ranches and have minimal access to food sources. We outreach to those ranch families by making personal visits and providing information about the services we provide. We offer referrals to other services families and individuals may need like medical, housing and childcare. The SGVCC strives to fill provide equity within our community.

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

The San Geronimo Valley Community Center receives Federal grants from the Division of Aging for our Senior Congregate Meal Program and our Senior Activities program as well as the CDBG funding. We administer our funding according to the program that it is specified for. The SGVCC is diligent in providing the necessary documentation and back up required for each grant. Our bookkeeper keeps records of grant allocation and tracks which program each grant is for.

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 Human Services Director works under the supervision of the Center's Executive Director. On a daily basis the Human Services Director is responsible for the overall direction and implementation of Human Services programming. The Center's Executive Director is under the direction of the Board of Directors. The Human Services project has been operating for more than three decades. Any approvals or authorizations required for the program is done by the Director of Human Services under the supervision of the Executive Director. We use MIP Abila Fund Accounting to track grant funding.

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

The Human Services program objective is to serve the Valley and Nicasio residents in the very low income brackets. Clients include the unemployed, some are chronically unemployed and others are temporarily unemployed. Many of our Food Pantry clients are employed but struggle with the cost of living in Marin. We serve homeless clients and seniors as well. We aim to provide food to at least 100 families and individuals per week and we often surpass our goal. We do not have a timetable for reaching our goals as each week our objective is accomplished every week.

16) Program Budget:

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

All of the requested funds for the CDBG grant will be used toward salary for our Human Services Director.

(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
Annual Donor Campaign	\$28,040	100%	General Use
Presbyterian Hunger Grant	\$1,000	100%	Food Bank
Marin Co. Division of Aging	\$26,460	100%	Senior Lunch/Food Bank
Marin Co. Division of Aging	\$15,500	100%	Senior Activities
HHS Prevention Program	\$13,000	100%	Human Services
West Marin Community Services	\$3,000.00	100%	Human Services
MCF Safety Net	\$75,000	100%	Human Services
Measure A Parks Grant	\$3,000	100%	Human Services
MCF Disaster Preparedness Grant	\$10,000	100%	Human Services

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

Yes

18) Please sign and date your application below:

Michael Rein 11/8/16
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

Program Budget San Geronimo Valley Community Center (Projected) 2016/2017

Revenue	
CDBG Grant	\$18,000
Other Government Grants	\$62,000
Foundation Grants	\$75,000
Donations	\$9,500
Program income	\$500
Senior Lunch Income	\$10,000
Total	\$175,000
Expenses	
Salaries	\$150,000
Supplies	\$1,500
Direct Program Expenses	\$4,000
Senior Lunch Expenses	\$18,000
Miscellaneous Expenses	\$1,500
Total	\$175,000



**2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT
CONSTRUCTION APPLICATION FOR CDBG FUNDING**

Program Year: 2017/18

1)

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

Check One:

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	\$40,723
PROGRAM/PROJECT NAME	Sage Lane Senior Affordable Housing Rehabilitation
ORGANIZATION/AGENCY NAME	San Geronimo Valley Affordable Housing Association
MAILING ADDRESS	PO Box 152, Woodacre, CA 94973
PROJECT SITE ADDRESS	#7 Sage Lane AP#168-280-01, #11 Sage Lane AP#168-280-02, #15 Sage Lane AP#168-280-03 Forest Knolls, CA 94933
CONTACT PERSON & PHONE NUMBER	Joe Downey, Board Member Suzanne Sadowsky, Chair, 415-488-4890
E-MAIL ADDRESS	joesdowney@comcast.net , suzannesadowsky@comcast.net
WEBSITE	sgvaha.org
ORGANIZATION DUNS#	NA

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.

- 1) Replace the roof for unit #11 with new roofing. Our CDBG from 2015 - 2016 funded the replacement of the roof for unit #7. If this grant is funded, we would plan to have both roofs done in the Spring of 2016.
- 2) Replace decaying carpets in all 3 units. Durable commercial carpets will be installed.
- 3) Replace all interior window coverings with thermal blinds.
- 4) Replace rotted deck railing at Unit #7. Repair dry rot at rear door of Unit #7.

These projects will benefit the community by maintaining in good condition the units that are deemed to be available for low income seniors in perpetuity.

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?: We will be maintaining existing low-income housing for Seniors. We will be assuring affirmative marketing throughout the San Francisco Bay Area as well as applying the guidelines of the Fair Housing of Marin County.

7)

Moderate-	
Low-Income	6 Seniors
Very Low-	
Extremely Low	

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):

These units are provided as residences for 6 low income Seniors.

2016 HUD INCOME LIMITS

Household Size	1	2	3	4	5	6	7	8
Moderate-	\$90,5	\$103,4	\$116,3	\$129,2	\$139,5	\$149,9	\$160,2	\$170,6
Low-Income	\$68,9	\$78,80	\$88,65	\$98,50	\$106,4	\$114,3	\$122,1	\$130,0
Very Low-	\$43,0	\$49,20	\$55,35	\$61,50	\$66,45	\$71,35	\$76,30	\$81,20
Extremely Low	\$28,5	\$29,50	\$33,250	\$36,90	\$39,900	\$42,85	\$45,800	\$48,750

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

The Sage Lane units benefit low income Senior Housing for 6 Seniors.

9) If your agency has a remaining project funding balance from previous years' County of Marin CDBG funding, please explain below: We received a CDBG grant for the 2015 - 2016 year for the replacement of the roof on Unit #7. We were unable to get a roofing contractor to replace the roof in a timely manner before the rainy season. We will be doing this work in the Spring of 2017.

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: Our receipt of a CDBG last year was our first and will accomplish the completion of this goal in the Spring of 2017.

11) If your organization has never received a CDBG grant what is your experience with administering CDBG or other federal grant programs? For 15 years our organization has been managing the Sage Lane properties which used Federal monies for purchase. We also obtained the Forest Knolls Trailer Court last year with grants and loans from the County of Marin as well as the Marin Community Foundation.

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 members of the Board of the Association that have volunteered to be responsible for the management of these projects are Kit Krauss and Joe Downey. The roofing project permit will be required when the work is ready to go. We will obtain that permit when necessary in the Spring of 2017. The other projects- carpets, blinds, dry-rot repair do not require any permits.

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</u>
Define scope of work/finish design	Completed 12/15
Complete environmental	NA
Release bid package	Completed 12/15
Select contractor	Will be put to re-bid Spring 2017
Finalize contract	Will be finalized in Spring 2017
Obtain building permits	Will be obtained in Spring 2017
Start construction	Will commence in Spring 2017
Complete Construction (target: June 30, 2017)	Will be completed before the target date

14) Project Budget:

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

<u>Funding Source (e.g. CDBG)</u>	<u>Source \$ Amount</u>	<u>Uses</u>	<u>\$ Amount</u>
CDBG	\$	Design/ A/E	\$ 0
	\$	(Construction items/ materials)	\$
"	\$	Dry rot repair	\$ 1,200
"	\$	Worn carpet replacement	\$ 18,000
"		Window coverings	\$9,405
"		Roofing replacement, #11	\$12,118
	\$	Permit fees	
	\$	Contingency	\$
TOTAL \$40,723	\$	TOTAL	\$40,723

(b) How did you obtain your cost estimates? We have signed proposals from the sub-contractors and suppliers for all the projects requested.

(c) Does the project have site control? i.e. ownership of the project site, lease agreement?
The Sage Lane homes are owned by the San Geronimo Valley Affordable Housing Association.

(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? We have just completed a major fund-raising campaign from all the residents of the San Geronimo Valley as well as Nicassio. So far the response has been modest; and the needs of the Association related to our other properties is great. The small reserve account we have accumulated for the Sage Lane properties needs to be preserved for emergencies.

15) Will the requested CDBG funds be expended by the end of the 2018 (December 30, 2018)? Yes - No If No, please explain why: We fully expect to have completed these projects by the end of December, 2018.

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

Joe Downey
SGVAHA Board Member
Signature/Title

11-8-16
Date

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

Mailing Address:

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

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

POSTMARKS WILL NOT BE ACCEPTED

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

COUNTY OF MARIN

2016/17 CDBG FUNDING APPLICATION



2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT

CONSTRUCTION APPLICATION FOR CDBG FUNDING

Program Year: 2017/18

1) Check One:

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

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

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

3) General Information:

CDBG FUNDING AMOUNT REQUESTED	\$21,200
PROGRAM/PROJECT NAME	Rehabilitation & Preservation, 2017
ORGANIZATION/AGENCY NAME	Tomales Town Hall
MAILING ADDRESS	PO Box 251 Tomales, CA 94971-0251
PROJECT SITE ADDRESS	27150 Shoreline Highway (State Route One), Tomales. Built in 1874, and eligible for National Historic status. Assessor's Parcel Number. # 102-052-02
CONTACT PERSON & PHONE NUMBER	Venta Leon 707-878-2838
E-MAIL ADDRESS	tomalestownhall@gmail.com
WEBSITE	www.TomalesTownHall.org
ORGANIZATION DUNS#	

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.

ONGOING REHABILITATION OF COMMUNITY CENTER: Continuing upgrades are focused on completion of upgrades to the stage area in the main hall, and acoustic improvements, to increase its functionality as a multi-purpose event and performance venue; repairs to doors and stairs for safety and security; repair and repave parking area; and energy efficiency. This project will increase the year-round usefulness of the center for a growing list of gatherings, activities and events. It's crucial for our remote and isolated town to be self-sufficient. Major upgrades are ongoing, usage has expanded, new services and programs continue to be developed. The Hall has rebounded to life, is thriving, and it has revitalized our community.

REPAIRS & UPGRADES:	Repave front parking	\$5400
	Panic doors & hardware (6 sets); restore interior stairs	\$7600
	Whole building water filtration system	\$1500
	Heat Fans (2)	\$700
	Stage lighting and sound system components	\$4000
	Blackout insulated window curtain liners	\$500
	Backstage curtains and mirrors	<u>\$1500</u>
	TOTAL	\$21,200

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

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

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

Community Center Rehabilitation; not related to housing.

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	4000
Low-Income	3000
Very Low-Income	1000
Extremely Low	500

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

DATA IS NOT COLLECTED. This is an educated guess on the annual average of 8500 visits to the Hall.

2016/17 CDBG FUNDING APPLICATION

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

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

YES. We have an aging community, many people over 40. Also, a large community of Hispanic farm and service workers regularly use the Hall for social events, and the community benefits from our Food Pantry, Health Clinics etc.. We are in a remote rural area and offer many services that would be difficult for residents to obtain without considerable travel (there is no public transportation).

9) If your agency has a remaining project funding balance from previous years' County of Marin CDBG funding, please explain below: Of \$11,119 from the 2114-15 grant, \$5313 has been spent, leaving \$5806. We anticipate finishing those tasks by spring of 2017. Our efforts since 2015 have largely been directed toward creating new fundraising events, toward our long-range plan to replace the disintegrating façade of the building by 2024.

List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goals and accomplishments? Please describe: Over 12 years, we have saved the Hall from complete deterioration by replacing most of the infrastructure: Plumbing and electrical system; heating system; lighting; new ADA bathroom, access ramp and path to the main Hall; rebuilt the storage shed; refinished and repaired main floor; painted the upstairs interior; installed acoustic panels and new drapes; gutted and rebuilt the stage; replaced siding; built a small office. Reconfigured dining room, eliminating small rooms to make a larger room to accommodate more people; storage cabinets were built; a new commercial refrigerator was purchased. Foundation work was paid for by other grants.

10)

If your organization has never received a CDBG grant what is your experience with administering CDBG or other federal grant programs? We have received many small CBDG grants since 2004, which have been used almost entirely for materials for jobs that were completed by a team of local volunteers.

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

YES. Almost all our work is done by a team of local volunteers with active or past experience in the construction trade, or business owners with no employees.

PROJECT MANAGEMENT & FINANCIAL DATA

11) 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): Members of the TTH Board of Trustees, and 3 licensed building contractors will supervise and be responsible for all activities relating to this project; all are volunteers. Parking lot paving will be contracted out. Project labor will be done by a team of skilled regular volunteers. All heavy equipment work is donated. Also, in 2015, we initiated a Long Range Strategic Committee, bringing fresh energy and expertise aboard to develop a 10-year capital project plan for major renovation of the building façade. The Vision Statement is completed, and project and funding is being staged. A professional historical architectural review is nearly completed, with a \$5000 Marin County grant plus matching funds raised. A new era has begun!

12) 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	completed
Complete environmental	None required
Release bid package	December 7, 2016
Select contractor	January 4, 2017
Finalize contract	February 8, 2017
Obtain building permits	None required
Start construction	February 23, 2017
Complete Construction (target: June 30, 2017)	June 30, 2017

13) Project Budget:

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

Funding Source (e.g. CDBG)	Source \$ Amount	Uses	\$ Amount
CDBG	\$21,200	Design/ A/E	\$0.00
	\$	(Construction items/materials)	\$21,200
	\$		\$
	\$		\$
	\$	Permit fees	\$0.00
	\$	Contingency	\$
TOTAL	\$21,200	TOTAL	\$21,200

(b) How did you obtain your cost estimates? Through local contractors, many of whom are our volunteer base.

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

(d) Were other funding sources explored? If other funding sources are not being utilized, why could other funding sources not be used on the project or could not be acquired? Please see Vision Statement attached. We are actively exploring funding sources for major restoration in progress of the building façade, forecast for completion by 2024. As the details firm up for that job, we will incorporate requests for ongoing rehabilitation for the rest of the building.

14) Will the requested CDBG funds be expended by the end of the 2018 (December 30, 2018)? YES
 If No, please explain why:

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

11/8/2016

 Director, Board of Trustees
 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



2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT

CONSTRUCTION APPLICATION FOR CDBG FUNDING

Program Year: 2017/18

1) Check One:

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

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

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

3) General Information:

CDBG FUNDING AMOUNT REQUESTED	\$15,000
PROGRAM/PROJECT NAME	Access and Emergency Egress Improvements
ORGANIZATION/AGENCY NAME	West Marin Senior Services
MAILING ADDRESS	P.O. Box 791 Pt. Reyes Station, CA 94956
PROJECT SITE ADDRESS	12051 State Route One Pt. Reyes Station, CA 94956
CONTACT PERSON & PHONE NUMBER	Pam Osborn 415-663-8148 x101
E-MAIL ADDRESS	pam@wmss.org
WEBSITE	www.wmss.org
ORGANIZATION DUNS#	N/A

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.

Stockstill House provides an important housing option for fragile, disabled, and/or frail seniors who are no longer able to live in their own homes safely and with dignity. WMSS provides continuous care and supervision in a licensed residential care facility for the elderly accommodating eight residents, with three hospice beds and a dementia waiver. Keeping seniors in our community at Stockstill House enables them to maintain contact with family and friends and participate in community activities, while receiving the personal care that they need. Without Stockstill House, many of the residents would have to leave West Marin, away from family and friends, to private or public facilities, such as nursing homes, at considerable cost to the family and/or the government. Stockstill House also serves as a shelter in the event of a disaster. It is important to maintain the home, keeping it safe and attractive to residents, guests and the community at large.

In recent years the level of care required in residential facilities is much greater. WMSS is proposing the construction of an ADA compliant ramp that will allow quicker and easier egress, if needed, in the event of an emergency evacuation. This ADA compliant ramp will also serve as a secondary emergency exit that accommodates wheelchairs and walkers. It will also allow residents and their family's greater access to enjoy the outdoors.

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 ?:

This project will further Marin County's Fair Housing goal by serving the disabled, senior residents at Stockstill House.

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	1
Low-Income	2
Very Low-Income	
Extremely Low	6

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

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

Admission to Stockstill House is based on the care needs of a particular resident. We do not discriminate based on age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, or other categories. Stockstill House was designed to provide residential care for the elderly who need twenty four (24) hour care and supervision. We have two hospice waivers, and most residents live out their days in our home.

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

WMSS/Stockstill House does not have a balance from previous year's County of Marin CDBG funding.

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:

Established a Stockstill House endowment: As a non-profit, WMSS maintains more affordable rates than similar residential facilities. However, Medicare will not defray senior residence costs and as a result, some Stockstill House residents may not have the funds to qualify for, or remain, in residence. Endowing a Stockstill House bed or room will provide funding for a senior in need to remain close to friends and family and to possibly even live out their lives at Stockstill House. This is a lasting commitment and a community benefit for those who can no longer live at home with safety and dignity.

In addition to the Stockstill House endowment and with the help of CDBG funding, WMSS raised enough money to install an emergency generator in the event of a long term power outage. WMSS Board of Directors and Marin County Supervisors also contributed through a fundraising campaign.

All of our goals were accomplished to safely house disabled residents.

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

N/A

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

Yes

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):

Maurice "Skip" Schwartz, WMSS Executive Director, will supervise and manage this project. No entitlements are necessary.

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	12/2017
Complete environmental	11/2017
Release bid package	3/2017
Select contractor	3/2017
Finalize contract	3/2017
Obtain building permits	4/2017
Start construction	4/2017
Complete Construction (target: June 30, 2017)	6/2017

14) **Project Budget:**

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

<u>Funding Source (e.g. CDBG)</u>	<u>Source \$ Amount</u>	<u>Uses</u>	<u>\$ Amount</u>
CDBG	\$15,000	Design/ A/E	\$
	\$	(Construction items/materials)	\$14,700
	\$		\$
	\$		\$
	\$	Permit fees	\$300
	\$	Contingency	\$
<u>TOTAL</u>	\$15,000	<u>TOTAL</u>	<u>\$15,000</u>

(b) How did you obtain your cost estimates?

Costs estimates were obtained through a licensed contractor.

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

Yes, WMSS owns the project site.

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

Other funding sources have not been explored and any additional funding would come out of WMSS general donations or a fundraising campaign.

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

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

Pamela Oshorn
Signature/Title

11/7/16
Date

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

Mailing Address:

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

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

Physical Address (if dropping off application):

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

POSTMARKS WILL NOT BE ACCEPTED

COUNTY OF MARIN

2016/17 CDBG FUNDING APPLICATION



2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT

PUBLIC SERVICE APPLICATION FOR FUNDING

Program Year: 2017/18

Check One:

		New Program/Project
	x	Existing Program/Project

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

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

2) Prior Years Funded by County of Marin CDBG:

Year Funded	2014-2015	2015/2016	2016/2017	
Grant Amount	\$4,100	\$4,705	\$4,756	
Amount Expended	\$174,886	\$200,325	\$207,775	

3) General Information:

CDBG FUNDING AMOUNT REQUESTED	\$10,000
PROGRAM/PROJECT NAME	Home Care Assistance for the Elderly
ORGANIZATION/AGENCY NAME	West Marin Senior Services
MAILING ADDRESS	P.O. Box 791
PROJECT ADDRESS	11435 State Route One
CONTACT PERSON & PHONE NUMBER	Pam Osborn, 415-663-8148 x101
E-MAIL ADDRESS	pam@wmss.org
WEBSITE	www.wmss.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.

Since 1976, West Marin Senior Services is a Community Based Organization (CBO) that has provided support services to help seniors live safely and with dignity in rural West Marin. The programs developed by West Marin Senior Services allows seniors to remain in their own homes, independently for as long as possible. These programs require extensive and continual support from our four (4) Care Managers. As a private non-profit corporation, West Marin Senior Services, with the help of professional staff, volunteers and other community resources, serves as a safety net for the seniors in our rural community which encompasses fifteen (15) unincorporated towns and over 325 square miles. We work collaboratively with many organizations, including the local County Health and Human Services Department staff, Hospice of Petaluma, Hospice by the Bay, private physicians, and clinics, local community centers, congregations, CalFresh, HICAP, and other non-profit organizations that assist older adults. Specifically we provide the following services:

- **Care Management** – develop care plans for people at risk to ensure they have food, medication, a safe home, and emotional support.
- **Home Care Referrals** - Recruit, screen, and refer qualified homecare workers to seniors and their families. Provide grants to family caregivers to relieve the stress of ongoing care. In collaboration with the Public Authority, WMSS Care Registry helps provide IHSS caregivers to seniors on Medical.
- **Transportation Assistance** – Collaborating with Marin Transit in arranging rides to medical appointments, activities, and errands, primarily through our Volunteer Driver Program, Triptrans. Transportation in Need Grant (TING) where paid drivers are reimbursed for their time and mileage to transport seniors with the most critical needs to places such as Davis and San Francisco for more intensive medical care.
- **Nutrition Programs** – Engage volunteers in the delivery of fresh meals throughout West Marin. Our Home Delivered Meals program serves all of the towns in West Marin, providing 7,000 meals annually and serving 65 clients. WMSS supports the congregate meal programs in West Marin and sponsors the congregate luncheon in Point Reyes Station.
- **Equipment Loans** – Loan homecare equipment, such as walkers, commodes, and wheelchairs.
- **Community Education and Wellness** – Sponsor workshops, exercise classes, support groups, and senior activities to promote healthy lifestyles in collaboration with other community organizations.
- **Information and Referrals** – Make frequent referrals to government agencies and assist clients to obtain benefits.

Rural West Marin seniors are considered to be one of the most disadvantaged and underserved populations because of economic status and challenges of living far from basic services that are readily available in East Marin. WMSS is the only organization that provides these types of services to seniors in rural West Marin. In Pt. Reyes Station, there is one (1) private, for profit home care business, however she does not serve all of the quadrants of West Marin. WMSS strives to meet all areas of need for an underserved and economically disadvantaged population of rural elders.

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

Marin Transit (transportation), Health and Human Services (Home Delivered and Congregate Meals, Visiting and Case Management), Alzheimer’s Association (Family Caregiver Respite), Good Earth (for Congregate Meal preparation), West Marin Medical Center, Coastal Health Alliance, San Geronimo Valley Community Center, Food for Families, Hospice of Marin and Petaluma and hospital discharge planners.

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?:

WMSS Care Managers advocate for low income, disabled and homeless seniors to further Marin County's Fair Housing goals. Care Managers help the homeless by working with Marin County's Care Team and help low income seniors fill out Section 8 vouchers, get on wait lists and stay up to date on low income housing openings. A WMSS Care Manager is on the Board of Director's San Geronimo Valley Affordable Housing Association and we are collaborating with Community Land Trust Association of West Marin (CLAM) to obtain senior units in surplus U.S. Coast Guard housing complex.

WMSS mission statement is "to help senior's live safely and with dignity in our community". Our goal is to keep seniors in their homes and out of institutions for as long as possible.

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	103
Very Low-Income	29
Low-Income	16
Moderate-Income	27

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	1	0
Asian	3	0
Black or African American	3	0
Native Hawaiian or other Pacific Islander		
White	216	0
American Indian <i>and</i> White		
Asian <i>and</i> White		
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial	2	2
TOTAL	100%	
Female-Headed Households (out of above total)	90	0

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

We target our comprehensive services to those who are physically compromised, aging and/or frail, undernourished, in need of transportation, may need help in the home or who could benefit from a "friendly visitor". The largest percentage of Marin's elderly poor live in rural, West Marin. Rural elders have limited access to community services and are often adamantly self-reliant, reclusive and apprehensive of assistance. Countywide services are located too far away to be appropriately accessed, and transportation is very limited. Our home care and Care Management services are crucial to the disabled, elderly population in order to avoid institutionalization and to help keep them living in their homes with dignity and self-respect. Two (2) of our Care Managers and our Associate Director, who is an R.N., live in West Marin and the communities they serve, and all of them are active with other community organizations, which helps to dispell the reluctance of our clients to utilize our services. One call to WMSS will give seniors and their families access to information and help they need.

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:

WMSS does not have a balance from previous year's County of Marin CDBG funding.

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

One would think that Marin County, one of the wealthiest counties in the country, would have no shortage of community services however there are essentially two (2) Marin counties. The East side, along US 101, has incorporated urban and suburban areas and seems to have adequate access to community services for the Medicare/Medicaid populations. "Over the hill", in West Marin, we have 2/3 of the area land of Marin County and a very rural setting with ranches, State and Federal parks and insufficient access to public transportation countywide services, medical care, meal services and transportation.

WMSS, through its dedicated staff and cadre of volunteers, drove 77,000 miles last fiscal year delivering meals and transportation services for medical appointments and non-emergent trips. WMSS vets caregivers, supplies durable medical equipment and observes the home environment. The goal is to provide safety and social interaction which West Marin seniors lack. We believe our services prevent unnecessary admissions and prevent readmissions to acute care institutions. Many WMSS seniors are able to live out their lives as they wished – at home.

CDBG funding supports our mission and effects positive change - not only for seniors living in rural West Marin, but also for their families and our communities at large.

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

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.

Maurice "Skip" Schwartz, Executive Director oversees WMSS as a whole. Pam Osborn, R.N., Associate Director oversees all WMSS programs. Connie Mart, Controller, manages all financial aspects of WMSS.

WMSS works diligently to obtain accurate data on all of the services we provide.

Care Managers produce a detailed assessment of clients while in their homes. Information such as demographics, income levels, living arrangements, emergency contacts, emergency contact information, medications list, ADL's (Activities of Daily Living), IADL's (Instrumental Activities of Daily Living) nutrition assessment and medical history are recorded. Once this information is obtained, client and family needs are determined and care plans are developed. This data is entered securely into CARS (California Aging Reporting System). Various reports are available from CARS that allow WMSS to evaluate our progress.

The Care Management team keeps track on a monthly basis other data such as the number of assessments or reassessments, active, moved or deceased clients, number of home visits, number of caregiver placements, collaborative workshops/classes/events, number of I & R calls as well as hospital discharge planner calls. This specific data is entered into an Excel spreadsheet and summarized for the WMSS office as a whole. WMSS Program Manager reviews all individual assessments or reassessments, monthly statistics and Care Management logs from all Care Managers, care management plans are also reviewed and approved. This data is then entered into CARS by the Administrative Assistant and the Executive Assistant enters the data into the Excel summary spreadsheet.

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

Objectives:

- No. of unduplicated clients receiving core services aimed at successful aging: 245
- No of unduplicated low-income older adults receiving core services: 125
- No. of clients receiving care assessments: 245
- No. of care giver placements: 80
- No. unduplicated participants in WMSS nutrition programs: 160

Short term outcomes (1 year)

- Increased ability to remain in one's home or community
- Reduced hospital and ER admissions
- Improved stability in physical well-being
- Increased social support through a wide range of volunteer opportunities

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.

Activities/Items/Programs that CDBG funding will specifically be used for: Care Management, Home Care Referrals, Transportation Assistance, Nutrition Programs, Equipment Loans, Community Education and Wellness Workshops, Information and Referrals.

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

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

Funding Source	Funding Amount	Percentage of Total Funding	Uses of Funds
Marin Community Foundation	\$150,000	57%	Operating Expenses
Marin Community Foundation	\$10,000	4%	Disaster Planning
Marin County Health and Human Services/Division of Aging	\$27,000	10%	Care Management
Alzheimer's Association	\$15,700	6%	Respite
Marin Transit	\$16,400	6%	Transportation
Marin County Health and Human Services/Division of Aging	\$15,000	6%	Visiting
Marin County Health and Human Services/Division of Aging	\$29,820	11%	Home Delivered Meals

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, CDBG funds will be expended by the end of the fiscal year June 30, 2018.

18) Please sign and date your application below:

Pamela C Oshora
Signature

11-7-16
Date

Mailing Address:

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

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

POSTMARKS WILL NOT BE ACCEPTED

Physical Address (if dropping off application):

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