



**2018-19**

**Community Development  
Block Grant (CDBG)**

**Novato Funding  
Applications**



**2018/19 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. You may apply under multiple categories.

CDBG Public Services		HOME Housing Construction/Acquisition	
CDBG Housing Construction/Acquisition	✓	HOME Housing Rehabilitation	
CDBG Rehabilitation: residential/commercial		HOME Rental Assistance	
CDBG Public Facilities/Improvements			

2. Indicate what geographic area your project will serve or where it will be located. For Public Services and non-housing projects, which planning area(s) will the project serve? Please indicate approximate % of services provided in each area. For Housing projects, please indicate where your project is located.

Planning Areas	Novato	San Rafael	Countywide
	100%		

3. What prior years have you been funded by CDBG/HOME (for applicants applying who have existing funding)

Year Funded	FY2017/18	FY2016/17	FY2015/16
Grant Amount	\$75,350	\$50,250	\$47,000
Amount Expended	\$0	\$16,500	\$47,000

4. General Information:

CDBG/HOME FUNDING AMOUNT REQUESTED	\$283,025
PROGRAM/PROJECT NAME	Wilson House ADU Project
ORGANIZATION/AGENCY NAME	Lifehouse, Inc.
MAILING ADDRESS	899 Northgate Drive, Suite 500 San Rafael, CA 94903
PROJECT SITE ADDRESS	627 Wilson Avenue, Novato CA
CONTACT PERSON & PHONE NUMBER	Viola Morris, 415-526-5308
E-MAIL ADDRESS	vmorris@lifehouseagency.org
WEBSITE	www.lifehouseagency.org
ORGANIZATION DUNS#	052947835

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

Lifehouse, Inc. currently owns and operates affordable rental housing for people with developmental disabilities. One of the residences, located in Novato, CA, sits on an oversized lot (23,000 square feet). Lifehouse proposes to construct a new 1,000 square foot 2 bedroom, 2 bath accessory dwelling unit in the under-utilized backyard. Lifehouse is working to complete initial plans and apply for the accessory dwelling unit permit by late Spring 2018. From there, construction plans will be finalized and building permits obtained. Utility lines (sewer, water and electrical) will need to be installed, foundation poured, the interior built out and finishings completed.

This project is implementing the state-wide strategy to increase affordable housing through construction of accessory dwelling units. Affordable housing is a critical need and this project benefits the community by providing an affordable unit for our most at-risk neighbors.

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

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

**7. How will this project Affirmatively Further Fair Housing?**

By program design, this new construction will serve individuals with developmental disabilities who are extremely low income. Living on limited incomes, people with developmental disabilities struggle to find appropriate housing. The lack of affordable housing in Marin only exacerbates this challenge. With the construction of the Wilson Accessory Dwelling Unit, Lifehouse will be able to offer a new affordable rental housing unit which will allow low-income persons with developmental disabilities to obtain housing.

**8. Describe how this project will conduct affirmative marketing to members of the Protected Classes?**

The residents of this new unit will be referred by the Regional Center / State of California. The individuals eligible to live in this home will have a developmental disability. They typically are extremely low income receiving their income through SSI. The Regional Centers perform outreach activities to persons who may need regional center services.

9. Approximately how many moderate, low, extremely low, and very low-income persons will directly benefit from the program/project? (Use the income level table in attachment A to estimate the income level of people served):

Low-Income	
Very Low-Income	
Extremely Low	2

10. Estimate the demographics to be served by the program/project (see terms 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		
American Indian <i>and</i> White		
Asian <i>and</i> White		
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial	100% (unknown at this time)	
<b>TOTAL</b>	<b>100%</b>	
Female-Headed Households (out of above total)		

PROJECT MANAGEMENT & FINANCIAL DATA

**11. If funded previously, list your past specific accomplishments/activities and goals of your organization/agency using CDBG/HOME funds. Did you meet these goals and accomplishments? Please describe:**

Lifeshouse, Inc has been fortunate to have received multiple CDBG grant awards each year to assist with the rehabilitation of our various homes for low income people with developmental disabilities. With each project we undertake, it is our goal to improve the overall living environment for our residents by making our homes safe and accessible. Further, these projects benefit the county as a whole by providing a safe place to call home for our most vulnerable community members and enhancing our neighborhoods by keeping our homes well maintained.

We have successfully implemented a variety of projects including bathroom remodels which addressed accessibility issues, siding projects to address rot, fence replacements and flooring upgrades. All projects have been completed on time and within budget.

**12. If your agency received CDBG/HOME funds previously, please explain any remaining fund balance:**

FY17/18 Grants: Lifeshouse has not started the FY18 grants as we are awaiting fully-executed grant agreements prior to project commencement. The funds are for two projects - a deck repair at our San Anselmo House and a roof & siding project at our Comito House. The deck repair is slated to begin in December 2017; the roof & siding project will commence in early Spring.

FY16/17 Grants: Lifeshouse was awarded three contracts - Wilson House fence repair, Sunrise II bathroom remodel & a retaining wall project at the Laurel Place House. All projects are complete except for the Retaining Wall Replacement Project. This project is slated to commence late November 2017 with a 6 week project timeline.

**13. What is your experience with administering federal grant programs? For Housing and Construction projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements?**

Viola Morris, Lifeshouse's Director of Finance, has administered federal grant programs throughout her career. She is acutely aware of the complexities of such funding and expertly ensures regulations are followed. While Lifeshouse's previous projects have qualified for Davis-Bacon prevailing wage exemptions, we are confident we will be able to comply with the requirements should Davis Bacon be triggered.

14. Describe 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 Housing and Construction projects, list any entitlements that are necessary for the project:

Lifehouse, Inc. is the owner and developer of this project. The project will be managed by Lifehouse Director of Finance, Viola Morris, who has extensive experience overseeing housing projects. Anthony Street, the Lifehouse Facilities Coordinator, will assist Viola with project oversight and implementation. Mr. Street has a long track record of successfully executing projects, including CDBG funded projects.

The Wilson House ADU Project requires an accessory dwelling unit permit and a building permit. Lifehouse will initiate the ADU application & permit process in early 2018 once the plans are finalized.

15. Project Budget: List the activities and/or items for your entire project budget including CDBG/HOME funds and all other funding sources.

Funding Source (e.g. CDBG)	Uses	\$ Amount Committed	Date
CDBG - \$283,025	Design/ A/E	\$ 17,000	6/30/18
Lifehouse - \$20,000	(Construction items/materials)	\$ 233,000	upon award of CDBG
		\$	
		\$	
	Permit fees	\$ 13,500	6/30/18+CDBG award
	Contingency	\$ 39,525	upon award of CDBG
<b>TOTAL</b> \$303,025	<b>TOTAL</b>	<b>\$ 303,025</b>	

16. For HOME projects: Please describe how you will meet the 25% match requirement?

Not Applicable


17. For HOME Projects are you a CHDO?

N/A

18. HOUSING AND CAPITAL ONLY: 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	07/01/2018
Complete planning & environmental review	8/31/2018
Release bid package	09/15/2018
Select contractor	11/01/2018
Finalize contract	11/30/2018
Obtain building permits	01/15/2019
Start construction	02/01/2019
Complete Construction	06/30/2019

19. Please sign and date your application below:


Director of Finance
11/20/17  
 \_\_\_\_\_  
 Signature/Title Date

**Attachments**

- A. Notice of funding availability (NOFA)
- B. Definitions of terms
- C. Income Limits

Applications may be submitted via email, mail or in person to one of the addressed below.

**Email Address, only applications emailed to this address will be accepted:**

[Federalgrants@marincounty.org](mailto:Federalgrants@marincounty.org)

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

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

Application submittal deadline is Monday, November 20, 2017 by 5 p.m. PST

**POSTMARKS WILL NOT BE ACCEPTED**



**2018/19 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. You may apply under multiple categories.

CDBG Public Services	✓	HOME Housing Construction/Acquisition	
CDBG Housing Construction/Acquisition		HOME Housing Rehabilitation	
CDBG Rehabilitation: residential/commercial		HOME Rental Assistance	
CDBG Public Facilities/Improvements			

2. Indicate what geographic area your project will serve or where it will be located. For Public Services and non-housing projects, which planning area(s) will the project serve? Please indicate approximate % of services provided in each area. For Housing projects, please indicate where your project is located.

Planning Areas	Novato	San Rafael	Countywide
	100%		

3. What prior years have you been funded by CDBG/HOME (for applicants applying who have existing funding)

Year Funded	FY 2017/18	FY 2016/17	FY 2013/14
Grant Amount	\$70,000	\$25,000	\$6,721
Amount Expended	scheduled for 5/2018	\$6,547	\$6,721

4. General Information:

CDBG/HOME FUNDING AMOUNT REQUESTED	\$80,000
PROGRAM/PROJECT NAME	C Street Campus Renovation/Facility Expansion
ORGANIZATION/AGENCY NAME	North Bay Children's Center (NBCC)
MAILING ADDRESS	932 C Street Novato CA 94949
PROJECT SITE ADDRESS	Same
CONTACT PERSON & PHONE NUMBER	Susan Gilmore, (415) 883-6222
E-MAIL ADDRESS	sgilmore@nbcc.net
WEBSITE	www.nbcc.net
ORGANIZATION DUNS#	Tax ID # 94-3024246



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

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

A re-designed Garden of Eatin' will provide the opportunity to grow fresh produce and share fresh food with the Center's families, and feature a new commercial kitchen, outdoor kitchen, outdoor classroom, a community teaching garden, children's amphitheater, playgrounds and gardens woven throughout. The entire campus will be wrapped in an eco-friendly design that maximizes energy utilization, reduces operating costs, and includes a technology infrastructure to accommodate today's learning tools and tomorrow's innovations. The new center will not only address the limitations of our existing facilities, but also be a signature project that will more effectively position NBCC to advance our mission and strategic objectives in the future. Our goal is to complete the new Center and Garden of Eatin' by July 2020.

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

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

**7. How will this project Affirmatively Further Fair Housing?**

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

**8. Describe how this project will conduct affirmative marketing to members of the Protected Classes?**

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

9. Approximately how many moderate, low, extremely low, and very low-income persons will directly benefit from the program/project? (Use the income level table in attachment A to estimate the income level of people served):

Low-Income	115
Very Low-Income	23
Extremely Low	4

10. Estimate the demographics to be served by the program/project (see terms below):

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native		
Asian	2%	
Black or African American	8%	
Native Hawaiian or other Pacific Islander		
White	90%	76%
American Indian <i>and</i> White		
Asian <i>and</i> White		
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial		
TOTAL	100%	
Female-Headed Households (out of above total)	30%	

PROJECT MANAGEMENT & FINANCIAL DATA

11. If funded previously, list your past specific accomplishments/activities and goals of your organization/agency using CDBG/HOME funds. Did you meet these goals and accomplishments? Please describe:

The academic achievement gap truly threatens the futures of our children. When the children who need high quality early care and education don't have access—they start school behind, fall further behind, and are at risk of dropping out, joining gangs, and eventually entering the job market unable to earn a living wage NBCC's core objective as an organization is to ensure that all children, particularly our most vulnerable, leave preschool with the tools needed to succeed. Increasing the number of children who are ready for school and who are proficient in Math and English is a shared community concern that requires multiple actions at the individual, family and community level. For nearly three decades, our programs have provided safety net services for thousands of families struggling to provide the best start for their children.

12. If your agency received CDBG/HOME funds previously, please explain any remaining fund balance:

The \$18,453 for FY 16/17 will be used for roof and siding repairs waiting to be approved by CDBG staff. The \$70,000 for FY 2017/18 is scheduled for disbursement between March and May 2018.

13. What is your experience with administering federal grant programs? For Housing and Construction projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements?

NBCC is familiar with the Davis-Bacon prevailing wage requirements and has successfully met these requirements in previous years.

14. Describe 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 Housing and Construction projects, list any entitlements that are necessary for the project:

NBCC's Construction Project Manager and Architect will work closely with NBCC's Executive Director, Finance Director, and board chair to manage all aspects of the project. The project just received the green light from the Design Review Committee and is expected to complete the permitting process by July 2018.

15. Project Budget: List the activities and/or items for your entire project budget including CDBG/HOME funds and all other funding sources.

Funding Source (e.g. CDBG)	Uses	\$ Amount Committed	Date
CDBG FY 2017, CDBG FY 2018	Design/ A/E	\$ 317,000	2017 - 2018
foundations, donors, financing	(Construction items/materials)	\$ 4,540,000	2020
Public , private, donors	<b>Relocation</b>	\$ 300,000	2019
Public, private, donors	playgrounds, gardens, furnishings	\$ 385,000	2020
Public, private, donors	Permit fees	\$ 90,800	2017 - 2018
Public, private, donors	Contingency	\$ 454,000	2020
<b>TOTAL</b>	<b>TOTAL</b>	<b>\$ 6,086,800</b>	


16. For HOME projects: Please describe how you will meet the 25% match requirement?

17. For HOME Projects are you a CHDO?

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

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	July 2018
Complete planning & environmental review	March 2018
Release bid package	July 2018
Select contractor	August 2018
Finalize contract	Septembers 2018
Obtain building permits	October 2018
Start construction	January 2019
Complete Construction	July 2020

19. Please sign and date your application below:


Executive Director
11-16-17  
 \_\_\_\_\_  
 Signature/Title Date

**Attachments**

- A. Notice of funding availability (NOFA)
- B. Definitions of terms
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**POSTMARKS WILL NOT BE ACCEPTED**

**2018/19 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1) Type of project: CDBG Rehabilitation residential/commercial

2) Which Planning Area will the project be located?

Novato	San Rafael	Countywide
100%		

3) Prior Years Funded by County of Marin CDBG (Under "Public Services," not rehabilitation):

Year Funded	2017-18	2016-17	2015-16
Grant Amount	\$15,000	\$8,600	\$6,200
Amount Expended	All will be spent.	\$8,600	\$6,200

4) General Information:

<b>CDBG FUNDING AMOUNT REQUESTED</b>	\$22,677
<b>PROGRAM/PROJECT NAME</b>	Flooring Rehabilitation
<b>ORGANIZATION/AGENCY NAME</b>	Novato Youth Center
<b>MAILING ADDRESS</b>	680 Wilson Ave., Novato, CA 94947
<b>PROJECT ADDRESS</b>	680 Wilson Ave., Novato, CA 94947
<b>CONTACT PERSON &amp; PHONE NUMBER</b>	Kara Vernor, (415) 892-1643, x304
<b>E-MAIL ADDRESS</b>	info@novatoyouthcenter.org
<b>WEBSITE</b>	www.novatoyouthcenter.org
<b>ORGANIZATION DUNS#</b>	118178391

**5) Program Description: Provide a detailed scope of work and describe how your project will benefit the community. Please limit your response to two paragraphs.**

The Novato Youth Center’s main facility, located at 680 Wilson Avenue in Novato, is home to our administrative offices and all of our Child Development programs. Though the 23,000 square foot facility provides space for other programs as well, such as our affordable winter soccer league and our weekly developmental playgroup for low-income families, the building is primarily dedicated to administration and childcare. It features a commercial kitchen, dining room, gymnasium, library, art room, seven age-specific childcare classrooms, and, outside, four age-appropriate playgrounds. As one of the largest licensed, subsidized childcare centers in Marin County, NYC provides affordable, year-round services to 225 youth annually, ages 12-months to 14-years, 58% - 66% of whom are from low-income families. Centers capable of providing full-service and full-day care allow parents to stay in the workforce. They are greatly needed in Marin where childcare is unavailable to 55% of children with working parents and only 11% of low-income youth have access to state funded afterschool programs (kidsdata.org). Our all day Early Care & Education and our out-of-school enrichment programs strengthen the social, emotional, academic, and physical development of youth in a nurturing and culturally competent learning environment that includes transportation and healthy food.

Our facility is in need of flooring renovations in order to ensure it remains a place where youth and families feel safe and comfortable and staff can work efficiently. New vinyl flooring is needed in our child development dining room, Kindergarten classroom, “Friends Room” (our fourth grade classroom), and Friends Room bathroom. New carpeting is needed in our three child development administrative offices, stairwells, second floor hallway, and community-based counseling program office.

**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 Affirmatively Further Fair Housing goals?**

Our main facility benefits members of protected classes. The building is primarily devoted to our Child Development programs and virtually all participants have minor children in the home. Additionally, the far majority of participants belong to a racial group that has been subject to a legacy of discrimination, many are immigrants, and some experience at least one type of disability. Our various sources of childcare scholarships give special assistance to those who have historically been disadvantaged. As childcare is the second largest cost in the family home, and because childcare allows families to work outside the home, our assistance helps to reverse historical trends that have put these groups at an economic disadvantage by increasing economic opportunity and stability. A full 98% of parents enrolled in our program who participated in our satisfaction survey agreed or strongly agreed NYC’s accessible childcare helps them maintain their employment. As transportation is included, this service helps overcome patterns of segregation by enabling families to venture outside of their neighborhood or school site to spend time with youth and families from various neighborhoods and schools. One half of our staff members are bilingual, and we are able to serve a culturally and socio-economically diverse mix of families in a manner that integrates and unites our community.

**8) Describe how this project will conduct affirmative marketing to members of the Protected Classes.**

All of NYC’s Child Development participants are part of at least one protected class. With the exception of whites, NYC serves a higher percentage of each ethnic and racial group than is found overall in Novato’s population. Each of these groups are overcoming a legacy of discrimination except for the group least likely to apply—high earning whites. Given the clients we serve, we will continue to market as we have been—through bilingual online efforts, our team of

Latino Health Advocates, the public schools, and signage—as it has been successful in reaching underserved populations. We also continue to ensure that our services are culturally appropriate and effective; we are in the fourth year of implementing our agency-wide cultural competency plan that includes, among many things, at least two cultural competency trainings annually for all staff.

**9) Approximately how many moderate, low, extremely low, and very low-income persons will directly benefit from the program/project? (Use the income level table in attachment A to estimate the income level of people served):**

Low-Income	7
Very Low-Income	25
Extremely Low	68

\*Please note: Though the whole family benefits for our childcare programs, the numbers cited in questions 9 and 10 reflect only the children enrolled for which we gather family income data.

**10) Estimate the demographics to be served by the program/project (see terms below):**

<b>Ethnic Category</b>	<b>Total Persons</b>	<b>Of the total, those identifying as Hispanic</b>
American Indian or Alaskan Native	2	
Asian	13	
Black or African American	11	
Native Hawaiian or other Pacific Islander	2	
White	142	70
American Indian <i>and</i> White		
Asian <i>and</i> White		
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial	31	
TOTAL	100%	
Female-Headed Households (out of above total)	Cannot provide an estimate at this time.	



**PROJECT MANAGEMENT & FINANCIAL DATA**

**11) If funded previously, list your past specific accomplishments/activities and goals of your organization/agency using CDBG/HOME funds. Did you meet these goals and accomplishments? Please describe:**

The Novato Youth Center has not previously received CDBG funding for capital projects. However, we have received many years of funding for Public Services projects, the primary goal of which is to provide quality, affordable childcare that allows low-income families of protected classes to remain in the workforce so they are either stable or upwardly mobile. Very low- and Extremely low-income families often have access to State subsidized care. However, those families who are simply low-income (or who are very or extremely low-income but cannot access State assistance) need assistance, too, given the extremely high cost of living in Marin. Many families who have received CDBG scholarships over the years, as is the case with one currently, have been offered a job or promotion that increases their income but, unfortunately and simultaneously, makes them ineligible for state subsidies. The bump can therefore be a financial penalty that results in a net decrease in take-home income. CDBG funding allows those families to continue to receive some help, though less than they were receiving, so that they are not penalized by their increased, though still modest, income. We are pleased to report we have met our goals each year, expending 100% of CDBG funds received in the form of childcare scholarships for low-income families.

**12) If your agency received CDBG/HOME funds previously, please explain any remaining fund balance: Not applicable.**

**13) What is your experience with administering federal grant programs? For Housing and Construction projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements?**

We have been successfully implementing the CDBG grant since 1990, and we spent five years, from 2011-2016, successfully implementing the federal Drug-Free Communities Grant.

**14) Describe 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 Housing and Construction projects, list any entitlements that are necessary for the project:**

Vanshika Nachnani, Director of Finance and Administration, will supervise and manage the project. In addition to managing the financial resources of the organization; including accounting, finance, organization-wide budgets, and investments in accordance with generally accepted accounting principles; Vanshika oversees and directs a group of functions for the organization including human resources, information technology, facilities and grounds. She has managed many capital projects to ensure compliance with budgets, contracts, and government health and safety standards. Vanshika holds a Master's Degree in Banking and Finance.

This project does not require any approvals or authorizations, and no entitlements are necessary.

**15) Project Budget: List the activities and/or items for your entire project budget including CDBG/HOME funds and all other funding sources.**

Please see the attached project budget.

**16) For HOME projects: Please describe how you will meet the 25% match requirement? Not Applicable.**

**17) For HOME Projects are you a CHDO? Not Applicable.**

18) HOUSING AND CAPITAL ONLY: 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*) Not Applicable.

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	7/31/18
Complete planning & environmental review	8/15/18 – ER is already complete
Release bid package	9/1/18
Select contractor	10/1/18
Finalize contract	10/15/18
Obtain building permits	N/A
Start construction	10/16/18
Complete Construction	11/15/18

19) Please sign and date your application below:

*Cheryl Paddock*

11/20/2017

*Signature*

*Date*

Attachments

- A. Notice of funding availability (NOFA)
- B. Definitions of terms
- C. Income Limits

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Application submittal deadline is Monday, November 20, 2017 by 5 p.m. PST

**POSTMARKS WILL NOT BE ACCEPTED**

NOVATO YOUTH CENTER  
 Flooring Rehabilitation Project  
 BUDGET FY19

	Budget	2018-19 Status
<b>INCOME</b>		
CDBG	\$ 22,677.00	Uncommitted
Total Revenues	\$ 22,677.00	
<b>EXPENSES</b>		
Kindergarten Room	\$ 5,779.00	
Dining & Friends Room (and bathroom)	\$ 5,870.00	
Child Development Offices & Counseling Office	\$ 4,490.00	
Stairwells	\$ 1,800.00	
Hallway	\$ 4,738.00	
Total Expenses	\$ 22,677.00	

\*Prices include demo/removal, new wall base padding or prep for carpet tiles and flooring, and taxes.



**2018/19 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. You may apply under multiple categories.

CDBG Public Services	✓	HOME Housing Construction/Acquisition	
CDBG Housing Construction/Acquisition		HOME Housing Rehabilitation	
CDBG Rehabilitation: residential/commercial		HOME Rental Assistance	
CDBG Public Facilities/Improvements			

2. Indicate what geographic area your project will serve or where it will be located. For Public Services and non-housing projects, which planning area(s) will the project serve? Please indicate approximate % of services provided in each area. For Housing projects, please indicate where your project is located.

Planning Areas	Novato	San Rafael	Countywide
	100		

3. What prior years have you been funded by CDBG/HOME (for applicants applying who have existing funding)

Year Funded	2017-18	2016-17	2015-16
Grant Amount	\$15,000	\$26,000	\$26,000
Amount Expended	\$15,000 by grant end	\$26,000	\$26,000

4. General Information:

CDBG/HOME FUNDING AMOUNT REQUESTED	\$26,000
PROGRAM/PROJECT NAME	NIEP/Marin Senior Resources
ORGANIZATION/AGENCY NAME	Episcopal Senior Communities
MAILING ADDRESS	2185 N. California Blvd., Suite 575
PROJECT SITE ADDRESS	1560 Hill Road, Novato CA 94947
CONTACT PERSON & PHONE NUMBER	Katharine Miller 925/286-4249
E-MAIL ADDRESS	kmiller@jtm-esc.org
WEBSITE	www.jtm-esc.org
ORGANIZATION DUNS#	071695449

**5. 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 Novato Independent Elders Program (NIEP) is an integral component of Episcopal Senior Communities (ESC), providing services to low-income and isolated seniors in Marin County. In 2011, ESC adopted NIEP from the City of Novato when the program faced closure from funding cuts. Over the past six years, NIEP has become the Marin County hub of ESC's Senior Resources division. Housed at the Margaret Todd Senior Center and with staff at Whistlestop in San Rafael, NIEP works collaboratively with agencies and individuals to identify gaps in support services and develop programs to meet the needs of seniors in Novato and across Marin County. NIEP operates volunteer-based programs with community, corporate and organizational partners. According to the Marin Commission on Aging, by 2020 one out of every three Marin residents will be 60 years of age or older. NIEP's programs directly address challenges faced by low-income, isolated and vulnerable seniors – including healthy eating and healthy living, socialization, access to education and information, emergency financial support, community building and referral to resources. All programs and services are provided at no- or low-cost to serve the needs of Novato and greater Marin County's isolated, frail and low-income seniors from a variety of cultural backgrounds as well as their family members and caregivers. Outreach efforts specifically target low-income, isolated and/or at-risk seniors. Approximately 75% of the seniors served by NIEP are low-income.

NIEP will serve nearly 1,700 seniors in Novato in the coming year. NIEP will provide its four "Eat Well" activities: Margaret Todd Cafe (serving twice-weekly hot meals to seniors), Home-Delivered Grocery Program (volunteers shop for and deliver groceries weekly to homebound and isolated seniors), Senior Produce Market (fresh fruit and vegetables at cost and a community gathering twice monthly), Brown Bag Market (farmers' market-style groceries weekly for low-income seniors). NIEP will also provide: Multicultural Outreach Program and Alma Latina monthly luncheons, Postal Carrier Alert Program to identify seniors in need of assistance, yard maintenance program for seniors, Rotary HOME Team for minor home repairs, ElderWISE Friendly Visitors program, Emergency Funds program, and workshops and special seminars to meet the needs of low-income seniors.

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

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

**7. How will this project Affirmatively Further Fair Housing?**

NIEP provides and refers seniors to a variety of services provided at very low or no cost such as the Brown Bag Grocery program, Senior Produce Markets, congregate lunch programs, yardwork help, workshops & more that help seniors stretch their budgets and age in a safe and healthy manner in their own homes. Within Marin County, ESC also operates Homeshare, which matches senior homeowners with home-seekers in exchange for reduced rent or exchange of services. The program also refers seniors to the wide variety of available services provided by NIEP as well as other local nonprofits and government agencies.

**8. Describe how this project will conduct affirmative marketing to members of the Protected Classes?**

Many of NIEP's services specifically target low-income, isolated and frail seniors, and the program employs a variety of methods to reach demographic groups least likely to apply. NIEP reaches seniors, family members, caregivers and service providers, providing information through advertising fliers, print advertisements, newsletters and word of mouth. NIEP also collaborates with a variety of affordable housing sites, senior centers (including Margaret Todd) and retirement communities to spread the word about the vital services the program provides. A network of volunteers, other nonprofit organizations and public service agencies is also instrumental in helping NIEP reach Marin County seniors in their homes. Homebound and isolated seniors receive information about NIEP's programs and services through notices delivered as part of the Postal Carrier Alert program. NIEP's Multicultural Outreach Specialist provides information in the quarterly Bel Marin MC Newsletter distributed to 1200 people to address programs and services to assist multicultural seniors.

9. Approximately how many moderate, low, extremely low, and very low-income persons will directly benefit from the program/project? (Use the income level table in attachment A to estimate the income level of people served):

Low-Income	800
Very Low-Income	250
Extremely Low	200

10. Estimate the demographics to be served by the program/project (see terms below):

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native	18	
Asian	157	
Black or African American	45	
Native Hawaiian or other Pacific Islander	0	
White	1,387	388
American Indian <i>and</i> White	0	
Asian <i>and</i> White	13	
Black <i>and</i> White	0	
American Indian <i>and</i> Black	0	
Multi-Racial	52	
<b>TOTAL</b>	<b>100%</b>	
Female-Headed Households (out of above total)	869	

PROJECT MANAGEMENT & FINANCIAL DATA

- 11. If funded previously, list your past specific accomplishments/activities and goals of your organization/agency using CDBG/HOME funds. Did you meet these goals and accomplishments? Please describe:**

As a result of NIEP's "Eat Well Programs" a total of 13,107 seniors received access to healthy, affordable food in 2016-17. The Margaret Todd Dining Site provided seniors with 6,676 hot meals. The Senior Produce market provided low-cost fresh fruits and vegetables to seniors twice monthly, averaging 50 shoppers per market. The Brown Bag Market provided a total of 4,777 no-cost grocery bags. The Home-Delivered Grocery Program provided 631 grocery shop/deliver trips for homebound seniors.

NIEP has successfully started helping seniors enroll in CalFRESH and includes the payment option in its Home-Delivered Grocery Program and its Senior Produce Market, expanding participation in both programs.

NIEP presented "Make a Plan to Age Healthy," a four-part workshop series with 13 local health agencies attended by a total of 275 people. NIEP held the 2nd Annual Health Services Day, providing 230 free health screenings to 150 seniors in attendance.

The NIEP Multicultural Outreach Specialist hosted a monthly Alma Latina luncheon with speakers addressing topics of importance to seniors. The program also provides ESL and citizenship classes, with 12 students gaining citizenship last year. NIEP also expanded participating groups in the Multicultural Outreach Team collaboration. The team formed to reach seniors from a variety of cultural backgrounds with information about available programs and resources.

- 12. If your agency received CDBG/HOME funds previously, please explain any remaining fund balance:**

NIEP will have no remaining project funding balance by the end of the current grant period.

- 13. What is your experience with administering federal grant programs? For Housing and Construction projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements?**

NIEP has received and successfully administered CDBG funds in past years as well as Title IIIb funds from the County of Marin.

14. Describe 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 Housing and Construction projects, list any entitlements that are necessary for the project:

The ESC/NIEP Director has a long history of managing senior services in Novato. She works together with the ESC Vice President of Home & Community-Based Services to make strategic decisions about the future of the NIEP program. The ESC/NIEP director also works with three part-time staff in addition to multiple city and county partners and a cadre of dedicated volunteers to keep the programs running and expand new offerings throughout Marin. ESC/NIEP staff continues to look for ways to enhance existing programs for Novato seniors and expand programming and resources to the greater Marin County. Grant and other funding is tracked through the ESC Foundation on the Blackbaud eTapestry database. Client satisfaction is tracked through a survey process. Annually, all NIEP clients are sent a survey and answers are recorded and tracked in the Senior Resources division database. In the satisfaction survey, ESC/NIEP expects that 85% of survey respondents will indicate satisfaction with the programs and with outcomes by marking either "strongly agree" or "agree" on a majority of the questions asked.

15. Project Budget: List the activities and/or items for your entire project budget including CDBG/HOME funds and all other funding sources.

Funding Source (e.g. CDBG)	Uses	\$ Amount Committed	Date
	Design/ A/E	\$	
	(Construction items/materials)	\$	
CDBG	Staff salaries/benefits	\$ 15,000	2017-18
ESC & other	Salaries/benefits, supplies, travel, marketing	\$ 240,413	2017-18
	Permit fees	\$	
	Contingency	\$	
<b>TOTAL</b>	<b>TOTAL</b>	<b>\$ 255,413</b>	

16. For HOME projects: Please describe how you will meet the 25% match requirement?

N/A




17. For HOME Projects are you a CHDO?

N/A

18. HOUSING AND CAPITAL ONLY: 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	
Complete planning & environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete Construction	

19. Please sign and date your application below:

 / Executive Director  
 ESC Foundation  
 \_\_\_\_\_  
 Signature/Title

11.20.17  
 \_\_\_\_\_  
 Date

**Attachments**

- A. Notice of funding availability (NOFA)
- B. Definitions of terms
- C. Income Limits

Applications may be submitted via email, mail or in person to one of the addressed below.

Email Address, only applications emailed to this address will be accepted:

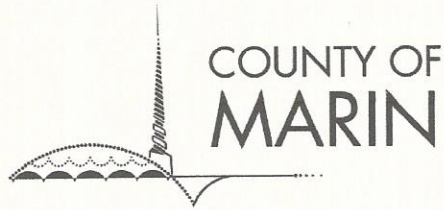
[Federalgrants@marincounty.org](mailto:Federalgrants@marincounty.org)

Mailing Address/Physical Address (if dropping off application):

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

Application submittal deadline is Monday, November 20, 2017 by 5 p.m. PST

**POSTMARKS WILL NOT BE ACCEPTED**



**2018/19 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. You may apply under multiple categories.

CDBG Public Services	<input checked="" type="checkbox"/>	HOME Housing Construction/Acquisition	
CDBG Housing Construction/Acquisition	<input type="checkbox"/>	HOME Housing Rehabilitation	
CDBG Rehabilitation: residential/commercial	<input type="checkbox"/>	HOME Rental Assistance	
CDBG Public Facilities/Improvements	<input type="checkbox"/>		

2. Indicate what geographic area your project will serve or where it will be located. For Public Services and non-housing projects, which planning area(s) will the project serve? Please indicate approximate % of services provided in each area. For Housing projects, please indicate where your project is located.

Planning Areas	Novato	San Rafael	Countywide
	100%		

3. What prior years have you been funded by CDBG/HOME (for applicants applying who have existing funding)

Year Funded	17/18	16/17	15/16
Grant Amount	\$11,479	\$8,600	\$6,300
Amount Expended	\$11,479 by year end	\$8,600	\$6,300

4. General Information:

CDBG/HOME FUNDING AMOUNT REQUESTED	\$20,000
PROGRAM/PROJECT NAME	Child Care Scholarships
ORGANIZATION/AGENCY NAME	North Bay Children's Center
MAILING ADDRESS	932 C Street
PROJECT SITE ADDRESS	Same
CONTACT PERSON & PHONE NUMBER	Susan Gilmore, (415) 883-6222
E-MAIL ADDRESS	sgilmore@nbcc.net
WEBSITE	www.nbcc.net
ORGANIZATION DUNS#	Tax ID # 94-3024246

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

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

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

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

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

**7. How will this project Affirmatively Further Fair Housing?**

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

**8. Describe how this project will conduct affirmative marketing to members of the Protected Classes?**

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

9. Approximately how many moderate, low, extremely low, and very low-income persons will directly benefit from the program/project? (Use the income level table in attachment A to estimate the income level of people served):

Low-Income	115
Very Low-Income	23
Extremely Low	4

10. Estimate the demographics to be served by the program/project (see terms below):

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native		
Asian	2%	
Black or African American	8%	
Native Hawaiian or other Pacific Islander		
White		
American Indian <i>and</i> White	90%	76%
Asian <i>and</i> White		
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial		
<b>TOTAL</b>	<b>100%</b>	
Female-Headed Households (out of above total)	30%	

**PROJECT MANAGEMENT & FINANCIAL DATA**

- 11. If funded previously, list your past specific accomplishments/activities and goals of your organization/agency using CDBG/HOME funds. Did you meet these goals and accomplishments? Please describe:**

The academic achievement gap truly threatens the futures of our children. When the children who need high quality early care and education don't have access—they start school behind, fall further behind, and are at risk of dropping out, joining gangs, and eventually entering the job market unable to earn a living wage. NBCC's core objective as an organization is to ensure that all children, particularly our most vulnerable, leave preschool with the tools needed to succeed. Increasing the number of children who are ready for school and who are proficient in Math and English is a shared community concern that requires multiple actions at the individual, family and community level. For nearly three decades, our programs have provided safety net services for thousands of families struggling to provide the best start for their children. CDBG funds combined with other subsidy sources will provide access to high quality early care and education for 134 low-income children in Novato over a 12 month period.

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

- 12. If your agency received CDBG/HOME funds previously, please explain any remaining fund balance:**

N/A

- 13. What is your experience with administering federal grant programs? For Housing and Construction projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements?**

N/A

- 14. Describe 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 Housing and Construction projects, list any entitlements that are necessary for the project:**

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

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

- 15. Project Budget: List the activities and/or items for your entire project budget including CDBG/HOME funds and all other funding sources.**

Funding Source (e.g. CDBG)	Uses	\$ Amount Committed	Date
	Design/ A/E	\$	
	(Construction items/materials)	\$	
		\$	
		\$	
	Permit fees	\$	
	Contingency	\$	
<b>TOTAL</b>	<b>TOTAL</b>	<b>\$</b>	

- 16. For HOME projects: Please describe how you will meet the 25% match requirement?**

17. For HOME Projects are you a CHDO?

18. HOUSING AND CAPITAL ONLY: 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)

Task	Date of Completion
Define scope of work/finish design	
Complete planning & environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete Construction	

19. Please sign and date your application below:

 Executive Director  
 \_\_\_\_\_  
 Signature/Title

11 / 17 / 2017  
 \_\_\_\_\_  
 Date

**Attachments**

- A. Notice of funding availability (NOFA)
- B. Definitions of terms
- C. Income Limits

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[Federalgrants@marincounty.org](mailto:Federalgrants@marincounty.org)

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 Attn: Federal Grants

**Application submittal deadline is Monday, November 20, 2017 by 5 p.m. PST**

**POSTMARKS WILL NOT BE ACCEPTED**

**2018/19 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

- 1) Type of project: CDBG Public Service
- 2) Which Planning Area will the project be located?

Novato	San Rafael	Countywide
100%		

3) Prior Years Funded by County of Marin CDBG:

Year Funded	2017-18	2016-17	2015-16
Grant Amount	\$15,000	\$8,600	\$6,200
Amount Expended	All will be spent.	\$8,600	\$6,200

4) General Information:

<b>CDBG FUNDING AMOUNT REQUESTED</b>	\$15,000
<b>PROGRAM/PROJECT NAME</b>	Childcare Scholarships
<b>ORGANIZATION/AGENCY NAME</b>	Novato Youth Center
<b>MAILING ADDRESS</b>	680 Wilson Ave., Novato, CA 94947
<b>PROJECT ADDRESS</b>	680 Wilson Ave., Novato, CA 94947
<b>CONTACT PERSON &amp; PHONE NUMBER</b>	Kara Vernor, (415) 892-1643, x304
<b>E-MAIL ADDRESS</b>	info@novatoyouthcenter.org
<b>WEBSITE</b>	www.novatoyouthcenter.org
<b>ORGANIZATION DUNS#</b>	118178391



**5) Program Description: Provide a detailed scope of work and describe how your project will benefit the community. Please limit your response to two paragraphs.**

Through fundraising, California State subsidies, and CDBG, The Novato Youth Center (NYC) provides quality, accessible childcare for low-income families. As one of the largest licensed, subsidized childcare centers in Marin County, NYC provides year-round services to 225 youth annually, ages 12-months to 14-years, 58% - 66% of whom are from low-income families. Our all day Early Care & Education and our out-of-school enrichment programs strengthen the social, emotional, academic, and physical development of youth-in-need in a nurturing and culturally competent learning environment that includes transportation and healthy food. A Case Manager income qualifies all families who receive childcare scholarships and is further able to work with parents to increase their stability and self-sufficiency. We are proud that nearly half of our staff is bilingual and we are able to serve a culturally and socio-economically diverse mix of families in a manner that integrates and unites our community. Funding from CDBG allows the Novato Youth Center to increase access to affordable childcare by providing childcare scholarships to families who are low-income but who are above the income limits set for State subsidized care.

Access to affordable childcare is extremely important in Marin where thirty percent of families cannot afford basic living expenses. Childcare is the second highest cost in the family home (next to housing) and is an essential safety net service that allows parents to work or continue their education. Childcare is unavailable to 55% of children in Marin with working parents (kidsdata.org). Only 11% of low-income youth in Marin have access to state funded afterschool programs; Marin ranks 32nd in the state in this wellbeing indicator (Children Now). Typically, the waitlist for affordable child care is from 600-800 families long, and in Novato, where the number of youth receiving free or reduced price lunches has increased by 83% over the past ten years, it is needed now more than ever.

**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 Affirmatively Further Fair Housing goals?**

Our project benefits member of protected classes, as virtually all participants have minor children in the home. Additionally, the far majority of participants belong to a racial group that has been subject to a legacy of discrimination, many are immigrants, and some experience at least one type of disability. The project gives special assistance in the form of childcare scholarships to those who have historically been disadvantaged. As childcare is the second largest cost in the family home, and because childcare allows families to work outside the home, our assistance helps to reverse historical trends that have put these groups at an economic disadvantage by increasing economic opportunity and stability. A full 98% of parents enrolled in our program who participated in our satisfaction survey agreed or strongly agreed NYC's accessible childcare helps them maintain their employment.

**8) Describe how this project will conduct affirmative marketing to members of the Protected Classes.**

All of NYC's Child Development participants are part of at least one protected class. With the exception of whites, NYC serves a higher percentage of each ethnic and racial group than is found overall in Novato's population. Each of these groups are overcoming a legacy of discrimination except for the group least likely to apply—high earning whites. Given the clients we serve, a new affirmative marketing plan is not needed. We will continue to market as we have been, though bilingual online efforts, our team of Latino Health Advocates, the public schools, and signage. We also continue to ensure that our services are culturally appropriate and effective; we are in the fourth year of implementing our agency-wide cultural competency plan that includes, among many things, at least two cultural competency trainings annually for all staff.

9) Approximately how many moderate, low, extremely low, and very low-income persons will directly benefit from the program/project? (Use the income level table in attachment A to estimate the income level of people served):

Low-Income	7
Very Low-Income	25
Extremely Low	68

\*Please note: The numbers cited in questions 9 and 10 reflect our childcare programs as a whole. If awarded \$15,000 from CDBG, approximately 8-10 youth will be served directly by CDBG childcare scholarships.

10) Estimate the demographics to be served by the program/project (see terms below):

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native	2	
Asian	13	
Black or African American	11	
Native Hawaiian or other Pacific Islander	2	
White	142	70
American Indian <i>and</i> White		
Asian <i>and</i> White		
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial	31	
TOTAL	100%	
Female-Headed Households (out of above total)	Cannot provide an estimate at this time.	

**PROJECT MANAGEMENT & FINANCIAL DATA**

11) If funded previously, list your past specific accomplishments/activities and goals of your organization/agency using CDBG/HOME funds. Did you meet these goals and accomplishments? Please describe:

The primary goal of our CDBG funding is to provide quality, affordable childcare that allows low-income families of protected classes to remain in the workforce so they are either stable or upwardly mobile. Very low- and Extremely low-income families often have access to State subsidized care. However, those families who are simply low-income (or who are very or extremely low-income but cannot access State assistance) need assistance, too, given the

extremely high cost of living in Marin. As well, many families who have received CDBG scholarships over the years, as is the case with one currently, are those who have been offered a job or promotion that increase their income. Unfortunately, this bump in pay makes still struggling families ineligible for receiving state subsidies. The bump can therefore be a financial penalty that results in a net decrease in take-home income. CDBG funding allows those families to continue to receive some help, though less than they were receiving, so that they actually benefit increased, though still modest, income.

Beyond supporting low-income families who are members of protected classes, our child development programs have a variety of goals and outcomes for all youth and families enrolled that vary according to age. Here are a few highlights from last year's programs:

- Middle School students participated in the 18 sessions of Second Step, an evidence based program that improves socio-emotional skills, and as a result, the group decreased their acceptance of harmful behaviors like physical violence, putdowns and isolating their peers by at least 25%.
- According to our parent survey, 86% of school age families said that morning and afternoon transportation services to and from school is the number one reason why they choose NYC as their childcare provider. A fleet of state of the art passenger vans makes the loop to and from the NYC to NUSD schools to ensure that students arrive at school—and parents arrive at work—on time.
- For our Early Care & Education children, one aspect of becoming ready to enter Kindergarten is having specific strategies to regulate feelings and behavior, becoming less reliant on adult guidance over time. According to our year-end development assessment, 70% of preschool children demonstrated they had reached a high level of new skills.

**12) If your agency received CDBG/HOME funds previously, please explain any remaining fund balance:** Not applicable.

**13) What is your experience with administering federal grant programs? For Housing and Construction projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements?**

We have been successfully implementing the CDBG grant since 1990, and we spent five years, from 2011-2016, successfully implementing the federal Drug-Free Communities Grant.

**14) Describe 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 Housing and Construction projects, list any entitlements that are necessary for the project:**

Ruthie Ament, NYC's Child Development Manager, oversees the childcare program. Ruthie has over eight years of experience managing and reporting on grants, and over ten years of experience managing child development staff. For CDBG, Ruthie receives assistance from Daniela Garcia, NYC's Case Manager, who income-qualifies families for to receive CDBG funding through a family certification interview using the CDBG income limits. (Families must notify us immediate if their income changes.) NYC's finance office uses both Excel and Abila MIP Fund Accounting software in support of the financial tracking and reporting.

**15) Project Budget: List the activities and/or items for your entire project budget including CDBG/HOME funds and all other funding sources.**

Please see the attached project budget. Please also note that 100% of CDBG funding would go directly toward childcare scholarships.

**16) For HOME projects: Please describe how you will meet the 25% match requirement?** Not Applicable.

**17) For HOME Projects are you a CHDO?** Not Applicable.

18) HOUSING AND CAPITAL ONLY: 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*) Not Applicable.

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	
Complete planning & environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete Construction	

19) Please sign and date your application below:

*Cheryl Paddock*

11/15/2017

*Signature*

*Date*

Attachments

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**POSTMARKS WILL NOT BE ACCEPTED**

NOVATO YOUTH CENTER  
CHILD DEVELOPMENT PROGRAM  
BUDGET FY19

	Budget	2017-18 Status	2018-19 Status
<b>INCOME</b>			
Fees	\$ 747,496.00	Partially committed	Uncommitted
Fees - CDE State	\$ 22,917.00	Partially committed	Uncommitted
Fees - CAM State	\$ 6,000.00	Partially committed	Uncommitted
Enrollment Fees	\$ 9,700.00	Partially committed	Uncommitted
Contract - State	\$ 241,397.00	Partially committed	Uncommitted
Contract- Food	\$ 33,000.00	Partially committed	Uncommitted
Contract - CAM	\$ 74,518.00	Partially committed	Uncommitted
Contract - CDBG	\$ 15,000.00	Partially committed	Uncommitted
Duckworth/Dixon Family Fund	\$ 30,000.00	Committed	Uncommitted
Marin Childcare Council	\$ 18,851.00	Committed	Uncommitted
Marin County Parks	\$ 10,500.00	Committed	Uncommitted
PG&E	\$ 10,000.00	Committed	Uncommitted
Grants - Other (Small)	\$ 21,250.00	Committed	Uncommitted
Contributions-Business	\$ 2,750.00	Committed	Uncommitted
Contributions-Rotary	\$ 2,000.00	Committed	Uncommitted
Fundraising - Events	\$ 40,707.00	Committed	Uncommitted
Fundraising - Campaigns & Individuals	\$ 38,633.00	Committed	Uncommitted
Total Revenues	\$ 1,324,719.00		
<b>EXPENSES</b>			
<b>Personnel</b>			
Salaries	\$ 807,835.00		
Payroll Taxes	\$ 76,307.87		
Childcare Benefits	\$ 14,200.00		
Health Benefits	\$ 59,011.52		
Workers Compensation	\$ 29,234.58		
<b>Nonpersonnel</b>			
Professional Services	\$ 3,000.00		
Computer Support	\$ 1,482.00		
Fingerprinting	\$ 500.00		
Fees- CAM	\$ 3,346.00		
Telephone Expense	\$ 4,000.00		
Printing and Copying	\$ 1,600.00		
Supplies	\$ 7,600.00		
Supplies - Food	\$ 45,610.00		
Supplies - Kitchen	\$ 4,000.00		
Supplies - Gym	\$ 600.00		
Supplies - Programs	\$ 887.00		
Travel and Transp.-Employee	\$ 400.00		
Travel and Transp. - FieldTrip	\$ 5,200.00		
Travel and Transp. - Van	\$ 20,582.00		

Advertising	\$ 1,275.00		
Marketing	\$ 800.00		
Dues & Fees	\$ 2,700.00		
Subscriptions/Books	\$ 7,600.00		
Professional Development	\$ 6,050.00		
Bad Debt Expense	\$ 3,000.00		
Other Misc.Bus. Exp.	\$ 725.00		
Capital Equipment	\$ 8,004.00		
Depreciation Expense	\$ 88,740.00		
Subtotal	\$ 1,204,289.96		
Overhead at 10%	\$ 120,429.04		
	\$ 1,324,719.00		