

## 2020-22 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATIONS

### Public Services Project Applications

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\* Planning area designations are subject to change.



Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

2. Organization (Fiscal Sponsor) General Information

Organization/Agency Name	10,000 Degrees
Mailing Address	1650 Los Gamos Dr. Suite 110 San Rafael, CA 94903
Website	10000degrees.org
Organization DUNS#	9 6 9 3 8 4 2 1 8
Executive Director/CEO	Kim Mazzuca
Email Address	kmazzuca@10000degrees.org
Phone	415-459-4240

3. Project General Information

Program/Project Name	Financial Aid Awareness and Completion Campaign
Program/Project Site Address	1650 Los Gamos Dr. Suite 110 San Rafael, CA 94903
CDBG/HOME Funding Amount Requested	\$30,000
Application Contact Person	Sbeydeh Viveros-Walton
Title of Contact Person	Director, Government and Community Relations

Email Address

sbeydeh.walton@10000degrees.org

Phone

415-526-5720

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

22

San Rafael

51

County Other

27

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
NA	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

10,000 Degrees is a leading college success non-profit in California, founded in 1981 in Marin County. 10,000 Degrees provides students with comprehensive wrap-around support, college and financial aid counseling, near-peer alumni coaching, scholarships and financial aid management. Our service areas include seven bay area counties: Marin, San Francisco, Sonoma, Napa, Contra Costa, San Mateo and Santa Clara serving over 10,000 students & families and 2,200 of our students are attending college nationwide. 10,000 Degrees provides on campus services in all Marin County high schools (including credit recovery/continuation high schools) and 100% of students are from low-income households.

Mission: To help students from low-income backgrounds get to and through college to positively impact their communities and the world.

Vision: We envision a world in which all children have equitable opportunities to realize their potential, regardless of race, ethnicity or socioeconomic background.

In Marin, our programs include a wide range of college access and success programming on every public high school campus, as well as College of Marin, increasing the college going and college completion rates for low-income students. For students and families we demystify and guide them through the college application and matriculation process through college knowledge workshops. For high school seniors and college students we ensure that they have the resources and support necessary to access the full range of free financial aid through our financial aid programming.

We serve over 450 high school seniors, 400 community college students, and 600 four-year college students in Marin county. An additional 4,000 students and family members receive college knowledge and financial aid information through community based workshops. We pair our need based renewable college scholarships with ongoing support through college graduation. Our work is driven by our near-peer Fellows - often program alumni who are trained and supported to provide direct service to students and families. This year we will award over \$4 million in college scholarships, \$2 million of which is awarded to 1,000 Marin students.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

The goal of the 10,000 Degrees Financial Aid Completion Initiative is to help high school seniors, community college

and 4-year college Marin students access free financial aid to alleviate the cost barrier to higher education. We dispel myths surrounding the costs and affordability of college and provide the hands-on assistance needed to fill out complicated federal forms, namely the Free Application for Federal Student Aid (FAFSA) and The California Dream Act application for undocumented students. 10,000 Degrees Fellows, recent college graduates, the majority of whom are alumni of our program, provide multilingual confidential support and assistance to students and their families. Fellows are from similar backgrounds to the students that we serve and deliver deep content expertise with cultural competence.

10,000 Degrees supports first generation college students, students of color, and students from low-income backgrounds. Additionally, we partner with school districts to ensure that all high school seniors have the help they need to complete the financial aid process.

A key element of the Financial Aid Initiative is “Financial Aid Week” which is comprised of the following activities that culminate in a Cash for College Night and take place at campuses:

1. Day-time information sessions for students
2. Evening information sessions for parents
3. In-class workshops for 12th grade students
4. Cash for College Night - culmination of financial aid week for students and parents to come together and make one last push to submit financial aid applications (FAFSA and Dream Act) by the March 2 deadline.
5. Follow up - Working closely with counselors and school staff, our teams provided targeted on campus support to follow up with each identified student to ensure that the students who most need support complete their financial aid processes.
6. Verification Support - Students from low-income households almost always are selected for a secondary process called “verification” which puts an extra burden of proof on families. 10,000 Degrees provides year round support to help students navigate this process to secure their financial aid.

10,000 Degrees has a proven track record in assisting students with FAFSA/DREAM Act completion. Since 10,000 Degrees began implementing Financial Aid Week in Marin County, we continue to reach the 80% financial aid completion marker for targeted students at two of the largest Marin County high schools that we work with: Novato and San Rafael. That represents a significant increase from years past, prior to 10,000 Degrees close collaboration with high schools, districts and community partners.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

Higher education is a recognized social determinant and directly influences other factors in life that contribute to holistic health such as being able to gain solid employment, accessing stable housing and the ability to make better personal choices. 10,000 Degrees focuses on low-income Marin County students to ensure that every educational door is open to every student. 10,000 Degrees serves underrepresented communities in Marin County (Latinx, African American, Homeless (McKinney-Vento high school students), Foster and justice-involved youth.

11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)

10,000 Degrees' service delivery model is inclusive at its core. Presentations, marketing and collateral materials are available in various languages. Additionally, our fellows who provide direct services such as mentoring and financial aid advising are bilingual.

12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)

Moderate-Income	<input type="text" value="0"/>
Low-Income	<input type="text" value="4,000"/>
Very Low-Income	<input type="text" value="0"/>
Extremely Low-Income	<input type="text" value="1,450"/>

13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)

10,000 Degrees verifies income by receiving referrals from the school districts on students that qualify for free and reduced lunch. For college students we verify income based on the Pell Grant eligibility set by the Dept. of Education and by the CA Student Aid Commission. We also assume that homeless, foster and justice involved youth are also low income.

14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native	0	
Asian	273	
Black or African American	273	
Native Hawaiian or Other Pacific Islander	0	
White		4,468
American Indian and White	0	
Asian and White	0	
Black and White	0	
American Indian and Black	0	
Multi-Racial	436	
<b>TOTAL</b>	<b>982</b>	<b>4,468</b>
Female-Headed Households (out of above total)		
Persons with Disabilities (out of above total)		

**PROJECT MANAGEMENT & FINANCIAL DATA**

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)

NA

16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

NA

17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements? (Please limit to 3000 characters.)

10,000 Degrees has an in-house fully staffed Finance Department with a staff member having managed federal funding at her previous place of employment. She is experienced in federal compliance and verification procedures. In addition, our Govt. Relations Director has experience in CDBG reporting requirements in a previous role with an East Bay City.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

Alex Stern, Marin County Program Director. Alex leads our programming work in Marin County for over 9 years and has implemented expansion of current programs new programs. He manages our service delivery arm for Marin and Sonoma County overseeing 20 staff members and 3 service programs.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

NA

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

NA

**22. For HOME projects, are you a CHDO?**

**23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	10KD-Marin_Public Service Project Budget_2020-02-04.xlsx	<b>Remove</b>
<b>Attach Org Budget</b>	FY20_Summary-10KD-budget-for-grants-applications.pdf	<b>Remove</b>
<b>Attach Miscellaneous</b>		<b>Remove</b>

<b>Signer Name</b>	Sbeydeh Viveros-Walton
<b>Signer Title</b>	Director, Government and Community Relations

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Sbeydeh Viveros-Walton , certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 10:22:55 GMT-0800 (Pacific Standard Time)

**Public Services Project Budget Template**

<b>Organization Name:</b> 10,000 Degrees
<b>Project Title:</b> College Access and Success Programs - Financial Aid Weeks

**Date:** 7/1/20 - 6/30/21

<b>INCOME:</b>	<b>Federal Grants Request</b>	<b>Other Funding Sources</b>	<b>In Kind</b>	<b>Total Proposed Project Income</b>
<b><u>Committed</u></b>				
<b>Foundations:</b>				
<i>(Add rows)</i>				
<b>Government:</b>				
<i>(Add rows)</i>				
<b>Corporations:</b>				
<i>(Add rows)</i>				
<b>Individual Contributions: (list total):</b>				
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<b>Other (specify):</b>				
<i>(Add rows)</i>				
<b>Subtotal, Committed Income</b>		\$ -	\$ -	\$ -
<b><u>Uncommitted</u></b>				
<b>Federal Grants Request</b>	\$ 30,000.00			
<b>Other Foundations:</b>				
		\$ 5,000.00		
<i>(Add rows to list other Foundations)</i>				
<b>Government:</b>				
<i>(Add rows to list other Government agencies)</i>				
<b>Corporations:</b>				
<i>(Add rows to list other corporations)</i>				
<b>Individual Contributions:</b>				
		\$ 19,943.40		
<i>(Add rows to list other contributions)</i>				
<b>Other (specify):</b>				
<i>(Add rows to list others)</i>				
<b>Subtotal, Uncommitted Income</b>	\$ 30,000.00	\$ 24,943.40	\$ -	\$ 54,943.40
<b>Other:</b>				
<b>Earned Income:</b>				
		\$ 2,500.00		

<i>(Add rows)</i>					
<b>Subtotal, Earned Income</b>		\$ 2,500.00		\$ -	\$ 2,500.00
<b>Grand Total Income</b>	\$ 30,000.00	\$ 27,443.40		\$ -	\$ 57,443.40

<b>EXPENSES (Add rows to list other expenses)</b>	<b>Federal Grants Request</b>	<b>Other Funding Sources</b>	<b>In Kind</b>	<b>Total Proposed Project Expenses</b>
<b>Personnel Expenses</b>				
Program Director (% FTE: 0.3%)		\$ 287.00		
Program Director (% FTE: 2.9%)		\$ 2,770.00		
Manager (% FTE: 0.7%)	\$ 469.00			
Manager (% FTE: 20.0%)	\$ 1,749.00	\$ 12,051.00		
Manager (% FTE: 0.6%)	\$ 427.00			
Manager (% FTE: 0.5%)	\$ 345.00			
Fellow (% FTE: 0.5%)	\$ 226.00			
Fellow (% FTE: 0.3%)	\$ 132.00			
Fellow (% FTE: 11.2%)	\$ 5,062.00			
Fellow (% FTE: 11.2%)	\$ 4,771.00			
Fellow (% FTE: 0.4%)	\$ 176.00			
Fellow (% FTE: 16.9%)	\$ 6,996.00	\$ 203.00		
Fellow (% FTE: 9.0%)	\$ 3,834.00			
<i>(Add rows)</i>				
Benefits (@ %: 23%)	\$ 5,563.00	\$ 3,522.00		
<b>Subtotal Salaries and Benefits</b>	\$ 29,750.00	\$ 18,833.00	\$ -	\$ 48,583.00
<b>Contracted Services</b>				
Professional Fees				
Project Consultant		\$ 597.00		
<i>(Add rows to list other contracted expenses)</i>				
<b>Subtotal Contracted Services</b>	\$ -	\$ 597.00	\$ -	\$ 597.00
<b>Direct Project Related Expenses</b>				
Rent		\$ 1,676.00		
Utilities				
Supplies		\$ 309.00		
Equipment		\$ 1,034.00		
Travel				
Professional Development		\$ 234.00		
Marketing				
Local Transportation		\$ 1,790.00		
Meals	\$ 250.00	\$ 235.00		
<i>(Add rows to list other direct project expenses)</i>				

<b>Subtotal, Direct Project Related Expenses</b>	\$ 250.00	\$ 5,278.00	\$ -	\$ 5,528.00
<b>Indirect Expense (specify % in column A below)</b>				
5.00%				\$ 2,735.40
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				\$ -
<b>Grand Total All Expenses</b>	\$ 30,000.00	\$ 24,708.00	\$ -	\$ 57,443.40



## FY20 Operating Budget

Revenue	
Institutional Support	<b>3,301,547</b>
Annual Campaign	
Major Gifts Campaign	<b>2,045,029</b>
Donations - General Fund	<b>620,406</b>
Total Annual Campaign	<b>2,665,435</b>
Other Revenues	
Events - Net of Direct Donor Benefits	<b>1,310,373</b>
Miscellaneous	<b>73,999</b>
Total Other Revenues	<b>1,384,372</b>
Scholarship Funding	<b>3,600,298</b>
<b>Total Revenue (Accrual Basis)</b>	<b>10,951,652</b>
Personnel, Operating & Program Expenses	
Personnel (Salary and Benefits)	<b>5,618,135</b>
Consultants	<b>507,804</b>
Direct Operating Costs	<b>1,164,584</b>
Other Expenses	<b>57,747</b>
<b>Total Personnel, Operating &amp; Program Expenses</b>	<b>7,348,270</b>
Scholarships Awarded (Net of Modifications)	<b>3,600,298</b>
<b>Total Expenses</b>	<b>10,948,568</b>
<b>Net Revenue Over/(Under) Expenses</b>	<b>3,084</b>



**Housing & Federal Grants Division**

**2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	Community Action Marin									
<b>Mailing Address</b>	555 Northgate Drive, Suite 201, San Rafael, CA 94903									
<b>Website</b>	www.camarin.org									
<b>Organization DUNS#</b>	9	8	3	2	5	3	9	2		
<b>Executive Director/CEO</b>	Jenifer Jayme									
<b>Email Address</b>	jjayme@camarin.org									
<b>Phone</b>	4155267517									

**3. Project General Information**

<b>Program/Project Name</b>	CAM Economic Opportunity and Safety Net Services									
<b>Program/Project Site Address</b>	555 Northgate Drive, Suite 201, San Rafael, CA 94903									
<b>CDBG/HOME Funding Amount Requested</b>	\$50,000									
<b>Application Contact Person</b>	Jenifer Jayme									
<b>Title of Contact Person</b>	Vice President of Development									



Email Address

jjayme@camarin.org

Phone

(415) 526-7517

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

30

San Rafael

30

County Other

40

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
Marin Health & Human Services (for peer mental health & homeless outreach)	\$2,767,616	X
NEOP Nutrition (for meals for children from low-income families)	\$8,000	X
Census 2020 Subgrant (not for this project per se)	\$30,000	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

Community Action Marin is the largest non-profit provider of services to low-income individuals and families in the county. Designated by the Marin Board of Supervisors as the county’s official antipoverty agency, our mandate is to eliminate the causes and consequences of poverty. Our mission: We make it possible for people to achieve well-being by providing the education, mental health, and vital services they need. Together, we break down the barriers that get in the way of fair and lasting change in service to better outcomes for all.

We are an independent 501(c)3 and part of the national network of over 1,100 Community Action agencies birthed from President Lyndon Johnson’s “War on Poverty” and the Economic Opportunity Act of 1964.

We serve over 5,000 clients yearly through Children & Family Services, Economic Opportunity, Mental Health and Safety Net services, with 300+ employees at 20 sites and a budget of \$20 million. Our programs facilitate pathways to opportunity, serving those living in poverty and homelessness, children, veterans, elderly, immigrants and non-English speakers.

We serve thousands of homeless individuals, families, and people who are precariously housed - sleeping on couches, doubled up with family, or teetering on the edge of homelessness, including women experiencing domestic violence. We navigate these people to local housing and community resources, and connect them to our own direct trauma-informed services, such as:

- Safety Net supports including emergency food boxes and small cash grants for urgent needs
- Economic Empowerment supports including financial, credit and job search coaching, tax preparation assistance, and help accessing public benefits such as MediCare and CalFresh.
- Free and low-cost child care, including all Head Start programs in Marin
- Mobile outreach and support through our CARE Homeless Outreach Team
- Mental Health support programs including peer support specialists, weekly support groups, and drop-in classes at our Enterprise Recovery Center

Among our direct services, we provide access to free and affordable early childhood education, creating a<sup>17</sup>home-

away-from-home for nearly 1,000 children every day through Head Start and Child Development Programs. We also administer the Chronicle's Season of Sharing program to help families cover unexpected financial emergencies so that they keep a roof over their heads or buy needed medical equipment, or fix a car so the breadwinner can get to work.

As the home of SparkPoint Marin, we provide free personal financial and credit coaching, housing navigation, MediCare counseling, and access to training and job opportunities.

We also provide care and connection to services for homeless men and women, and those living with mental illness through mobile outreach teams and peer mental health support services. We are a champion of the most vulnerable and a catalyst for change in the county and beyond.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

A grant of \$50K would enable us to provide immediate support to stabilize a larger number of homeless and precariously housed Marin residents through our Economic Opportunity and Safety Net programs. Specifically, half of your grant (\$25K) would enable us to expand our capacity by adding another "coach" to our staff, to provide clients with our trademark style of personal coaching (an empowering form of case management) and navigate them to housing, benefits, work, and stabilization supports. Your grant would complement committed funding from Capital One and United Way Bay Area to support the personnel cost.

In addition, half of your grant (\$25K) would be deployed for our Emergency Needs Fund, to provide flexible problem-solving funds for clients who are not eligible for other forms of assistance. There is a pressing unmet need among single adults under age 55, who often don't qualify for other types of assistance that target families, seniors, and those with several mental health issues. Your grant funds would complement the Chronicle Season of Sharing program, and enable us to provide direct small cash grants, rapid rehousing assistance, and temporary lodging vouchers to stabilize people we currently cannot help. Many are workforce-capable adults who can achieve self-sufficiency with timely assistance. These solitary men and women are equally in need, often suffering from traumas and physical ailments, often fleeing domestic violence.

Your grant would enable us to serve more of them through our existing "SparkPoint" Economic Empowerment program, which is underwritten by United Way Bay Area. Through this program, clients or "members" engage with a personal coach in regular private sessions for six months or more, to improve their life around self-identified goals including housing, finances, credit, access to public benefits, and job income. Our coaches provide a particularly empowering style of support, and expert navigation to available resources and benefits, and fast-track their access to our own direct services. Beyond connecting people to interim solutions, we give them a long-term continuum of support to help ensure affordable housing, child care, food, vocational training and job opportunities, and real hope for lasting self-sufficiency.

Demand for these services is high, and in recent years, we've seen a radical increase in the number of people who need extra support to stabilize their housing. Our coaches have maxxed-out caseloads and some have wait periods of a month or more for an appointment. We urgently need to add another coach, along with flexible rapid rehousing and emergency funds, to support the growing number of men and women experiencing a housing crisis. We anticipate your grant will enable us to help stabilize an additional 50 or more very low-income men, women and families who are homeless or precariously housed.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services**
- Children, Youth and Parent Services**
- Basic Health Services**

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

**Activities benefiting low and moderate-income persons. (LMI)**

**Activities benefiting low and moderate area. (LMA)**

**Activities which aid in the prevention or elimination of slums or blight**

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

This project will overcome patterns of segregation, foster inclusive communities and address significant disparities in housing needs and access to opportunity in a variety of ways:

1. Flexible Emergency Needs Funds help level the playing field and address the intergenerational cycle of poverty by providing marginalized people access to the kind of flexible additional resources for move-in deposits which people from more privileged backgrounds can often easily obtain from their family and friends.
2. The combination of Emergency Needs Funds and assistance from our coaches on landlord references and credit improvement, often enable marginalized individuals to secure market-rate housing in their choice of neighborhood, rather than being relegated to live in pockets of poverty which often accompany affordable housing developments.
3. Through programs based in Marin's concentrated areas of poverty in Marin City, San Rafael Canal, West Marin and Novato, and close partnerships with agencies located in each community, we proactively reach people in underserved communities, and provide them with access to vital supports from free child care to job training to help with a move-in deposit to secure housing.
4. Our personal coaches also provide disenfranchised people with access to greater social capital, with volunteer personal coaches serving as a trusted reference to landlords and employers.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

Community Action Marin will proactively outreach to engage people of diverse race, religion, gender identity, disability and other protected classes, through three primary mechanisms:

- 1) Our CARE Homeless Outreach Team of six staff roves the county daily in three vehicles, meeting vulnerable people wherever they are, based on tips from HHS and partner agencies and their own knowledge of encampments and gathering places. They find people in need of service and build trust by helping them in simple ways like wellness checks, food supplies, socks or sleeping bags, or transportation to a medical appointment, until they are receptive to accessing services. Once trust has been built, we connect people with services and supports to help them become housed and stabilized.
- 2) Season of Sharing and Continuum of Care Partners: We administer the Chronicle's Season of Sharing Fund in partnership with a network of Marin agencies, and regularly participate in Continuum of Care (CoC), Homeless Outreach Team (HOT), Coordinated Entry (CE) and Whole Person Care (WPC). We are voting members and active participants in the local Homeless Policy Steering Committee.
- 3) Census Partners: As co-lead agency for Census 2020 outreach to hard-to-count populations, alongside Canal Alliance, we've built new partnerships with a powerful and diverse network of agencies beyond those providing services for homeless, including Marin City CDC, Marin Interfaith Council, West Marin Community Services, Whistlestop and MCIL.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

Moderate-Income	40
Low-Income	78
Very Low-Income	82
Extremely Low-Income	94

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

Community Action Marin uses a variety of verification techniques to determine eligibility for different programs, depending on criteria shaped by the funder. We use federal and state guidelines for federally-funded Head Start, state-funded child development programs, federal energy assistance programs, and applications for CalFresh and MediCare.

Our Economic Empowerment coaching and Emergency Family Needs programs we use an intake process which accepts a variety of documentation on client incomes which may include a tax return and/or paystub.

For services to people experiencing domestic violence or homelessness, we presume benefits and do not require verification.

**14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.**

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native	3	
Asian	3	
Black or African American	50	
Native Hawaiian or Other Pacific Islander	6	
White	82	
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	150	150
<b>TOTAL</b>	<b>294</b>	<b>150</b>
<b>Female-Headed Households (out of above total)</b>	<b>206</b>	<b>123</b>
<b>Persons with Disabilities (out of above total)</b>	<b>88</b>	<b>53</b>

## PROJECT MANAGEMENT & FINANCIAL DATA

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

N/A

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

N/A

**17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements? (Please limit to 3000 characters.)**

Community Action Marin was born from a federal grant out of the Economic Opportunity Act of 1964, and brings a 50-year history of administering federal grants.

We currently manage over \$6M in Federal grants (including Head Start and the Community Services Block Grant), and bring deep experience in successfully meeting rigorous and complex government reporting standards. We have a strong track record of tracking metrics and successfully meeting rigorous government reporting standards for multiple programs delivered at multiple sites. Our provision of technical assistance has been tested through a variety of strategic partnerships, including efforts to alleviate poverty with county, higher-education, school district, and other community-based partners. We deliver a robust set of programs through federal, state, and county contracts including early childhood education, mental health and homeless outreach.

- Our agency's footprint spans all of Marin County. We have 20 program sites, including locations in Marin's four main pockets of poverty, and a robust roving homeless outreach team that has daily contact with individuals from hard to count populations. We are well practiced at tracking and reporting activities for all of those programs and sites.

- In addition, as part of the national Community Action network, we have access to an abundance of related expertise and resources through the national network of 1,100+ Community Action agencies.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

The program will be overseen by Laurel Hill, a seasoned executive with deep experience in civic and social services. She has worked at Community Action Marin for 29 years in various roles, including as a Program Manager, VP of Children and Family Services, and Deputy Director. Laurel has overseen all of the agency's adult- and family-serving programs including Peer Mental Health, Family Partners, Economic Opportunity and Central Kitchen, which collectively serve 1,500+ people yearly with a budget of \$4M+ and 45 staff. Laurel has extensive experience managing state- and federally-funded programs, and is particularly skilled at results-oriented outcome management, budget development and management, and outcome data collection and analysis. Born and raised in Marin County, Laurel has a passion for galvanizing the community to engineer local solutions to local conditions of poverty, and promoting maximum participation in civic life for those with low incomes. She earned her Bachelor of Arts from San Francisco State University.

Managing the program will be Heather Bettini, Director of Economic Opportunity. Heather brings strong program implementation expertise. In addition to successfully leading our Economic Opportunity program for four years, Heather lead a national pilot for the Center for Law and Social Policy and the American Association of Community Colleges. She has also worked with the United Nations Environment Program in several capacities in Kenya, Germany and South Korea. Heather was a Peace Corps Master's International student at the Middlebury Institute of International Studies at Monterey, where she earned a Master of Public Administration in International Management while serving as a Peace Corps Volunteer in Belize City, Belize. Heather earned a Bachelor of Science degree in

Social Sciences with a focus in Cross-Cultural Studies, and minors in International Relations and French, is proficient in French and Creole and has basic Spanish skills.

They are supported by a strong team of program staff who bring specialized relevant expertise in housing navigation, accessing public benefits, and local resources.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

N/A

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

N/A

**22. For HOME projects, are you a CHDO?**

**23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

**Attach Project Budget**

CDBG, CAM Econ Opp Safety Net Project Budget.xlsx

**Remove**

**Attach Org Budget**

CAM FY20 Budget - FINAL REVISED 10.24.19.pdf

**Remove**

**Attach Miscellaneous**

**Remove**

**Signer Name** Jenifer Jayme

**Signer Title** Vice President of Development

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Jenifer Jayme, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 13:16:36 GMT-0800 (Pacific Standard Time)



**Public Services Project Budget Template**

<b>Organization Name:</b> Community Action Marin
<b>Project Title:</b> CAM Economic Opportunity and Safety Net Services

Date:

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<b><u>Committed</u></b>				
<b>Foundations:</b>				
United Way Bay Area		\$ 247,000.00		\$ 247,000.00
Marin Community Fdtn		\$ 165,000.00		\$ 200,000.00
Chronicle Season of Sharing		\$ 392,000.00		
<i>(Add rows)</i>				
<b>Government:</b>				
<i>(Add rows)</i>				
<b>Corporations:</b>				
Capital One		\$ 20,000.00		
<i>(Add rows)</i>				
<b>Individual Contributions: (list total):</b>		\$ 15,000.00		
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<i>(Add rows)</i>				
<i>(Add rows)</i>				
<b>Subtotal, Committed Income</b>		\$ 839,000.00	\$ -	\$ 839,000.00
<b><u>Uncommitted</u></b>				
<b>Federal Grants Request</b>	\$ 50,000.00			
<b>Other Foundations:</b>				
WDB Workforce Accelerator		\$ 150,000.00		
<i>(Add rows to list other Foundations)</i>				
<b>Government:</b>				
<i>(Add rows to list other Government agencies)</i>				
<b>Corporations:</b>				
Bank of America		\$ 10,000.00		
<i>(Add rows to list other corporations)</i>				
<b>Individual Contributions:</b>				
<i>(Add rows to list other contributions)</i>				
<b>Other (specify):</b>				
<i>(Add rows to list others)</i>				

<b>Subtotal, Uncommitted Income</b>	\$ 50,000.00	\$ 160,000.00	\$ -	\$ 210,000.00
<b>Other:</b>				
<b>Earned Income:</b>				
(Add rows)				
<b>Subtotal, Earned Income</b>		\$ -	\$ -	\$ -
<b>Grand Total Income</b>	\$ 50,000.00	\$ 999,000.00	\$ -	\$ 1,049,000.00

<b>EXPENSES (Add rows to list other expenses)</b>	<b>Federal Grants Request</b>	<b>Other Funding Sources</b>	<b>In Kind</b>	<b>Total Proposed Project Expenses</b>
<b>Personnel Expenses</b>				
Executive Director (% FTE: 9%)		\$ 13,000.00		
Program Director (% FTE: 44%)		\$ 44,000.00		
Existing Program Staff (3 FTE)		\$ 240,000.00		
New/Added Program Staff	\$ 25,000.00	\$ 40,000.00		
(Add rows)				
Benefits (@ 20%)		\$ 67,400.00		
<b>Subtotal Salaries and Benefits</b>	\$ 25,000.00	\$ 404,400.00	\$ -	\$ 429,400.00
<b>Contracted Services</b>				
Professional Fees		\$ 5,000.00		
Project Consultant				
(Add rows to list other contracted expenses)				
<b>Subtotal Contracted Services</b>	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
<b>Direct Project Related Expenses</b>				
Rent		\$ 27,000.00		
Utilities				
Supplies		\$ 1,000.00		
Equipment				
Travel				
Professional Development				
Marketing				
Client Grants: Emergency Needs	\$ 25,000.00	\$ 392,000.00		
(Add rows to list other direct project expenses)				
<b>Subtotal, Direct Project Related Expenses</b>	\$ 25,000.00	\$ 420,000.00	\$ -	\$ 445,000.00
<b>Indirect Expense (specify % in column A below)</b>				
<b>10.00%</b>		\$ 42,000.00		\$ 87,940.00
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				\$ -
<b>Grand Total All Expenses</b>	\$ 50,000.00	\$ 871,400.00	\$ -	\$ 967,340.00

CAM

FY 2020 Budget - 10/24/2019

Summary Statement of Activities (000's omitted)

Figures in \$000s	Economic												Total
	EFN	LiHeap	Mental	Kitchen	Bolinas	CDP	Early Head	Head Start	Opportunity	Program	Fundraisin	Admin	
Revenues													
Government contracts	0	126	2,760	516	0	6,280	2,751	2,863	0	15,295	0	324	15,620
Grants income	392	0	105	0	0	28	0	443	447	1,415	17	195	1,627
In-Kind revenue	0	0	0	0	0	0	664	686	0	1,350	0	0	1,350
Contributions	0	0	0	0	0	0	7	53	13	73	0	0	73
Fundraising	0	0	0	0	0	0	0	0	0	0	258	0	258
Parent fees	0	0	0	0	28	420	0	0	0	448	0	0	448
Interest & dividends	0	0	0	0	0	0	0	0	0	0	0	60	60
Rental income	0	0	0	92	0	0	0	0	0	92	0	0	92
Program service fees	0	0	0	88	0	0	0	0	0	88	0	0	88
Other income	20	0	0	0	0	0	0	0	0	20	0	0	20
Gains on investments	0	0	0	0	0	0	0	0	0	0	0	0	0
Net assets released from restrictions	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Revenues</b>	<b>412</b>	<b>126</b>	<b>2,865</b>	<b>696</b>	<b>28</b>	<b>6,728</b>	<b>3,422</b>	<b>4,044</b>	<b>460</b>	<b>18,780</b>	<b>275</b>	<b>579</b>	<b>19,635</b>

Expenses

Salaries	14	33	1,485	176	125	3,197	1,682	2,322	297	9,332	108	1,145	10,585
Payroll taxes	1	3	114	13	10	245	129	178	23	714	8	88	810
Worker's compensation	0	0	9	5	5	106	43	65	2	234	0	8	242
Employee benefits	2	3	241	20	15	373	209	269	32	1,164	7	72	1,243
Client expenses	392	28	255	215	0	351	50	130	14	1,435	0	0	1,435
Professional fees	0	0	322	0	2	213	65	93	7	702	0	407	1,110
Contract services	0	35	0	0	(90)	877	13	(282)	1	554	0	0	554
Facility costs	0	0	0	2	0	10	20	13	0	45	0	7	52
Occupancy	0	6	129	37	5	403	116	129	29	854	0	92	946
Tools & small equipment	0	9	8	11	1	55	6	9	3	103	0	49	152
Equipment vehicle & maintenance	0	0	37	22	0	17	3	3	0	83	0	7	89
Building repairs & maintenance	0	0	5	12	5	293	39	117	0	471	0	12	483
Miscellaneous	0	1	1	6	(10)	51	57	0	1	109	0	83	192
Program supplies	0	0	8	44	1	57	29	55	1	194	0	2	196
Insurance	0	1	17	4	1	36	16	18	0	93	2	(2)	94
Employee development	0	0	33	0	0	5	19	17	10	83	0	28	111
Telephone	0	0	30	5	1	46	8	22	0	112	0	12	124
Travel	0	0	50	5	0	11	10	7	5	88	0	17	105
Depreciation	0	0	0	0	0	0	0	0	0	0	0	0	0
Printing & publications	0	2	4	1	0	2	3	2	2	15	0	14	30
Dues and Memberships	0	0	0	0	0	0	0	0	0	0	0	14	14
Interest	0	0	0	0	0	0	0	0	0	0	0	1	1
Office supplies	0	0	7	0	5	15	4	6	5	42	2	30	74
Equipment rental	0	0	1	0	0	1	0	0	0	1	0	1	2
Food service charge	0	0	0	0	0	51	11	27	0	88	0	2	90
Advertising	0	0	1	0	0	2	0	0	1	4	0	16	20
In-Kind Expense	0	0	0	0	0	0	664	686	0	1,350	0	0	1,350
Indirect cost allocation	2	5	263	27	19	507	255	245	45	1,368	15	(1,383)	1
<b>Total Expenses</b>	<b>412</b>	<b>126</b>	<b>3,021</b>	<b>605</b>	<b>94</b>	<b>6,923</b>	<b>3,451</b>	<b>4,130</b>	<b>478</b>	<b>19,240</b>	<b>143</b>	<b>721</b>	<b>20,104</b>
<b>Net Surplus/(Deficit) before Normalizat</b>	<b>(0)</b>	<b>0</b>	<b>(156)</b>	<b>92</b>	<b>(66)</b>	<b>(195)</b>	<b>(29)</b>	<b>(86)</b>	<b>(18)</b>	<b>(459)</b>	<b>132</b>	<b>(142)</b>	<b>(469)</b>
TRNA			156		38	196	3	45	18			25	481
<b>Net Surplus/(Deficit) Normalized</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>92</b>	<b>(28)</b>	<b>1</b>	<b>(26)</b>	<b>(41)</b>	<b>0</b>	<b>(459)</b>	<b>132</b>	<b>(117)</b>	<b>12</b>



**Housing & Federal Grants Division**

**2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	Covia Foundation									
<b>Mailing Address</b>	215 N. California Blvd, Ste 215, Walnut Creek, CA, 94596									
<b>Website</b>	www.covia.org									
<b>Organization DUNS#</b>	9	6	4	7	9	7	4	7	1	
<b>Executive Director/CEO</b>	Katharine Miller									
<b>Email Address</b>	kmiller@covia.org									
<b>Phone</b>	925-956-7393									

**3. Project General Information**

<b>Program/Project Name</b>	Home Match Marin									
<b>Program/Project Site Address</b>	851 Irwin St. Ste 200G, San Rafael, CA, 94901									
<b>CDBG/HOME Funding Amount Requested</b>	\$30,000									
<b>Application Contact Person</b>	Julie Hoerl									
<b>Title of Contact Person</b>	Development Manager									

Email Address

jhoerl@covia.org

Phone

925-956-7393

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

17

San Rafael

43

County Other

40

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
N/A	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

For over 50 years, Covia has been a leading Bay Area nonprofit provider of housing and services for older adults. Its mission is to promote positive aging by cultivating healthy and engaged communities with a continuum of innovative services that actively support intellectual, physical, emotional, spiritual, and social well-being. Covia serves nearly 16,000 seniors in seven Bay Area counties through its Community Services division, which focuses on addressing the needs of individuals who have very low-to-moderate income and are food insecure, suffering from social isolation, and/or have been priced out of the housing market, many at risk of displacement or experiencing homelessness.

Covia's unique Community Services include Market Day, offering fresh produce at wholesale prices, with two locations in Marin County; Well Connected, bringing seniors together by phone or on-line for support, creative engagement, and lifelong learning; Social Call, a friendly visitor program that matches volunteers with isolated seniors for companionship through in-person and phone visits; Senior Resources, which offers emergency funds, workshops, Alma Latina activities, and CalFresh support through the Margaret Todd Senior Center in Novato; and Home Match, bringing together those who need an affordable place to live with those who have a home or an apartment with extra room.

The Covia Foundation serves as the fundraising support organization for Covia Communities and community services programs.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

Home Match helps communities meet three important goals:

- Empower aging community members to stay in their chosen homes
- Create affordable places to live
- Build community engagement that combats social isolation

Home Match improves the lives of low-income individuals and communities of color by creating shared affordable housing, which provides economic stability for home providers and seekers alike. Home providers are generally older adults who live alone and are on fixed incomes; home seekers are diverse, many making minimum wage, and struggling in a prohibitive housing market. In Marin, Home Match rents range from \$100 to \$1,500 with an average of \$785. Home providers increase their income by an average of nearly \$800 per month, which helps them offset

other expenses. Of the home seekers who have been placed, 78% are extremely or very low income and 22% are moderate income. Since 2016, HM has made 110 matches in Marin, improving housing stability and quality of life for 203 individuals. In addition to fulfilling matches, HM staff has provided more than 1,573 individuals with housing and resource counseling.

HM staff complete an intake application for each participant, including a lifestyle questionnaire that seeks to understand a person's home-sharing goals, verify photo ID and income, and perform background checks. For home providers, staff also verify homeownership or permission to rent the room. Staff and matched participants meet in the home to negotiate a "Living Together Agreement," discuss house rules, and explore options for a performed service in exchange for even lower rent. Staff also offers on-going support for the life of the match.

Covia is seeking funding to complete 30 shared housing matches in Marin County in FY 20-21. This will help up to 65 individuals who are financially insecure or at risk of homelessness find sustained housing. It will also increase social connections and community. To achieve this goal, HM staff will conduct approximately 60-70 outreach activities, and expect to field approximately 850 inbound inquiries from home providers and seekers, leading to the enrollment of 250-300 participants.

Home Match staff mirrors the population it serves, with bilingual and bicultural staff. They are widely networked, publicizing the program through partnerships with senior centers, housing assistance organizations, home care agencies, and a variety of other local nonprofits. HM is also increasing its use of social media and online marketing to enable tech savvy seekers and providers to learn of the program.

Home Match benefits the Marin community by providing a means for older adults to remain in their homes and alleviate social isolation, also mitigating the fear and anxiety that comes from being financially insecure. Additionally, older adult participants receive the benefits of the full suite of Covia Community Services programs that increase social engagement, improve access to nutritious f

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services**
- Children, Youth and Parent Services**
- Basic Health Services**

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

Significant disparities and discrimination exists against racial and ethnic minorities in the Bay Area housing market. Social Security and minimum wage are not adequate to keep up with rising rent costs. Seekers are discouraged when referred to traditional affordable housing options, which have long untenable waitlists. Home Match is ideally suited to combat this legacy of exclusion.

Home Match typically serves a diverse population. Program data shows that for the four Bay Area counties where HM is operating (Marin, San Francisco, Contra Costa, and Alameda, primarily Fremont), approximately 63% of participants are people of color, 18% are immigrants, 61% are female, 19% identify as LGBTQ, and 30% of home providers live with at least one disability. In Marin, HM found that a high proportion of home seekers were at risk of displacement or had already been displaced, with 25% reporting that they were experiencing homelessness or were at risk of homelessness, and approximately 10% were in transitional housing.

In addition to those matched with housing, HM also connects hundreds of people annually to housing counseling and resources. HM also distributes a resource newsletter, with topics such as financial counseling and low-cost tech tools.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

Covia's services specifically target low-income and isolated populations. Staff ensure outreach to marginalized individuals by participating in events geared towards providing information and resources for low-income and immigrant populations and by including Home Match materials in partner newsletters and e-mail blasts. A large part of our efforts in Marin County are monthly workshops at Whistlestop, with whom we formerly shared office space, and Marin City Senior Center, where Covia offers its Market Day program. Home Match also provides community based organizations with educational materials about affordable housing options. Staff works with Marin Housing Authority and participate in health fairs and do presentations at libraries and housing workshops.

All Home Match materials are available in Spanish and Chinese. Covia's Multicultural Specialist provides information to approximately 1,200 individuals through the Bel Marin Newsletter, Alma Latina lunches, phone calls, and client drop-ins. Covia also participates in several tabling events, such as the Center for Volunteers and Non-profit Leadership, and the Novato Chamber.

HM uses a multitude of methods designed to publicize the program to an array of individuals, including older adults and their family members, caregivers, and other service providers. These methods range from social media, county publications, the Pac Sun, flyers, and newsletters, to working with local nonprofits. Additionally, HM staff collaborate with financial literacy and training organizations that work with low-income populations, such as SparkPoint and Community Action Marin. A network of volunteers, other nonprofit organizations, and public service agencies are also instrumental in helping Covia reach homebound adults.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

<b>Moderate-Income</b>	<input type="text" value="35"/>
<b>Low-Income</b>	<input type="text" value="80"/>
<b>Very Low-Income</b>	<input type="text" value="80"/>
<b>Extremely Low-Income</b>	<input type="text" value="80"/>



**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

Staff verify participants' household incomes during their intake appointments. All participants are requested to provide proof of income, which may include: most recent tax return, paystubs representative of the past three months, recent documentation of public benefits (such as a letter from the Social Security Administration), a signed offer letter for upcoming employment along with three months' proof of previous employment, and/or a profit & loss statement with three months' bank statement if self-employed. Staff review these documents to verify income history and status, and to project expected gross income over the next 12 months. This is recorded along with household size and type of household (single versus dual-headed household). For participants in a multi-person household, total household income is verified.

Staff document detailed notes of the proof of income provided, along with the verified gross household income amount, in participants' files. Participants are not referred for match opportunities until income verification is complete; previous to a match referral, staff also check in with participants on any changes to their income since last verified.

Income verification serves two primary purposes: budget counseling, wherein staff help seeker participants determine affordable maximum rent budgets based on their incomes and expenses, as well as program reporting, to demonstrate the populations served by Home Match.

**14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.**

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
<b>American Indian or Alaskan Native</b>		
<b>Asian</b>	12	
<b>Black or African American</b>	12	
<b>Native Hawaiian or Other Pacific Islander</b>	9	
<b>White</b>	215	14
<b>American Indian and White</b>		
<b>Asian and White</b>		
<b>Black and White</b>		
<b>American Indian and Black</b>		
<b>Multi-Racial</b>	27	14
<b>TOTAL</b>	275	28
<b>Female-Headed Households (out of above total)</b>	168	
<b>Persons with Disabilities (out of above total)</b>	83	

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

Our partnership with Marin Transit and Whistlestop continues to provide a shuttle bus for the residents at the Nova Ro Senior Apartments to take part in our Market Day and other programs in Novato. CalFresh enrollment assistance has continued apace, and 22 CalFresh applications have been completed this year. In addition, CalFresh EBT access continues to be utilized by our Home Delivered Grocery Programs and at our Market Days in Marin. The Home Delivered Grocery Program (HDGP) continues to serve Novato and San Rafael. Our Brown Bag Market, in partnership with San Francisco/Marin Food Bank, has supported over 260 unique individuals since July and consistently serve over 50 people each week. Our Novato Market Day program continues to run on the 1st and 3rd Wednesdays with average attendance of 65-70 people. The Marin City market started in July in partnership with the Marin City Senior Center. We have served an average number of 30-35 shoppers weekly. The Congregate Meal hosted at Margaret Todd served hot lunches to over 160 unduplicated diners. Our Yardwork volunteers have served 8 homes in Novato since April (the program runs from April through October).

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

Marin Senior Resources will have no remaining project funding balance by the end of the current grant period.

**17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements? (Please limit to 3000 characters.)**

Covia Foundation has received and successfully administered CDBG funds in past years as well as Title IIIb funds from the County of Marin to support Marin Senior Resources.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

HM Marin is a lean operation with two full-time staff --a Program Director and Program Coordinator --who is bilingual (English/Spanish) and bicultural. They both have strong cultural awareness and experience working with vulnerable populations.

The Director sets program, outreach, and partnership strategy, manages staff and key relationships, and works directly with home providers, matches, and provides mediation. The current Director has 13 years of experience in home care, matching clients with caregivers to ensure the highest quality of care.

The Coordinator is responsible for administrative functions, interviewing home seekers, and providing housing, financial and critical resource counseling. The current Coordinator has six years of experience in customer service, most recently at Whistlestop in San Rafael, where she participated in program planning and coordinated the day to day center operations and activities. HM also benefits from operations, financial, and other critical support from Covia's Community Services division and corporate office.

The Covia Vice President of Community Services works with the HM San Francisco Director who, in addition to leading HMSF, has been key in the strategic growth and expansion of Covia's Home Match Program. Staff are supported by Covia's Senior Director of Community Services, who offers guidance and direction pertaining to the day-to-day operations, including incorporating best practices from HM in all counties.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

N/A

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

N/A
-----

**22. For HOME projects, are you a CHDO?**

**23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	<input type="text"/>	<b>Remove</b>
<b>Attach Org Budget</b>	<input type="text"/>	<b>Remove</b>
<b>Attach Miscellaneous</b>	<input type="text"/>	<b>Remove</b>

**Signer Name**

**Signer Title**

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Julie Hoerl, certify that all information contained in this application to be true and accurate to the best of my knowledge.  
Signed: Fri Feb 07 2020 13:57:08 GMT-0800 (Pacific Standard Time)

Organization Name: Covia Foundation
Project Title: Home Match Marin

Date: 2/5/2020

INCOME:	Federal Grants Request		Other Funding Sources	In Kind
<b><u>Committed</u></b>				
<b>Foundations:</b>				
<i>(Add rows)</i>				
<b>Government:</b>				
<i>(Add rows)</i>				
<b>Corporations:</b>				
<i>(Add rows)</i>				
<b>Individual Contributions: (list total):</b>			\$15,000	
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<b>Other (specify):</b>				
<b>Covia</b>			\$129,692	
<i>(Add rows)</i>				
<b>Subtotal, Committed Income</b>			144692	0
<b><u>Uncommitted</u></b>				
<b>Other (specify):</b>				
<b>Federal Grants Request</b>	<b>\$30,000</b>			
<b>Other Foundations:</b>				
<b>San Francisco Foundation</b>			\$18,000	
<i>(Add rows to list other Foundations)</i>				
<b>Government:</b>				
<b>City of Mill Valley</b>			\$90,000	
<i>(Add rows to list other Government agencies)</i>				
<b>Corporations:</b>				
<b>Wells Fargo</b>			\$30,000	
<i>(Add rows to list other corporations)</i>				
<b>Individual Contributions:</b>				
<b>Subtotal, Uncommitted Income</b>			138000	0
<b>Other</b>				
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<b>Subtotal, Earned Income</b>			0	
<b>Grand Total Income</b>	<b>30000</b>		<b>282692</b>	<b>0</b>

EXPENSES (Add rows to list other expenses)	Federal Grants Request		Other Funding Sources	In Kind

<b>Personnel Expenses</b>				
Program Director (% FTE: 100)	\$30,000		\$52,000	
Program Coordinator (% FTE: 100)			\$62,000	
Outreach Coordinator (% FTE: 50)			\$32,000	
Intake Coordinator (% FTE: 50)			\$24,500	
Subtotal			\$170,500	
Benefits (@ %:22)			44678	
<b>Subtotal Salaries and Benefits</b>	30000		\$215,178	0
<b>Contracted Services</b>				
Professional Fees				
Project Consultant				
<i>(Add rows to list other contracted expenses)</i>				
<b>Subtotal Contracted Services</b>	0		0	0
<b>Direct Project Related Expenses</b>				
Rent			15000	
Utilities				
Supplies			8000	
Equipment			4900	
Travel			7700	
Professional Development			3000	
Marketing			13614	
Background screening			12000	
<i>(Add rows to list other direct project expenses)</i>				
<b>Subtotal, Direct Project Related Expenses</b>	0		64214	0
<b>Indirect Expense (specify % in column A below)</b>				
11.00%				
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
<b>Grand Total All Expenses</b>	30000		279392	0

**Covia Community Services Budget  
Income Statement  
Fiscal Year 2020**

	<b>Budget</b>	<b>FY</b>
	<b>2020</b>	
<b>Program Revenue/Grants/Donations</b>		
Market Day Revenue	215,000	
Market Day Grants	50,058	
Well Connected	185,000	
Alameda	8,900	
San Francisco	8,300	
Monterey	-	
Sonoma	20,500	
Contra Costa	7,400	
Santa Clara	6,600	
Marin	129,500	
Los Angeles	-	
Social Call	62,000	
Home Match - Marin	6,900	
Home Match - SF	229,100	
Home Match - Contra Costa	15,000	
Home Match - Fremont	38,700	
Foundation	2,414,314	
<b>Total Revenues</b>	<b>3,397,272</b>	
<b>Program Expenses</b>		
Admininstration	539,719	
Market Day	415,093	
Well Connected	550,500	
Alameda	141,497	
San Francisco	127,218	
Monterey	-	
Sonoma	171,877	
Contra Costa	64,169	
Santa Clara	145,343	
Marin	286,102	
Los Angeles	-	
Social Call	269,873	
Home Match - Marin	152,032	
Home Match - SF	268,643	
Home Match - Contra Costa	152,252	
Home Match - Fremont	112,954	
<b>Total Expenses</b>	<b>3,397,272</b>	



Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

Organization/Agency Name	Early Vibes Inc.
Mailing Address	PO Box 1251, Novato CA 94948
Website	earlyvibes.org
Organization DUNS#	8 3 1 4 6 3 1 8 2
Executive Director/CEO	Kessa Early
Email Address	earlyvibesinc@gmail.com
Phone	415.328.3535

**3. Project General Information**

Program/Project Name	The Turn
Program/Project Site Address	School Sites
CDBG/HOME Funding Amount Requested	\$25,000
Application Contact Person	Kessa Early
Title of Contact Person	Founder



Email Address

earlyvibesinc@gmail.com

Phone

4153283535

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

70

San Rafael

10

County Other

20

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
Marin Education Fund / Opportunity Grant	\$20,000	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc.**

Early Vibes Inc. provides the necessary support to help youth make positive lifestyle choices. One of the programs is called, The Turn. The Turn offers students who have received disciplinary infractions as an opportunity to attend the program as a form of restorative practices in lieu of suspension. The Turn primarily targets male youth to participate in group discussions led in partnership by a formerly incarcerated lead teacher who served 18 years in prison and a retired officer who owns a local security company that works with Novato Unified School District and San Rafael School District. Each program offered serves 10-18 students in middle and high school.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.**

The turn teachers lead group discussions, bring in guest speakers that offer mindful practices (mindful meditation), and cognitive behavioral therapy. During the circular group discussions, students receive direct support around current issues they are facing, reflecting on why they are making some of the choices that led them to this point. The program concludes with a visit to San Quentin Prison, where students talk with inmates serving a life sentence who share their own stories, encouraging the students to make better decisions, and lead positive, productive lives. Students learn meditation, mindfulness, growth mindset, and self-care.

Helping youth find their voice and learn positive ways to engage in the community benefits everyone!

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

Housing Support Services

Children, Youth and Parent Services

**Basic Health Services**

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

**Activities benefiting low and moderate-income persons. (LMI)**

**Activities benefiting low and moderate area. (LMA)**

**Activities which aid in the prevention or elimination of slums or blight**

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

NA

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.**

The Turn builds community and helps support youth to make better choices, stay focused on school, learn coping mechanisms that will help them throughout their life. Most students served qualify for free and reduced lunch, are currently or have been on probation. \$25,000 will pay for 4 groups ranging between 10-18 students, reaching a maximum of 72 students in middle school and high school.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

**Moderate-Income**

**Low-Income**

**Very Low-Income**

**Extremely Low-Income**

13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.)

NA - All students are served regardless of socio-economic background.

14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White		
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial		
TOTAL		
Female-Headed Households (out of above total)		
Persons with Disabilities (out of above total)		

**PROJECT MANAGEMENT & FINANCIAL DATA**

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.

NA

16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance.

NA

17. Describe your organization's experience with administering federal grant programs. For **Housing and Capital** (construction and renovation) projects, what experience do you have with complying with **Davis-Bacon** prevailing wage requirements?

NA

18. Describe who will supervise and manage the project and their past experience with project management.

Kessa Early has been the principal of an award-winning alternative education campus and successfully overseen multiple programs and their budgets for 14 years.

19. For **Housing and Capital** (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received.

NA

20. For **Housing and Capital** (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.

- Predevelopment
- Planning
- Cost Estimate
- Building

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

We have been completing grant applications.

22. For **HOME** projects, are you a CHDO?

23. For **Housing and Capital** (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

**Signer Name**

**Signer Title**

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Kessa Early, certify that all information contained in this application to be true and accurate to the best of my knowledge.  
 Signed: Tue Jan 14 2020 15:41:31 GMT-0800 (Pacific Standard Time)

**Public Services Project Budget Template**

<b>Organization Name:</b> Early Vibes Inc.
<b>Project Title:</b> The Turn

**Date:** 1/30/2020

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<b><u>Committed</u></b>				
<b>Foundations:</b>				
MEF - Opportunity Grant		\$ 20,000.00		
<i>Pollination Project</i>		\$ 1,000.00		
<b>Government:</b>				
<i>(Add rows)</i>				
<b>Corporations:</b>				
<i>(Add rows)</i>				
<b>Individual Contributions: (list total):</b>				
<b>Earned Income:</b>				
Russell & Kathy Ketron		\$ 250.00		
<i>(Add rows)</i>				
<b>Other (specify):</b>				
Classroom Space / On-site Teacher			\$ 1,500.00	
Volunteer Services			\$ 2,000.00	
<i>(Add rows)</i>				
<b>Subtotal, Committed Income</b>		\$ 21,250.00	\$ 3,500.00	\$ 24,750.00
<b><u>Uncommitted</u></b>				
<b>Federal Grants Request</b>	\$ 29,200.00			
<b>Other Foundations:</b>				
Marin County Probation Grant		\$ 15,000.00		
<i>(Add rows to list other Foundations)</i>				
<b>Government:</b>				
<i>(Add rows to list other Government agencies)</i>				
<b>Corporations:</b>				
<i>(Add rows to list other corporations)</i>				
<b>Individual Contributions:</b>				
<i>(Add rows to list other contributions)</i>				
<b>Other (specify):</b>				
<i>(Add rows to list others)</i>				

<b>Subtotal, Uncommitted Income</b>	\$ 29,200.00	\$ 15,000.00	\$ -	\$ 44,200.00
<b>Other:</b>				
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<b>Subtotal, Earned Income</b>		\$ -	\$ -	\$ -
<b>Grand Total Income</b>	\$ 29,200.00	\$ 36,250.00	\$ 3,500.00	\$ 68,950.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Personnel Expenses</b>				
Executive Director (% FTE: ____)				
Program Director (% FTE: ____)				
(Add rows)				
Benefits (@ %: ____)				
<b>Subtotal Salaries and Benefits</b>	\$ -	\$ -	\$ -	\$ -
<b>Contracted Services</b>				
Professional Fees	\$ 29,200.00	\$ 14,600.00		
Project Consultant				
(Add rows to list other contracted expenses)				
<b>Subtotal Contracted Services</b>	\$ 29,200.00	\$ 14,600.00	\$ -	\$ 43,800.00
<b>Direct Project Related Expenses</b>				
Rent				
Utilities				
Supplies				
Equipment				
Travel		\$ 2,943.00		
Professional Development				
Marketing		\$ 3,000.00		
Bus / Field Trips		\$ 6,000.00		
Insurance		\$ 500.00		
Incentive activities / food		\$ 6,974.50		
Participant Trans. Asst.		\$ 1,417.00		
Program Materials		\$ 4,000.00		
(Add rows to list other direct project expenses)				
<b>Subtotal, Direct Project Related Expenses</b>		\$ 24,834.50	\$ -	\$ 24,834.50
<b>Indirect Expense (specify % in column A below)</b>				
				\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				\$ -
<b>Grand Total All Expenses</b>	\$ 29,200.00	\$ 39,434.50	\$ -	\$ 68,634.50



# EARLY VIBES INCORPORATED

## Project Budget - income and expenses related to the execution of *The Turn*

Grant Period August, 2019 - July 31, 2020

### INCOME

Seed grant	\$	1,000
MCF contribution	\$	20,000
Rotary donations	\$	250
In-kind (classroom space, coordinator additional time)	\$	3,500
<b>Total Revenue</b>	\$	<b>24,750</b>

### EXPENSES

#### Subcontract Costs

PI Lead Instructor 1	\$	7,500
Retired Police Officer / Trainer	\$	7,500
PI Instructor 2	\$	3,750
Project Coordinator / Trainer	\$	8,750
Grant writer (\$30/hr. x 40 hours)	\$	1,200
Bookkeeper	\$	500
<b>Total Subcontract Costs</b>	\$	<b>29,200</b>

#### Other Expenses

Travel / mileage reimbursement	\$	1,962
Bus / field trips	\$	4,800
Insurance	\$	500
Incentive activities / food	\$	4,650
Participant transportation assistance	\$	945
Program materials	\$	4,000
Marketing materials	\$	3,000
<b>Total Other Expenses</b>	\$	<b>19,857</b>

#### Start-up Expenses

Website and logo design / domain	\$	1,717
Articles of Incorporation	\$	459
501c3 / Form SI-100	\$	513
Register for nonprofit with IRS	\$	600
Franchise tax fee	\$	800
Registered Agent fee	\$	159
Bank fees	\$	31
PO Box Rental	\$	154
Materials / books	\$	77
<b>Total Start-up Expenses</b>	\$	<b>4,510</b>

<b>Total Expenses</b>	\$	<b>53,567</b>
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<b>Total Requested</b>	\$	<b>51,930</b>
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More than survive,  
helping youth THRIVE!



**Housing & Federal Grants Division**

**2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	Fair Housing Advocates of Northern California									
<b>Mailing Address</b>	1314 Lincoln Ave., Ste. A									
<b>Website</b>	www.fairhousingnorcal.org									
<b>Organization DUNS#</b>	3	6	2	2	8	1	0	6	5	
<b>Executive Director/CEO</b>	Caroline Peattie									
<b>Email Address</b>	peattie@fairhousingnorcal.org									
<b>Phone</b>	(415)483-7552									

**3. Project General Information**

<b>Program/Project Name</b>	Fair Housing Counseling and Education									
<b>Program/Project Site Address</b>	1314 Lincoln Avenue, Suite A, San Rafael, CA 94901									
<b>CDBG/HOME Funding Amount Requested</b>	\$75,000									
<b>Application Contact Person</b>	Caroline Peattie									
<b>Title of Contact Person</b>	Executive Director									

Email Address

peattie@fairhousingnorcal.org

Phone

(415) 483-7552

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

24

San Rafael

42

County Other

34

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
Applying for Nonprofit Community Partners Program funds	\$20,000	X
<b>Add Row</b>		

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

The mission of Fair Housing Advocates of Marin (a division of Fair Housing Advocates of Northern California) is "to ensure equal housing opportunity and to educate our communities on the value of diversity in our neighborhoods."

FHAM provides the following services: (1) housing counseling for individual tenants and homeowners; mediations and case investigations; (3) referral of and representation in complaints to state and federal enforcement agencies; (4) intervention for people with disabilities requesting reasonable accommodations and modifications; (5) fair housing training seminars for housing providers, community organizations, and interested individuals; (6) systemic discrimination investigations; (7) monitoring Craigslist for discriminatory advertising; (8) education and outreach activities to members of protected classes on fair housing laws; (9) Affirmatively Furthering Fair Housing (AFFH) training and activities to promote fair housing for local jurisdictions and county programs; (10) pre-purchase counseling/education for people in protected classes who may be victims of predatory lending; and (11) foreclosure prevention.

In 2017-18, the organization served 1,657 clients (tenants, homeowners, social service providers, and advocates), a 22% increase from the previous year; provided counseling on 592 fair housing cases (a 26% increase), intervened for 89 reasonable accommodations granted (a 33% increase) of 97 (a 24% increase) requested for people with disabilities; funded 8 reasonable modification requests to improve accessibility for people with disabilities; investigated 71 rental properties for discriminatory practices, filed 15 administrative fair housing complaints (a 15% increase) and 1 lawsuit; garnered \$71,140 in settlements for clients and the agency; counseled 71 distressed homeowners and assisted homeowners in acquiring \$228,197 through Keep Your Home California programs to prevent foreclosure; educated 221 prospective homebuyers; trained 201 housing providers on fair housing law and practice (a 28% increase); reached 379 tenants and staff from service agencies through fair housing presentations and 227 community members through fair housing conferences (a 37% increase); distributed 4,185 pieces of literature; had 100 children participate in our annual Fair Housing Poster Contest from 10 local schools and 16 students participate in our first Fair Housing Poetry Contest from 11 local schools; and offered Storytelling shows about diversity and acceptance to 2,698 children attending 18 Storytelling shows.

FHAM provides free services to residents protected under federal and state fair housing laws in all its service areas (Marin County, Sonoma County, Santa Rosa, Fairfield, and Vallejo).

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

Please see description of services listed under #6, Organizational Overview, above; all are currently offered in Marin County and we propose to offer all but #11 (foreclosure prevention) again in 2020-21. As the only HUD-certified Housing Counseling Agency in the county, as well the only fair housing agency with a testing program in the county, Fair Housing Advocates of Marin (FHAM) provides free services to residents protected under federal and state fair housing laws. FHAM helps people address discrimination they have experienced, increasing housing access and opportunity through our advocacy as well as requiring housing providers to make changes in discriminatory policies. Historically, FHAM's fair housing services have been especially beneficial to Latinos, African-Americans, people with disabilities, immigrants, families with children, female-headed households (including survivors of domestic violence and sexual harassment), and senior citizens; approximately 90% of our clients are low-income. FHAM's education services are also available to members of the housing, lending, and advertising industry. Providing industry professionals with information about their fair housing responsibilities is another means by which FHAM decreases incidences of discrimination and helps to protect the rights of members of protected classes.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services**
- Children, Youth and Parent Services**
- Basic Health Services**

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

FHAM is committed to affirmatively furthering fair housing and implementing an AFFH plan that works to address and overcome the impediments to fair housing choice that exist in Marin County. Through its proposed project, FHAM will address its obligation to affirmatively further fair housing by operating a full-service fair housing center experienced in fair housing counseling, investigation and enforcement activities, and fair housing education and outreach.

With the proposed project for 2020-21 in Marin County, FHAM plans to address impediments to fair housing choice by engaging in the following activities. In addition, FHAM has much to offer the county with regard to expertise in matters relating to Marin County's Voluntary Compliance Agreement and the Department of Housing and Urban Development's ("HUD"'s) existing national mandate that jurisdictions receiving federal funds must Affirmatively Further Fair Housing (AFFH), particularly given the regulation issued by the HUD in July 2015 and the new rule that the current administration is proposing (draft rule released for comment January 2020). (See "ADDENDUM: AFFH Detail," for further description of FHAM's AFFH work in this regard, below.)

Virtually all of the agency's clients are among the protected classes, as that is an eligibility requirement to receive fair housing counseling services. Each individual seeking our services goes through intake to determine if they are members of a protected class and whether they have a fair housing issue; their case is assessed for the best approach based on the client's desired outcome, whether the alleged fair housing violation can be corroborated through testing, and other factors. Counselors advise clients of their options for seeking redress, which may include investigations and intervention/mediation, administrative complaints, or lawsuits. Therefore, members of protected classes are informed of their rights under federal, state, and local fair housing law, and agency staff attorneys and housing counselors represent protected class clients as needed throughout mediations, intervention, and/or the

administrative complaint process or lawsuits. In some cases, FHAM files an administrative complaint or lawsuit in order to change discriminatory policies of housing providers and effect change for protected classes. In addition, FHAM provides fair housing education to housing providers so they will understand their obligation to follow fair housing law and treat members of protected classes fairly; service providers for better referrals; and the community so that members of protected classes can better assert their fair housing rights and help disseminate this information to others. (Please also see “ADDENDUM: AFFH Detail,” below.)

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

Our agency reaches those least likely to apply for services through the following:

- Translating much of our literature into Spanish and some in Vietnamese;
- Continuing to advertise all programs/services in all areas of Marin, including the Canal, Novato, and Marin City, areas where Latinx and African-American populations are concentrated and live in segregated neighborhoods;
- Maintaining a website with information translated into Spanish and Vietnamese;
- Maintaining bilingual staff: currently we have 3 bilingual Spanish speakers who offer intake, counseling, education and outreach to monolingual Spanish speakers; in addition, we have a staff member who is bilingual in Mandarin and another in Portuguese;
- Maintaining a TTY/TDD line to assist in communication with clients who are deaf/hard of hearing
- Offering translation services in other languages when needed;
- Conducting outreach and fair housing and pre-purchase presentations in English and Spanish;
- Collaborating with agencies providing services to all protected classes, providing fair housing education to staff and eliciting help to reach vulnerable populations – e.g. Legal Aid of Marin, the Asian Advocacy Project, Canal Alliance, ISOJI, MCIL, Sparkpoint, the District Attorney’s Office, Office of Education, and the Marin Housing Authority.

(See also section under #7 above.)

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

<b>Moderate-Income</b>	<input type="text" value="8"/>
<b>Low-Income</b>	<input type="text" value="9"/>
<b>Very Low-Income</b>	<input type="text" value="17"/>
<b>Extremely Low-Income</b>	<input type="text" value="66"/>

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

FHAM’s clients self-report income. They have no incentive to give inaccurate information as FHAM provides services regardless of income level. In addition, income information is vetted in a number of ways – including but not limited to clients’ use of a Housing Choice Voucher; a severe disability limiting ability to produce income; the client being a mutual client of Legal Aid of Marin (which has income restrictions), and so forth. A number of FHAM’s clients are survivors of domestic violence or a person living with a severe disability.

Ultimately, FHAM follows the same model required by Legal Services Corporation regulations (45 CFR 1611.7(a)(1): [https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&n=45y4.1.3.11.12&r=PART&ty=HTML#se45.5.1611\\_17](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&n=45y4.1.3.11.12&r=PART&ty=HTML#se45.5.1611_17)), which provide that LSC recipients must make a “reasonable inquiry” into applicant income “in a manner which does not impair the attorney-client relationship.” Complying with such regulations should address any concerns about compliance with CDBG guidelines.

**14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.**

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
<b>American Indian or Alaskan Native</b>	2	0
<b>Asian</b>	11	0
<b>Black or African American</b>	42	4
<b>Native Hawaiian or Other Pacific Islander</b>	4	2
<b>White</b>	268	112
<b>American Indian and White</b>	4	2
<b>Asian and White</b>	0	0
<b>Black and White</b>	11	2
<b>American Indian and Black</b>	0	0
<b>Multi-Racial</b>	11	11
<b>TOTAL</b>	<b>353</b>	<b>133</b>
<b>Female-Headed Households (out of above total)</b>	193	84
<b>Persons with Disabilities (out of above total)</b>	210	60

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

During FY2018-19, FHAM counseled 393 tenants and homeowners in Marin County, screening clients for fair housing issues and providing referrals for non-fair housing clients or callers out of FHAM's service area. Of the households counseled, 211 alleged discrimination and were referred to an attorney or bilingual housing counselor for further assistance (e.g. receiving information on fair housing laws, interventions with housing providers requesting relief from discriminatory behavior, making 35 reasonable accommodation requests on behalf of disabled tenants, 4 referrals to HUD/DFEH and representation in administrative complaints). Though the complaints FHAM received were on every federal and protected basis, the fair housing administrative complaints filed with the Dept. of HUD or the California Department of Fair Housing and Equal Opportunity alleged discrimination on the basis of disability, race, national origin, gender, and familial status.

FHAM also conducted systemic race discrimination investigations as well as complaint-based testing, with testing for race, national origin, disability, gender, and familial status discrimination.

FHAM monitored Craigslist for discriminatory advertising, with the additional recently added protection for individuals using housing subsidies in unincorporated parts of Marin. FHAM notified 77 housing providers in Marin during the year regarding discriminatory language in their advertisements.

FHAM engaged in education and outreach efforts to reach individuals most likely to be victims of discrimination and least likely to contact FHAM, and also public and private providers to prevent discriminatory practices, through fair

housing training to housing providers (including MHA staff and Section 8 landlords), presentations to service providers and tenant groups, fair housing ads and e-blasts/social media posts, and literature distribution. FHAM also conducted pre-purchase education workshops in Spanish and English in collaboration with Marin Housing Authority to promote homeownership to low-income residents, covering topics such as preparing to buy a home, taking steps to homeownership, obtaining a loan, affordable housing programs, and predatory lending.

FHAM hosted the 2019 School Education Programs that included the Storyteller program (“The Colors of Diversity”), the Fair Housing Poster Contest, and the Poetry Contest, to celebrate diversity and promote respect in our schools and neighborhoods. The programs culminated in an Awards Ceremony to celebrate Fair Housing Month.

FHAM staff have undertaken advocacy and numerous activities to AFFH such as participating on the County’s AFH Steering Committee and engaging in legislative advocacy. (Please also see “ADDENDUM: AFFH Detail” for a more detailed description below.)

Additionally, FHAM produced and hosted two successful conferences in Marin, a Reasonable Accommodations/Modifications and a Fair Housing Conference.

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

Funds from previous years were fully expended. For the current year, we are on track to expend grant funds before the end of the fiscal year 2019-20 and have billed the County for approximately half the grant funding allocated after 6 months of grant work.

**17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements? (Please limit to 3000 characters.)**

FHAM has administered federal grant programs for decades, receiving funding directly from HUD annually, through the Fair Housing Initiatives Program since the 1990's and HUD's Comprehensive Housing Counseling Program since 2009. In addition, we have received funding from Marin County for decades, and CDBG funds from other jurisdictions since 2016, currently administering CDBG programs with Sonoma County and the cities of Santa Rosa, Fairfield, and Vallejo. We are familiar with HUD requirements on all aspects of grant administration, from personnel matters to billing and financial record-keeping and reporting.

FHAM does not employ construction workers; Davis-Bacon does not apply to FHAM's employees/contractors.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

FHAM's Executive Director, Caroline Peattie, with 32 years of fair housing experience and project management in Marin County since 2002, provides overall grant supervision as well as ongoing work with and in the county to affirmatively further fair housing. Supervising Attorney, Casey Epp, with 7 years fair housing experience and project manager on CDBG grants and HUD fair housing enforcement grant, supervises the housing counseling team and conducts fair housing training for the housing industry with assistance from other staff. Bilingual Education Director, Adriana Ames, with 25 years of fair housing experience and project manager on multiple grants including HUD fair housing education grant, supervises education and outreach activities, organizes fair housing trainings and events, and conducts pre-purchase counseling and education.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

N/A

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

N/A
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**22. For HOME projects, are you a CHDO?**

**23. For Housing and Capital (construction and renovation) projects, what is your 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	N/A
Complete planning and environmental review	N/A
Release bid package	N/A
Select contractor	N/A
Finalize contract	N/A
Obtain building permits	N/A
Start construction	N/A
Complete construction	N/A
	N/A



Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	Marin County '20-'21 budget proposal.xlsx	<b>Remove</b>
<b>Attach Org Budget</b>	Agency Budget FY '19-'20 for Marin County.xlsx	<b>Remove</b>
<b>Attach Miscellaneous</b>	ADDENDUM - AFFH DETAIL.pdf	<b>Remove</b>

**Signer Name**

**Signer Title**

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Caroline Peattie, certify that all information contained in this application to be true and accurate to the best of my knowledge.  
Signed: Thu Feb 06 2020 16:57:00 GMT-0800 (Pacific Standard Time)

**Project Budget Template**

<b>Organization Name: Fair Housing Advocates of Northern California</b>
<b>Project Title: Fair Housing Counseling &amp; Education</b>

**Date: Prepared 2/5/2020**

**Grant Period: 7/1/20 - 6/30/21**

<b>INCOME:</b>	<b>Federal Grants Request</b>	<b>Other Funding Sources</b>	<b>In Kind</b>	<b>Total Proposed Project Income</b>
<b><u>Committed</u></b>				
<b>Other Foundations:</b>				
Marin Community Foundation		26,500		26,500
<b>Government:</b>				-
				-
<b>Corporations:</b>				-
				-
<b>Individual Contributions: (list total):</b>				-
<b>Earned Income:</b>				-
				-
<b>Other (specify):</b>				-
				-
<b><i>Subtotal, Committed Income</i></b>	-	26,500	-	26,500
<b><u>Uncommitted</u></b>				
<b>Federal Grants Request</b>				-
Marin County CDBG	75,000			75,000
<b>Other Foundations:</b>				-
Marin Community Foundation		26,500		26,500
Wells Fargo Foundation		10,000		10,000
<b>Government:</b>				-
HUD/Fair Housing Initiatives Program - Education		38,194		38,194
HUD/Fair Housing Initiatives Program - Enforcement		100,000		100,000
<b>Corporations:</b>				-
				-
<b>Individual Contributions:</b>				-
				-
<b><i>Subtotal, Uncommitted Income</i></b>	75,000	174,694	-	249,694
<b><i>Other</i></b>				-

<b>Earned Income:</b>					-
					-
<b>Subtotal, Earned Income</b>					-
<b>Grand Total Income</b>	<b>75,000</b>		<b>201,194</b>		<b>-</b>
					<b>276,194</b>

<b>EXPENSES</b>	<b>Federal Grants Request</b>	<b>Other Funding Sources</b>	<b>In Kind</b>	<b>Total Proposed Project Expenses</b>
<b>Personnel Expenses</b>				
Executive Director (% FTE: <u>.15</u> )	15,894	17,918		33,812
Investigations Coordinator/Staff Attorney (% FTE: <u>.09</u> )	6,515	12,671		19,186
Intake Coordinator (% FTE: <u>.10</u> )	4,965	8,536		13,501
Education Director (% FTE: <u>.04</u> )	3,590	17,972		21,562
Staff Attorney (% FTE: <u>.09</u> )	5,164	12,278		17,442
Staff Attorney (% FTE: <u>.06</u> )	3,918	11,267		15,185
Investigations Coordinator/Bilingual Housing Counselor (% FTE: <u>.07</u> )	4,041	11,291		15,332
Supervising Attorney (% FTE: <u>.02</u> )	1,910	21,096		23,006
Benefits (@ %: <u>.1815</u> )	8,348	20,515		28,863
<b>Subtotal Salaries and Benefits</b>	<b>54,345</b>	<b>133,544</b>	<b>-</b>	<b>187,889</b>
<b>Contracted Services</b>				
Professional Fees (Bookkeeper/Accountant)	1,860	5,460		7,320
Professional Fees (Computer I.T. Support)	635	3,450		4,085
<b>Subtotal Contracted Services</b>	<b>2,495</b>	<b>8,910</b>	<b>-</b>	<b>11,405</b>

<b>Direct Project Related Expenses</b>				
Occupancy (Rent, Utilities, Maintenance)	3,880		12,770	16,650
Equipment (Telephone / Copier)	620		2,980	3,600
Marketing / Advertising / Printing	610		4,140	4,750
Supplies	155		740	895
Travel	134		514	648
Other (Software Svcs, Computer, Online Tools, Postage, Translation)			6,240	
<b>Subtotal, Direct Project Related Expenses</b>	<b>5,399</b>		<b>27,384</b>	<b>32,783</b>
<b>Indirect Expense (specify % in column A below)</b>				
<b>ICR = 23.48%</b>	<b>12,760</b>		<b>31,356</b>	<b>44,116</b>
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				-
<b>Grand Total All Expenses</b>	<b>75,000</b>		<b>201,194</b>	<b>276,194</b>

**FY '19/'20 - AGENCY BUDGET**

<u>Income</u>	<u>FY '19 / '20</u>	<u>Expense</u>	<u>FY '19 / '20</u>
Federal		Personnel Salaries & Wage Staff Payroll	589,875
HUD PEI	300,000	Personnel Payroll Taxes Staff Payroll Taxes	52,500
HUD EOI	125,000	Personnel Salaries & Wage Tester wages	6,850
HUD HC	20,000	Personnel Payroll Taxes Tester PR tax	650
Local Jurisdiction Grants		Personnel Employee Benef Workers' Comp Ins.	3,550
Sonoma County	70,000	Personnel Employee Benef Health Insurance	51,000
Marin Co CDBG	63,917	Personnel Employee Benef Travel Stipend	3,950
CAG grant revenue	53,563	Accounting Payroll Services	2,000
Fairfield	41,018	Accounting Accounting Services - CPA	9,300
Santa Rosa	36,000	Advertising	8,775
Marin Co - Other	20,000	Attorney Exp / Bar Dues	1,100
Vallejo	20,000	Computer/Software Services	3,435
Marin Co-Dispute Res	3,000	Dues and Memberships	400
Contract Revenue		Equipment Computer & Access. Purchases	800
PFI Revenue	40,000	Equipment Copier lease	4,300
HAP (25k, 27.5k, or 30k)	30,000	Equipment Postage machine lease	480
Corporate/Foundation Grants		Food, cards, staff aprec.	2,500
Union Bank	2,500	HAP pass thru expense	25,000
Bank of the West	5,000	HUD Sponsored Training	10,000
MCF - Legal	52,250	Insurance (Liability)	5,800
Wells Fargo	10,000	Interpreters/Translators	315
Special Events		Investigative Tools	350
FH conf. Sponsorship	20,000	Merchant/bank fees	250
Contributions		Occupancy Rent	37,875
Board Contributions	2,000	Occupancy Property Maintenance	6,000
Individual Contributions	5,000	Occupancy Utilities	2,850
Interest Income	125	Office Supplies	2,800
Miscellaneous Income	-	Outreach (Adobe Imaging)	200
Seminars/Training/Conf Registration	7,000	Photocopies / Printing	8,155
Settlement Income	-	Postage	1,475
<b>Total Income</b>	<b>926,373</b>	Poster Contest	3,250
		Postering	485
		Prof. Svcs - Bookkeeping	29,325
		Prof. Svcs - Computer IT support	9,985
		Prof. Svcs - Pension Admin	850
		Program Subcontractors	7,500
		Research Tool (Online)	995
		Seminar Costs	3,200
		Special Event (FH Conf.)	7,275
		Sponsorship / Donations	500
		Staff Development	1,000
		StoryTeller (Indep. Contr.)	4,000
		Telephone / Internet	4,000
		Testing Cellphone minutes	115
		Testing Tester Background Checks	325
		Testing Tester Training / Fees / Practice tests	1,050
		Testing Tester Travel/Reimbursements	6,150
		Travel - Local, Reimb.	2,250
			<b>924,790</b>
		<b>Projected Net Profit</b>	<b>1,583</b>

Housing & Federal Grants Division  
2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME  
PROGRAM APPLICATION FOR FUNDING

**Fair Housing Advocates of Marin**  
*A division of Fair Housing Advocates of Northern California*

**ADDENDUM: AFFH Detail**

**QUESTION #10: Furthering Marin’s Fair Housing Goals: AFFH Detail**

FHAM conducted the 2010 Analysis of Impediments to Fair Housing Choice (AI) for Marin County and provided input to the draft 2020 Marin County AI. With the proposed project for 2020-21 in Marin County, FHAM plans to address impediments to fair housing choice by engaging in the following activities.

In addition, FHAM has much to offer the county with regard to expertise in matters relating to Marin County’s Voluntary Compliance Agreement and HUD’s existing national mandate that jurisdictions receiving federal funds must Affirmatively Further Fair Housing (AFFH), particularly given the regulation issued by the Department of Housing and Urban Development (“HUD”) in July 2015 and the new rule that the current administration is proposing (draft rule released for comment January 2020). FHAM can assist policymakers to better understand their obligations under recent community redevelopment initiative aimed at promoting diverse, inclusive communities and overcoming the negative effects of segregation which began with the 2015 rule and how to navigate the changes between the 2015 and the new rule. FHAM can offer guidance to municipalities and affordable housing providers as policies change; FHAM’s Executive Director is part of a national AFFH Working Group. AFFH has historically been the focus of much of FHAM’s work; FHAM has presented an annual fair housing conference since 2015 to bring together advocates, policymakers, and community members to address how the county can address AFFH, including the nexus between fair housing, affordable housing, health, education, transportation, and employment. FHAM can offer information on the status of AFFH implementation and offer up-to-date guidance on the requirement of the Assessment of Fair Housing, or Analysis of Impediments, whichever is required of HUD in the coming years. The Executive Director will continue to serve on the county’s Assessment of Fair Housing Steering Committee during the coming year.

FHAM staff have undertaken advocacy and numerous activities to AFFH such as participating on the County’s AFH Steering Committee, supporting the passage of a fair housing source of income ordinance (protecting low-income residents with housing subsidies from discrimination) in many jurisdictions in Marin County, including Fairfax, Novato, San Anselmo, San Rafael, and unincorporated County from 2016-19 (through letter-writing, presentations, social media, and public comment). FHAM also successfully advocated for a similar state law, in place as of January 2020<sup>1</sup>. FHAM also successfully pushed for rent mediation and just cause eviction ordinances, in San Rafael, Fairfax, and unincorporated County, and advocated for a similar state law, in place as of January 2020<sup>2</sup>. Such outcomes measure FHAM’s efforts to further fair

<sup>1</sup> SB329

<sup>2</sup> AB1482

housing goals (e.g. meeting with representatives of jurisdictions, providing testimonials before elected officials, and educating the broader community about fair housing issues).

- FHAM will maintain an accessible office where residents can come to obtain fair housing and equal opportunity materials and participate in fair housing educational activities, as well as report and file complaints of suspected or perceived housing discrimination.
- FHAM will maintain its website and ensure that it details the advocacy, programs, counseling and complaint intake services offered to residents by FHAM.
- FHAM will utilize its Spanish language materials in the provision of all fair housing education/outreach services within the county and offer interpretative services to non-English speaking individuals who contact FHAM seeking assistance.
- FHAM will advertise, promote, and solicit responses from participants regarding the need for ASL and foreign language interpretation services in the provision of all fair housing education/outreach and enforcement services, and make ASL and foreign language interpretation services available at all events where prospective participants indicate a need for the interpretation services at least five days in advance of the event.
- FHAM will continue to implement its fair housing education and outreach program.
- FHAM will serve as an advocate and educational resource to local elected officials and municipal staff at all levels about the obligations of recipients of federal funds to affirmatively further fair housing.
- FHAM will make its staff available for guest speaker appearances on radio/television talk and feature programs, at conferences and workshops, when requested, and will disseminate fair housing literature through various methods as appropriate.
- FHAM will continue to monitor online housing advertisements and provide education and advocacy that discourages discriminatory advertising, statements, and practices in all forms.
- FHAM will counsel complainants who have encountered illegal discrimination of options available and provide assistance to complainants in filing administrative complaints as well as lawsuits, as appropriate.
- FHAM will maintain its testing program in the County, conducting testing upon receiving complaints as appropriate and in audits for housing discrimination. FHAM will be an organizational complainant and initiate administrative complaints and/or lawsuits as appropriate, based upon evidence gathered from testing or other investigations.
- FHAM will be a proactive advocate for the effective enforcement and utilization of the federal Fair Housing Amendments Act, the California Fair Employment and Housing Act, and HUD Guidelines and Recommendations that exist to discourage and eliminate housing discrimination based on any protected class.

- FHAM will counsel homeowners and loan applicants who may have experienced lending discrimination in violation of the Fair Housing Amendments Act, and provide foreclosure prevention intervention services to residents at risk of foreclosure or who are facing the loss of their primary residence due to imminent foreclosure when appropriate, as resources allow.
- FHAM will provide pre-purchase counseling/education to homebuyers so they can better identify fair lending violations and avoid predatory loans, as resources allow.

The above activities will help to overcome impediments to fair housing choice by protecting people in protected classes from discrimination in the housing market, increasing housing stability by fair housing advocacy and education for people from protected classes, and expanding housing options available to families by helping to ensure open, diverse, and equitable communities through continued outreach and enforcement.





**Housing & Federal Grants Division**

**2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	Family & Children's Law Center									
<b>Mailing Address</b>	1401 Los Gamos Dr., Suite 200 200									
<b>Website</b>	www.faclcmarin.org									
<b>Organization DUNS#</b>	7	9	4	0	1	2	9	2	2	
<b>Executive Director/CEO</b>	Abby Frost Lucha									
<b>Email Address</b>	alucha@facfc.org									
<b>Phone</b>	4154929230106									

**3. Project General Information**

<b>Program/Project Name</b>	Domestic Violence Legal Services for Low Income Families									
<b>Program/Project Site Address</b>	1401 Los Gamos Dr., Suite 200 200									
<b>CDBG/HOME Funding Amount Requested</b>	\$15,000									
<b>Application Contact Person</b>	Abby Frost Lucha									
<b>Title of Contact Person</b>	Executive Director									

Email Address

Alucha@faclc.org

Phone

415-492-9230

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

34

San Rafael

45

County Other

21

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
District Attorney	\$24,375	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

The Family & Children's Law Center (FACLC) enables children and families to enjoy a more successful future by helping them to navigate the legal system. We provide high-quality, low-cost legal services to children and families on matters ranging from domestic violence, family law, and Special Immigrant Juvenile Status. We are advocates for the needs and rights of children and serve all forms of families.

In 2019 FACLC went through an unexpected transition in leadership and program management. For this reason, we were only able to assist 357 new clients, which is lower than normal. FACLC now has new leadership and vision. Our client numbers continue to increase.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

CDBG funding is intended to help FACLC support 60 very low-income women in our county as they go public with a very private matter, Domestic Violence. The support of CDBG will allow us to assist these vulnerable clients in obtaining Domestic Violence Restraining orders providing protection for victims who have been threatened or harmed. Also protected are the children of these victims, many of whom are victims of violence themselves. To paraphrase a recent client, it is not an overstatement to say that your grant will directly help save our clients lives.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

Housing Support Services

**Children, Youth and Parent Services**

**Basic Health Services**

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

**Activities benefiting low and moderate-income persons. (LMI)**

**Activities benefiting low and moderate area. (LMA)**

**Activities which aid in the prevention or elimination of slums or blight**

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

This project does directly not resolve fair housing issues. However, obtaining Domestic Violence Restraining Orders for tenants affords victims additional protections pursuant to AB 2413.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

The Domestic Violence Legal Services for Low Income Marin County Families Project is critical to the well-being stability and functionality of the low income families in our community. Equal access to justice is a basic right that should be afforded to all, regardless of income level. Without the services of the Family and Children's Law Center, low income individuals will be left to navigate a complex and overwhelming legal system on their own, leaving them to fend for themselves to obtain domestic violence restraining orders, child custody and support orders, and other court orders that ultimately provide security for at risk families. Most self-represented litigants do not have the resources or knowledge necessary to successfully represent themselves in court. Many of the issues faced in family law courts can be volatile and have long standing repercussions and implications that can negatively impact families and children who are forced to proceed without legal representation.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

<b>Moderate-Income</b>	<input type="text" value="0"/>
<b>Low-Income</b>	<input type="text" value="5"/>
<b>Very Low-Income</b>	<input type="text" value="10"/>
<b>Extremely Low-Income</b>	<input type="text" value="40"/>

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

As this program applies only to battered spouses, there is a presumed benefit.

**14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.**

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
American Indian or Alaskan Native	1	
Asian	3	
Black or African American	3	
Native Hawaiian or Other Pacific Islander	0	
White	86	50
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	7	
<b>TOTAL</b>	<b>100</b>	<b>50</b>
Female-Headed Households (out of above total)	70	
Persons with Disabilities (out of above total)	20	

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

CDBG Funding has allowed victims of Domestic Violence to receive high quality, low cost legal services. The low income population is one with particular needs as they are disenfranchised due to low income, minimal resources and misinformation regarding the legal system. By providing low cost, high quality legal services the Family and Children's Law Center increases access to justice for a significant portion of the Marin County community, provides stability to families and children and safety for victims of Domestic Violence. By the end of the fiscal year, 95% of our clients reported feeling they were better prepared for court, and 96% of clients reported satisfaction with the results they received in their cases.

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

There are no funds remaining.

17. Describe your organization's experience with administering federal grant programs. **For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements? (Please limit to 3000 characters.)**

We have successfully administered CDBG and other federal grant funds in the past and are familiar with the data collection and reporting associated with said funding.

18. Describe who will supervise and manage the project and their past experience with project management. **(Please limit to 3000 characters.)**

This program will be supervised and managed by our Executive Director, Abby Frost Lucha, who is also a practicing attorney. Ms. Lucha will be assisted by Shawna Hoch, FACLC's Administrative Director, who has assisted managing the program for many years.

19. **For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

N/A

20. **For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

21. **For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

N/A

22. **For HOME projects, are you a CHDO?**

23. **For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	Copy of FACLC CDBG PS_Project Budget 2020-1.xlsx	<b>Remove</b>
<b>Attach Org Budget</b>	Copy of FACLC CDBG 2020 Agency budget.xlsx	<b>Remove</b>
<b>Attach Miscellaneous</b>		<b>Remove</b>

<b>Signer Name</b>	Abby Frost Lucha
<b>Signer Title</b>	Executive Director

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Abby Frost Lucha, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 11:04:09 GMT-0800 (Pacific Standard Time)

**Project Budget Template**

<b>Organization Name:</b> Family & Children's Law Center
<b>Project Title:</b> Domestic Violence Services for Low Income Families

Date: 02/06/2020

INCOME:	Federal Grants Request	Other Funding Sources	In Kind
<b>Committed</b>			
<b>Foundations:</b>			
Marin Community Foundation		5000	
(Add rows)			
<b>Government:</b>			
Marin DA Contract -OJP		24,375	
<b>Corporations:</b>			
(Add rows)			
<b>Individual Contributions:</b>			
(list total):			
<b>Earned Income:</b>			
(Add rows)			
<b>Other (specify):</b>			
<b>Volunteer Attorneys</b>			
75 hours @ \$100		29375	0
<b>Subtotal, Committed Income</b>			
<b>Uncommitted</b>			
<b>Other (specify):</b>			
<b>Federal Grants Request</b>	15,000		
<b>Other Foundations:</b>			
(Add rows to list other Foundations)			
<b>Government:</b>			
(Add rows to list other Government agencies)			
<b>Corporations:</b>			
(Add rows to list other corporations)			
<b>Individual Contributions:</b>		2000	
		2000	0
<b>Subtotal, Uncommitted Income</b>			
<b>Other</b>			
<b>Earned Income:</b>			
(Add rows)			
<b>Subtotal, Earned Income</b>			
<b>Grand Total Income</b>	<b>15000</b>	<b>31375</b>	<b>0</b>

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind
<b>Personnel Expenses</b>			
Executive Director 1.0%FTE	4,000	7500	
Senior Bilingual Atty 0.8%FTE	5,000	2000	
Bilingual Attorney 0.8% FTE	5,000	2000	
Receptionist 0.8% FTE	1,000	2500	
Admin Cord 0.2% FTE		1500	
Payroll Taxes		2,945	
Benefits (@ %: _____)			
<b>Subtotal Salaries and Benefits</b>	<b>15,000</b>	<b>18445</b>	<b>0</b>
<b>Contracted Services</b>			
Professional Fees			
Project Consultant			
(Add rows to list other contracted expenses)			
<b>Subtotal Contracted Services</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Direct Project Related Expenses</b>			
Accounting		950	
Bank Charges		510	
Conferences/MCLE		400	
Dues/Subscriptions		1200	
Fundraising		800	
Insurance		1500	
Miscellaneous		60	
Office Equipment		600	
Postage		560	
Printing/copying		1000	
Rent		7,500	
phone/Internet		550	
Supplies		1200	
<b>Subtotal, Direct Project Related Expenses</b>	<b>0</b>	<b>16830</b>	<b>0</b>
<b>Indirect Expense (specify % in column A below)</b>			
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>			
<b>Grand Total All Expenses</b>	<b>15,000</b>	<b>19645</b>	<b>0</b>



Family Children's Law Center  
Agency Budget 2019

<b>INCOME</b>		<b>EXPENSES</b>	
<b>Government</b>		<b>Personnel Expenses</b>	
Marin DA Contract -OJP	\$28,275	Executive Director 1.0%FTE	\$97,439
CDBG	\$10,000	Administrative Director 1.0%FTE	\$55,968
Marin County	\$20,000	Senior Attorney 1.0%FTE	\$76,587
<b>Earned Income - Fees for Service</b>		Bilingual Attorney 0.50% FTE	\$36,400
Client fees – Immigration	\$165,000	DOJ rep/Legal Assistant 1.0% FTE	\$42,900
Client Fees immigration	\$30,000	Receptionist 1.0% FTE	\$39,000
Attorney fee Awards	\$10,000	Payroll Taxes	\$27,600
<b>Grants - Foundation</b>		Fringe Benefits @ 18%	\$69,000
MCF	\$100,000	Grant Writer \$75/hr	\$2,500
MCF Immigration	\$16,250	Accounting	\$9,500
ACFLS	\$10,000	Bank Charges	\$5,100
Van Loben Sels	\$15,000	Conferences/MCLE	\$300
New Americans Campaign-Marin	\$16,000	Dues/Subscriptions	\$7,570
Get Ready Bay Area	\$1,500	Fundraising	\$8,000
AAML	\$1,500	Insurance	\$7,500
Maisin	\$15,000	Office Equipment	\$4,800
other new grants	\$57,350	Postage	\$5,600
Wells Fargo	\$5,000	Printing/copying	\$4,900
<b>Private Support</b>		Rent	\$64,068
Individual Contributions	\$40,000	phone/Internet	\$4,800
Private Support - Events	\$40,000	Supplies	\$9,400
<b>TOTAL INCOME</b>	<b>\$580,875</b>	<b>TOTAL EXPENSES</b>	<b>\$578,932</b>



Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

2. Organization (Fiscal Sponsor) General Information

Organization/Agency Name	The Hannah Project Partnership for Academic Achievement									
Mailing Address	3001 Bridgeway #422									
Website	www.thehannahproject.org									
Organization DUNS#	5	5	0	8	8	8	7			
Executive Director/CEO	Bettie Hodges									
Email Address	bettie@hannahprograms.org									
Phone	4158879740									

3. Project General Information

Program/Project Name	Hannah Freedom School									
Program/Project Site Address	9098 Cambridge Circle									
CDBG/HOME Funding Amount Requested	\$31,300									
Application Contact Person	Bettie Hodges									
Title of Contact Person	Executive Director									

Email Address

bettie@hannahprograms.org

Phone

4155772901

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato	10
San Rafael	20
County Other	70
<b>Total Percentage</b>	100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
NA	\$0	X
<b>Add Row</b>		

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

Founded in 2008, The Hannah Project Partnership for Academic Achievement is a community-based education and cultural organization located in Marin City, California. The mission of the Hannah Project is to boost the academic proficiency and college attendance of Marin City and other low income youth of color by working in partnership to promote a community culture that encourages achievement, celebrates heritage, and equips families and students with the knowledge, skills, and strategies to fulfill their dreams and ambitions. Leveraging culture and the arts to undergird its educational programming and advocacy efforts, the Hannah Project seeks to build community and promote the value of achievement among low income black and brown youth in in County as a whole. Our vision is to be a part of a community that values children, education, service, and culture and is committed to passing on these ideals to ensure intergenerational cohesion, vibrancy and success. Approximately 75% of our constituents including Freedom School families (170 households) are from Marin City and reside in either public housing or subsidized rental units in the community. The other 25% are low-income families of color from other parts of Marin who participate in Freedom School or other of Hannah's programs and who typically have some familial or past residency relationship to the community. Among these households, about 10% or 15-20 families are either homeless, living in transitional housing programs, or are in foster care placement. The Hannah Project programs are organized around four central pillars: Constituent Education , Leadership and Advocacy, Career Pipeline, and Cultural Respect and Appreciation. This approach is newly adopted and born of our 12 plus years of working to improve educational outcomes for children of color in Marin City who attend Sausalito Marin City and Tamalpais High School District schools. Our work is undergirded by two non-negotiable tenets: the belief in the in the intrinsic brilliance of the community's children; the need to build and maintain consistent, trusting, relationships with our students and their parents; and the mandate to embed culture knowledge and confront white supremacy in its institutional forms.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

The Hannah Project Partnership is seeking funding to support the Hannah Freedom School – a six week, full day literacy program aimed help students develop the skills, habits and mindsets to be academically successful.

Hannah Freedom School is the only full day academic program available to children in Marin City and nearby areas during the summer. It's success is demonstrated by two facts: independent evaluation that consistently show that

more than 92% of enrollees experience no summer reading loss and that 85% or more actually improve their reading by 1.2 years and its enrollment growth from an average of 50 students per year to 150 students in 2019. The Sausalito School District, Marin City Library, Marin City CSD, Bridge the Gap and others are partners in this effort .

The primary objectives of the 2020 Freedom School are to:

- Instill in children the intrinsic value of reading, high achievement, community service and social action.
- reduce summer reading loss
- improve student reading fluency and comprehension
- Encage parents in weekly family centered educational workshops

Freedom School 2020 will be housed at Bayside/MLK Academy in Marin City and will serve 150 students in grades K-8. The day starts with a raucous morning assembly, Harambee, followed by a mornings devoted to an integrated culturally based reading curriculum Freedom School not only promotes literacy and a love of learning among students, but offers visual and performance arts, sports, field trips, and STEM related activities in the afternoons.. All parents participate in weekly workshops that address parents' specific issues and concerns and equips them with information that helps them support their children's social, emotional and academic needs.

Students also receive two nutritious meals and a snack daily, as well as a book each week to build their home libraries.

HFC is staffed primarily by college students and recent college graduates who serve as multi-generational mentors and, instructional leaders. These Servant Leader Interns (SLIs) oversee . classrooms comprised of 10 students. The school is administered by a Site Coordinator, Counselor, and Project Director. These positions are filled by seasoned teachers and/or nonprofit executives. A little-known outcome of Freedom School has been its impact on our Servant Leader Interns (SLIs) – the college students that function as instructors. Of the 22 young people that have served as SLIs, nine of them have attained or are actively pursuing careers as teachers or educational administrators – creating a much needed pipe line of racially diverse educational professionals.

Freedom School attracts students from all over the county including Mill Valley Middle, Park, Venetia Valley, Bahia Vista, Hall, Lynwood, Hamilton and San Jose Middle. About 35% of the Freedom School enrollees are African American, 30% Latino, and the remainder are various ethnicities including Middle Eastern, South East Asia

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

The Hannah Project holds weekly parent meetings that serve as parent education, advocacy, and information. We will devote a portion of our parent meetings to the issue of fair housing and invite a speaker who can inform them on the their rledress if they feel they are being discriminated against by a landlord.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

The Hannah Project works directly with local schools to recruit students of low income who are not performing at grade level. We ask teachers to identify these students and we meet directly with the parents to introduce our program. We also use flyers, banners, posters and newspaper articles to advertise our program.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

**Moderate-Income**

10

**Low-Income**

75

**Very Low-Income**

50

**Extremely Low-Income**

15

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

We utilize school data that verify income including eligibility for free and reduced lunch and medical eligibility

14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native		
Asian	6	
Black or African American	60	
Native Hawaiian or Other Pacific Islander	6	
White	10	
American Indian and White		10
Asian and White		
Black and White	5	
American Indian and Black		
Multi-Racial	15	45
<b>TOTAL</b>	<b>102</b>	<b>55</b>
Female-Headed Households (out of above total)	93	
Persons with Disabilities (out of above total)	12	

**PROJECT MANAGEMENT & FINANCIAL DATA**

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)

NA

16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

NA

17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements? (Please limit to 3000 characters.)

The Hannah Project has not before received or administered a federal grant

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

The overall project is managed by the Executive Director, Bettie Hodges. She has been the director of the Hannah Project for more than 10 years and previously was a program officer for the Marin Community Foundation with oversight of its housing and community development program area. In these capacities she has managed budgets between \$100,000 and \$7,000,000 and has successfully overseen the Freedom School for the past 10 years. The day to day operations of the program are managed by site coordinators who have not yet been hired.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

NA

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

NA

**22. For HOME projects, are you a CHDO?**

**23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	Hannah Freedom School Budget 2020.pdf	<b>Remove</b>
<b>Attach Org Budget</b>	Hannah Org Budget2018.19.xls	<b>Remove</b>
<b>Attach Miscellaneous</b>		<b>Remove</b>

<b>Signer Name</b>	Bettie Hodges
<b>Signer Title</b>	Executive Director



**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Bettie Hodges, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 15:13:05 GMT-0800 (Pacific Standard Time)

**Public Services Project Budget Template**

<b>The Hannah Project Partnership for Academic Achievement</b>
Hannah Freedom School

Date:

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<b><i>Committed</i></b>				
<b>Foundations:</b>				
<i>(Add rows)</i>				
<b>Government:</b>				
Sausalito Marin City School District		20,000.00		\$ 20,000.00
<i>(Add rows)</i>				
<b>Corporations:</b>				
<i>(Add rows)</i>				
<b>Individual Contributions:</b>				
<b>(list total):</b>		50,000.00		\$ 50,000.00
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<b>Other (specify):</b>				
Mill Valley Rotary		4,000.00		\$ 4,000.00
<i>(Add rows)</i>				
<b>Subtotal, Committed Income</b>		74,000.00	\$ -	\$ 74,000.00
<b><i>Uncommitted</i></b>				
<b>Federal Grants Request</b>	31,300.00			
<b>Other Foundations:</b>				
Episcopal Impact Fund		\$ 15,000.00		\$ 15,000.00
<i>(Add rows to list other Foundations)</i>				
<b>Government:</b>				
<i>(Add rows to list other Government agencies)</i>				
<b>Corporations:</b>				
Westamerica		\$ 2,000.00		\$ 2,000.00
Bank of Marin		\$ 1,500.00		\$ 1,500.00
		\$ 50,000.00		\$ 50,000.00
<b>Individual Contributions:</b>				
<i>(Add rows to list other contributions)</i>				
<b>Other (specify):</b>				
Sausalito Rotary		\$ 5,000.00		\$ 5,000.00
<i>(Add rows to list others)</i>		\$ 73,500.00		\$ 73,500.00
<b>Subtotal, Uncommitted Income</b>			\$ -	\$ -
<b>Other:</b>				
<b>Earned Income:</b>				
Fundraiser		\$ 6,000.00		\$ 6,000.00
<i>(Add rows)</i>				82

<b><i>Subtotal, Earned Income</i></b>		\$ 6,000.00	\$ -	\$ 6,000.00
<b><i>Grand Total Income</i></b>	<b>31,300.00</b>	<b>\$ 147,500.00</b>	<b>\$ -</b>	<b>\$ 178,800.00</b>

EXPENSES (Add rows to list other expenses)		Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Personnel Expenses</b>				
Executive Director (% FTE: 10%____)		\$ 8,500.00		\$ 8,500.00
Program Director (% FTE: ____)		\$ 6,500.00		\$ 6,500.00
Servant Leader Intern @ 10 @ 4,500/ Intern	\$ 22,500.00	\$ 22,500.00		\$ 45,000.00
Site Coordinator @ 2@ 6,400/Site Coordinator		\$ 12,800.00		\$ 12,800.00
Administrative Assistance	\$ 1,800.00	\$ 2,000.00		\$ 3,800.00
(Add rows)				
Benefits (@ %: ____)				
<b>Subtotal Salaries and Benefits</b>	<b>\$ 24,300.00</b>	<b>\$ 52,300.00</b>	<b>\$ -</b>	<b>\$ 76,600.00</b>
<b>Contracted Services</b>				
CDF Sponsorship @ 285 per		\$ 42,500.00		\$ 42,500.00
Mental Health Professional		\$ 2,000.00		\$ 2,000.00
(Add rows to list other contracted expenses)				
<b>Subtotal Contracted Services</b>		<b>\$ 44,500.00</b>	<b>\$ -</b>	<b>\$ 44,500.00</b>
<b>Direct Project Related Expenses</b>				
Afternoon Activities		\$ 18,000.00		\$ 18,000.00
Field Trips/Admission		\$ 6,500.00		\$ 6,500.00
Field Trip/Bus Transportation	\$ 3,000.00	\$ 3,500.00		\$ 6,500.00
Local Training		\$ 1,800.00		\$ 1,800.00
Classroom materials, art supplies, games, equipment		\$ 1,200.00		\$ 1,200.00
Snacks		\$ 1,800.00		\$ 1,800.00
Special Dates: World Culture Day, Day of Social Action		\$ 1,000.00		\$ 1,000.00
Insurance		\$ 1,800.00		\$ 1,800.00
Parent Meeting and Meals, and Refreshments		\$ 1,800.00		\$ 2,000.00
Finale: programs, awards,		\$ 1,500.00		\$ 1,500.00
Travel/Training	\$ 4,000.00			\$ 4,000.00
Operating Reserve		\$ 10,000.00		\$ 10,000.00
(Add rows to list other direct project expenses)				
<b>Subtotal, Direct Project Related Expenses</b>	<b>\$ 7,000.00</b>	<b>\$ 48,900.00</b>	<b>\$ -</b>	<b>\$ 56,100.00</b>

<b>Indirect Expense (specify % in column A below)</b>				
				\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				\$ -
<b>Grand Total All Expenses</b>	\$ 31,300.00		\$ 145,900.00	\$ -
				\$ 177,200.00



**Hannah Project Organizational Budget  
FY 2018.19**

<u>Expenses</u>	Hannah Dream Maker Programs MBS/ Core programs	CDF Freedom School	SAGE Disrupting Racism	Dream Keeper Scholarship	Total Organizational Expense
<b>Staff salary and benefits</b>					
Executive Director	\$24,800.00	\$6,600.00	\$5,200.00	\$0.00	\$36,600.00
Administrative Assistant @ .75 FTE	\$9,540.00	\$9,368.00	\$2,000.00	\$1,368.00	\$22,276.00
Facilitators (2)	\$24,200.00	\$0.00	\$0.00	\$0.00	\$24,200.00
Program Coordinator	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00
Occupancy (rent and maintenance)	\$5,000.00	\$0.00	\$3,000.00	\$0.00	\$8,000.00
Insurance	\$660.00	\$660.00	\$660.00	\$60.00	\$2,040.00
Legal, accounting	\$300.00	\$300.00	\$300.00	\$600.00	\$1,500.00
Equipment	\$0.00	\$0.00	\$412.00	\$0.00	\$412.00
Printing and copying	\$240.00	\$320.00	\$500.00		\$1,060.00
Telecommunications/Internet	\$2,000.00	\$2,500.00	\$1,000.00	\$0.00	\$5,500.00
Travel and meetings	\$500.00		\$0.00	\$0.00	\$500.00
Marketing and advertising	\$300.00	\$500.00	\$500.00	\$0.00	\$1,300.00
Staff training/development	\$500.00	\$500.00	\$0.00	\$0.00	\$1,000.00
Contract services	\$4,800.00	\$0.00	\$0.00	\$0.00	\$4,800.00
Program Expense	\$5,000.00		\$1,000.00	\$0.00	\$5,000.00
Program Expense FSSchool	\$0.00	\$65,000.00	\$0.00	\$0.00	\$65,000.00
Scholarships	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
<b>Total cash expenses</b>	<b>\$89,840.00</b>	<b>\$85,748.00</b>	<b>\$14,572.00</b>	<b>\$7,028.00</b>	<b>\$197,188.00</b>
<b>In-kind</b>					
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total in-kind expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	\$0.00				
<b>TotalExpense</b>	<b>\$89,840.00</b>	<b>\$85,748.00</b>	<b>\$14,572.00</b>	<b>\$7,028.00</b>	<b>\$197,188.00</b>
<b>Revenue over Expenses</b>	<b>\$13,660.00</b>	<b>\$24,314.00</b>	<b>\$285.00</b>	<b>-\$1,728.00</b>	<b>\$36,531.00</b>



**Housing & Federal Grants Division**

**2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	House of Life Ministries									
<b>Mailing Address</b>	43 Terrace Dr Sausalito, Ca 94965									
<b>Website</b>	Lesiaknudsen.com									
<b>Organization DUNS#</b>	7	7	7	7	7	7	7			
<b>Executive Director/CEO</b>	Lesia Knudsen									
<b>Email Address</b>	lesia@lesiaknudsen.com									
<b>Phone</b>	415-505-2660									

**3. Project General Information**

<b>Program/Project Name</b>	Family First									
<b>Program/Project Site Address</b>	630 Drake Ave Sausalito, CA 94965									
<b>CDBG/HOME Funding Amount Requested</b>	\$22,000									
<b>Application Contact Person</b>	Lesia Knudsen									
<b>Title of Contact Person</b>	Director/CEO									



Email Address

lesia@lesiaknudsen.com

Phone

415-505-266-

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

10

San Rafael

30

County Other

60

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
0	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

House of Life Ministries (HOLM)  
MISSION: House of Life Ministries exists to bring hope and empowerment that results in community transformation  
HOLM reaches out to people of all cultures, generations and socio-economic standing in order to equip, launch and support individuals and families into their full potential, therefore making a positive impact on their community and family.

PROGRAMS:  
We Offer:

- Individual and group Life Coaching,
- Mentoring
- Consulting and support to organizations and faith-based ministries.
- Job readiness skills and employment coaching
- Parent, teen, and family coaching and classes
- Foster parent and foster youth coaching

all programs are designed to equip and empower individuals and families for personal growth and success.

NUMBER OF CLIENTS SERVED- We have served, coached, and mentored over 100 people; served, trained and empowered over 100 Resource (Foster) Parents. The recipients have been parents, teens in juvenile probation system and their parents, foster youth and Foster Parents.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

The Family First Project will create and build healthy family relationships between parents and youth between the ages of 12 to 18, any family identified as having family chaos or relationship challenges, or those parents/guardians desiring to be proactive in preserving their relationship with their teen.

Family First is a 9-month program designed to empower parents with culturally relevant parenting practices and tools to create strong relationships with their youth and introduce the concept of family meals to develop meaningful

connections between parent and youth.

Studies have shown that teens who share regular meals with their family

- feel more connected to their parents
- are typically less delinquent
- are less likely to engage in violent and harmful behavior
- interact less frequently with juvenile probation and law enforcement
- are more likely to be involved in positive social activities

Kidshealth.org, Childrentrends.org,

Family First is a program which includes weekly classes and support groups where participants will receive the tools to:

- Enhance and develop effective communication with their teen
- Learn to understand teens and their developmental and emotional stages
- Develop teen specific parenting skills
- Gain insights to causes of conflict in the relationship and possible solutions
- Practice Self-care
- Explore the concept of peaceful parenting

On the 4th week of every month, participants will invite their teen to participate in culturally diverse dining experiences with the goal of providing an opportunity for parent and teen to begin developing a relationship in a relaxing, non-stressful environment.

This program will be sustainable because of the camaraderie developed among the parents which will offer a peer support system among themselves using the new and effective parenting skills learned. Parents will receive a pre and post program survey to determine the effectiveness of the program and the growth of their relationship with their teen.

Benefits to the Community:

“As the family goes, so goes the nation and so goes the whole world in which we live.”

— John Paul II

The benefits of the Family First Program are:

- The emergences of a support network of parents who are empowered with effective parenting practices and tools and can share their knowledge with other parents to build stronger families and communities.
- Increased exposure to positive social activities among youth that facilitates a safer and more productive environment; decreased negative interactions with law enforcement
- Create more opportunities for higher education and financial security through reduced delinquency

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

**Housing Support Services**

**Children, Youth and Parent Services**

**Basic Health Services**

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

The Family First project will Affirmatively promote Fair Housing by providing youth and parents access to free services located within their community, therefore eliminating the need to look for services outside of their area and out of pocket costs.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

I have served over 20 youth who were in the Juvenile probation system, and their parents. Those I have served have been primarily Caucasian and Hispanic. I am currently serving 20 foster youth and foster parents and have trained over 100 Foster Parents. They are also primarily Caucasian and Hispanic. I have positively impacted both groups providing mentoring, coaching and training, which has improved family relationships, reduced recidivism, strengthened unstable foster homes and increased permanency. The populations I am not reaching are the African American population, those in the faith-based community, and individuals with physical challenges. I plan to reach these groups by:

- Reaching out to churches in Marin City and Marin County
- Attending and providing information at events that are held by faith-based organizations
- Reaching out to organizations serving low income and African American families
- Presenting information to schools with significant populations of African American students
- Providing additional information to Juvenile Probation leaders and staff
- Connecting with Marin Child and Family Services and providing information about the program
- Reaching out to organizations who work with parents with physical challenges

By continuing to make connections with various organizations and programs in Marin county, I will be able to increase the number of participants in this program. As the success of the Family First program grows, there will be an increase in the diversity of participants, therefore there will be greater opportunity for positive impact on families and the communities in which they live.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

Moderate-Income	<input type="text" value="1"/>
Low-Income	<input type="text" value="5"/>
Very Low-Income	<input type="text" value="8"/>
Extremely Low-Income	<input type="text" value="1"/>

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

Our organization does not currently verify income but will begin verifying income in the following ways:

- Checking Paystub
- Checking W-2 forms

Unless they are presumed benefit by HUD, abused children, battered spouses, the elderly adult persons with serous disabilities, homeless, illiterate and migrant farm workers.

**14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.**

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
American Indian or Alaskan Native		3
Asian		
Black or African American	9	
Native Hawaiian or Other Pacific Islander		
White	2	
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	1	
<b>TOTAL</b>	<b>12</b>	<b>3</b>
Female-Headed Households (out of above total)	8	2
Persons with Disabilities (out of above total)	3	1

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

I have not been previously funded.

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

Not previously funded, no remaining funds.

**17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements? (Please limit to 3000 characters.)**

We have not applied for federal grants in the past. I have received funding from Marin Child and Family Services and Marin County Juvenile Probation as an independent contractor. I have a very qualified team member who has years of experience administrating federal grant programs.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

The project will be managed by the program CEO, Lesia Knudsen and Janice Mapes our experienced consultant. Janice has been with the Marin City Fatherhood Council as the project coordinator since 2014 when they received their first grant under the San Francisco Foundation's FAITHS mini grants. In the last three to four, Janice has researched and procured funding in excess of \$100,000. Her basic duties as the project coordinator will entail the research and development of funding opportunities; providing reports to the grant administrator and implementing workshops for strategic planning meetings.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

0

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

0

**22. For HOME projects, are you a CHDO?**

**23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	2Family First Budget Submission 6 Feb 2020.xlsx	<b>Remove</b>
<b>Attach Org Budget</b>		<b>Remove</b>
<b>Attach Miscellaneous</b>		<b>Remove</b>

<b>Signer Name</b>	Lesia Knudsen
<b>Signer Title</b>	Director/CEO

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Lesia Knudsen, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 10:07:31 GMT-0800 (PST)

**Public Services Project Budget Template**

Organization Name: House of Life
Project Title: Family First

Date: 2/5/2020

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<b><u>Committed</u></b>				
<b>Foundations:</b>				
<i>(Add rows)</i>				
<b>Government:</b>				
<i>(Add rows)</i>				
<b>Corporations:</b>				
<i>(Add rows)</i>				
<b>Individual Contributions: (list total):</b>				
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<b>Other (specify):</b>				
<i>(Add rows)</i>				
<b>Subtotal, Committed Income</b>		\$ -	\$ -	\$ -
<b><u>Uncommitted</u></b>				
<b>Federal Grants Request</b>	\$ 22,000.00			
<b>Other Foundations:</b>				
<i>(Add rows to list other Foundations)</i>				
<b>Government:</b>				
<i>(Add rows to list other Government agencies)</i>				
<b>Corporations:</b>				
<i>(Add rows to list other corporations)</i>				
<b>Individual Contributions:</b>				
<i>(Add rows to list other contributions)</i>				
<b>Other (specify):</b>				
<i>(Add rows to list others)</i>				
<b>Subtotal, Uncommitted Income</b>	\$ 22,000.00			\$ 22,000.00
<b>Other:</b>				
<b>Earned Income:</b>				
<i>(Add rows)</i>				



<b><i>Subtotal, Earned Income</i></b>			\$ -		\$ -		\$ -
<b><i>Grand Total Income</i></b>	\$ 22,000.00		\$ -		\$ -		\$ 22,000.00

<b>EXPENSES (Add rows to list other expenses)</b>	<b>Federal Grants Request</b>	<b>Other Funding Sources</b>	<b>In Kind</b>	<b>Total Proposed Project Expenses</b>
<b>Personnel Expenses</b>				
Executive Director (% FTE: ____)	\$ 1,000.00			
Program Facilitator (% FTE: ____)	\$ 3,310.00			
Admin Assistant	\$ 800.00			
(Add rows)				
Benefits (@ %: _____)				
<b>Subtotal Salaries and Benefits</b>	\$ 5,110.00	\$ -	\$ -	\$ 5,110.00
<b>Contracted Services</b>				
Professional Fees				
Project Consultant	\$ 500.00			
Book Keeper	\$ 300.00			
(Add rows to list other contracted expenses)				
<b>Subtotal Contracted Services</b>	\$ 800.00	\$ -	\$ -	\$ 800.00
<b>Direct Project Related Expenses</b>				
Rent	\$ 1,600.00			
Utilities				
Supplies	\$ 4,650.00			
Equipment				
Travel				
Professional Development				
Marketing	\$ 840.00			
Outings/Events	\$ 5,700.00			
Transportation Support	\$ 2,200.00			
Training	\$ 1,100.00			
(Add rows to list other direct project expenses)				
<b>Subtotal, Direct Project Related Expenses</b>	\$ 16,090.00	\$ -	\$ -	\$ 16,090.00
<b>Indirect Expense (specify % in column A below)</b>				
				\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				\$ -
<b>Grand Total All Expenses</b>	\$ 22,000.00	\$ -	\$ -	\$ 22,000.00

# PLANNED EXPENS 4month projection



	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>EMPLOYEE COSTS</b>	\$ -												
Wages													
Benefits													
<b>OFFICE COSTS</b>													
Office lease			\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00							
Gas	none												
Electric	none												
Water	none												
Telephone			\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00							
Internet access	none												
Office supplies			\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00							
Security	none												
<b>MARKETING COSTS</b>													
Web site hosting			\$ 99.99	\$ 99.00	\$ 99.00	\$ 99.00							
Web site updates													
Collateral preparation													
Collateral printing													
Marketing events													
Miscellaneous expenses													
<b>TRAINING / TRAVEL</b>													
Training classes													
Travel costs													
<b>MONTHLY TOTAL</b>			\$ 799.00	\$ 799.00	\$ 799.00	\$ 799.00							



HOUSE OF LIFE MINISTRIES

02/06/2020

House of Life Ministries has been on hiatus since moving from Nevada and is currently non-operational. We have been operating as an independent contractor or on a volunteer basis. Prior to our relocation we were fully active and functional with a budget and organizational oversight and in good standing. The current grant request will be the reactivation of House of Life Ministries which will be fully overseen by our administrator. I have enclosed a four month projection of House of Life Ministries.

Lesia Knudsen

CEO, House of Life Ministries



Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

Organization/Agency Name	Jewish Family and Children's Services									
Mailing Address	P.O. Box 159004									
Website	www.jfcs.org									
Organization DUNS#	1	1	3	8	6	7	8	7	3	
Executive Director/CEO	Dr. Anita Friedman									
Email Address	AnitaF@jfcs.org									
Phone	415.449.1200									

**3. Project General Information**

Program/Project Name	Jewish Family and Children's Services, Skyview Day Club Financial Assistance Program									
Program/Project Site Address	70 Skyview Terrace, San Rafael, CA 94903									
CDBG/HOME Funding Amount Requested	\$30,000									
Application Contact Person	Danielle Shocron									
Title of Contact Person	Director of Institutional Giving									

Email Address

DanielleS@jfcs.org

Phone

415.449.1220

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

25

San Rafael

33

County Other

42

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
NA	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

Jewish Family and Children's Services exists to provide professional and volunteer services to develop, restore, and maintain the competency of families and individuals of all ages. Founded in 1850, JFCS is committed to providing the entire community with a comprehensive suite of research-based and high-quality programs. Last year, we delivered services to 80,000 individuals and families that reflect the full religious, linguistic, and ethnic diversity of our San Francisco Bay service area that includes San Francisco, San Mateo, Santa Clara, Marin and Sonoma Counties.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

Skyview Day Club is a social and memory wellness program offered to older adults in Marin County. At Skyview Day Club, individuals all along the memory loss spectrum--from early symptoms to those with more advanced dementia--enjoy exceptional daytime programming in a warm and welcoming community. Skyview Day Club offers a variety of fulfilling and enjoyable activities that help older adults stay connected to their community and increase brain fitness while providing their caregivers with much needed respite. Skyview Day Club programs are offered Monday to Friday and include: creative art and music programs; stimulating brain fitness games; lively group exercise; inter-generational programming; a delicious and nourishing lunch; and respite for caregivers. We offer all club member families access to caregiver support groups, workshops, and personalized tools and support from a dementia care specialist. We also provide free, confidential memory screenings to aid in early detection.

With a grant of \$30,000, we will provide financial assistance to 24 very low-income and extremely low-income older adults for Skyview Day Club's adult day care services for a total of 360 days of care, and 1,800 hours of respite for caregivers.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

Housing Support Services

Children, Youth and Parent Services

**Basic Health Services**

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

**Activities benefiting low and moderate-income persons. (LMI)**

**Activities benefiting low and moderate area. (LMA)**

**Activities which aid in the prevention or elimination of slums or blight**

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

There are approximately 4,000 adults living with dementia in Marin County--a number that is expected to double by 2040. Skyview Day Club has provided social and memory wellness services to these older adults in Marin County for forty-five years. During that time, we have established a strong reputation in the community for high-quality and accessible services. To ensure diversity of membership, Skyview Day Club membership is offered on a sliding scale rate so that no one is turned away for lack of funds. Free and confidential memory screenings provided by JFCS clinics throughout Marin County are also a strategy to reach and refer older adults from a variety of backgrounds to Skyview Day club for social and memory wellness services.

At Skyview Day Club, we also offer weekly excursions where club members explore destinations throughout the area in a friendly group setting--encouraging older adults to explore new places and sites.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

The goal of our Affirmative Marketing efforts are to let families, who would not typically access our services due to language and economic barriers, know about our services and make them accessible and culturally appropriate. To this end, we provide free and confidential memory screenings at community organizations and clinics throughout Marin County to connect with these older adults. We also use electronic marketing via our website and Facebook pages to reach a large audience, as well as, distributing printed materials at community organizations through Marin County, including: Marin Asian Advocacy Project; various public libraries; Albert Boro Community Center; Marguerita Johnson Senior Center; and Canal Alliance. Printed materials are distributed in both English and Spanish.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

**Moderate-Income**

**Low-Income**

**Very Low-Income**

**Extremely Low-Income**

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

Skyview Day Club clients are elderly persons with disabilities. We verify income by reviewing adjusted gross income on tax returns, and if a client does not file taxes, we also accept social security statements and/or bank statements to verify monthly income. We use the annual HUD income limits to determine who is low-income, very low-income, or extremely low-income.

**14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.**

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
<b>American Indian or Alaskan Native</b>		
<b>Asian</b>	3	
<b>Black or African American</b>	1	
<b>Native Hawaiian or Other Pacific Islander</b>		
<b>White</b>	20	
<b>American Indian and White</b>		
<b>Asian and White</b>		
<b>Black and White</b>		
<b>American Indian and Black</b>		
<b>Multi-Racial</b>		
<b>TOTAL</b>	24	
<b>Female-Headed Households (out of above total)</b>	20	
<b>Persons with Disabilities (out of above total)</b>	24	

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

Funding received from CDBG/HOME for the 2019-2020 year was used to provide financial assistance to 12 very low-income and extremely low-income older adults for adult day care services for a total of 180 days of care and 900 hours of respite for caregivers.

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

NA



**17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements? (Please limit to 3000 characters.)**

Jewish Family and Children's Services has extensive experience in administering government grant programs. Each fiscal year our organization operates government contracts and is in compliance with programmatic and fiscal requirements. Finally, JFCS' Skyview Day Club received a CDBG/HOME grant for the 2019-2020 fiscal year and remains in compliance for that contract.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

The project will be supervised and managed by Traci Dobronravova, Director of Seniors At Home. Traci has over 20 years of experience with managing projects that are funded by government contracts.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

NA

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

NA

**22. For HOME projects, are you a CHDO?**

**23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	Public Service Project Budget_JFCS Skyview_Send.xlsx	<b>Remove</b>
<b>Attach Org Budget</b>	FY1920 Total JFCS budget - send.pdf	<b>Remove</b>
<b>Attach Miscellaneous</b>		<b>Remove</b>

**Signer Name**

**Signer Title**

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Danielle Shocron, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 08:51:57 GMT-0800 (Pacific Standard Time)

**Public Services Project Budget Template**

Organization Name: Jewish Family and Children's Services
Project Title: Skyview Day Club

Date: 2/6/20

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<b>Committed</b>				
<b>Foundations:</b>				
<i>(Add rows)</i>				
<b>Government:</b>				
<i>(Add rows)</i>				
<b>Corporations:</b>				
<i>(Add rows)</i>				
<b>Individual Contributions: (list total):</b>		\$ 39,992		\$ 39,992
<b>Earned Income:</b>				
<b>Program Fees</b>		\$ 612,240		\$ 612,240
<i>(Add rows)</i>				
<b>Other (specify):</b>				
<i>(Add rows)</i>				
<b>Subtotal, Committed Income</b>		\$ 652,232	-	\$ 652,232
<b>Uncommitted</b>				
<b>Federal Grants Request</b>	\$ 30,000			\$ 30,000
<b>Other Foundations:</b>				
<i>(Add rows to list other Foundations)</i>				
<b>Government:</b>				
<i>(Add rows to list other Government agencies)</i>				
<b>Corporations:</b>				
<b>Alzheimer's Association</b>		\$ 1,600		\$ 1,600
<i>(Add rows to list other corporations)</i>				
<b>Individual Contributions:</b>				
<i>(Add rows to list other contributions)</i>				
<b>Other (specify):</b>				
<i>(Add rows to list others)</i>				
<b>Subtotal, Uncommitted Income</b>	\$ 30,000	\$ 1,600	\$ -	\$ 31,600
<b>Other:</b>				
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<b>Subtotal, Earned Income</b>		\$ -	\$ -	\$ -
<b>Grand Total Income</b>	\$ 30,000	\$ 653,832	\$ -	\$ <sup>108</sup> 683,832

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Personnel Expenses</b>				
Seniors At Home Director (0.03 FTE)		\$ 3,159		\$ 3,159
Program Director (1.00 FTE)		\$ 73,286		\$ 73,286
Community Outreach Mgr (0.03 FTE)		\$ 2,143		\$ 2,143
Activity Director (1.00 FTE)		\$ 36,021		\$ 36,021
Excursion Director (1.00 FTE)		\$ 36,021		\$ 36,021
Program Assistants (4.75 FTE)		\$ 135,152		\$ 135,152
Benefits (@ 29.3%)		\$ 83,870		\$ 83,870
<b>Subtotal Salaries and Benefits</b>	\$ -	\$ 369,652	-	\$ 369,652
<b>Contracted Services</b>				
Professional Fees		\$ 3,422		\$ 3,422
Project Consultant				
<i>(Add rows to list other contracted expenses)</i>				
<b>Subtotal Contracted Services</b>	\$ -	\$ 3,422	-	\$ 3,422
<b>Direct Project Related Expenses</b>				
Scholarships	\$ 30,000			\$ 30,000
Rent		\$ 41,006		\$ 41,006
Utilities		\$ 2,501		\$ 2,501
Supplies		\$ 66,686		\$ 66,686
Travel		\$ 75,200		\$ 75,200
Professional Development				\$ -
Marketing		\$ 1,200		\$ 1,200
Building Maintenance		\$ 11,340		\$ 11,340
Insurance		\$ 4,154		\$ 4,154
<b>Subtotal, Direct Project Related Expenses</b>	\$ 30,000	\$ 202,087	\$ -	\$ 232,087
<b>Indirect Expense (specify % in column A below)</b>				
		\$ 78,671		\$ 78,671
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				-
<b>Grand Total All Expenses</b>	\$ 30,000	\$ 653,832	\$ -	\$ 683,832

Jewish Family and Children's Services  
of San Francisco, the Peninsula, Marin and Sonoma Counties  
Prelim Annual Budget  
FY2019/2020

**SUPPORT AND REVENUE**

Contributed Revenue	\$13,463,471
Program Fees, Sales and Contracts	21,700,086
Endowment Income	1,232,333
Other Income	481,690

TOTAL REVENUE	<u>\$36,877,580</u>
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**EXPENSES**

Salaries and Fringe Benefits	\$27,053,874
Professional Fees	1,697,042
Supplies, Printing, Publicity	2,605,729
Telephone/Postage	352,717
Occupancy	1,044,526
Maintenance/Utilities/Insurance	1,430,141
Transportation, Meetings	952,992
Data Processing	530,428
Individual Assistance	1,083,426
Miscellaneous	126,096

TOTAL EXPENSES	<u>\$36,876,971</u>
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EXCESS (DEFICIT) OF REVENUE OVER EXPENSES BEFORE DEPRECIATION	<u><u>\$609</u></u>
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**Housing & Federal Grants Division**

**2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	Legal Aid of Marin										
<b>Mailing Address</b>	1401 Los Gamos Drive, Suite 101, San Rafael CA 94903										
<b>Website</b>	www.legalaidmarin.org										
<b>Organization DUNS#</b>	<table border="1"> <tr> <td>5</td> <td>2</td> <td>9</td> <td>1</td> <td>2</td> <td>5</td> <td>7</td> <td></td> <td></td> <td></td> </tr> </table>	5	2	9	1	2	5	7			
5	2	9	1	2	5	7					
<b>Executive Director/CEO</b>	Stephanie Haffner										
<b>Email Address</b>	shaffner@legalaidmarin.org										
<b>Phone</b>	415 492-0230 x 108										

**3. Project General Information**

<b>Program/Project Name</b>	Keeping Marin Residents in their Homes
<b>Program/Project Site Address</b>	1401 Los Gamos Drive, Suite 101, San Rafael CA 94903
<b>CDBG/HOME Funding Amount Requested</b>	\$40,000
<b>Application Contact Person</b>	Stephanie Haffner
<b>Title of Contact Person</b>	Executive Director

Email Address

shaffner@legalaidsmarin.org

Phone

415-492-0230 x 108

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

20

San Rafael

50

County Other

30

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
Unknown at this time, pending renewal of \$25,000-\$30,000 Area Agency on Aging services for seniors.	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

Legal Aid of Marin's mission is to provide access to the civil justice system to low-income, vulnerable and otherwise underserved residents of Marin County. We strive for practical solutions to client problems through quality legal service.

Founded in 1958, Legal Aid of Marin (LAM) provides low income residents of Marin County with direct representation, pro per assistance, pro bono services, outreach, policy advocacy and serves their interests through impact litigation. Our work with Marin County seniors and low-income residents improves social justice, economic equity and opportunity, assures due process and equal protection of the law, and assists in resolving legal disputes.

Our core programs include:

~HOUSING: eviction defense, habitability complaints, tenant education and organizing, security deposit recovery, homelessness prevention. This is the project for which CDBG funding is requested.

~EMPLOYMENT: wage theft, minimum wage, overtime and break enforcement, employment discrimination, wrongful termination, retaliation, improper payroll deductions.

~SENIOR LEGAL SERVICES: legal services targeted toward seniors, including housing, employment, wills and estates, consumer protection, and protection from financial elder abuse.

~MARIN PRO BONO NETWORK: an innovative collaborative founded by Canal Alliance and LAM that provides high-quality volunteer opportunities to pro bono lawyers, and in turn increases the amount of legal services representation available to low-income clients in Marin.

~MARIN COMMUNITY COURT: a restorative justice court that allows Marin residents to eliminate fees for poverty-related civil infractions such as camping, jaywalking, and parking tickets.

LAM staff provide bilingual intake and services in English and Spanish. Language accessible services are available in additional languages through our network of pro bono volunteers. We also work collaboratively with other community agencies including the Marin County Superior Court, North Marin Community Services, Canal Alliance, West Marin Community Services, Saint Vincent de Paul, and other Community Based Organizations that serve diverse client communities in Marin.



In 2019, LAM's legal team assisted over 1600 people in over 800 cases. Major case areas include housing (42%), employment (13%), individual rights (community court) (22%), and senior legal issues (wills & estates) (15%).

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

Marin County's rental crisis continues to escalate. In 2019, Marin again tied with San Francisco and San Mateo counties for Number 1 in the annual National Low Income Housing Coalition "Out of Reach" study. Here, the hourly wage necessary to afford an average two bedroom apartment is \$60.96. Each time someone loses the struggle against eviction, becomes homeless or is forced to leave, the community loses the dignity and diversity that gives it its spirit. LAM helps ensure that low-income people in the community meet this most basic need and are able to stay in Marin County.

In our Housing project, "Keeping Marin Residents in their Homes," LAM staff help clients preserve scarce affordable housing, address management issues, secure needed repairs to poor housing conditions, and head off unlawful and retaliatory rent increases and evictions. LAM is the civil legal services office that serves low-income and senior Marin tenants. Housing cases, primarily involving renters, represent approximately 42% of the case work LAM staff members handle.

For Marin tenants, the legal landscape is complex. The County of Marin, San Rafael, Novato, and Fairfax each have enacted new renter protections in the last five years. Meanwhile, as of January this year (2020), the California Tenant Protection Act (AB 1482) caps rent increases and forbids no-cause evictions in many, but not all rental homes. By accessing skilled legal knowledge, Marin renters may both understand and secure the benefits of these new laws.

LAM's CDBG-supported Housing activities include:

~Every week, Legal Aid of Marin hosts walk-in clinics at our office staff members and volunteers interview clients facing eviction, help them evaluate and understand their options, and take action. Additional clinics are held by appointment co-located with partner Canal Alliance, and, we anticipate, North Marin Community Services in Novato as well as in Marin City.

~Every other Thursday afternoon Legal Aid of Marin staffs a "Mandatory Settlement Conference" with the Marin Superior Court offering tenants and landlords the opportunity to work out a settlement before they would go to trial in an eviction case. In many cases, the best option is to negotiate keeping the family in their current location, or alternatively to negotiate for time and funds to enable a family to secure as smooth a transition as possible to alternate housing and protect the family's credit. Legal Aid of Marin recruits the pro bono volunteer attorneys who help negotiate, and our staff members are present to support volunteers and assist in negotiations.

In FY 2020-21, we will serve approximately 700 people in 350 cases through walk-in clinics and community-based clinics, and approximately 95 individuals through Court-based Mandatory Settlement Conferences. We will reach over 500 more people through community outreach about housing laws and Legal Aid of Marin services.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

**Housing Support Services**

**Children, Youth and Parent Services**

**Basic Health Services**

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

**Activities benefiting low and moderate-income persons. (LMI)**

**Activities benefiting low and moderate area. (LMA)**

**Activities which aid in the prevention or elimination of slums or blight**

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

The project will affirmatively further fair housing by improving and protecting housing access for members of protected classes in Marin, including immigrants, African American residents, persons with disabilities, and families with children. It will affirmatively help diverse individuals to live in Marin.

Many tenant housing issues are difficult to solve, as they are overwhelmingly rooted in lack of housing supply and vast income disparities between rich and poor in Marin County. Access to expert legal advice and representation helps historically disadvantaged individuals to make informed choices and sustain housing.

According to the 2013-2017 American Community Survey 5-Year Estimates, Marin County is largely White/Caucasian. About 2.2% of the population is African American; 15.9% is Hispanic/Latinx, 5.9% Asian/Pacific islander, about 4.7% "Two Or More Races," and less than 1% American Indian/Alaska Native.

LAM's housing client data from 2019 underscore ability to serve people in protected classes (and that fact that these classes are disproportionately represented in Marin's low-income population and therefore in our housing cases). Most housing clients are women (61%); 14% of clients identified as Black/African American, 23% as Latinx, 4% as Asian, 2% Native American, and 56% as white. Almost 17% were monolingual Spanish-speakers.

LAM housing services protect Marin's diversity, and also families with children and persons with disabilities, 29% and 33% of housing clients served historically. The project also serves Marin County seniors. Historically, 40% of housing clients are seniors who, like LAM's African American and immigrant clients (many of whom also are seniors), struggle to stay in the County that they call home.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

LAM services reach over 1000 individuals each year through intake in our office and outreach at community locations throughout the County, including many that primarily serve people in protected federal classes. For example, housing intake is scheduled at the Canal Alliance serving the predominately Latino immigrant Canal neighborhood of San Rafael. Each Friday, our staff are present at Phoenix Project in Marin City taking applications for our Marin Community Court (fines and fees relief) project, and so can connect with services geared towards African American residents. LAM staff regularly attend monthly meetings of the West Marin Collaborative in Point Reyes Station where there are many Latinx agricultural workers. We schedule intake sessions at North Marin Community Services in Novato, a location that many low-income families turn to for support. Our office works closely with the staff of Fair Housing Advocates of Northern California to resolve issues of discrimination, and we cross-refer to ensure continuous, capable representation.

Our staff use all of these partnerships and opportunities to market to and connect residents with housing services, and partners receive LAM's intake calendar each month so they can inform their stakeholders about when to access services.

Finally, half of LAM staff speak Spanish, and a third are bilingual/bicultural in English and Spanish. These outreach activities and capacities allow Legal Aid of Marin to advertise the project's services and reach out directly to the communities in need of services.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

<b>Moderate-Income</b>	<input type="text" value="0"/>
<b>Low-Income</b>	<input type="text" value="0"/>
<b>Very Low-Income</b>	<input type="text" value="60"/>

Extremely Low-  
Income

640

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

LAM's services are directed towards very low and extremely low income individuals per the 2019 HUD Income Limits. Intake Forms in both English and Spanish ask questions of those being considered for legal services to include "Gross Monthly Income" together with household size. The individual or family income considered includes the individual's work, spouse's income, CalWORKS, General Assistance, SSI, Pension Retirement and any "Other." Each applicant for services is asked to sign and attest to the truth of the information being provided.

**14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.**

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
American Indian or Alaskan Native	10	
Asian	30	
Black or African American	100	
Native Hawaiian or Other Pacific Islander		
White	400	
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	160	150
<b>TOTAL</b>	<b>700</b>	<b>150</b>
Female-Headed Households (out of above total)	40	
Persons with Disabilities (out of above total)	200	

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

LAM received FY 2019-20 CDBG funds. From July-December 2019, LAM closed 188 direct service housing cases, which assisted 393 people. Reflecting the reality that, in Marin, many must double up to manage housing costs – these 188 cases assisted 294 adults and 99 children – 393 people in all. Outreach during that time reached several hundred additional persons, together with service providers serving low-income clients.

In addition, through LAM's Mandatory Settlement Conference clinics, 46 cases reached a resolution; 67% settled,

meaning a resolution was reached allowing a tenant to keep an eviction judgment off of their credit record – thereby preserving their ability to stay housed long-term. In 25% of the cases, the tenants' current housing was preserved. In another quarter of resolved cases, an average of \$5,192 in rent was waived, allowing the opportunity to save money to secure alternate housing.

The following are example client success stories from 2019:

~Ms. M received an eviction notice because her landlord did not believe that her dogs were emotional support animals. Even though Ms. M provided paperwork to the landlord to show that they were registered support animals, the landlord filed an unlawful detainer (eviction) case against her. Legal Aid of Marin's attorney negotiated with the landlord and pointed out the discriminatory nature of the action. The landlord agreed to dismiss the eviction against Ms. M. and she was able to continue to live in her home with her animals.

~Ms. J received a housing choice voucher from Marin Housing Authority (MHA) because she was a victim of domestic violence. She came to Legal Aid of Marin after she received three-day notice to pay full market rent. Normally, as a voucher holder, Ms. J would pay just a portion of the full rent based on her income, while the Housing Authority would pay the rest. Ms. J. had been paying her portion of the rent; however, the Housing Authority had stopped paying its portion for two months. Legal Aid of Marin's attorney contacted MHA staff, after which MHA staff corrected the issue and paid the landlord the two months of rent that had been withheld. Ms. J was able to keep her housing and continue paying her portion of the rent.

LAM has had significant success helping low-income Marin County residents, and seeks a slightly higher award this year to continue its efforts.

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

Legal Aid of Marin is in the middle of its first year of CDBG funding in many years. At this time, we are on track and expect to fully expend the funds.

**17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements? (Please limit to 3000 characters.)**

LAM annually receives and manages \$25,000-\$30,000 (depending on funds availability) in federal Area Agency on Aging funds, administered by the County of Marin, for legal services to Marin seniors. We report expenditures and services delivered monthly. We are in the middle of our first year administering CDBG funds. We are in the second year of a five year contract for federal funds directed toward legal services for victims of crime.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

The project receives management from LAM's Executive Director, Stephanie Haffner, together with supervising attorney George (Josh) Sullivan. Ms. Haffner has a 15-plus year background in housing law advocacy, and as Executive Director is responsible for all aspects of Legal Aid of Marin's operations. She is a graduate of UC Berkeley Law School and possesses over 20 years of progressively responsible experience in California civil legal services. Her project management experience includes directing major cases and impact litigation at Western Center on Law & Poverty (1 year as litigation director, 6 years as senior litigator for major cases and impact litigation); and supervising all housing and consumer advocacy, with a staff of 5 to 15 people at various times, at Neighborhood Legal Services of Los Angeles County (5 years). Serving as LAM's Executive Director since 2018, she currently manages and monitors County of Marin CDBG funding and a grant of federal funds from the California Office of Emergency Services for legal assistance to victims of labor crime, among others. On a day-to-day basis LAM's supervising attorney, Marin resident Josh Sullivan provides direct oversight of LAM services to Marin tenants. He has 20 years' civil litigation experience including overseeing complex litigation projects, and oversees all aspects of Legal Aid of Marin's client service.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

n/a

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

n/a (unable to unselect as to number 20 above)

**22. For HOME projects, are you a CHDO?**

**23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	Public Service Project Budget Template.LAM.2-6-2020xlsx.pdf	<b>Remove</b>
<b>Attach Org Budget</b>	Adopted 2020 budget.pdf	<b>Remove</b>
<b>Attach Miscellaneous</b>		<b>Remove</b>

**Signer Name** Stephanie Haffner

**Signer Title** Executive Director

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Stephanie Haffner, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 08:21:40 GMT-0800 (Pacific Standard Time)

**Public Services Project Budget Template**

<b>Organization Name:</b> Legal Aid of Marin
<b>Project Title:</b> Keeping Marin Residents in their Homes

Date: February 6, 2020

**One Year Budget Budget** (Per the CDBG on-line application form, Year 2 will be based on the Year 1 budget.)

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<b>Committed</b>				
<b>Foundations:</b>				
<i>Marin Community Foundation (2020)</i>		\$ 32,000		
<i>Legal Services Trust Fund (2020)</i>		\$ 25,000		
<i>(Add rows)</i>				
<b>Government:</b>				
<i>(Add rows)</i>				
<b>Corporations:</b>				
<i>(Add rows)</i>				
<b>Individual Contributions: (list total):</b>				
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<b>Other (specify):</b>				
<i>(Add rows)</i>				
<b>Subtotal, Committed Income</b>		\$ 57,000	\$ -	\$ 57,000
<b>Uncommitted</b>				
<b>Federal Grants Request</b>	\$ 40,000			
<b>Other Foundations:</b>				
<i>Marin Community Foundation (2021)</i>		\$ 32,000		\$ 32,000
<i>Legal Services Trust Fund (2021)</i>		\$ 25,000		\$ 25,000
<i>(Add rows to list other Foundations)</i>				\$ -
<b>Government:</b>				\$ -
<i>(Add rows to list other Government agencies)</i>				\$ -
<b>Corporations:</b>				\$ -
<i>(Add rows to list other corporations)</i>				\$ -
<b>Individual Contributions:</b>				\$ -
<i>Volunteer attorneys (2020-2022) [150 hours/year 7% FTE/yr]</i>			\$ 60,000	\$ 60,000
<i>Donations (events &amp; annual campaign)</i>				
<i>(Add rows to list other contributions)</i>				\$ -
<b>Other (specify):</b>				\$ -
<i>(Add rows to list others)</i>				\$ -
<b>Subtotal, Uncommitted Income</b>	\$ 40,000	\$ 57,000	\$ 60,000	\$ 157,000
<b>Other:</b>				
<b>Earned Income:</b>				
<i>(Add rows)</i>				

<i>Subtotal, Earned Income</i>		\$ -	\$ -	\$ -
<i>Grand Total Income</i>	\$ 40,000	\$ 114,000	\$ 60,000	\$ 214,000



EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Personnel Expenses</b>				
Executive Director (% FTE: 5%)	\$ 1,150	\$ 5,288		\$ 6,438
Program Director/Supervising Attorney (% FTE: 25%)	\$ 5,500	\$ 17,000		\$ 22,500
Pro Bono Director (% FTE: 10%)	\$ 1,000	\$ 7,275		\$ 8,275
Staff Attorneys (% FTE: 50%)	\$ 10,000	\$ 25,000		\$ 35,000
Legal Assistants (% FTE: 30%)	\$ 4,000	\$ 8,900		\$ 12,900
Receptionist (Yareli Banda) (% FTE: 10%)	\$ 1,500	\$ 2,427		\$ 3,927
<b>Volunteer attorneys (2020-2022)</b> <b>[150 hours/year 7% FTE/yr]</b>			\$ 60,000	\$ 60,000
(Add rows)				
<b>Subtotal Salaries (1.3 FTE)</b>	\$ 23,150	\$ 65,890		\$ 89,040
Benefits (@ %: 33) (tax, workers comp, health insurance, vacation, sick, dental)	\$ 7,640	\$ 21,744		\$ 29,383
<b>Subtotal Salaries and Benefits</b>	\$ 30,790	\$ 87,633	\$ 60,000	\$ 178,423
<b>Contracted Services</b>				
Professional Fees - Audit, Accounting	\$ 2,800	\$ 8,700		\$ 11,500
Professional Fees - IT services	\$ 400	\$ 1,147		\$ 1,547
(Add rows to list other contracted expenses)				
<b>Subtotal Contracted Services</b>	\$ 3,200	\$ 9,847	\$ -	\$ 13,047
<b>Direct Project Related Expenses</b>				
Rent	\$ 2,500	\$ 7,500		\$ 10,000
Utilities	\$ 300	\$ 1,000		\$ 1,300
Supplies	\$ 163	\$ 488		\$ 650
Equipment	\$ -	\$ -		
Travel	\$ 174	\$ 522		\$ 696
Professional Development	\$ 250	\$ 750		\$ 1,000
Marketing	\$ 125	\$ 375		\$ 500
(Add rows to list other direct project expenses)				
<b>Subtotal, Direct Project Related Expenses</b>	\$ 3,512	\$ 10,635	\$ -	\$ 14,146
<b>Indirect Expense (specify % in column A below)</b>				
4.0%	\$ 2,499	\$ 5,726		\$ 8,225
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				\$ 121
				\$ -

<i>Grand Total All Expenses</i>	\$	40,000	\$	113,840	\$	60,000	\$	213,840
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**Legal Aid of Marin  
December 2019 ADOPTED**

	2019 Budget	2020 Budget	Increase / (Decrease)	Notes
<b>Unrestricted Income</b>				
Individual donations	\$125,000	\$100,000	20.0%	Board target for fall appeal, to be kicked off with open house
Corporate contributions	in individual	\$50,000		
Client/Other Donations	\$15,000	\$5,500	-63.3%	Adjust to reality - \$3000 in 2018; \$4000 as of 8/2019
Division of Aging - July-June FY, renews	\$25,000	\$28,000	12.0%	Note: 3-year contract expires June 2020; budget assumes contract continues at current level
CalOES (workers' rights)	\$200,000	\$200,000	0.0%	
County of Marin awarded \$27700 contract July 2019-June 2020	\$30,000	\$30,000	0.0%	
Attorney Fees/Referral Fees	\$25,000	\$25,000	0.0%	As of August 2018, \$38,050 was raised in attorney and referral fees
Cy Pres	\$-00	\$-00	-	Windfall if received (and will direct to reserve). Nothing expected.
Events	\$120,000	\$120,000	0.0%	Jam for Justice, Pro Bono luncheon (\$10k for luncheon)
Misc. Income	\$-00	\$-00	-	
<b>Subtotal Unrestricted Income</b>	<b>\$540,000</b>	<b>\$558,500</b>	<b>3.4%</b>	
<b>Grant &amp; Contract Income</b>				
State Bar of CA: IOLTA	\$43,610	\$93,220	113.8%	One time bump due to interest rate increase. Use \$50,000 for infrastructure.
State Bar of CA: EAF	\$36,400	\$39,450	8.4%	
State Bar: Comm Stabilization	\$71,437	\$71,437	0.0%	3-year grant ends 2020; we have applied for a 2-year extension
State Bar: Partnership Grant	\$80,000	\$80,000	0.0%	Awarded for second year. Will decrease after third year, for two more. Marin Community Court project
State Bar: EAF Homelessness Prevention	\$-00	\$25,000	#DIV/0!	\$50k through June 30, 2021, reserving 15k for 2021
MCF - Op. Support	\$185,500	\$191,000	3.0%	2-year grant - second year in 2020

MCF - Marin Pro Bono Network	\$110,000	\$113,000		2-year grant - second year in 2020
MCF - Strategic planning/Capacity	\$25,000	\$25,000	0.0%	*\$35,000 awarded; will expend 10,000 in 2019, 25,000 in 2020
MCF - Public Charge	\$-00	\$40,000	#DIV/0!	Expend \$10k of \$50k award in 2019, \$40k in 2020*
Bank of Marin	\$5,000	\$5,000	0.0%	
Adobe	\$20,000	\$-00	-100.0%	
Lockhart Bequest	\$10,000	\$10,000	0.0%	
George Lucas Family Fund	\$5,000	\$5,000	0.0%	
Maisin Foundation	\$-00	\$20,000	#DIV/0!	Awarded \$20,000 in 2019
Bigglesworth Family Foundation	\$15,000	\$15,000	0.0%	
San Francisco Foundation	\$15,000	\$-00	-100.0%	Explore after strategic planning
Peter E. Haas Jr. Family Fund	\$35,000	\$35,000	0.0%	Marin Community Court project
Van Loben Sels	\$25,000	\$25,000	0.0%	Marin Community Court project
SVB Foundation	\$10,000	\$10,000	0.0%	
VW Lackey Fund	\$5,000	\$5,000	0.0%	
First 5 Marin	\$25,000	\$25,000	0.0%	We can ask for the right project
Additional applications TBD	\$180,000	\$80,000	-55.6%	Assumes development staff available to research, cultivate and write.
<b>Subtotal Grant &amp; Contract Income</b>	<b>\$901,947</b>	<b>\$913,107</b>	<b>1.2%</b>	
<i>Less Discount for Uncertainty (25% on Pending Items)</i>	<i>\$(143,750)</i>	<i>\$(140,000)</i>		
<b>Total Income</b>	<b>\$1,298,197</b>	<b>\$1,331,607</b>	<b>2.6%</b>	
<b>Expenses</b>				

Salaries, Taxes and Benefits	\$838,166	\$930,000	11.0%	Increases total staff from 2019 Budget by 0.9 FTE. Includes health, dental, vision LTD & \$200/employee/month retirement. Includes litigation supervisor, plus development manager at 70k (anticipated range 60k-80k DOE & depending on schedule). Discounted by 5% for turnover.
Audit fees	19,000	19,000	0.0%	Lisa Doran CPA, audit and 990 preparation
Bookkeeping & Accounting	54,000	72,000	33.3%	AFS has requested to increase to \$6000 per month (down from \$6800 per month initially)
Consultant	10,000	5,000	-50.0%	Accounting, coaching
Consultant, IT	-00	15,000	#DIV/0!	Was budgeted in IT maintenance but was booked here
Strategic Planning	25,000	40,000	60.0%	Est. of 2020 portion of strategic planning
Replace Client Case Database	-00	35,000	#DIV/0!	Use IOLTA bump for infrastructure improvements
Security Improvemenets		5,000	#DIV/0!	Use IOLTA bump for infrastructure improvements (secure back of office from waiting room; windows for client interview offices)
Client case costs (was: litigation costs)	5,000	5,000	0.0%	Client case expenses
Rent	73,000	80,000	9.6%	Annual rent increase, plus 300 square feet additional at 2.5/ft <sup>2</sup>
Supplies	5,000	10,000	100.0%	Includes computer upgrades from IOLTA bump
Telephone	8,500	10,000	17.6%	
Postage and delivery	5,000	4,000	-20.0%	3000 in 2017 and 2018
Printing and copying	8,500	6,000	-29.4%	5000 in 2018, 3500 to date in 2019
Equipment Rent/Maintenance	30,000	12,000	-60.0%	IT maintenance 1300/mo. in 2019 (previously was in rent). Copier lease \$6,360 a yr.; toner and maintenance \$2,212 a yr.; computer upgrades \$5,000; office equip. \$2,000; Pitney Bose \$350 a yr.
Advertising/Marketing/Web	10,000	2,000	-80.0%	Web maintenance-\$2,500; \$6,000 Software upgrades. Includes Office 365 (70/mo)
Local travel	8,000	8,000	0.0%	
Meetings	5,000	3,000	-40.0%	
Conferences/prof. dev.	8,000	8,000	0.0%	Trainings for staff
Books & publications (subscriptions, legal library)	6,000	7,000	16.7%	
Payroll Processing	5,000	4,500	-10.0%	
Insurance	10,000	10,000	0.0%	NLADA - Lawyers Prof. Liab.; Management Liab & Omis.; and Employment Prac. Liab. \$5,935; General Liability Ins. \$2,587; Bond \$617; Copier Ins. \$25
Bank Charges	5,000	6,000	20.0%	Main driver is 4% fee for online donations.
Online Credit Card Fees	-		#VALUE!	Included in Bank Charges
Interest Expense/On-line Fees	-		#VALUE!	Included in Bank Charges

Membership & Fees	8,000	10,000	25.0%	
Taxes and Other Expenses	7,500	1,000	-86.7%	
Event Expenses	45,000	50,000	11.1%	Jam, Pro Bono luncheon, Open House
Contingency	20,000	15,000	-25.0%	
<b>Total Expenses</b>	<b>\$1,218,666</b>	<b>\$1,372,500</b>	<b>12.6%</b>	
<b>*Surplus/(Deficit)</b>	<b>\$79,531</b>	<b>\$(40,893)</b>	<b>-151.4%</b>	2019 surplus replenishes reserves which were drawn down in 2018. Small deficit in 2020 allows investment in development staff for long term sustainability.
<b>*Any surplus to replenish reserve</b>				



**Housing & Federal Grants Division**

**2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	Marin City Community Services District									
<b>Mailing Address</b>	630 Drake Avenue, Marin City, CA 94965									
<b>Website</b>	marincitydistrict.org									
<b>Organization DUNS#</b>	1	1	1	1						
<b>Executive Director/CEO</b>	Leanne Kreuzer									
<b>Email Address</b>	manager@marincityrec									
<b>Phone</b>	415-332-1441									

**3. Project General Information**

<b>Program/Project Name</b>	MCCSD Manzanita Center Free Youth Recreation Programs									
<b>Program/Project Site Address</b>	630 Drake Avenue, Marin City, CA 94965									
<b>CDBG/HOME Funding Amount Requested</b>	\$30,000									
<b>Application Contact Person</b>	Leanne Kreuzer									
<b>Title of Contact Person</b>	General Manager									

Email Address

manager@marincityrec

Phone

415-332-1441

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

10

San Rafael

10

County Other

80

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
Uknown	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

Marin City is a Special District that sits in an unincorporated community of Marin County. Marin City is located 1.5 miles northwest of downtown Sausalito and about 5 miles north of San Francisco from the Golden Gate Bridge. According to the 2010 census, the population of Marin City was 38.9% white, 38.1% African American, and 14% Hispanic of any race.

It is the mission of the Marin City Community Services District (MCCSD) Board and Staff to insure good governance on all issues affecting Marin City residents, including quality of life services, public safety, and land use and planning.

Marin City Community Service District programs include Recreation, Community Special Events, Community meeting rooms and space, Parks, playgrounds, garden and operate, free to the community, the Senior, Teen, Fitness/Boxing Centers and summer camp, serving 150 youth per day for eight weeks.

The governance of Marin City Community Services District consists of five publicly elected Board of Directors. The District is responsible for providing services in street lighting, recycling, refuse removal, while the core service of the District is Parks and Recreation.

The undertaking of the District is to serve this historically marginalized African American community disproportionately impacted by poverty, racial divide and health inequities.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

See supplemental attachments.

Free youth programs include Free Teen Center access and program services, Free youth Fitness and Boxing Center access and programs, Free MCCSD Summer Camp serving 150 low income youth daily, Monday through Friday for 8 weeks, Junior Midnight Basketball, providing skills and game play & competition.

These program services are offered for all youth in the Marin City Community.



**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

N/A

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

Promotional materials are essential. However, as part of this project, Marin City Community Services District, will target new immigrant Farsi families, Asian and Latino families through the schools, individual outreach, flyers and brochures in their language. MCCSD is a lead agency for the Marin City Census 2020 Team and will utilize this community effort to outreach to an increasing diverse population.

Additionally, the MCCSD will utilize it's website and social media platforms to publicize the Manzanita Community Center programs, to expand it's services and marketing to the protected families in the community.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

Moderate-Income	<input type="text" value="175"/>
Low-Income	<input type="text" value="845"/>

Very Low-Income 1,100

Extremely Low-Income 1,300

13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)

According to 2010 Census data and Marin Housing Authority information, the Marin City community is a predominantly low-income community, with 175 moderate income families, 845 low-income families, 1,100 very low income families and 1,300 extremely low-income families. The CSD does not verify the family income for Marin City youth to participate in the District youth recreation programs.

14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native	15	369
Asian	287	
Black or African American	1,157	
Native Hawaiian or Other Pacific Islander	21	
White	1,037	
American Indian and White		
Asian and White		
Black and White	120	
American Indian and Black		
Multi-Racial	169	
<b>TOTAL</b>	<b>2,806</b>	<b>369</b>
Female-Headed Households (out of above total)		
Persons with Disabilities (out of above total)		

**PROJECT MANAGEMENT & FINANCIAL DATA**

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)

CDBG 2019-20, \$50,000 for Marin City Intergenerational Garden, project in-progress with construction to begin in Spring 2020, to be utilized for construction materials.  
CDBG 2019-20, \$30,000, designated for gymnasium floor repair & renovation. MCCSD has requested that these funds be redirected to ADA upgrades. A private donor has come forward, interested in donating the gym floor

project.

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

All funds will be expended by June 30, 2020.

**17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements? (Please limit to 3000 characters.)**

Marin City CSD is an established government California special district located in Marin County with a long history of administrating federal grant programs. The MCCSD General Manager, Leanne Kreuzer has eleven years of experience in the administration and management of federal grants.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

MCCSD General Manager, Leanne Kreuzer will act as the grant manager as well as work closely with the County of Marin Community Development Agency to ensue all permits, approvals, laws and requirements are met throughout the project. Leanne Kreuzer will coordinate all aspects of project management including schedules, budgets, and timelines.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

N/A

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

N/A

**22. For HOME projects, are you a CHDO?**

**23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>		<b>Remove</b>
<b>Attach Org Budget</b>	MCCSD 2019-2020 Budget.pdf	<b>Remove</b>
<b>Attach Miscellaneous</b>	MCCSD Program Activities 2020-21.pdf	<b>Remove</b>

<b>Signer Name</b>	Leanne Kreuzer
<b>Signer Title</b>	General Manager

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Leanne Kreuzer, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 16:00:10 GMT-0800 (Pacific Standard Time)

**Public Services Project Budget Template**

Organization Name:Marin City Community Service District
MCCSD Manzanita Center Free Youth Recreation Programs

2.6.2020

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<b>Committed</b>				
<b>Foundations:</b>				
<i>(Add rows)</i>				
<b>Government:</b>				
<i>(Add rows)</i>				
<b>Corporations:</b>				
<i>(Add rows)</i>				
<b>Individual Contributions: (list total):</b>				
<b>Earned Income:</b>		\$ 35,000.00		\$ 35,000.00
<i>(Add rows)</i>				
<b>Other (specify):</b>				
<b>MCCSD Self Funded</b>		\$ 60,000.00		\$ 60,000.00
<i>(Add rows)</i>				
<b>Subtotal, Committed Income</b>		\$ 95,000.00	\$ -	\$ 95,000.00
<b>Uncommitted</b>				
<b>Federal Grants Request</b>	\$ 30,000.00			
<b>Other Foundations:</b>				
<i>(Add rows to list other Foundations)</i>				
<b>Government:</b>				
<b>Request to Marin County Board of Supervisors Community Service Fund</b>		\$ 86,000.00		\$ 86,000.00
<b>Marin County Probation Grant</b>		\$ 30,000.00		\$ 30,000.00
<i>(Add rows to list other Government agencies)</i>				
<b>Corporations:</b>				
<i>(Add rows to list other corporations)</i>				
<b>Individual Contributions:</b>				
<i>(Add rows to list other contributions)</i>				
<b>Other (specify):</b>				
<i>(Add rows to list others)</i>				
<b>Subtotal, Uncommitted Income</b>	\$ 30,000	\$ 116,000.00	\$ -	\$ 146,000.00
<b>Other:</b>				
<b>Earned Income:</b>		\$ 19,800		134

<i>(Add rows)</i>					
<b>Subtotal, Earned Income</b>		\$ 19,800.00		\$ -	\$ 19,800.00
<b>Grand Total Income</b>	\$ 30,000.00	\$ 230,800.00		\$ -	\$ 260,800.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Personnel Expenses</b>				
Executive Director (% FTE: ____)				
Program Director (% FTE: ____)				
Youth Fitness & Boxing Center Staff		\$ 78,000.00		
Teen Center Staff		\$ 45,500.00		
Summer Camp Part Time Staff		\$ 69,000.00		
Midnight Basketball Jr Staff			\$4,200	
Benefits (@ %: _____)				
<b>Subtotal Salaries and Benefits</b>	\$ -	\$ 196,700.00	\$ -	\$ 196,700.00
<b>Contracted Services</b>				
Professional Fees				
Project Consultant				
(Add rows to list other contracted expenses)				
<b>Subtotal Contracted Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Direct Project Related Expenses</b>				
Rent				
Utilities				
Supplies	\$ 27,600.00	\$ 3,100.00		
Equipment	\$ 2,400.00			
Travel				
Professional Development				
Marketing		\$ 1,000.00		
Food for campers 8 wksx\$5 per dayx150 campers 6000 meals		\$30,000		
(Add rows to list other direct project expenses)				
<b>Subtotal, Direct Project Related Expenses</b>	\$ 30,000.00	\$ 34,100.00	\$ -	\$ 64,100.00
<b>Indirect Expense (specify % in column A below)</b>				
				\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				\$ -
<b>Grand Total All Expenses</b>	\$ 30,000.00	\$ 230,800.00	\$ -	\$ 260,800.00





## Marin City Community Service District -2020 MCCSD Summer Camp Program

Recreational summer camp program designed to engage, inspire, entertain and provide life skill education to the youth and young adults of Marin City.

**8 - week program, Mon- Fri with four age groups providing a wide range of activities including sports, movement, socialization, team building, cooking, science/nature, arts & crafts, gardening, social justice, and more.**

### Age Groups

### Primary Camp Counselor

Entering Kindergarten and 1 <sup>st</sup> Grade (ages 5-7)	TBD
Entering 2nd Grade -5 <sup>th</sup> Grade (ages 6-11)	Juanita
Entering 6 <sup>th</sup> -8 <sup>th</sup> grade (ages 11-14)	Julius
Teen Camps (13yrs-18yrs)	Wayne/JT

### Base Camp Location:

Morning Care:	Portable (Formally Horizon School)
K-1 <sup>st</sup> Graders:	Playground at Portable (Formally Horizon School)
2 <sup>nd</sup> -5 <sup>th</sup> grades:	Playground at Portable (Formally Horizon School)
6 <sup>th</sup> and up:	Teen Center

### Schedule:

8-9am Morning Care  
9-9:30 Free Play  
9:30 Social Gathering/morning circle  
10am 1<sup>st</sup> activity  
10:45 snack  
11 am 2<sup>nd</sup> activity  
12:15 lunch  
1 pm 3<sup>rd</sup> activity  
2pm 4<sup>th</sup> activity  
3pm 5<sup>th</sup> assembly closing circles  
3:45pm closing circle  
4pm sign out  
4-7pm Teen Center, Fitness Center and Midnight Basketball Jr.

### **Staffing:**

6 staff X 40 hours X 8 weeks= 1920 hours x \$25 = \$48,000

5 staff x 35 hours x 8 weeks = 1400 hours x \$15 = \$21,000

**Meals:** 150 campers per day X 8 weeks x 5 days = 6000 meals x \$5 per meal = \$30,000

**Art and Craft:** 150 campers per day X 8 weeks x 5 days = 6000 art projects x \$3 per project= \$18,000

**Nature and Science:** 16 projects (one per week) x 150 campers x \$3=\$7200

**Cooking:** 16 projects (one per week) ) x 150 campers x \$3=\$7200

**Sports equipment:** (24 each) basketballs, volleyballs, soccer balls, indoor balls \$1200

**Movement equipment:** (24 each) Jump ropes, hula hoops, ribbons, Obstacle Course (hurdles, ladder, vinyl markers) \$1200

**Total without Friday Fun: \$133,800.**

**Friday Fun/ Activities:** Field trips, Entertainers, Presentations, Tee-shirts, Transportation – 150 x 8 x \$XX= \$ XX



Leanne Kreuzer, General Manager  
630 Drake Avenue  
Marin City, CA 94965  
Phone: (415) 332-1441  
Fax: (415) 332-9225

## **PROGRAM BUDGET for PERSONNEL**

### **MCCSD Fitness and Boxing Center**

Open year round weekdays 8am-11:30am/3pm-7pm and Saturdays 9am – 12pm  
FREE access to youth under the age of 19 to fitness equipment and fitness floor.  
FREE access to boxing equipment and “open ring” timeslots.  
Classes and personal training provided for a fee.

Adult access \$15 per month for MCCSD Residents. \$25 per month Regular Rate  
Classes and personal training provided for a fee.

### **MCCSD Teen Center**

Open year-round weekdays 4pm-7pm in addition to special field trips, social gatherings and events  
FREE access to youth 11 years and up. Age appropriate programs serving students 6<sup>th</sup>-12<sup>th</sup> grade.

### **Midnight Basketball Jr. League**

Mid-June through Aug  
Tues/Thurs 4-7pm  
Serving students 6<sup>th</sup> – 12<sup>th</sup> grade  
Basketball League  
Team fee to cover the cost of referees

### **Adult Midnight Basketball League**

Mid Mar- Mid June and Sept- Nov  
Tues and Thurs 6pm-11pm  
Serving Adults  
Basketball League  
Team fee to cover the cost of referees

### **2019/20 Budget:**

#### **Fitness and Boxing Staff**

**\$25 x 2080 hours = \$52,000**

**\$25 x 1060 hours = \$26,000**

#### **Teen Center**

**\$25x 2 staff x 910 hours = \$45,500**

#### **Midnight Basketball Jr (6<sup>th</sup>=12<sup>th</sup> grades)**

**\$25 x 2 staff x 24 days x 3.5 hours = \$4,200**

#### **Midnight Basketball-adult**

**\$25 x 2 staff x 48 days x 3.5 hours = \$8,400**

**TOTAL:\$136,100 Personnel Costs for Teen, Fitness/Boxing and Midnight Basketball**



**Housing & Federal Grants Division**

**2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	Performing Stars of Marin									
<b>Mailing Address</b>	271 Drake Avenue, Marin City, CA 94965									
<b>Website</b>	www.performingstars.org									
<b>Organization DUNS#</b>	5	0	6	5	8	7	3	6		
<b>Executive Director/CEO</b>	Felecia Gaston									
<b>Email Address</b>	performingstars@sbcglobal.net									
<b>Phone</b>	415-332-8316									

**3. Project General Information**

<b>Program/Project Name</b>	After School and Summer Enrichment Programming of Low-Income Marin County Youth									
<b>Program/Project Site Address</b>	271 Drake Avenue, Marin City, CA 94965									
<b>CDBG/HOME Funding Amount Requested</b>	\$15,000									
<b>Application Contact Person</b>	Felecia Gaston									
<b>Title of Contact Person</b>	Executive Director									

Email Address

performingstars@sbcglobal.net

Phone

(415) 332-8316

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

0

San Rafael

5

County Other

95

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
Marin County Probation Department - Phoenix Project	\$90,000	X
Department of Health and Human Services - Prevention and Intervention	\$80,000	X
Marin County Board of Supervisors	\$12,500	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

Celebrating our 30th Anniversary this year, Performing Stars seeks to give diverse, often marginalized, low-income children in Marin the opportunity to “reach for the stars” by participating in enrichment programs. The mission of Performing Stars is to build pride, character, discipline, and self-esteem in the hearts and lives of low-income, primarily minority, children. We achieve our mission through three main initiatives:

- 1) Scholarships and placements – our longest-running program, PS connects youth and their families with arts, recreation, and other cultural enrichment programs
- 2) Arts and Youth Development Classes – PS hosts our own music and dance classes as well as coding classes over the last several years
- 3) Enlighten – our girls’ empowerment program the brings young women together with professional role models to develop leadership and workforce readiness
- 4) Social Justice Initiative – Over the past two years, PS has launched this exciting new effort, bringing together current program participants and alumni for an array of transformational leadership development activities including traveling to the Legacy Museum in Alabama, attending Al Gore’s Climate Reality training workshop in Southern California. This group has also led a community clean-up and is receiving ongoing leadership training enabling them to serve as community organizers on climate and many other issues, including the Golden Gate Village redevelopment efforts.

All of the above initiatives develop good work habits and positive social and communication skills, enhance analytical thinking, and increase professional readiness. Further, by exposing youth to county-wide experiences beyond young people’s cultural comfort zone, Performing Stars promotes important personal growth and transformation. Our students typically lack the transportation, nutrition, and equipment they need to “fit in” with middle class or affluent students in enrichment activities, to stay focused and to succeed. In addition to providing these services, we also take great care working with our program partners to place students in the right programs and to facilitate ongoing communication with our families. Performing Stars’ chaperones and mentors do so much more than just help students get to class on time, show up well fed, and come prepared with the right uniforms and equipment. They help them with life-skills, connect them and their families with additional community services, and mediate difficult cross-cultural interactions. We provide these additional services because we believe that every child

wants the chance to be a star. Given the right support, positive reinforcement and recognition for achievement, he or she will “act out” and “star” in positive, rather than negative, roles. By exposing youth to experiences outside of their typical cultural comfort zones and supporting them throughout all aspects of their experience, Performing Stars helps young people become productive, positive citizens.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

Performing Stars seeks funding for our afterschool and summer enrichment programming serving approximately 150 youth.

Performing Stars is the only organization in Marin that provides such a broad array of youth development, arts enrichment and social justice services to low-income youth-of-color. We are unique in that beyond just offering the opportunity, we provide comprehensive wrap-around support to children and families to ensure that young people succeed in those opportunities.

- After School and Summer Enrichment Scholarships Performing Stars acts as a broker in connecting youth and their families to a variety of enrichment opportunities. We secure scholarships, program placements, and admission tickets, and then screen, match, place, and support youth to take full advantage of the following opportunities. Placement and scholarships have included Branson High School, Stapleton School of the Performing Arts, Marin Theater Co., Marin Shakespeare Company, Sports and Sailing Camps among many, many others.
- Outings to events, performances, and museums such as the Nutcracker Ballet, The Mountain Play, Marin Symphony, Music Concerts etc.
- Internship and Dance/Theater Company Placements through the Marin School to Career program, the Academy of Art, and directly with local and national arts organizations.
- After School Digital Literacy Coding Performing Stars brings together funding and teachers to provide classes both after school, within school, at day cares and local recreation centers.
- Civic Education & Leadership Program to provide opportunities and teach youth about how to participate in their local government and community affairs, training to be active leaders in the community and to raise consciousness, and how educated, involved youth can make a difference in their communities. This work has also included the creation of a children’s play about Marin City history.
- Baton Twirling and other dance and music classes taught in the Marin City community. The youth also are prepared to perform at local events and parades.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

While not focused on “fair housing,” Performing Stars is located with Golden Gate Village, Marin City’s primary public housing community, and the majority of students served come from affordable/public housing within the low-income enclave nestled between two much higher-income communities (Mill Valley and Sausalito).

By providing access to arts, sports and technology enrichment, as well as to cultural events both within and beyond Marin City, Performing Stars affirmatively furthers fair housing by “providing access to opportunities” and by “transforming racially and ethnically concentrated areas of poverty [primarily Marin City and the Canal] into areas of opportunity.”

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

Performing Stars conducts extensive marketing throughout Marin City and other low income areas in Marin. (Shelter Hill - Mill Valley, Hilarita-Tiburon, Hamilton-Novato). In addition to flyers and Facebook posts, Performing Stars recruits from directly from schools and from within Golden Gate Village based on our on-site presence and prominent role in the community. Performing Stars is very well known in the community and a great deal of our participants come to us by word-of-mouth and from our many partnerships with Marin City and local organizations. Having been in the community for so long, we now also benefit from children of program alumni attending our programs.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

Moderate-Income	<input type="text" value="0"/>
Low-Income	<input type="text" value="25"/>
Very Low-Income	<input type="text" value="75"/>
Extremely Low-Income	<input type="text" value="50"/>

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

Performing Stars does not have a formal process for verifying client income. However, as a community-based organizations, Performing Stars' staff knows most of the families applying and has a sense for their financial status. PS is also aware of many students' free-and-reduced-priced lunch status, which is a metric of financial situation.

**14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.**

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
<b>American Indian or Alaskan Native</b>		
<b>Asian</b>	5	
<b>Black or African American</b>	50	
<b>Native Hawaiian or Other Pacific Islander</b>		
<b>White</b>	40	55
<b>American Indian and White</b>		
<b>Asian and White</b>		
<b>Black and White</b>		
<b>American Indian and Black</b>		
<b>Multi-Racial</b>		
<b>TOTAL</b>	95	55
<b>Female-Headed Households (out of above total)</b>	50	30
<b>Persons with Disabilities (out of above total)</b>	10	5

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

In 2018 Performing Stars facilitated 50 summer camp scholarships, both securing the scholarships and providing transportation children to and from their summer camp experiences throughout Marin and San Francisco. Summer Camp day camp partners included: Marin Shakespeare, Throckmorton Theater, Main Theater Company, Stapelton School of the Performing Arts, Marin Catholic Wildcamp (Softball, Basketball, Lacrosse, Volleyball, Baseball, Soccer) and Sailing Education Adventures.

Week-long overnight camps included Salvation Army Camp Del Oro, YMCA Camp Jones Gulch and Slide Ranch. Finally, Performing Stars facilitated attendance at the following events: the Mountain Play S.F. 49ers Gatorade Youth Training Camp, Marin Jewish Community Center - Summer Nights Sonoma Raceway, JD1 Golf Clinic - Foxtail Golf Club with Finesse Cage & Friends.

**Afterschool Program**

Across the school year, Performing Stars facilitated four after school programs:

- Branson High School Modern Dance – 10 3rd-5th grade Marin City girls participated in this class which was taught by Branson student volunteers.
- Branson High School Story Stars Reading Program – 10 2nd-3rd grade boys read with Branson student volunteers.
- Baton Twirling – Performing Stars offered this class to 25 Marin City youth
- Digital Literacy- Coding – 2 different sites – 10 3rd -5th grade boys and girls participated with Branson High student volunteers and 8 grade 3rd to 5th boys and girls with volunteers from Marin City Library Webstars.



• Civic Drama –Fridays for two hours from September through June (more often near performances), 12 children in 3rd-6th grade. These performances focus on local history (e.g. Marinship history) and national cultural history (e.g. MLK Day, Obama Celebration, Year-of-the-Child). Students also meet at the library on Saturdays to read about the topic(s) of performances. Students gain valuable performing skills, including public speaking, staging, memorization and projection.

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

Performing Stars has no remaining funds.

**17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements? (Please limit to 3000 characters.)**

Performing Stars has successfully administered Marin County CDBG funding for the last nearly 30 years. Performing Stars complies with all prevailing wage requirements.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

All programming will be overseen by Felecia Gaston, Performing Stars' Founder and Executive Director, who has been actively managing the program since its inception. No authorizations or approvals are needed for the project to continue.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

NA

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

NA

**22. For HOME projects, are you a CHDO?**

23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

- A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
  - For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	Public Service Project Budget Template - Performing Stars2.pdf	<b>Remove</b>
<b>Attach Org Budget</b>	Marin Performing Stars Budget 2019-2020.pdf	<b>Remove</b>
<b>Attach Miscellaneous</b>	Sample Dance and Enrichment Photos.pdf	<b>Remove</b>

**Signer Name** Felecia Gaston

**Signer Title**

Executive Director

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Felecia Gaston, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 15:18:52 GMT-0800 (Pacific Standard Time)

**Public Services Project Budget Template**

<b>Organization Name:</b> Performing Stars of Marin
<b>Project Title:</b> After School and Summer Enrichment Programming of Low-Income Marin County Youth

Date: 2/6/2020

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<b>Committed</b>				
<b>Foundations:</b>				
<b>Sato Foundation</b>		\$ 10,000.00		\$ 10,000.00
<b>Harbor Point</b>		\$ 2,500.00		\$ 2,500.00
<b>Bill Graham Foundation</b>		\$ 3,500.00		\$ 3,500.00
<b>Government:</b>				\$ -
(Add rows)				\$ -
<b>Corporations:</b>				\$ -
<b>Dodge &amp; Cox</b>		\$ 10,000.00		\$ 10,000.00
(Add rows)				\$ -
<b>Individual Contributions:</b>		\$ 15,000.00		\$ 15,000.00
<b>(list total):</b>				
<b>Earned Income:</b>				
(Add rows)				
<b>Other (specify):</b>				
(Add rows)				
<b>Subtotal, Committed Income</b>	0	\$ 41,000.00	\$ -	\$ 41,000.00
<b>Uncommitted</b>				
<b>Federal Grants Request</b>				
<b>Other Foundations:</b>				
<b>Morris Stulsaft Foundation</b>		\$ 20,000.00		\$ 20,000.00
<b>Marin Charitable</b>		\$ 5,000.00		\$ 5,000.00
<b>Milagro Foundation</b>		\$ 15,000.00		\$ 15,000.00
<b>Tupac Amaru Foundation</b>		\$ 10,000.00		
<b>Government:</b>				
<b>CDBG</b>	15000			\$ 15,000.00
Supervisors		\$ 10,000.00		
<b>Corporations:</b>				
<b>Wells Fargo</b>		\$ 10,000.00		\$ 10,000.00
(Add rows to list other corporations)				
<b>Individual Contributions:</b>		\$ 10,700.00		\$ 10,700.00
<b>Niantic Trust</b>		\$ 2,500.00		\$ 2,500.00
(Add rows to list other contributions)				
<b>Other (specify):</b>				
<b>Monterey Pop Festival</b>		\$ 2,500.00		\$ 2,500.00
(Add rows to list others)				
<b>Subtotal, Uncommitted Income</b>	\$ 15,000.00	\$ 85,700.00	\$ -	\$ 100,700.00
<b>Other:</b>				
<b>Earned Income:</b>				
(Add rows)				
<b>Subtotal, Earned Income</b>		\$ -	\$ -	\$ 148 -

<b>Grand Total Income</b>	<b>\$ 15,000.00</b>	<b>\$ 126,700.00</b>	<b>\$ -</b>	<b>\$ 141,700.00</b>
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EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Personnel Expenses</b>				
Executive Director (% FTE: 35)	\$ 5,000.00	\$ 30,000.00		\$ 35,000.00
Operations Manager (% FTE: 35)		\$ 12,075.00		\$ 12,075.00
Program Coordinator (%FTE: 55)		\$ 2,765.00		\$ 2,765.00
Program Support - Driver (%FTE: 55)		\$ 2,765.00		\$ 2,765.00
(Add rows)				\$ -
Benefits (@ %: 29)	\$ 1,000.00	\$ 14,173.00		\$ 15,173.00
<b>Subtotal Salaries and Benefits</b>	\$ 6,000.00	\$ 61,778.00	\$ -	\$ 67,778.00
<b>Contracted Services</b>				
Professional Fees		\$ 31,290.00		\$ 31,290.00
Project Consultant - Arts Instructors and Chaperones	\$ 6,000.00	\$ 6,000.00		\$ 12,000.00
(Add rows to list other contracted expenses)				\$ -
<b>Subtotal Contracted Services</b>	\$ 6,000.00	\$ 37,290.00	\$ -	\$ 43,290.00
<b>Direct Project Related Expenses</b>				
Rent		\$ 4,200.00		\$ 4,200.00
Utilities		\$ 3,570.00		\$ 3,570.00
Supplies		\$ 3,150.00		\$ 3,150.00
Equipment		\$ 50.00		\$ 50.00
Travel				\$ -
Postage & Shipping, Printing & Copying		\$ 2,275.00		\$ 2,275.00
Books and Subscriptions		\$ 35.00		\$ 35.00
Nutritious Meals and Snacks	\$ 1,000.00	\$ 1,205.00		\$ 2,205.00
Insurance		\$ 2,304.00		\$ 2,304.00
Transportation/Vehicle Maintenance	\$ 1,000.00	\$ 3,200.00		\$ 4,200.00
Insurance		\$ 3,325.00		\$ 3,325.00
Marketing and Advertising		\$ 1,750.00		\$ 1,750.00
Staff and Board Development		\$ 3,500.00		\$ 3,500.00
Business Expenses		\$ 35.00		\$ 35.00
(Add rows to list other direct project expenses)				
<b>Subtotal, Direct Project Related Expenses</b>	\$ 2,000.00	\$ 28,599.00	\$ -	\$ 30,599.00
<b>Indirect Expense (specify % in column A below)</b>				

						\$	-
<i>Fiscal Sponsorship Fee (specify % in column A below)</i>							
						\$	-
<b>Grand Total All Expenses</b>	\$	<b>14,000.00</b>		\$	<b>127,667.00</b>	\$	<b>-</b>
						\$	<b>141,667.00</b>

**MARIN PERFORMING STARS  
FULL BUDGET  
2019 - 2020**

	Individual Services (scholarships & stuff)	Group Programs (classes & camps)	Events (fieldtrips, celebrations, plays etc.)	Phoenix	Management & Overhead	Total w/out Phoenix	Grand Total with Phoenix
	5%	30%	15%	35%	15%		100%
	8%	46%	23%		23%	100%	123%
<b>Clients Served Est:</b>	100	75	75	100		350	450
<b>Revenue</b>							
<b>Direct Contributions</b>							
Individual, Sm Biz Donations	2,308	13,846	6,923	-	6,923	30,000	30,000
Corporate Donations	1,538	9,231	4,615	10,000	4,615	20,000	30,000
Board Donations	231	1,385	692	-	692	3,000	3,000
<b>Donated Goods &amp; Services</b>							
Professional Services							
Donated Use of Facilities	600	3,600	1,800	4,200	1,800	7,800	12,000
Gifts in Kind - Goods							
<b>Non-government Grants</b>							
Corporate/Biz Grants	1,538	9,231	4,615	-	4,615	20,000	20,000
Foundations	12,692	76,154	38,077	50,000	38,077	165,000	215,000
Nonprofit Grants	154	923	462	-	462	2,000	2,000
<b>Government Grants</b>							
Agency Grants	769	4,615	2,308	115,000	2,308	10,000	125,000
Local Grants	1,538	9,231	4,615	20,000	4,615	20,000	40,000
<b>Program-related Sales &amp; Fees</b>							
Program Application Fees	154	923	462	-	462	2,000	2,000
Consulting	38	231	115	-	115	500	500
<b>Earned Income - Membership</b>							
Membership	135	808	404	-	404	1,750	1,750
<b>Earned Income - Investments</b>							
Interest	4	23	12	-	12	50	50
<b>Other Sources</b>							
Misc	183	1,096	548	-	548	2,375	2,375
Advertising	77	462	231	-	231	1,000	1,000
<b>Special Events</b>							
Non-gift	1,154	6,923	3,462	-	3,462	15,000	10,000
Donations/Gifts	615	3,692	1,846	-	1,846	8,000	5,000
<b>Revenue</b>	<b>23,729</b>	<b>142,373</b>	<b>71,187</b>	<b>199,200</b>	<b>71,187</b>	<b>308,475</b>	<b>499,675</b>



Contract Expense								
Grants to other organizations	-	-	-	-	-	-	-	-
Awards & grants - individuals	100	600	300	700	300	1,300	2,000	
Specific assistance - individual benefits				8,000		-	8,000	
Officers and Directors Salaries	5,000	30,000	15,000	35,000	15,000	65,000	100,000	
Salaries & Wages Other								
7221 Operations Manager	1,725	10,350	5,175	12,075	5,175	22,425	34,500	
7222 Program Coordinator	385	2,308	1,154	-	1,154	5,000	5,000	
7223 Program Support - Driver,	385	2,308	1,154	-	1,154	5,000	5,000	
Benefits	1,445	8,670	4,335	10,115	4,335	18,785	28,900	
Payroll Taxes	723	4,335	2,168	5,058	2,168	9,393	14,450	
Fundraising Fees (Grant writer)	750	4,500	2,250	5,250	2,250	9,750	15,000	
Bookkeeping & Accounting								
7521 Payroll Fees	120	720	360	840	360	1,560	2,400	
7522 Audit & Tax	150	900	450	1,050	450	1,950	3,000	
7523 Bookkeeping & Accounting	1,200	7,200	3,600	8,400	3,600	15,600	24,000	
Legal Fees	5	30	15	35	15	65	100	
Professional Fees								
7541 Professional Fees - Admin	500	3,000	1,500	3,500	1,500	6,500	10,000	
7542 Professional Fees - Facilities	-	-	-	-	-	-	-	
7543 Professional Fees - Driver	-	-	-	-	-	-	-	
7544 Professional Fees - Outreach workers	-	-	-	38,115	-	-	38,115	
7545 Professional Fees - Speaker/Entertainer	-	-	-	-	-	-	-	
7546 Professional Fees - Planning & Development	1,000	6,000	3,000	7,000	3,000	13,000	20,000	
7547 Professional Fees - Communications (graphic, web, etc)	750	4,500	2,250	5,250	2,250	9,750	15,000	
7548 Professional Fees - Instructors & Chaparones		12,000	2,000	25,000		14,000	39,000	
Help - Contract	-	-	-	-	-	-	-	
Travel Expenses	-	-	-	-	-	-	-	
Supplies								
8111 Supplies - Office	150	900	450	1,050	450	1,950	3,000	
8112 Supplies - Programs & Events	150	900	450	1,050	450	1,950	3,000	
8113 Supplies - Software	150	900	450	1,050	450	1,950	3,000	
Telephone & telecommunications	360	2,160	1,080	2,520	1,080	4,680	7,200	
Postage & Shipping	25	150	75	175	75	325	500	
Printing & Copying	300	1,800	900	2,100	900	3,900	6,000	
Books, Subscriptions, etc.	5	30	15	35	15	65	100	
Nutrition - Meals & Groceries	315	1,890	945	2,205	945	4,095	6,300	
Equipment								
Occupancy (rent, parking etc.)	600	3,600	1,800	4,200	1,800	7,800	12,000	
Utilities (Gas, Electric, Water, Trash etc.)	150	900	450	1,050	450	1,950	3,000	
Personal Property Taxes	-	-	-	-	-	-	-	
Equipment - Rental and Maintenance	-	-	-	-	-	-	-	
Equipment - Non-depreciated	150	900	450	1,050	450	1,950	3,000	
Meals & Hospitality	-	-	-	-	-	-	-	
Transportation								
8311 Mileage	-	-	-	-	-	-	-	
8312 Gas	-	-	-	-	-	-	-	
8313 Vehicle Maintenance	600	3,600	1,800	4,200	1,800	7,800	12,000	

8314:Bus/Airporter/Charter/Ferry/Shuttle/Taxi	-	-	-	-	-	-	-	-
8315:Airfare	-	-	-	-	-	-	-	-
8316:Parking & Tolls	-	-	-	-	-	-	-	-
Conference, meetings, workshops	-	-	-	-	-	-	-	-
Entrance Fees & Entertainment (tickets etc.)	-	-	5,000	4,500	-	5,000	9,500	-
Lodging/Hotel	-	-	-	-	-	-	-	-
Meals, Catering	-	-	-	-	-	-	-	-
Room, Facility Rentals	-	-	-	-	-	-	-	-
Expenses	-	-	-	-	-	-	-	-
Insurance - Non employee	-	-	-	-	-	-	-	-
8521:Directors & Officers	150	900	450	1,050	450	1,950	3,000	-
8522:Biz Prop, Liab, Umbrella	150	900	450	1,050	450	1,950	3,000	-
8523:Vehicle	150	900	450	1,050	450	1,950	3,000	-
Membership Dues	25	150	75	175	75	325	500	-
Organizational Development	-	-	-	-	-	-	-	-
8541:Staff Development	250	1,500	750	1,750	750	3,250	5,000	-
8542:Board Development	250	1,500	750	1,750	750	3,250	5,000	-
Marketing & Advertising	250	1,500	750	1,750	750	3,250	5,000	-
Misc expenses:Contingency provisions	-	-	-	-	-	-	-	-
Misc expenses:Other expenses	-	-	-	-	-	-	-	-
Business Expenses	5	30	15	35	15	65	100	-
<b>Total expenses</b>	<b>18,422</b>	<b>122,530</b>	<b>62,265</b>	<b>199,183</b>	<b>55,265</b>	<b>258,483</b>	<b>457,665</b>	<b>-</b>
<b>Revenue over Expenses</b>	<b>5,307</b>	<b>19,843</b>	<b>8,921</b>	<b>18</b>	<b>15,921</b>	<b>49,993</b>	<b>42,010</b>	<b>-</b>

# Sample Gift of Dance Photos

## Baton and Pom Pom





# Stapelton Ballet Class



# Branson Dance Class



# Performing Stars Presents “The Lost Stories of Mainship... The Black Experience” February 2019



**PERFORMING STARS**  
Thriving Kids, Parents and Communities™



**PERFORMING STARS**  
*Thriving Kids, Parents and Communities™*





**Housing & Federal Grants Division**

**2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	Project Avary									
<b>Mailing Address</b>	1623 5th Ave									
<b>Website</b>	www.projectavary.org									
<b>Organization DUNS#</b>	5	4	8	0	5	0	9	7		
<b>Executive Director/CEO</b>	Zachary Whelan									
<b>Email Address</b>	zach@projectavary.org									
<b>Phone</b>	4157268154									

**3. Project General Information**

<b>Program/Project Name</b>	Support Service for Children of Incarcerated Parents									
<b>Program/Project Site Address</b>	1623 5th Ave,									
<b>CDBG/HOME Funding Amount Requested</b>	\$15,000									
<b>Application Contact Person</b>	Zachary Whelan									
<b>Title of Contact Person</b>	Executive Director									

Email Address

zach@projectavary.org

Phone

415-457-8799 x 308

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

40

San Rafael

50

County Other

10

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
None	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

Mission: Project Avary promotes brighter futures for children with a parent in prison. We improve life outcomes of children with a parent in prison by providing emotionally and physically safe environments in which they gain a sense of community, increased self-knowledge, and valuable life skills. We strive to end generational incarceration, one child at a time. Project Avary provides children with a long-term continuum of age-appropriate enrichment, instruction and training that helps them develop essential social and life skills for success in all facets of their lives.

Project Avary maintains an annual membership of 25 children and 25 caregivers from Marin County. Children are recruited at ages 8 to 11 into a continuum of support, guidance and training that extends through the Children's (ages 8-13) and Teen Leadership Programs (ages 14-18/19). Therapists, social workers, and teachers refer children to the program. Approximately 80% are African American, Latino, or self-identified as mixed race. 40% of the children are in foster care or kin-care, and 60% live with the remaining parent of which 30% to 40% were also children of incarcerated parents. Over 70% of children are in unstable households due to economic and emotional instability.

**Need for Services**

Parental incarceration is one of the ten adverse childhood experiences that the Centers for Disease Control cited in its 1999 landmark study as causing poor health such as those reported by the Annie E. Casey Foundation (2007) and the Morehouse School of Medicine, National Center for Primary Care (2008): aggression, defiance, disobedience, stigma, poverty, and weakened ties to parents. Children enrolling in Project Avary report at least three and up to seven adverse childhood experiences. One researcher, Susan Phillips, University of Illinois, claims that children of prisoners comprise the most at-risk youth population in the nation. Children with parents in prison are more likely than their peers to become involved with the criminal justice system thus perpetuating a generational cycle of incarceration.

**We Make A 10-year Commitment**

In order for children to overcome long-lasting childhood trauma associated with parental imprisonment, Project Avary commits ten years of support and training to children. Extended support enables children to strengthen emotional resiliency, to rebuild the capacity to form healthy relationships, and to acquire essential skills for success.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

We are requesting support for our 10-Year Leadership Project that supports children of incarcerated parents to overcome the challenges of generational cycles of incarceration. Three primary program elements support children and families who are enrolled in the 10-year program, including The Children's Program, Teen Leadership Program, and the Family Unity Program.

The Children's Program (ages 8 to 13): Children grow up in "the Avary family" where they learn "the Avary way" and where stigma associated with parental incarceration is nonexistent. 20 school year Adventure Day outings introduce children to new experiences and perspectives outside of socially and culturally isolated households, and include workshops and interactive learning activities that teach important social and life skills, and build physical competencies and confidence through extensive outdoor and nature-related activities.

Annual Summer Learning Camp: The residential summer learning camp (in Bolinas) is a customized camp that includes traditional summer camp activities such as swimming and arts and crafts and 15 hours of social/emotional workshops, interactive learning exercises and therapeutic group discussions that build skills in breathing and relaxation, conflict resolution and anger management, and inner understanding. A 1:2 staff to child ratio ensures that all children receive individual attention.

Teen Leadership Program (ages 14-18/19): The Teen Leadership Program includes 20 teen weekend excursions and overnight retreats (at Clem Miller in West Marin) comprised of progressively challenging outdoor adventures that also include learning activities and workshops that build confidence and optimism towards realizing personalized leadership plans. Group discussions and written personal narratives enhance youth's mastery of inner life, with special attention paid to transforming inner shame into personal power. Civic engagement activities build a positive sense of personal agency and confidence for the future. Formal readiness for independence begins at age 15 with employment training, soft skills training, and weekend and summer camp employment as Junior Counselors.

Family Support Program: Family Advocates intervene in crises, connect families to essential community services, and provide opportunities to develop mutual support among caregivers. A Family Camp (at Clem Miller) is held yearly and includes caregiver discussion groups, emotional intelligence games for children, and joint caregiver – child activities. Three Family Unity Days are held each year providing fun and celebratory opportunities for the whole Avary community to come together.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

Children of incarcerated parents are disproportionately children of color, and the impact of parental incarceration places them at greater risk for poor social, economic, and even physical life outcomes. Children are more likely to be suspended and expelled from school and experience school drop out, they are also at greater risk for criminal

behavior and incarceration, thus perpetuating an intergenerational cycle of harm, poverty, and crime. This project intervenes early in the lives of children, surrounds them with the social and emotional support that they need to break these cycles and achieve economic and even housing status that was denied to their own parents.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

We would share resources with our caregivers to support their access to these resources.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

Moderate-Income	<input type="text" value="0"/>
Low-Income	<input type="text" value="0"/>
Very Low-Income	<input type="text" value="0"/>
Extremely Low-Income	<input type="text" value="40"/>

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

100% of children that we work with receive free or reduced lunch.

**14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.**

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
American Indian or Alaskan Native		
Asian		
Black or African American	20	
Native Hawaiian or Other Pacific Islander		
White		
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial		20
<b>TOTAL</b>	20	20
<b>Female-Headed Households (out of above total)</b>	20	20
<b>Persons with Disabilities (out of above total)</b>		

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

This will be the first time funded by this grant

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

We do not have remaining funds.

**17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements? (Please limit to 3000 characters.)**

We have received and successfully administered a Department of Justice grant for many year to support a mentoring program for children of incarcerated parents.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

Zachary Whelan, Executive Director will support the grant management. Mr. Whelan has been an executive director for the past 15 years, with the last 6 being with Project Avary, and has many years experience overseeing government grants, contracts, and successfully meeting deliverables.  
David Siegel, MFT, Director of Program Development will oversee the programmatic elements of this project.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

n/a

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

n/a

**22. For HOME projects, are you a CHDO?**

**23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	Project Avary Marin Leadership Budget .pdf	<b>Remove</b>
<b>Attach Org Budget</b>	2020 General Organizational Budget_1.1.20.xlsx	<b>Remove</b>
<b>Attach Miscellaneous</b>		<b>Remove</b>

<b>Signer Name</b>	Zachary Whelan
<b>Signer Title</b>	Executive Director

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Zachary Whelan, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 16:38:22 GMT-0800 (Pacific Standard Time)



**Public Services Project Budget Template**

<b>Organization Name:</b> Project Avary
<b>Project Title:</b> Leadership Program for Children of Incarcerated Parents

**Date:** 2/6/2020

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<b><u>Committed</u></b>				
<b>Foundations:</b>				
Callison		\$ 25,000.00		
CPH Foundation		\$ 25,000.00		
I&G		\$ 30,000.00		
May and Stanley		\$ 20,000.00		
<b>Government:</b>				
<i>(Add rows)</i>				
<b>Corporations:</b>				
<i>(Add rows)</i>				
<b>Individual Contributions: (list total):</b>		\$ 73,401.00		
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<b>Other (specify):</b>				
<i>(Add rows)</i>				
<b>Subtotal, Committed Income</b>		\$ 173,401.00	\$ -	\$ 173,401.00
<b><u>Uncommitted</u></b>				
<b>Federal Grants Request</b>	\$ 15,000.00			
<b>Other Foundations:</b>				
<i>(Add rows to list other Foundations)</i>				
<b>Government:</b>				
<i>(Add rows to list other Government agencies)</i>				
<b>Corporations:</b>				
<i>(Add rows to list other corporations)</i>				
<b>Individual Contributions:</b>				
<i>(Add rows to list other contributions)</i>				
<b>Other (specify):</b>				
<i>(Add rows to list others)</i>				
<b>Subtotal, Uncommitted Income</b>	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
<b>Other:</b>				169

<b>Earned Income:</b>					
<i>(Add rows)</i>					
<b>Subtotal, Earned Income</b>		\$ -		\$ -	\$ -
<b>Grand Total Income</b>	\$ 15,000.00	\$ 173,401.00		\$ -	\$ 188,401.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Personnel Expenses</b>				
Family Advocate (% FTE: __1.0__)	\$ 5,000.00	\$ 60,000.00		
Program Director (% FTE: __.5__)	\$ 5,000.00	\$ 25,000.00		
Office Manager (% FTE: __.1__)		\$ 7,600.00		
Seasonal Staff Counselors \$200 day rate		\$ 30,000.00		
(Add rows)				
Benefits (@ %: __13.5__)		\$ 17,901.00		
<b>Subtotal Salaries and Benefits</b>	\$ 10,000.00	\$ 140,501.00	\$ -	\$ 150,501.00
<b>Contracted Services</b>				
Professional Fees				
Project Consultant				
(Add rows to list other contracted expenses)				
<b>Subtotal Contracted Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Direct Project Related Expenses</b>				
Supplies for Program	\$ 5,000.00	\$ 5,000.00		
Equipment		\$ 2,000.00		
Transportation		\$ 8,000.00		
Rent		\$ 15,000.00		
Utilities		\$ 2,500.00		
Printing		\$ 400.00		
(Add rows to list other direct project expenses)				
<b>Subtotal, Direct Project Related Expenses</b>	\$ 5,000.00	\$ 32,900.00	\$ -	\$ 37,900.00
<b>Indirect Expense (specify % in column A below)</b>				
				\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				\$ -
<b>Grand Total All Expenses</b>	\$ 15,000.00	\$ 173,401.00	\$ -	\$ 188,401.00

## 2020 Organizational Budget

<u>Program Expenses</u>	Amount
<b><i>Program Staff</i></b>	
Executive Director	\$125,000.00
Program Director	\$73,500.00
Office Manager	\$76,000.00
Director of Program Development	\$60,000.00
Family Advocate & Mentor Program Manager	\$65,000.00
Family Advocate	\$64,650.00
School Program Coordinator	\$50,000.00
Program & School Assistant	\$55,000.00
School Program Day Staff	\$10,800.00
Counseling Staff	\$43,950.00
Community Resources	\$65,000.00
Event Coordinator	\$50,000.00
Grant Writer	\$53,045.00
Program Assistant	\$4,680.00
Payroll Taxes	\$68,197.00
Worker's Comp	<u>\$13,548.00</u>
	<b>\$878,370.00</b>
<b><i>Consultants</i></b>	
Evaluations	\$2,000.00
Program Services	\$51,456.00
Youth Direct Services	\$7,500.00
	<b>\$60,956.00</b>
<b><i>Direct Program Expenses</i></b>	
Background Checks	\$2,500.00
Food/Meals Programs	\$23,610.00
Insurance for Programs	\$7,980.00
Postage & Shipping	\$1,000.00
Printing	\$200.00
Program Admission Fees	\$16,250.00
Site Rental Fees	\$44,820.00
Supplies/Equipment for Program	\$9,610.00
Travel for Program	\$4,375.00
Transportation/Vehicle for Program	\$41,025.00
Health Benefits- program staff	\$53,708.00
	<b>\$205,078.00</b>
<b><u>Operations Expenses</u></b>	
Staff Benefits- operations	\$21,056.00
Accounting, Bookkeeping, Audit	\$19,000.00

Merchant Service Fees	\$1,500.00
Tech Support	\$3,000.00
Computer Expenses- Software	\$7,000.00
Computer Expenses- Hardware	\$3,000.00
Supplies & Equipment (Non-Program)	\$4,500.00
Insurance	\$5,320.00
Membership Fees	\$2,500.00
Meals & Meetings	\$1,500.00
Postage & Shipping	\$500.00
Fundraising Expenses	\$45,000.00
Printing	\$4,500.00
Staff Development	\$6,500.00
Rent & Storage	\$51,996.00
Telephone & Internet	\$6,200.00
Travel (Non-Program)	\$500.00
Utilities/Security	\$1,896.00
	<b>\$185,468.00</b>
<b>Total Budget</b>	<b>\$1,329,872.00</b>



**Housing & Federal Grants Division**

**2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	RotaCare Bay Area									
<b>Mailing Address</b>	514 Valley Way. Milpitas, CA 95035									
<b>Website</b>	www.rotacarebayarea.com									
<b>Organization DUNS#</b>	7	7	0	3	2	8	7	2	3	
<b>Executive Director/CEO</b>	JP. Sahi									
<b>Email Address</b>	jatinderpals@rotacarebayarea.org									
<b>Phone</b>	408.379.8000									

**3. Project General Information**

<b>Program/Project Name</b>	RotaCare Clinic of San Rafael									
<b>Program/Project Site Address</b>	1033 Third Street, San Rafael, CA 94901									
<b>CDBG/HOME Funding Amount Requested</b>	\$20,000									
<b>Application Contact Person</b>	Maribel Rodriguez									
<b>Title of Contact Person</b>	Development Manger									

Email Address

srclinic@rotacarebayarea.org

Phone

415- 720-1486

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

10

San Rafael

80

County Other

10

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
Marin Health and Human Services	\$44,000	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

RotaCare Clinic of San Rafael is part of the RotaCare Bay Area network. RotaCare Bay Area’s mission is to provide free medical care in the Bay Area for those who have the greatest need and the least access.

RotaCare Clinic of San Rafael provides free medical care for the relief of pain and suffering to those with the greatest need and the least access to health care resources. RotaCare Clinic of San Rafael is the only free clinic in Marin County. Adults living in the region with an urgent medical need, including the working poor, the uninsured, the under-insured, the newly unemployed, and people that cannot afford their deductible are eligible for primary, quality health services at no cost. In the fiscal year 2018-2019, RotaCare Clinic of San Rafael served 750 patients 30% of whom are considered new patients. The clinic recorded over 1400 patient visits and filled over 2100 medication prescriptions. The goal of the clinic is to continue serving adults at this capacity and accommodate for the needs of the community.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

RotaCare San Rafael will provide medical services to uninsured and under-insured adults who are in most need in Marin County. In doing so, the clinic will alleviate the use of emergency room services in the area as well as support patient and community health. Our Clinic Currently operates out of Kaiser Medical Building on 1033 3rd St, San Rafael CA. The clinic provides services two (2) days per week on Mondays and Thursdays from 5:30-8:30 pm. This location is central and accessible to most patients residing in the City of San Rafael and neighboring cities with the County of Marin. The clinic will see as many patients as capacity allows on a first come first served bases. In the event that the demand for services exceeds capacity, the clinic will utilize a lottery system and will prioritize acute needs.

RotaCare Clinic of San Rafael will provide acute medical care and initial doses of necessary medications, also at no cost. Historically, the clinic has served the uninsured and under-insured as well as those whose medical expenses are too costly. The clinic has an open door policy and will serve all adults over 18 years old regardless of sex, gender, nationality, religious affiliation, etc.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

RotaCare Clinic of San Rafael is committed to providing medical services at no cost to individuals that otherwise would go without medical care or would have to utilize their limited resources to pay for such services. Adults over the age of 18 that are under the poverty level are able to obtain health care services and remain healthy so they can continue to provide for themselves and their families. Removing the cost from health care services means our patients can utilize their limited resources elsewhere including housing.

For most of our patients, an unexpected medical bill can be the triggering point of housing instability because of their limited resources. Our intent in providing free medicals services for communities in need is to eradicate the stress and financial burden of high-cost medical bills so our patients don't face housing stability due to unforeseen medical expenses.

Our clinic also supports individuals that are facing housing instability issues. When such information is disclosed, our clinic staff and volunteers do their best to connect individuals to the appropriate resources to gain support. Our philosophy around this issue is processing the individual's concerns around accessing services and conducting warm hand referrals.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

From previous demographic and data collected, RotaCare Clinic of San Rafael has identified two members of the protected classes under federal fair housing laws that will be targeted; these two members are American Indian and Black or African American. We will use the following approach to reach the American Indian community. Via electronic media: Marin American Indian Alliance, Facebook, and other appropriate social media. Via bulletin boards: Flyers will be placed at the Novato, San Rafael, Marin City, and Sausalito libraries and community centers. Via flyers and brochures: Information about services will be sent to the Marin American Indian Alliance site for help with distribution within the community.

We will use the following approach to reach the Black or African American community. Via electronic media: Faith-Based Websites, Facebook, and other appropriate social media. Via bulletin boards: Flyers will be placed at the Novato, San Rafael, Marin City, and Sausalito libraries and community centers. Via flyers and brochures: Flyers will be dropped off to First Missionary Baptist Church.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

<b>Moderate-Income</b>	0
<b>Low-Income</b>	50
<b>Very Low-Income</b>	50



Extremely Low-  
Income

650

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

RotaCare Clinic of San Rafael collects client income information based on self-report. Because we provide services on a semi-emergency basis the lack of income verification documents does not exclude individuals from obtaining medical care. We seldom do follow-ups with our patients therefore there are few opportunities to collect verification documents. Additionally and most importantly, we serve those with the most need including the homeless, illiterate persons and seasonal workers.

**14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.**

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native	8	4
Asian	7	
Black or African American	8	
Native Hawaiian or Other Pacific Islander	15	
White	675	640
American Indian and White	7	
Asian and White	8	
Black and White	7	
American Indian and Black	8	
Multi-Racial	7	
<b>TOTAL</b>	<b>750</b>	<b>644</b>
Female-Headed Households (out of above total)	225	
Persons with Disabilities (out of above total)	75	

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

RotaCare Clinic of San Rafael has been funded by CDBG/HOME funds in the past. We received CDBG funds for the fiscal year 2017-2018 and 2018-2019. CDBG/HOME funds have been historically utilized to assist the clinic with the cost associated with medication for our patients.

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

N/A

**17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements? (Please limit to 3000 characters.)**

RotaCare Bay area has extensive experience with administering federal grant programs throughout its various sites. RotaCare Clinic of San Rafael has experience with managing federal grant programs as it has been a recipient of CDBG grant in previous years. This has allowed us to become familiar with federal grant management, reporting, deliverables, and expectations. The staff at RotaCare Clinic of San Rafael is confident about continuing to manage this grant and welcomes any changes in grant administration requirements.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

The RotaCare Clinic of San Rafael project will be managed by Mrs. Lisa Dickey clinic operation's manager. Mrs. Dickey will oversee the operations aspects of the clinic and will coordinate the services provided. Mrs. Dickey will ensure the clinic is fully staffed by our volunteers and will oversee the pharmacy component. She will collect prescription data and will work with our volunteer pharmacists to ensure prescriptions for our patients are filled. Mrs. Dickey has been managing RotaCare Clinic of San Rafael for three years and has over ten years of experience managing community clinics domestically and internationally. Mrs. Dickey has very familiar with the Marin County community and holds a master's degree in Public Health. Additionally, Mrs. Dickey will be supported by Ms. Maribel Rodriguez, development manager. Ms. Rodriguez will oversee all grant administration and reporting. Ms. Maribel Rodriguez has over ten years in fund development and grant management and holds a Master's degree in Public Administration.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

n/a

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

n/a

**22. For HOME projects, are you a CHDO?**

23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

- A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
  - For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	Public Service Project Budget 20-21.xlsx	<b>Remove</b>
<b>Attach Org Budget</b>	2019-20 RotaCare Budget - Combined.pdf	<b>Remove</b>
<b>Attach Miscellaneous</b>	Budget note.pdf	<b>Remove</b>

**Signer Name** Maribel Rodriguez

**Signer Title**

Development Manager

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Maribel Rodriguez, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 02:55:55 GMT-0800 (Pacific Standard Time)

**Public Services Project Budget FY 20-21**

<b>Organization Name:</b> RotaCare Bay Area
<b>Project Title:</b> RotaCare Clinic of San Rafael

Date: 2.6.2020

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<b>Committed</b>				
<b>Foundations:</b>				
Marin Health		\$ 15,000.00		
Kaiser		\$ 20,000.00		
<b>Government:</b>				
<i>(Add rows)</i>				
<b>Corporations:</b>				
Bank of Marin		\$ 2,500.00		
<i>(Add rows)</i>				
<b>Individual Contributions:</b>		\$ 15,000.00		
<b>(list total):</b>				
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<b>Other (specify):</b>				
Rotary Clubs		\$ 1,000.00		
<i>(Add rows)</i>				
<b>Subtotal, Committed Income</b>		\$ 53,500.00	\$ -	\$ 53,500.00
<b>Uncommitted</b>				
<b>Federal Grants Request (for pharmaceuticals)</b>	\$ 20,000.00			
<b>Other Foundations:</b>				
Marin Community Foundation		\$ 30,000.00		
Buck Family Foundation		\$ 4,000.00		
Sutter Health Foundation		\$ 10,000.00		
<i>(Add rows to list other Foundations)</i>				
<b>Government:</b>				
Marin Health and Human Services		\$ 45,000.00		
<i>(Add rows to list other Government agencies)</i>				
<b>Corporations:</b>				
Walgreens		\$ 2,500.00		
<i>(Add rows to list other corporations)</i>				
<b>Individual Contributions:</b>		\$ 5,000.00		
<i>(Add rows to list other contributions)</i>				
<b>Other (specify):</b>				
Rotary Clubs		\$ 2,000.00	\$ 1,000.00	
Fundraising events		\$ 2,050.00		
Faith Based Donors		\$ 5,000.00		

<i>(Add rows to list others)</i>					
<b>Subtotal, Uncommitted Income</b>	\$ 20,000.00	\$ 105,550.00	\$ 1,000.00	\$ 126,550.00	
<b>Other:</b>					
<b>Earned Income:</b>					
<i>(Add rows)</i>					
<b>Subtotal, Earned Income</b>		\$ -	\$ -	\$ -	
<b>Grand Total Income</b>	\$ 20,000.00	\$ 159,050.00	\$ 1,000.00	\$ 180,050.00	

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Personnel Expenses</b>				
Clinic Director 60% FTE		\$ 43,680.00		
Clinic Assistant 37.5% FTE		\$ 18,720.00		
Development Manager 50% FTE		\$ 31,200.00		
Benefits (@ 13.7%)		\$ 12,760.00		
<b>Subtotal Salaries and Benefits</b>	\$ -	\$ 106,360.00	\$ -	\$ 106,360.00
<b>Contracted Services</b>				
Professional Fees				
Project Consultant				
(Add rows to list other contracted expenses)				
<b>Subtotal Contracted Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Direct Project Related Expenses</b>				
X-Ray Services		\$ 100.00		
Pharmaceuticals	\$ 20,000.00	\$ 15,000.00		
Medical Supplies		\$ 1,500.00		
Laboratory Services		\$ 500.00		
Eye Services		\$ 100.00		
Dental Services		\$ 100.00		
Diabetic Services		\$ 100.00		
Insurance		\$ 1,650.00		
Events		\$ 10,215.00		
Travel		\$ 900.00		
Office Supply		\$ 7,975.00		
Utilities/Web/IT		\$ 2,920.00		
<b>Subtotal, Direct Project Related Expenses</b>	\$ 20,000.00	\$ 41,060.00	\$ -	\$ 61,060.00
<b>Indirect Expense (specify % in column A below)</b>				
	7%	12630		\$ 12,630.00
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				\$ -
<b>Grand Total All Expenses</b>	\$ 20,000.07	\$ 160,050.00	\$ -	\$ 180,050.00

# RotaCare Bay Area, Inc.

## Statement of Activities - Combined

### Combined Budget

#### Revenues

##### Unrestricted

##### Public Support

##### Individuals

***-41040-****	Individuals	\$179,521.00
***-41045-****	Patient Donations	\$8,500.00
100-41300-1000	Board Donations - Unrestricted	\$20,000.00
	Total Contributions	<u>\$208,021.00</u>

##### Corporate & Foundation Grants

***-41030-****	Community Organizations	\$151,115.00
***-41060-****	Corporations & Business	\$48,988.00
***-41070-****	Family Foundations	\$72,200.00
	Total Corporate & Foundation Grants	<u>\$272,303.00</u>

##### Rotary Clubs

***-41010-****	Rotary Clubs	\$180,645.00
111-41015-1110	Donations - Paid by Rotary	\$5,000.00
	Total Rotary Clubs	<u>\$185,645.00</u>

##### Special Events

***-41200-****	Fundraising Events	\$130,550.00
	Total Special Events	<u>\$130,550.00</u>
	Total Public Support	<u>\$796,519.00</u>

##### Other Revenue

##### Grant Support

***-40350-****	Grant Support	\$420,873.00
	Total Grant Support	<u>\$420,873.00</u>

##### Administration Fees

100-46100-1000	Administration Fees - Administration	\$94,295.00
	Total Administration Fees	<u>\$94,295.00</u>

##### Investment Income

***-49710-****	Interest Income	\$595.00
	Total Interest Income	<u>\$595.00</u>

##### Other

103-46300-1030	Miscellaneous	\$250.00
	Total Other	<u>\$250.00</u>
	Total Other Revenue	<u>\$516,013.00</u>
	Total Unrestricted	<u>\$1,312,532.00</u>

##### In-Kind Contributions

##### In-Kind Contribution - Services

100-41100-1000	In-Kind Contributions	\$25,668.00
	Total In-Kind Contributions	<u>\$25,668.00</u>
	Total In-Kind	<u>\$25,668.00</u>
	Total In-Kind Contributions	<u>\$25,668.00</u>
	Total Revenues	<u>\$1,338,200.00</u>

#### Expenses

##### Operating Expenses

##### Payroll Costs

##### Wages

100-51105-1000	Salaries - Chief Executive Officer	\$114,000.00
100-51114-1000	Salaries - Business Manager	\$79,000.00
***-51120-****	Salaries - Clinic Administration	\$361,430.00
***-51175-****	Salaries - Clinic Coordinator	\$81,705.00
	Total Wages	<u>\$636,135.00</u>

##### Quality Assurance



100-81510-1000	Salaries - Quality Assurance	\$6,000.00
	Total Quality Assurance	<u>\$6,000.00</u>
Payroll Taxes		
***-53115-****	Payroll Taxes	\$65,500.00
	Total Payroll Taxes	<u>\$65,500.00</u>
Workers Compensation		
***-55400-****	Workers Compensation	\$10,098.00
	Total Workers Compensation	<u>\$10,098.00</u>
Other Employee Benefits		
***-55100-****	Health Insurance	\$20,000.00
	Total Other Employee Benefits	<u>\$20,000.00</u>
Payroll Service Fees		
***-83100-****	Payroll Service	\$11,026.00
	Total Payroll Service Fees	<u>\$11,026.00</u>
	Total Payroll Costs	<u>\$748,759.00</u>
Non-Labor Expenses		
Professional Fees		
***-81250-****	Professional Fees	\$22,000.00
***-81500-****	Database Support	\$9,230.00
100-81400-1000	Accounting Services	\$25,200.00
	Total Professional Fees	<u>\$56,430.00</u>
Pharmaceuticals		
***-62110-****	Pharmaceuticals	\$61,930.00
	Total Pharmaceuticals	<u>\$61,930.00</u>
Medical Supplies		
***-62150-****	Medical Supplies	\$25,800.00
	Total Medical Supplies	<u>\$25,800.00</u>
Health Education Services		
111-62160-1110	Health Education Services	\$2,500.00
	Total Health Education Services	<u>\$2,500.00</u>
Laboratory Services		
***-63710-****	Laboratory Services	\$28,880.00
	Total Laboratory Services	<u>\$28,880.00</u>
X-Ray Services		
***-63720-****	X-Ray Services	\$56,150.00
	Total X-Ray Services	<u>\$56,150.00</u>
Dental Services		
***-64330-****	Dental Services	\$200.00
	Total Dental Services	<u>\$200.00</u>
Eye Services		
***-64340-****	Eye Services	\$1,600.00
	Total	<u>\$1,600.00</u>
Diabetic Services		
***-64350-****	Diabetic Services	\$4,600.00
	Total Diabetic Services	<u>\$4,600.00</u>
Minor Medical Equipment		
105-84220-1050	Medical Equipment	\$10,000.00
	Total Minor Medical Equipment	<u>\$10,000.00</u>
Supplies		
***-82205-****	Awards & Recognition	\$2,500.00
***-82220-****	Office Supplies	\$24,108.00
	Total Supplies	<u>\$26,608.00</u>
Administration Fees		
***-83900-****	Administration Charges	\$94,295.00
	Total Administration Fees	<u>\$94,295.00</u>
Purchased Services		
***-60325-****	Event Expenses	\$15,593.00
***-81700-****	Contract Labor	\$590.00
***-83155-****	Recruitment	\$2,271.00
***-85900-****	Repairs & Maintenance	\$2,365.00
	Total Purchased Services	<u>\$20,819.00</u>

IT Support		
***-83000-****	IT Support	\$2,600.00
***-83010-****	Computer Backup	\$710.00
100-83020-1000	Web/Social Media	\$1,200.00
***-83030-****	Email	\$3,680.00
	Total IT Support	<u>\$8,190.00</u>
Special Event		
***-81300-****	Fundraising	\$44,750.00
	Total Special Event	<u>\$44,750.00</u>
Building & Equipment Rental		
***-84120-****	Occupancy	\$28,366.00
	Total Building & Equipment Rental	<u>\$28,366.00</u>
Insurance		
***-64310-****	Insurance - Professional Liability	\$5,925.00
***-64320-****	Insurance - General Liability	\$10,117.00
110-84300-1100	Auto/Building/Liability Insurance	\$3,700.00
100-64300-1000	Insurance - D&O	\$2,500.00
	Total Insurance	<u>\$22,242.00</u>
Utilities		
***-84500-****	Telephone/Fax	\$12,757.00
***-84505-****	Internet Service	\$6,300.00
	Total Utilities	<u>\$19,057.00</u>
In-Kind Nonservices		
100-85850-1000	In-Kind Nonservices	\$25,668.00
	Total	<u>\$25,668.00</u>
Other Expenses		
***-82200-****	Meals, Entertainment, Gifts	\$8,224.00
***-82250-****	Postage	\$3,100.00
***-82260-****	Printing & Graphic Design	\$14,311.00
***-83200-****	Advertising	\$7,500.00
***-85100-****	Licenses	\$3,250.00
***-85200-****	Bank Charges	\$546.00
***-85500-****	Dues & Subscriptions	\$4,200.00
***-85600-****	Outside Training / Conferences	\$500.00
***-85750-****	Travel Expenses	\$450.00
***-85760-****	Mileage	\$5,050.00
***-88000-****	Miscellaneous Expenses	\$1,100.00
***-86000-****	Storage	\$3,125.00
	Total Other Expenses	<u>\$51,356.00</u>
	Total Non-Labor Expenses	<u>\$589,441.00</u>
	Total Operating Expenses	<u>\$1,338,200.00</u>
	Total Expenses	<u>\$1,338,200.00</u>
Depreciation		
Depreciation		
***-87460-****	Depreciation Expense - Medical Equipment	\$3,451.01
110-87700-1100	Depreciation Expense - Medical Mobile Vehicles	\$22,047.36
	Total Depreciation	<u>\$25,498.37</u>
	Total	<u>\$25,498.37</u>
	Total	<u>\$25,498.37</u>
	Total	<u>\$25,498.37</u>
	<b>NET SURPLUS/(DEFICIT)</b>	<u><b>(\$25,498.37)</b></u>

2.6.2020

To whom it may concern,

Please kindly be advised that our organization budget for fiscal year 2020-2021 is in the processed of being approved by senior leadership and our board of directors. For the purpose of this proposal, a copy of our budget for 2019-2020 is attached. We commit to provide you with a copy of our approved 2020-2021 budget once we receive it.

Best regards

Maribel Rodriguez

Development Manger

### Instructions for completing the project budget template:

1. After the template is downloaded and saved to your computer, complete all the applicable fields starting at the top with the organization name, project title, and date.
2. In the income section be sure to include the request from CDBG in the top line under 'uncommitted'.
3. Please include all other income sources, committed and uncommitted, that will specifically support the proposed project (*not* income for the entire organization). There is also a column to list in-kind contributions to the proposed project.
4. Rows may be added by first clicking on the row number, right click the mouse and select 'Insert' under each subheading. If using a Mac then click 'Table' and select 'Add row above or below'.
5. The template will sum up the 'Other Sources' and 'In Kind' subtotals and calculate the income grand total automatically.
6. The expense section of the budget template is broken down by Personnel, Contracted, Direct, and Indirect costs. The template includes examples under each subheading. You may edit line item examples with line items that are specifically related to the proposed project. You can also add line items by clicking on the row number, right click the mouse and select 'Insert'.
7. The requested funds from CDBG should be allocated across expense line items in the column titled "Federal Grants Request". All other expenses associated with the project that will not use CDBG, if the grant is awarded, should be detailed in the "Other Funding Sources" column and/or "In-Kind" column.
8. The template will calculate the Indirect Expense based on your specified percent entered in column A.
9. The template will calculate the Fiscal Sponsor Fee expense based on your specified percent entered in column A.
10. The template will sum up the Federal Grants Request, Other Sources and In Kind column subtotals and calculate the expense grand total automatically.
11. Be sure to save the completed project budget template to your computer and then proceed to send the file as a supplemental document to your completed application.



Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

2. Organization (Fiscal Sponsor) General Information

Organization/Agency Name	The Spahr Center
Mailing Address	150 Nellen Avenue Corte Madera 94925
Website	www.thespahrcenter.org
Organization DUNS#	6 8 0 0 7 2 4 7 0
Executive Director/CEO	Dana Van Gorder
Email Address	dvangorder@thespahrcenter.org
Phone	415.886.8551

3. Project General Information

Program/Project Name	Readiness for Housing Program
Program/Project Site Address	150 Nellen Avenue Corte Madera 94925
CDBG/HOME Funding Amount Requested	\$162,139
Application Contact Person	Dana Van Gorder
Title of Contact Person	Executive Director

Email Address

dvangorder@thespahrcenter.org

Phone

415.886.8551

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

50

San Rafael

35

County Other

15

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
Ryan White HIV Services - housing support	\$10,000	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

The Spahr Center was created in 2015 out of the merger of Spectrum and The Marin AIDS Project. Spectrum was founded in 1982 as the Ministry of Light to provide support services for LGBT youth and seniors, and to advocate for LGBT people in Marin County. The Marin AIDS Project was founded in 1984 to provide non-medical support to people living with HIV/AIDS, and HIV prevention services to end the AIDS crisis in Marin County.

Today, our mission is to serve, support and empower Marin's LGBTQ community and everyone in the county living with and affected by HIV. We work to assure that Marin is a welcoming and safe place for LGBTQ+ people and people living with and affected by HIV, that our constituents achieve well-being and a strong sense of community, and that the LGBTQ+ and HIV communities are a recognized and integral part of the social fabric of Marin County.

Our largest program is our HIV program. We provide HIV testing and a set of services for low-income HIV-positive people including benefits advocacy, case management, mental health services, a food pantry, access to housing and transportation and support groups. Access to housing currently supports 4 people with 70% rental subsidies, and supports 20 clients with emergency financial assistance to pay rent and utilities. We also provide HIV prevention services, including access to Pre-Exposure Prophylaxis (PrEP) and syringe exchange, as well as harm reduction services for injection drug users.

We operate programs for LGBTQ+ youth to age 25. These include High School based support groups, community-based support groups, individual therapy, social activities and an extensive cultural competency training program to assure that educators and social service providers are good allies to LGBTQ+ youth.

Our LGBTQ Senior program consists of two monthly Senior Discussion groups, social activities, and a developing program to provide cultural competency training to social service providers and operators of senior congregate living facilities.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

The Spahr Center will provide rental assistance to 5 homeless or marginally housed HIV-positive clients or transgender individuals over age 18. These 5 clients will be eligible for assistance of up to \$1600.00 per month for

12 months for shared or single housing. Housing will be capped at one year. We will also offer emergency housing support of up to 21 days at \$100 a day for 10 HIV or transgender clients in crisis and needing short-term placement either as a transition to their own housing or to our rental assistance program. Housing clients will be identified through our existing HIV program as eligible for participation, as well as through our Transgender Services Program.

The Spahr Center will hire a Housing Case Manager (HCM). The HCM will work with each program participant to identify and connect them to services that will enable them to exit the rental assistance program with stable housing within one year of entry. These services will include benefits advocacy; mental health; substance use; job training, counselling and placement. The HCM will monitor each client's participation in each needed service and identify additional service needs during weekly check-in sessions. The HCM will complete a monthly assessment of each client to measure their progress toward a successful exit from the program into other stable housing. At the conclusion of a year in the program, the HCM will prepare each client to transition to other permanent or temporary housing sources. Our goal is to transition 4 percent of clients to another form of stable housing within 12 months of program participation, and all 10 of the emergency clients to other transitional or permanent housing within 21 days.

This program will help the community in these ways. Various studies establish that HIV-positive individuals are more likely to become virally suppressed if they have stable housing and are better able to be adherent to medications. Viral suppression both supports HIV health of the individual and prevents transmission of HIV to others. Therefore, providing temporary housing and intensive case management for our HIV clients, with the goal of stabilizing their housing for the long-term, benefits the public health of the community.

Many transgender individuals are vulnerable to intense discrimination, violence, poverty, mental health challenges and disproportionate rates of suicide. These issues are exacerbated by homelessness. Providing temporary housing and intensive case management to homeless and marginally housed transgender individuals will benefit them individually and benefit the community through improved wellness and safety for its members.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services**
- Children, Youth and Parent Services**
- Basic Health Services**

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

The Spahr Center works with two populations of individuals who have experienced intense housing and other forms of discrimination - people living with HIV/AIDS and transgender people. This program will support clients to find housing with supportive landlords where they are free from any form of discrimination or harassment. We will also support these clients to access all available neighborhood, city and county services without discrimination.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

We will not need to market this program. The Spahr Center's HIV clients are protected under the Fair Housing Act as a result of disability. Unfortunately, transgender individuals are not protected by the Act. Within our existing HIV and transgender client base, we are able to do outreach to homeless and marginally housed clients to assess their interest in participation.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

Moderate-Income	<input type="text" value="0"/>
Low-Income	<input type="text" value="0"/>
Very Low-Income	<input type="text" value="10"/>
Extremely Low-Income	<input type="text" value="5"/>

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

Our HIV program currently requires verification of income on entry and every six months thereafter. Our case managers ask clients for any one of the following documents: prior year tax return, recent pay stubs, social security statements, self-employment affidavit, affidavit of any payment from family/friends, and bank statements.



14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native		
Asian		
Black or African American	3	
Native Hawaiian or Other Pacific Islander		
White	10	6
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	2	
<b>TOTAL</b>	<b>15</b>	<b>6</b>
Female-Headed Households (out of above total)		
Persons with Disabilities (out of above total)		

**PROJECT MANAGEMENT & FINANCIAL DATA**

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)

na

16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

na

17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements? (Please limit to 3000 characters.)

The Spahr Center receives over \$500,000 in Federal Ryan White funds through Marin County each year and has for multiple years. This program requires extensive data collection and reporting to the county, state and federal governments. County Health & Human Services is a good source of information about our established ability to manage a significant federal grant program.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

Leslie Gallen is our Deputy Director. She oversees our HIV Care Program, and is responsible for services to 240 HIV-positive clients delivered by a staff of four people. In this role, Leslie designs and oversees multiple complex programs, oversees their evaluation and client satisfaction, develops and negotiates contracts with the county, assures reporting to government agencies, and bills and monitors payment for services. Prior to being with The Spahr Center 20 years ago, Leslie held various case management and management positions working in housing and homeless programs for low-income people.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

NA

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

NA

**22. For HOME projects, are you a CHDO?**

**23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	Public Service Project Budget Template - 2-20.xlsx	<b>Remove</b>
<b>Attach Org Budget</b>	TSC Budget 19-20.xls	<b>Remove</b>
<b>Attach Miscellaneous</b>		<b>Remove</b>

<b>Signer Name</b>	Dana Van Gorder
<b>Signer Title</b>	Executive Director

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Dana Van Gorder, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 14:56:44 GMT-0800 (Pacific Standard Time)

**Public Services Project Budget Template**

<b>Organization Name:</b> The Spahr Center
<b>Project Title:</b> Housing Program

**Date:** 02/6/2020

<b>INCOME:</b>	<b>Federal Grants Request</b>	<b>Other Funding Sources</b>	<b>In Kind</b>	<b>Total Proposed Project Income</b>
<b><u>Committed</u></b>				
<b>Foundations:</b>				
<i>(Add rows)</i>				
<b>Government:</b>				
<i>(Add rows)</i>				
<b>Corporations:</b>				
<i>(Add rows)</i>				
<b>Individual Contributions: (list total):</b>				
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<b>Other (specify):</b>				
<i>(Add rows)</i>				
<b>Subtotal, Committed Income</b>		\$ -	\$ -	\$ -
<b><u>Uncommitted</u></b>				
<b>Federal Grants Request</b>	\$ 162,139.00			
<b>Other Foundations:</b>				
<i>(Add rows to list other Foundations)</i>				
<b>Government:</b>				
<i>(Add rows to list other Government agencies)</i>				
<b>Corporations:</b>				
<i>(Add rows to list other corporations)</i>				
<b>Individual Contributions:</b>				
<i>(Add rows to list other contributions)</i>				
<b>Other (specify):</b>				
<i>(Add rows to list others)</i>				
<b>Subtotal, Uncommitted Income</b>	\$ 162,139.00	\$ -	\$ -	\$ 162,139.00
<b>Other:</b>				
<b>Earned Income:</b>				

<i>(Add rows)</i>					
<b>Subtotal, Earned Income</b>		\$ -		\$ -	\$ -
<b>Grand Total Income</b>	\$ 162,139.00	\$ -		\$ -	\$ 162,139.00

<b>EXPENSES (Add rows to list other expenses)</b>	<b>Federal Grants Request</b>	<b>Other Funding Sources</b>	<b>In Kind</b>	<b>Total Proposed Project Expenses</b>
<b>Personnel Expenses</b>				
Executive Director (% FTE: __.02__)	\$ 1,900.00			
Program Director (% FTE: __.03__)	\$ 1,740.00			
Housing Case Manger (% FTE: .50 )	\$ 26,000.00			
(Add rows)				
Benefits (@ %: __21__)	\$ 6,459.13			
<b>Subtotal Salaries and Benefits</b>	\$ 36,099.13	\$ -	\$ -	\$ 36,099.13
<b>Contracted Services</b>				
Professional Fees				
Project Consultant				
(Add rows to list other contracted expenses)				
<b>Subtotal Contracted Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Direct Project Related Expenses</b>				
Rent	\$ 3,000.00			
Utilities	\$ 175.00			
Supplies	\$ 200.00			
Equipment				
Travel	\$ 250.00			
Professional Development				
Marketing				
Housing Assistance	\$ 117,000.00			
<b>Subtotal, Direct Project Related Expenses</b>	\$ 120,625.00	\$ -	\$ -	\$ 120,625.00
<b>Indirect Expense (specify % in column A below)</b>				
	\$ 5,414.87			\$ 5,414.87
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				\$ -
<b>Grand Total All Expenses</b>	\$ 162,139.00	\$ -	\$ -	\$ 162,139.00

**Draft Budget 19/20**

<b>Account</b>	<b>Costs</b>	<b>FTE</b>
<b>Personnel</b>		
Executive Director-(Van Gorder)	\$95,000.00	1.00
Executive Assistant-(Silva)	\$52,000.00	1.00
Ops & Care Prog Mgr-(Gallen)	\$58,000.00	1.00
Case Manager-(Camacho)	\$52,000.00	1.00
Benefits Advocate-(Mon)	\$52,000.00	1.00
Case Management Assistant	\$41,600.00	1.00
Registered Dietician	\$16,400.00	0.12
Testing OR Worker-(Boemer)	\$6,000.00	0.13
Prev/Testing Mgr-(Fyne)	\$56,000.00	1.00
SAS Coordinator - (Saltzman)	\$1,476.48	0.06
Therapist - MFT Intern - (Spake)	\$24,960.00	0.30
Therapist - MFT Intern - (Dueñas)	\$21,840.00	0.30
LGBT Program Coord.-(Argelius)	\$49,920.00	1.00
Group Facilitator - (Dowling)	\$2,496.00	0.06
Senior Group Advisor - (Flaxman)	\$6,500.00	0.06
Senior Group Advisor - (Hermes)	\$5,500.00	0.05
Parent Support Group Advisor - (Barkin)	\$5,500.00	0.05
<b>Total Personnel</b>	<b>\$547,192.48</b>	<b>9.14</b>
Payroll Taxes	\$50,000.00	0.09
Employee Benefits	\$59,147.00	0.11
Worker's Comp.	\$5,310.00	0.01
Payroll Svc Charge	\$1,820.00	0.0033
<b>Payroll Taxes, EE Benefits, WC</b>	<b>\$116,277.00</b>	
<b>Total Personnel Expenses</b>	<b>\$663,469.48</b>	
<b>Non-Personnel</b>		
Consultant - Website & Graphics	\$150.00	
Consultant - IT	\$1,500.00	
<b>Consultants</b>	<b>\$1,650.00</b>	
Rent & Storage	\$54,630.00	
Utilities	\$1,700.00	
Signage	\$4,000.00	
Building Maintenance	\$500.00	
<b>Occupancy</b>	<b>\$60,830.00</b>	
Telephone & Internet	\$6,300.00	
Cell Phone	\$2,802.00	
<b>Communications</b>	<b>\$9,102.00</b>	
Postage & Delivery	\$3,000.00	
Travel, Mileage, Parking	\$3,780.00	
Office Supplies	\$1,900.00	
Facility Rental-Program	\$2,750.00	
Dues, Subs & Memberships	\$1,660.00	
Printing & Copying	\$6,000.00	
Program Supplies-Incentives	\$3,000.00	
Program Supp-Testing	\$500.00	
Program Supp-NE	\$250.00	
Mental Health Database	\$1,188.00	
<b>Program Expenses</b>	<b>\$24,028.00</b>	
Insurance - D&O	3,201.00	
Insurance - general liability; prof. liability; property	6,743.00	
Insurance - malpractice	5,310.00	
<b>Insurance</b>	<b>\$15,254.00</b>	
Assistance - Gen (ER/RX)	\$30,436.70	
Assistance - Health Ins.	\$39,000.00	
Assistance - Transportation	\$7,000.00	
Assistance - Housing	\$2,091.84	
<b>Financial Assistance</b>	<b>\$78,528.54</b>	
Food-Groups & Meetings	\$8,000.00	
Food-Pantry	\$6,136.66	
<b>Food</b>	<b>\$14,136.66</b>	
Program Events	\$8,000.00	
LGBTQ Youth Events	\$6,000.00	
<b>Events</b>	<b>\$14,000.00</b>	
HR Exp	\$100.00	
Training & Recruitment fees	\$2,500.00	
Community Relations & Advertising	\$1,000.00	
<b>Human Resources</b>	<b>\$3,600.00</b>	
Accounting	\$17,000.00	
Audit	\$4,400.00	
Legal	\$500.00	
Equipment Rental & Maint.	\$200.00	
Equipment/Furniture Purch	\$1,500.00	
Staff Meetings	\$1,000.00	
Board expenses	\$250.00	
Bank Charges	\$1,400.00	
Interest/Admin Fees	\$500.00	
Other	\$250.00	
<b>Operations/Miscellaneous</b>	<b>\$27,000.00</b>	
Development Consultant	\$22,800.00	
Fundraising Events	\$7,500.00	
Salesforce add ons Development/Webhosting	\$500.00	
Major Donor Expense	\$250.00	
<b>Development</b>	<b>\$31,050.00</b>	
<b>Total Non-Personnel Expenses</b>	<b>\$279,179.20</b>	
<b>Total Budget</b>	<b>\$942,648.68</b>	





Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

Organization/Agency Name	Women's Rights and Peace of Bay Area									
Mailing Address	601 Montecillo Rd, San Rafael, CA 94903									
Website	wrapba.org									
Organization DUNS#	3	3	3	3	3					
Executive Director/CEO	JongLee									
Email Address	jmuglee@gmail.com									
Phone	4153772972									

**3. Project General Information**

Program/Project Name	Korean Education Project (KEP)									
Program/Project Site Address	601 Montecillo Road, San Rafael, CA 94903									
CDBG/HOME Funding Amount Requested	\$15,000									
Application Contact Person	Jong Lee									
Title of Contact Person	Director									

Email Address

Jmuglee@gmail.com

Phone

4153772972

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

35

San Rafael

50

County Other

15

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
n/a	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc.**

The Women’s Rights and Peace of Bay Area (WRAPBA) commits to hosting activities and programs for youths and young adults to

- develop leadership skills and abilities through education and empowerment that promotes women’s rights
- build community through cross-cultural and cross-national discussions in international forums and training programs
- raise the voices and experiences of the marginalized and oppressed, especially but not exclusively those of women and children of color including Muslims, through cultural, informational, and educational activities
- provide a platform for discussions and exchanges between Asian Pacific and Asian American communities on shared issues and shared humanity

Since 2018, WRAPBA has organized groups of high school and college students (seven of each) to travel to South Korea to participate in the International Forum on WWII Military Sexual Slavery. The forum involves students from Korea, Japan, the Philippines and Taiwan for 4 days of intensive

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.**

Applications for participation in the forum are gathered in February and applicants are screened and accepted by members of the board of directors. Participants who need/want financial aid are asked to submit family financial documents or FAFSA information. The cost of the trip travel and accommodations is approximately \$3,000 per individual. The ability to offer financial aid to deserving participants through this grant will enable lower income individuals to participate.

Planning for the trip involves frequent meetings to build community, monitor preparation, and encourage fundraising. WRAPBA participants complete white papers in advance of the forum and present them to 200+ people. Even though the forum takes place in a foreign country and has its basis in WWII history, the educational experience and white paper topics deal in current general humanitarian issues such as domestic and international sexual trafficking, genital mutilation, and the devastating consequences to individual

8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

9. HUD National Objective to be served (check at least one)

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

10. How will this project Affirmatively Further Fair Housing?

N/A

11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Affirmative Marketing:  
The program is marketed through Marin and Sonoma high schools and colleges. Schools with limited diversity are targeted especially.

12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)

Moderate-Income	<input type="text" value="5"/>
Low-Income	<input type="text" value="3"/>
Very Low-Income	<input type="text" value="3"/>
Extremely Low-Income	<input type="text" value="3"/>

13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.)

Participants who need/want financial aid are asked to submit family financial documents or FAFSA information.

14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native	1	5
Asian	2	
Black or African American	2	
Native Hawaiian or Other Pacific Islander		
White	3	
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	2	
<b>TOTAL</b>	<b>10</b>	<b>5</b>
Female-Headed Households (out of above total)		
Persons with Disabilities (out of above total)		

**PROJECT MANAGEMENT & FINANCIAL DATA**

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.

N/A

16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance.

N/A

**17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements?**

N/A

**18. Describe who will supervise and manage the project and their past experience with project management.**

See attachedThe program is supervised and managed by Jong Lee, Director and Board Member and Min-Hee Kim, Project Manager, Secretary and Board member.

Ms. Jong Lee has actively worked to spread understanding of the Korean community and heritage throughout the Bay Area. During the last four years, she has been a community partner with Dominican University's Service-Learning program, teaching about and bringing awareness to the stories of the Korean Comfort Women through Korean drumming. She was a committee member and education director of the Santa Rosa City and Je-ju Island sister cities project from 2010 to 2013. She is a founding member of the Asian American Alliance of Marin and was responsible for bringing the documentary "Color of Fear" to San Rafael High School.

In the last 40 years, Jong worked in banking industries and retired as a portfolio manager from the Far East National Bank. She served for over 25 years as the Sunday and youth director in the Korean Presbyterian Church

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received.**

N/A

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

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

N/A

**22. For HOME projects, are you a CHDO?**

**23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

**Attach Project Budget**

Co marin Budget 2020.xlsx

**Remove**

**Attach Org Budget**

Grant application draft (1).docx

**Remove**

**Signer Name** Jong Lee

**Signer Title** Director

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Jong Lee, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Jan 30 2020 11:17:01 GMT-0800 (Pacific Standard Time)

Organization name: Women's Rights and Peace of Bay Area

Project Title: Korean Education Project

Date: January 30, 2020

INCOME:	Federal Grant Request		Other Funding Sources		In Kind
<b>Committed</b>					
<b>Foundations:</b>					
Changwon Women's Group			6400		
<b>Government:</b>					
<b>Corporation:</b>					
<b>Individual Contributions:(Listed Total)</b>					
<b>Earned Income:</b>					
<b>Other (Specify)</b>					
<b>Subtotal, Committed Income</b>			6400		
<b>Uncommitted</b>					
<b>Other (specify)</b>					
<b>Federal Grant Request</b>	15000				
<b>Other Foundations:</b>					
Sales Force			1500		
<b>Government:</b>					
<b>Individual Contributions:</b>			5000		
<b>Subtotal, Uncommitted Income</b>	15000		12900		
<b>Other Earned Income</b>					
<b>Sub total</b>	15000		32200		
<b>Grant total</b>			47200		



<b>EXPENSES (Add rows to list other expenses)</b>	<b>Federal Grants Request</b>	<b>Other Funding Sources</b>	<b>In Kind</b>	<b>Total Proposed Project Expenses</b>
<b>Personnel Expenses</b>				
Executive Director (% FTE: _____)				
Program Director (% FTE: _____)	0	0		
(Add rows)				
Benefits (@ %: _____)				
<b>Subtotal Salaries and Benefits</b>	\$ -	\$ -	\$ -	\$ -
<b>Contracted Services</b>				
Professional Fees	0			
Project Consultant				
(Add rows to list other contracted expenses)				
<b>Subtotal Contracted Services</b>	0	0	\$ -	\$ -
<b>Direct Project Related Expenses</b>				
Lodging	3528	6552		
Food	2016	6720		
Supplies	311	639		
Airfare	5625	13125		
Travel-Airfare, Buses, Subways & Trains	2170	4030		
Professional Development				
Museums	1350	3150		
(Add rows to list other direct project expenses)	0			
<b>Subtotal, Direct Project Related Expenses</b>	15000	34216	\$ -	49216
<b>Indirect Expense (specify % in column A below)</b>				
				\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				\$ -
<b>Grand Total All Expenses</b>		\$ -	\$ -	49216

<b>WRAPBA 2020 Budget</b>		
<b>Income</b>		
Changwon Women's Group	6400	
Sales Force	1500	
<a href="#">3 @ \$400 Cookiomng Class</a>	1200	
Students Participation \$1250@14	17500	
Individual donation	5000	
<b>CDBG</b>	<b>15000</b>	
Garage Sales by students	600	
Total	47200	
<b>Operationg Exp</b>		
Lodging @14 days	10080	
Trains, Subways bus and local Airline	6200	
Food \$30 @16	6720	
Museum & DMZ	4500	
Airfare to Korea \$1,250@15	18750	
Misc-Sim Cards. Tumb Drive, Exh. Gift to 4 other countries 100 students	950	
Total	47200	

## **Organizational Overview:**

The Women's Rights and Peace of Bay Area (WRAPBA) commits to hosting activities and programs for youths and young adults to

- develop leadership skills and abilities through education and empowerment that promotes women's rights
- build community through cross-cultural and cross-national discussions in international forums and training programs
- raise the voices and experiences of the marginalized and oppressed, especially but not exclusively those of women and children of color including Muslims, through cultural, informational, and educational activities
- provide a platform for discussions and exchanges between Asian Pacific and Asian American communities on shared issues and shared humanity

Since 2018, WRAPBA has organized groups of high school and college students (seven of each) to travel to South Korea to participate in the International Forum on WWII Military Sexual Slavery. The forum involves students from Korea, Japan, the Philippines and Taiwan for 4 days of intensive discussions. The group also visits Seoul and participates in the demonstration for comfort women recognition that has been ongoing since 1992.

## **Project Description:**

Applications for participation in the forum are gathered in February and applicants are screened and accepted by members of the board of directors. Participants who need/want financial aid are asked to submit family financial documents or FAFSA information. The cost of the trip travel and accommodations is approximately \$3,000 per individual. The ability to offer financial aid to deserving participants through this grant will enable lower income individuals to participate.

Planning for the trip involves frequent meetings to build community, monitor preparation, and encourage fundraising. WRAPBA participants complete white papers in advance of the forum and present them to 200+ people. Even though the forum takes place in a foreign country and has its basis in WWII history, the educational experience and white paper topics deal in current general humanitarian issues such as domestic and international sexual trafficking, genital mutilation, and the devastating consequences to individuals and families. The papers are edited, and abstracts are sent to the South Korean Project Director for translation into the languages of all participants. A book of all presentations is given to each participant.

Cultural excursions in South Korea are part of the trip including side trips to the demilitarized zone and to Jeju Island, sister city of Santa Rosa.

Past participants have demonstrated acquired skills through academic success and cultural community leadership roles. They become positive diversity role models and women's rights advocates within the county.

**Affirmative Marketing:**

The program is marketed through Marin and Sonoma high schools and colleges. Schools with limited diversity are targeted especially.

**Verifying Client Income:**

Participants who need/want financial aid are asked to submit family financial documents or FAFSA information.

**Supervision and management of the project:**

The program is supervised and managed by Jong Lee, Director and Board Member and Min-Hee Kim, Project Manager, Secretary and Board member.

**Ms. Jong Lee** has actively worked to spread understanding of the Korean community and heritage throughout the Bay Area. During the last four years, she has been a community partner with Dominican University's Service-Learning program, teaching about and bringing awareness to the stories of the Korean Comfort Women through Korean drumming. She was a committee member and education director of the Santa Rosa City and Je-ju Island sister cities project from 2010 to 2013. She is a founding member of the Asian American Alliance of Marin and was responsible for bringing the documentary "Color of Fear" to San Rafael High School.

In the last 40 years, Jong worked in banking industries and retired as a portfolio manager from the Far East National Bank. She served for over 25 years as the Sunday and youth director in the Korean Presbyterian Church of San Rafael. She was a two-term elder of St. Andrews Church of Marin City.

Jong is also a choreographer and has directed the North Bay Korean Dance Company for 10 years. The company has performed in more than 100 theatres in the North Bay, including Herbst Theater, and the Luther Burbank Center in Santa Rosa.

She serves on several boards and is a founding member and president of the Asian American Scholarship for Marin and Sonoma counties. She was a 2003 Martin Luther King, Jr. Humanitarian Award recipient for her creative and dedicated community service.

Jong holds a Bachelor of Science degree in business administration from Dominican University of California.

**Ms. Min-Hee Kim** has worked for Masan, Changwon, Jinhae Civil Assembly for Japanese Military Sexual Slaves as a coordinator for the international forum for Japanese sexual slavery since 2017. Having graduated from the San Francisco Theological Seminary in 2015, she is also a candidate for ordination in the Presbyterian Church USA. She lives with spiritual concern and prophetic practice related to women's issues and social justice. In particular, she has been deeply privileged and blessed to encounter suffering and death as essential parts of life through her pastoral training at several hospitals in California and Ghana, West Africa. As a result of these profound experiences, she strives to accompany people from diverse cultural contexts. In particular, she is concerned about listening to Comfort Women's voices and amplifying survivors' voices to/for the world. In January, 2019, after completing a Clinical Pastoral

Education program at Sequoia Hospital in Redwood City, California, she returned to Korea and is preparing for advanced studies in the United States.



Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

2. Organization (Fiscal Sponsor) General Information

Organization/Agency Name	Bridge the Gap College Prep
Mailing Address	P.O. Box 1390, Sausalito, CA 94965
Website	www.btgcollegeprep.org
Organization DUNS#	9 4 2 1 1 9 5 5 8
Executive Director/CEO	Laura Cox
Email Address	lauracox@btgcollegeprep.org
Phone	415-606-2077

3. Project General Information

Program/Project Name	Bridge the Gap College Prep Early Childhood Education Literacy Programming
Program/Project Site Address	105 Drake Avenue, Marin City, 94965
CDBG/HOME Funding Amount Requested	\$15,000
Application Contact Person	Laura Cox
Title of Contact Person	Executive Director

Email Address

lauracox@btgcollegeprep.org

Phone

415-606-2077

4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato

0

San Rafael

0

County Other

100

Total Percentage

100

5. What other County of Marin funding is your organization receiving for this project?

Funding Source	Grant Amount	
Marin County Board of Supervisors	\$3,500	X
Marin County Sheriff's Department	\$10,000	X

Add Row

6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

Founded in 1995, BTGCP's mission is to provide comprehensive educational, and social-emotional support with the goal that every Marin City child completes high school and graduates from college.

Population Served & Need - BTGCP serves approximately 275 Marin City youth annually. Over half of the participants live in Golden Gate Village, Marin City's primary public housing. Most are from low- or very low-income families and most are youth-of-color. Unfortunately, though the last two years have seen substantial progress, an extremely high level of administrative and teacher turnover has greatly impacted Marin City students' education, particularly at Bayside/MLK. Beyond school-specific issues, BTGCP's students, face the myriad challenges due to socio-economic hardship, including food and housing insecurity, unstable home lives, and trauma.

BTGCP's Academic and Extracurricular K-College Programming

- Summer K-3 Little Readers Program, 1-on-1 and small group literacy. Summer; ~65 students
- 1st-8th grade One-on-One Evening Tutor Mentor Program offering 1-on-1 literacy & homework support, 1 hour/week with individualized tutors paired for the academic year; September-June; ~50 students
- 4th-8th After School Marin City Scholars - Students attend in grade-specific cohorts 2-4 days/week during the school year at BTGCP's College Prep Center from 3:30-6:00. 4th-6th graders attend twice weekly, focusing on literacy skills, & homework support. 7th-8th graders attend 4 days/week. BTGCP focuses on intensive math & language arts skills emphasizing: 1) skill remediation in small groups, 2) re-teaching current school curriculum & 3) homework assistance. September-June; ~80 students
- High School Program - BTGCP's program operates 4 days/week, 3:00-7:00 pm, across the school year onsite at Tamalpais High School, where most BTGCP students attend. Freshman must attend 4 days weekly & sophomores and juniors 3 days, unless in extracurriculars. BTGCP provides academic tutoring, particularly in math & science, & advocacy for students to successfully complete A-G (CSU & UC) requirements. BTGCP High School Teachers offer homework support, targeted one-on-one skill building, college readiness & subject-specific workshops. Grade-level Deans meet regularly with students to track progress & address obstacles. September-June; ~65 students
- The College Success Program -BTGCP launched this program in spring 2018, adding a dedicated College Advisor who assists our students as they navigate the college application & enrollment process while carefully monitoring their progress through to college graduation. The program includes: summer preparation before students

arrive at college, focus on life skills & connection to campus resources; review of graduation plans; & consistent advising needed to help navigate obstacles our 1st generation college students face. Year-round; 40 students

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

In alignment with Marin County's focus on "Children, Youth and Parent Support Services," BTGCP seeks support for our TK-3rd grade extracurricular academic and social-emotional interventions across the below programs. Note that for all of the BTGCP's programming, BTGCP provides wrap-around support including nutritional snacks and meals, as well as transportation when necessary.

BTGCP defines "early childhood education" as TK-3rd grade. Our programs working with this age range include: Summer Little Readers Program – Led by experienced BTGCP Early Literacy Director, a credentialed teacher with many years teaching K-3rd grade, this program now serves 65 TK-3rd grade students (15 of whom also attend our One-on-One Literacy Tutoring program) with reading support for one hour and fifteen minutes, three times per week from June – August. Student participation varies, with some attending just for a few days, and others attending most summer mornings. For all who attend, this program mitigates the "summer slide," or the literacy learning loss that often contributes to the difficulty of students from BTGCP's population achieving proficiency by the critical 3rd grade milestone.

BTGCP partners with Marin City's largest day care center, Manzanita Children's Center, which, prior to joining with BTGCP, had no summer literacy program. Literacy activities and instruction includes phonemic awareness and phonics skills development, whole group "read-alouds" and direct instruction, development and review of comprehension skills, one-on-one time with volunteers to enhance fluency and decoding, summarizing, predicting, questioning, making connections, main idea/details, author's message and learning about the library. Each student has a one-on-one volunteer to work with each session. The curriculum focuses on developing sight words, and teaching students specific story elements (e.g. characters, plot, setting, and story arc - beginning, middle and ending). As above, students will also use Smarty Ants phonics program, in collaboration with the Marin City Library. Volunteer tutors track students' focus (e.g. alphabet work, pronunciation, reading comprehension, sight words, listening skills, summarization).

One-on-One Evening Tutor Mentor Program – Founded in 1995, this program uses the bonds created between student and an assigned personal Tutor as the basis to cultivate enthusiasm for reading and learning. The primary academic year programming BTGCP's 30 1st-3rd graders, this program provides an "on ramp" into BTGCP's culture of learning and high expectations. Guided by BTGCP's Early Literacy Director, the tutor/student pairs choose two books to read each session, one chosen by the student based on interest, and one chosen by the Tutor to focus on specific skills. Pairs read both fiction and non-fiction and choose among high quality culturally relevant picture books and leveled readers. The tutoring pairs spend the full hour engaged with literacy activities.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

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



**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

This project is not directly related to fair housing. However, it does improve academic outcomes for many participants who live in Marin City's public housing and therefore improves families' experiences in Golden Gate Village, among Marin County's very few subsidized housing developments. BTGCP's 4,000 square foot College Prep Center is located in Marin public housing community space, including six classrooms at 271 Drake Ave in the heart of Golden Gate Village.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

This project is not directly related to fair housing. However, it does improve academic outcomes for many participants who live in Marin City's public housing and therefore improves families' experiences in Golden Gate Village, among Marin County's very few public housing developments. BTGCP's 4,000 square foot College Prep Center is located in a community space, including six classrooms at 271 Drake Ave in the heart of Golden Gate Village.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

Moderate-Income	<input type="text" value="5"/>
Low-Income	<input type="text" value="9"/>
Very Low-Income	<input type="text" value="29"/>
Extremely Low-Income	<input type="text" value="52"/>

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

BTGCP relies on use of federal free and reduced lunch programs to determine income level.

14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native		
Asian	9	
Black or African American	38	
Native Hawaiian or Other Pacific Islander		
White	5	
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial		43
<b>TOTAL</b>	52	43
Female-Headed Households (out of above total)	58	
Persons with Disabilities (out of above total)	10	

**PROJECT MANAGEMENT & FINANCIAL DATA**

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)

NA

16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

NA

17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements? (Please limit to 3000 characters.)

BTGCP does not have experience administering federal grant programs. However, we have an experienced Executive Director and strong financial oversight from our Board of Directors. In addition, BTGCP contracts with Moss CPA to provide financial reviews and audits of our now \$1.7M budget.

We have consistently received public-sector funding from the Marin County Board of Supervisors as well as from the Marin County Sheriff's Office.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

The project will be managed by Executive Director Laura Cox and by K-8 Scholars Director Carl Featherston. Laura Cox – Executive Director - Formerly BTGCP’s Board Chair and board member from 2008-2015, Laura became Executive Director in 2015, and oversees all aspects of the organization. She brings a wide range of managerial skills from her experience in both the nonprofit and for-profit sectors. She previously worked as Development Director for World of Children, President of The Reed Schools Foundation, and as a strategic consultant for numerous nonprofits. Before working in the nonprofit sector, Laura was employed at Del Monte Foods in Brand Management and at Avon Products in Strategic Planning. She received her MBA from Northwestern’s Kellogg Graduate School of Management and her BA from UC Santa Barbara. K-8 Scholars Director - Carl Featherston, an African-American male educator and administrator, is highly experienced and comes from similar socio-economic background to many of BTGCP’s students. Carl has worked as a vice principal, a teacher and a nonprofit literacy leader, focusing on low-income students-of-color across his entire career. He has experience in improving both literacy and math outcomes and has a deep knowledge of K-8 curricula. He has a BA in Psychology, an MS in Education, and is currently working on a Doctorate of Education in Learning and Instruction, expected in fall 2022.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

NA

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

NA

**22. For HOME projects, are you a CHDO?**

**23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	Public Service Project Budget Template - BTGCP.pdf	<b>Remove</b>
<b>Attach Org Budget</b>	2019-2020 ORGANIZATIONAL BUDGET w deficit note.pdf	<b>Remove</b>
<b>Attach Miscellaneous</b>	Bridge the Gap College Prep Impact Report 2020.pdf	<b>Remove</b>

**Signer Name**

**Signer Title**

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Laura Cox, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Wed Feb 05 2020 21:27:52 GMT-0800 (Pacific Standard Time)

**Public Services Project Budget Template**

<b>Organization Name:</b> Bridge the Gap College Prep
<b>Project Title:</b> Bridge the Gap College Prep Early Childhood Education Literacy Programming

Date: 2/6/2020

<b>INCOME:</b>	<b>Federal Grants Request</b>	<b>Other Funding Sources</b>	<b>In Kind</b>	<b>Total Proposed Project Income</b>
<b><i>Committed</i></b>				
<b>Foundations:</b>				
<b>George H. Sandy</b>		\$ 4,590.00		\$ 4,590.00
<b>Government:</b>				\$ -
<i>(Add rows)</i>				\$ -
<b>Corporations:</b>				\$ -
<i>(Add rows)</i>				\$ -
<b>Individual Contributions:</b>		\$ 43,075.00		\$ 43,075.00
<b>(list total):</b>				
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<b>Other (specify):</b>				
<i>(Add rows)</i>				
<b>Subtotal, Committed Income</b>	0	\$ 47,665.00	\$ -	\$ 47,665.00
<b><i>Uncommitted</i></b>				
<b>Federal Grants Request</b>	15000			
<b>Other Foundations:</b>				
<b>Stocker Foundation</b>		\$ 5,000.00		\$ 5,000.00
<b>GGG Foundation</b>		\$ 5,000.00		\$ 5,000.00
<b>Milagro</b>		\$ 5,000.00		\$ 5,000.00
<b>Government:</b>				\$ 15,000.00
<i>(Add rows to list other Government agencies)</i>				
<b>Corporations:</b>				
<i>(Add rows to list other corporations)</i>				
<b>Individual Contributions:</b>				
<i>(Add rows to list other contributions)</i>				
<b>Other (specify):</b>				
<i>(Add rows to list others)</i>				
<b>Subtotal, Uncommitted Income</b>	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 30,000.00
<b>Other:</b>				
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<b>Subtotal, Earned Income</b>		\$ -	\$ -	\$ -
<b>Grand Total Income</b>	\$ 15,000.00	\$ 62,665.00	\$ -	\$ 77,665.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Personnel Expenses</b>				
Executive Director (% FTE: 9.6)		\$ 9,600.00		\$ 9,600.00
Program Director (% FTE: 8)	\$ 5,000.00	\$ 6,800.00		\$ 11,800.00
Event Coodinator (%FTE: 7)		\$ 1,122.00		\$ 1,122.00
Program Associate (%FTE: 6)		\$ 2,563.00		\$ 2,563.00
Volunteer Manager (%FTE: 31)	\$ 5,000.00	\$ 9,136.00		\$ 14,136.00
Operations Director (%FTE: 3)		\$ 784.00		\$ 784.00
One-on-One Teaching Staff	\$ 2,000.00	\$ 5,442.00		\$ 7,442.00
Summer Staff	\$ 2,000.00	\$ 3,500.00		\$ 5,500.00
(Add rows)				\$ -
Benefits (@ %: 9)	\$ 1,000.00	\$ 4,379.00		\$ 5,379.00
<b>Subtotal Salaries and Benefits</b>	\$ 15,000.00	\$ 43,326.00	\$ -	\$ 58,326.00
<b>Contracted Services</b>				
Professional Fees		\$ 75.00		\$ 75.00
Project Consultant				\$ -
(Add rows to list other contracted expenses)				\$ -
<b>Subtotal Contracted Services</b>	\$ -	\$ 75.00	\$ -	\$ 75.00
<b>Direct Project Related Expenses</b>				
Rent		\$ 2,467.00		\$ 2,467.00
Utilities		\$ 897.00		\$ 897.00
Supplies				\$ -
Equipment				\$ -
Travel				\$ -
Professional Development				\$ -
Marketing				\$ -
Cleaning and Maintenance		\$ 1,200.00		\$ 1,200.00
Insurance		\$ 2,304.00		\$ 2,304.00
Healthy Snacks		\$ 2,400.00		\$ 2,400.00
Transportation		\$ 5,670.00		\$ 5,670.00
Educational Materials		\$ 666.00		\$ 666.00
Events and Celebrations		\$ 1,123.00		\$ 1,123.00

Program Supplies		\$ 1,980.00		\$ 1,980.00
Volunteer intake and Training		\$ 216.00		\$ 216.00
(Add rows to list other direct project expenses)				
<b>Subtotal, Direct Project Related Expenses</b>	\$ -	\$ 18,923.00	\$ -	\$ 18,923.00
<b>Indirect Expense (specify % in column A below)</b>				
				\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				\$ -
<b>Grand Total All Expenses</b>	\$ 15,000.00	\$ 62,324.00	\$ -	\$ 77,324.00



<b>BRIDGE THE GAP COLLEGE PREP FYE 2019-20 Budget</b>	
	<b>2019-2020 Budget</b>
<b>PROJECTED INCOME</b>	
<b>Contributions and Grants</b>	
Private Donations	1,001,180
Board Donations	253,304
Foundation Grants	432,233
Corporate and Business Grants	68,822
Government Grants	18,000
<b>Total Contributions and Grants</b>	<b>1,773,539</b>
Less Spring Event Expenses	-83,000
<b>Net Contributions</b>	<b>1,690,539</b>
Contribution from Restricted	
Scholarship Funds	45,000
<b>TOTAL PROJECTED INCOME</b>	<b>1,735,539</b>
<b>PROJECTED EXPENSES</b>	
Scholarship and Grants	45,000
<b>Compensation</b>	
Executive Director	150,000
Educational Program Directors	200,000
Sr. Development Director	115,000
Communications Director	30,000
Event Director	17,000
Development Associate	35,000
Assessment Manager	8,400
Program Associate	42,720
Volunteer Manager	45,600
Operations Director	28,000
College Success Advisor	66,950
<b>Total Management Staff</b>	<b>738,670</b>
<b>4th - 8th teaching Staff</b>	
4th Lang Arts/Math	43,193
5th Lang Arts/Math	54,855
6th Lang Arts / Math Teacher	32,960
7th grade Lang Arts	37,904
7th grade Math	32,960
8th grade Math	39,140
8th grade Lang Arts	34,608
Teachers' Aid	20,667
Education Coordinator	47,104

<b>4th - 8th teaching Staff</b>	<b>343,391</b>
<b>One on One Teaching Staff</b>	
1-3 Teacher	7,442
1-3 Teacher	0
5-8 Teacher	6,793
<b>One on One Teaching Staff</b>	<b>14,235</b>
<b>High School Teaching Staff</b>	
English Language ArtsTeacher	12,653
College Tutor	6,200
Math Teacher	53,556
Science Teacher	7,518
Class Deans	60,036
High School Teaching staff	139,963
Sub total Teachers (no summer)	497,589
Summer Teaching Staff	5,500
Total Teachers Compensation	503,089
Subtotal staff	1,241,759
Payroll taxes	121,417
Employee Health Insurance	17,426
Total Compensation	1,380,602
<b>Contractors</b>	
Accounting/Operations	18,000
Professional Fundraising (Grant Consultant)	18,600
Educational Consultant	8,000
Evaluation/Assessment/DataTracking Consulting	2,500
Marketing/Graphic Design	2,500
Other	66,024
Total Contractors	115,624
<b>Occupancy Expenses</b>	
Rent - Center	20,555
Rent - Church	0
Cleaning and Maintenance	10,000
Telephone and Communications	3,800
Utilities ( PGE)	3,328
Security	1,300
Total Occupancy Expenses	38,983
Property and Liability Insurance	12,000
Workers Compensation Insurance	9,000
Total Insurance	21,000

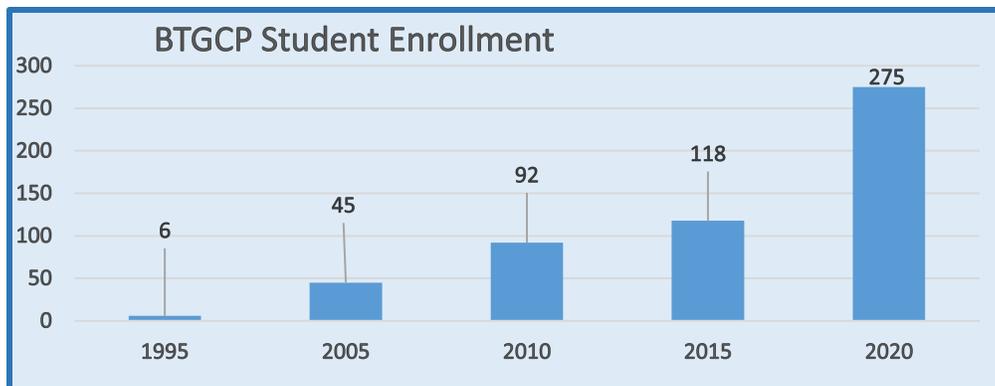
<b>Program Expenses</b>	
Healthy Snacks	80,000
Transportation Expense	21,000
Education Materials	4,160
Professional Development	3,640
Meals & Entertainment	208
Field Trips	3,120
<b>Total Program events and celebrations</b>	<b>9,360</b>
Program Supplies ( non cap)	18,000
Program Equipment, Furn (non cap)	7,000
Volunteer Intake and Training	1,200
Program Partners	5,000
Database, Website, Tracking and Eval.	
Total	1,040
<b>Total Program Expense</b>	<b>153,728</b>
<b>General and Administrative</b>	
Office Expense, equip and supplies	4,000
System Fees and Bank Charges	8,000
Taxes and filing fees	300
Dues and Subscriptions	1,000
Conference, Convention and meetings	1,500
Meals and Entertainment	300
Gifts	800
Other G & A	4,000
<b>Total General and Administrative</b>	<b>19,900</b>
<b>Development</b>	
Marketing Materials and Printing	3,000
Postage	1,000
Donor Payment and Processing	7,000
Cultivation Expenses	4,236
Development Donor Base	1,715
Other Development	1,040
<b>Total Development</b>	<b>17,991</b>
<b>Total Expenses</b>	<b>1,792,828</b>
<b>Net Operating Income</b>	<b>-57,289</b>
<b>Release from Unrestricted Funds</b>	<b>57,289</b>

**Projected negative proceeds from operations due to Recruitment fee for new Executive Director and overlap in salaries for 3 months of retiring and incoming Executive Director, will use reserves to cover cost**

***Bridge the Gap College Prep is Changing the Educational Outcomes and Lifetime Opportunities for Marin City Youth***

Bridge the Gap College Prep’s intensive approach is moving the needle on Marin City students’ academic achievement, with students steadily increasing in academic performance across all BTGCP programs. As we enter our 25<sup>th</sup> year, we are celebrating our triumphs in creating a pathway to college for Marin City youth. We want to share a snapshot of our growth and success.

First, on behalf of the entire Bridge the Gap College Prep (BTGCP) community, we want to **thank you for your support**. The generosity of our financial supporters allows us to continue to carry out our mission to provide comprehensive educational, social and emotional support with the goal that all Marin City students complete high school and graduate from college. BTGCP has experienced significant student growth over the past several years. To accommodate the needs of our rapidly increasing student body, BTGCP just completed a three-year strategic plan that outlines the organizational structure needed to support our continued success.



This year marks the 25<sup>th</sup> Anniversary of Bridge the Gap College Prep and due to our programmatic success, we are serving more young people than ever. As a result, we are seeking additional resources to address this growth. In 1995, BTGCP began with six students and six volunteer tutors. As you can see from the chart above, we now serve 275 kindergarten – college students, our largest number of students to-date on a pathway to college enrollment and graduation.

**BTGCP’s Systems-Level Educational Equity Advocacy and Collaboration Focus**

Bridge the Gap College Prep seeks to effect system-wide change in the schools for our students. In that context, BTGCP has launched two collaborations aimed at improving outcomes for Marin City students.

- **Marin City Math Challenge** – Initiated in 2016 when we realized that Marin City students were not prepared to succeed in high school math, BTGCP created a collective impact team, including Marin City elementary schools, Tam High School and community nonprofit organizations. The results have been astounding! In Spring of 2016, 0% of Marin City students passed freshman math with a C or better. In Spring of 2019, 80% of BTGCP freshman did! Each collaborative member played a role - BTGCP hired two middle school math

teachers and increased our high school math tutors to intensify after school math tutoring support, and all three schools changed teaching methods and increased support during the school day.

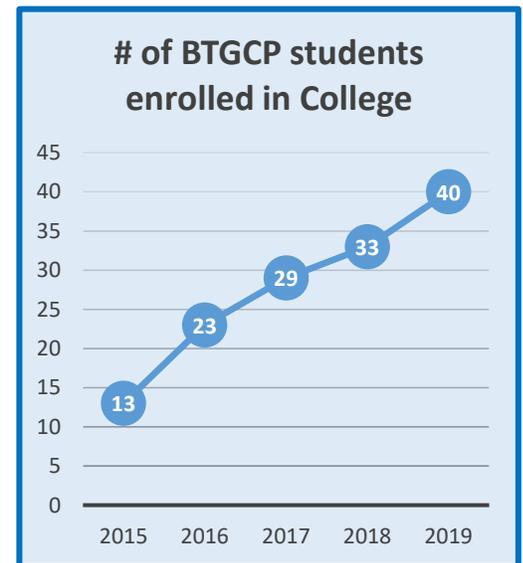
- **Tamalpais High School and College SUCCESS Collaborative** – BTGCP started this collaborative the same year, securing the leadership of Tam High Principal, J.C. Farr, to ensure that several nonprofits and the high school administrators, counselors and staff work together to drive an equitable educational experience for Marin City youth, as they attend a school with a predominantly white and higher income student body in Mill Valley. This team works collaboratively to 1) share information about individual students, 2) ensure each student is receiving necessary services, 3) identify systemic barriers to students' success, and 4) create plans and accountability in eliminating barriers.

### College and Career Success Program

**Bridge the Gap College Prep is Serving More Marin City College Students Than Ever, with 40 College Students on the Pathway to Graduation!**



2019 Seniors celebration



In Spring of 2018, BTGCP added a College and Career Success Program. This initiative is led by a dedicated College Advisor who assists our students as they navigate the college application and enrollment process while carefully monitoring their progress through to college graduation. Prior to implementing a College and Career Success Program, BTGCP had a college student persistence rate of 67%. As of Fall of 2019, we are proud to report that 91% of our college students are persisting, and 100% of our four-year college students are on track to graduate.

### After School High School Program

**Since we started our high school program seven years ago, 100% of our high school seniors have graduated and matriculated to college, with one serving in the US Marines!**

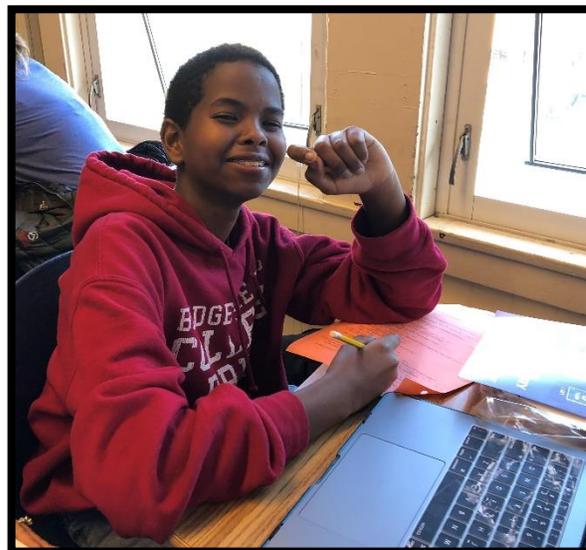
**Thanks to our enhanced BTGCP programming and close partnership with Tam High School, our students are demonstrating a steady increase in academic performance.** Our high school students' GPAs in core subjects continue on an upward trajectory. The following graph shows the GPA growth from Spring of 2017 to Spring of 2019.



**The addition of grade-level Class Deans has also contributed significantly to students' success.** Beginning in fall 2018, BTGCP created Class Dean positions for the high school program. Deans monitor each scholar's progress daily. They begin each week with individual scholar check-ins, noting any tests or quizzes that require preparation, long-term projects or papers that need advance planning or resources, and daily assignments for which the student may need tutoring assistance. Throughout each evening, the Deans continuously monitor student homework progress. They also check grades and attendance on-line and make sure there are no missing assignments.



Bridge the Gap College Prep High School student with her tutor at Tamalpais High School.



Bridge the Gap College Prep High School student.

### **After School 4<sup>th</sup> - 8<sup>th</sup> Grade Scholars Program**

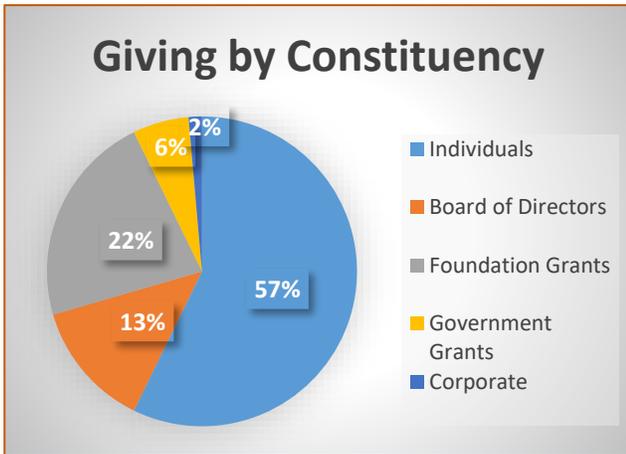
**Due to our revised and enhanced 4-8<sup>th</sup> Grade Scholars Program curriculum, our students are better prepared to succeed in High School:**

- By the end of the academic year, 81% of our 4-8<sup>th</sup> graders were at target grade-level reading vs. 59% at the beginning of the year.
- In Spring of 2019, 97% of our middle school students passed their core subjects with an average GPA of 3.3.
- For the past two years, over 80% of our students have been placed into Algebra or Geometry in high school.

Our existing 4<sup>th</sup>- 8<sup>th</sup> grade program structure remains primarily the same this year, with further emphasis on strengthening our social-emotional development curriculum. We have also increased the number of college field trips.

**Financial Strength**

Bridge the Gap College Prep has met our FYE 2019 financial goals thanks to many supporters. As outlined in our recently completed three-year strategic plan, BTGCP will continue to look for new opportunities to ensure funding for growth and sustainability. We will enhance our Major Gift Program, explore new and existing funding sources, increase community communications, and further engage our BTGCP Board, Advisory Council and Volunteers.



Revenue	\$1,525,624
Operating Expenses	\$1,522,327
Net Proceeds	\$3,297

**THANK YOU!**

On behalf of the Bridge the Gap College Prep students and families, staff, and board of directors, **THANK YOU** for your support and for helping us carry out our mission. Because of you, we are so very proud to end with the list of colleges currently attended by BTGCP students. Congratulations to our students!

***Colleges Currently Attended by BTGCP High School Graduates***

- Baruch College
- Berkeley City College
- Bethune-Cookman University
- College of Marin
- Cal States: East Bay, Fullerton, Humboldt, Northridge, Sacramento & Sonoma
- Central Methodist University
- Diablo Valley College
- Dillard University
- Dominican University
- Hampton University
- Harding University
- Los Rios Community College
- Missouri Baptist University
- Santa Rosa Community College
- Skyline College
- Southwestern University (Texas)
- Tuskegee University
- UC Merced



**Housing & Federal Grants Division**

**2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	FAIRFAX-SAN ANSELMO CHILDREN'S CENTER (FSACC)									
<b>Mailing Address</b>	199 PORTEOUS AVENUE, FAIRFAX, CA 94930									
<b>Website</b>	www.fsacc.org									
<b>Organization DUNS#</b>	4	4	9	5	0	5	1	7		
<b>Executive Director/CEO</b>	HEIDI TOMSKY									
<b>Email Address</b>	hstomsky@comcast.net									
<b>Phone</b>	415-454-1811									

**3. Project General Information**

<b>Program/Project Name</b>	AFTER SCHOOL TRANSPORTATION PROGRAM									
<b>Program/Project Site Address</b>	199 PORTEOUS AVENUE, FAIRFAX, CA 94930									
<b>CDBG/HOME Funding Amount Requested</b>	\$16,500									
<b>Application Contact Person</b>	HEIDI TOMSKY									
<b>Title of Contact Person</b>	EXECUTIVE DIRECTOR									



Email Address

hstomsky@comcast.net

Phone

415-454-1811

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

0

San Rafael

0

County Other

100

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
N/A	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

The Fairfax-San Anselmo Children's Center serves 119 low-income children and their families in the Upper Ross Valley Area. All of the families we serve fall below the current income limits used for this particular application. The mission of the Fairfax-San Anselmo Children's Center is to provide quality early care and education to children, support a diverse population of families and build a sense of community. Our goal is to support and increase children's school readiness skills while providing a health and safe learning environment, enhance family well-being and foster parent leadership within our community. We strive to foster an inclusive and equitable community for all children, families and employees through our early care and education programs. Our agency provides child care to low income families through a contract we have with the State of California. Income limits for program eligibility are determined with eligibility criteria developed by the Department of Education.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

The grant would be used to help fund three part-time drivers and support the operational costs of the transportation program (Repairs, Maintenance and Insurance). Our school-age programs currently has 74 children enrolled who attend the local Ross Valley School District schools. We are requesting the continuation of funding for this program from previous years. All of the children enrolled require after school transportation from their elementary school campus to our Deer Park campus in Fairfax. The scheduling of pick-ups requires us to be flexible as the children have various schedules depending on grade and school programs. Families are unable to pick up after school as they are either working or in school themselves. This program also helps alleviate traffic congestion at schools due to our one van picking up many children at the same time. Additionally, our transportation program is used during the summer break months to take children on field trips around Marin County.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

Housing Support Services

**Children, Youth and Parent Services**

**Basic Health Services**

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

**Activities benefiting low and moderate-income persons. (LMI)**

**Activities benefiting low and moderate area. (LMA)**

**Activities which aid in the prevention or elimination of slums or blight**

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

This project enables extremely low income families to continue their work and vocational training activities throughout the day without having to be worried about the welfare and safety of their young children once they are out of school for the day and during out of school hours such as summer and winter break. Our agency and it's programs provides families the support to continue to work towards self-sufficiency.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

Following our Affirmative Action Plan we will market our child care services to the underserved areas identified in our plan. Additionally, upon enrollment, any school-age family is able to access the transportation services for their children. The State of CA limits the Center's ability to do affirmative marketing (based on our CDE, Funding Terms and Conditions). As a contract holder (CCTR & CSPP contract types) we are required to serve income eligible families who we have been screened from the local Centralized Eligibility List which is managed by the Marin Child Care Council or from our own waiting list developed with applications received from families, which we then screen for income eligibility and need. The applications must be ranked according to income and need (ranking standards also determined by the State of California). Once a family comes into to be certified they must be formally certified to be determined income eligible and qualify under a specific need category.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

<b>Moderate-Income</b>	<input type="text" value="0"/>
<b>Low-Income</b>	<input type="text" value="2"/>
<b>Very Low-Income</b>	<input type="text" value="27"/>
<b>Extremely Low-Income</b>	<input type="text" value="148"/>

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

Income is verified as part of the enrollment process. Families must bring in income verification for all family members which is then calculated into a monthly family income and then using the "Family Monthly Fee Schedule" it is determined if they fall into the income guidelines for eligibility.

**14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.**

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
American Indian or Alaskan Native		
Asian	4	
Black or African American	8	
Native Hawaiian or Other Pacific Islander		
White	99	71
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	4	
<b>TOTAL</b>	<b>115</b>	<b>71</b>
Female-Headed Households (out of above total)	35	25
Persons with Disabilities (out of above total)		

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

FSACC has successfully transported children since first opening our doors in 1973. We manage several different school-site pick-up schedules and work closely with families and the schools to ensure the safe pick-up of all the children in our transportation program. Without this service families would have no after school transportation and no access to after school care for their children.

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

All funds for this project have been spent.

**17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements? (Please limit to 3000 characters.)**

FSACC has successfully managed funds from CDBG, The California State Department of Education and The California Child and Adult Food Program for many years.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

Executive Director, Heidi Tomsy, is responsible for this project. She oversees the drivers, dispatcher and coordinator. Erik Schweninger. As part of his responsibilities as the Program Director for FSACC, Erik coordinates all schedules with the schools and our drivers and program classrooms. Our goal is to consistently provide safe and reliable transportation for all children. The schedule of services follows the school calendar with summer transportation services being provided for daily activities such as swimming lessons and field trips.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

N/A

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

N/A

**22. For HOME projects, are you a CHDO?**

**23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	<input type="text"/>	<b>Remove</b>
<b>Attach Org Budget</b>	<input type="text"/>	<b>Remove</b>
<b>Attach Miscellaneous</b>	<input type="text"/>	<b>Remove</b>

<b>Signer Name</b>	Heidi Tomsky
<b>Signer Title</b>	Executive Director

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Heidi Tomsy, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Wed Feb 05 2020 20:49:47 GMT-0800 (Pacific Standard Time)

<b>Expenses</b>	<b>Expense Amount</b>	<b>CDBG ALLOCATION</b>
Transportation Supplies	11000	5500
Transportation Maintenance	9000	4500
Drivers 2 @ \$20 per hour, 20 hours per week, 26 pay periods	10400	6500
<b>TOTAL EXPENSES</b>	30400	
<b>Income Source</b>	<b>Income Amount</b>	<b>TOTAL CDBG ALLOCATION</b>
California State Dept of Education Contract, CCTR	13900	
CDBG Request	16500	
<b>TOTAL INCOME</b>	30400	16500

<b>EXPENDITURES</b>	<b>2019-20</b>	<b>EXPENDITURES</b>	<b>2019-20</b>
<b>SALARIES</b>		<b>OPERATIONS</b>	
Certificated Salaries	538,715.00	Custodian Services	34,000.00
Classified Salaries	423,790.00	Computer Services	4,500.00
		Website	5,000.00
<b>TOTAL SALARIES</b>	<b>962,505.00</b>	Training/Conference	6,000.00
Employment Taxes	72,187.88	Dues/Subs/Memberships	3,500.00
Unemployment	12,000.00	Liability Insurance	35,188.00
Health Insurance	60,000.00	Utilities	45,000.00
Worker's Comp	23,960.00	Rent	92,700.00
Staff Benefits	1,000.00	Legal & Licenses	3,000.00
Payroll Expense	2,500.00	Audit	14,000.00
<b>Sub-total Benefits</b>	<b>171,647.88</b>	Summer Program	7,500.00
<b>SUPPLIES</b>		Garden	2,000.00
Instructional Materials	13,500.00	Parent Activities	3,000.00
Other Supplies	1,000.00	Fundraising Expenses	2,500.00
Office Supplies	5,500.00	Travel/Conference	-
Advertising	750.00	<b>Reserve for Contingencies</b>	<b>10,000.00</b>
Postage	300.00	Sub-Total Operations	267,888.00
Repair/Replace	15,000.00	Program Equipment-Van	
Janitorial Supplies	1,980.00	Sub-Total Sites/Bldg.Equip.	
Equipment	6,500.00		
Transportation Supplies	12,000.00	<b>TOTAL EXPENDITURES</b>	<b>1,523,570.88</b>
Transportation Maintenance	11,000.00		
Food	54,000.00		
<b>Sub-Total Supplies</b>	<b>121,530.00</b>		



<b>INCOME</b>	<b>2019-20</b>
<b>SDE (CCTR &amp; CSPP)</b>	1,347,497.00
CDBG Transportation	15,000.00
CCFP	77,335.00
Isabel Allende Foundation	15,000.00
QRIS	3,200.00
County	10,000.00
Parent Fees / Full Cost	3,300.00
Scholarships	20,850.00
Donations	18,000.00
Foundation Grants	-
Fundraising	12,000.00
Materials / Field Trip Fees	1,600.00
Interest income	12.00
<b>TOTAL INCOME</b>	<b>1,523,794.00</b>
Total Income	1,523,794.00
Total Expenditures	1,523,570.88
<b>Surplus / &lt;Deficit&gt;</b>	<b>223.13</b>

8000



Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

2. Organization (Fiscal Sponsor) General Information

Organization/Agency Name	Marin Horizon School
Mailing Address	305 Montford Avenue, Mill Valley, CA 94941
Website	www.marinhorizon.org/hcs
Organization DUNS#	0
Executive Director/CEO	Bill Perrine
Email Address	bperrine@marinhorizon.org
Phone	415-388-8408

3. Project General Information

Program/Project Name	Horizon Community School Family and Child Support Services
Program/Project Site Address	630 Drake Ave., Marin City, CA 94965
CDBG/HOME Funding Amount Requested	\$30,000
Application Contact Person	Aubyn Demian
Title of Contact Person	Director of Development

Email Address

ademian@marinhorizon.org

Phone

415-388-8408

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

0

San Rafael

0

County Other

100

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
n/a	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

Horizon Community School (HCS) is an exceptional early childhood education program in Marin City, CA, that advances educational equity and social justice. We leverage public and private resources with Marin City community expertise to prepare children for academic success. HCS enables low-income children ages 2-5 to begin their academic lives on equal footing with their more advantaged Marin County peers.

Founded in 2017 through a unique private/public partnership between Marin Horizon School, Community Action Marin, Marin City Community Services District, and Marin Child Care Council, HCS currently serves 30 children and their families in Marin City. The school leverages both public resources, such as Marin County Office of Education early intervention services and CalWorks tuition support, and private resources, such as Marin Horizon's curriculum and administrative infrastructure, to create a unique and rich learning environment. HCS expects its first graduates, well-prepared to enter kindergarten, in the spring of 2020. HCS's trauma-informed, culturally relevant early childhood education program is led by passionate educators, many with deep ties to the Marin City community. HCS incorporates a whole-child approach, serving children starting at a very young age to launch them toward strong educational paths and fulfilled and productive lives.

Horizon Community School currently serves up to 30 children per day in one building, divided into two classroom spaces. HCS is in the process of relocating to a bigger site in Marin City and is hoping to complete construction to open in the new site in the fall of the 2020-21 school year, enabling the program to immediately expand its services to 36 children. HCS encourages diverse multisensory learning and creative activity through small group instruction, circle time, music, playtime, physical activity, and interaction with 5th through 7th grade buddies. They enhance the program with P.E., Capoeira, Spanish, and Library once a week. HCS supports its teachers with ongoing professional development in early childhood education and strategies for keeping children engaged and excited about learning. As many of the children face severe obstacles to academic success, including poverty and trauma, HCS provides specialized training for teachers as well as outside specialists to help identify children with developmental, speech or sensory integration delays, and provides appropriate referrals. HCS utilizes an early childhood development specialist and a speech therapist as needed to identify and treat health and learning issues, offering families access to critical early intervention. Parent support workshops are offered throughout the year, focusing on issues identified by the parents with a focus on trauma and healing.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

HCS is providing a high quality ECE with a commitment to early intervention that supports closing the gap in kindergarten readiness for low-income children of color living in Marin City. This necessitates a higher ratio of staff:students than the state requires. CDBG funding would support HCS to continue providing a high level of care to students and their families while adding a third classroom in the 2020-21 school year and increasing from 30 to 36 students. Funding from CDBG would support the following:

- A classroom assistant in the toddler (2 year old) classroom, which will have 12 students.
- A learning specialist to provide assessments and training to staff in all three classrooms. The learning specialist will support staff to implement assessments of identified students for learning delays, classroom strategies, specific curricular activities and therapeutic interventions in the classroom.
- Parent support workshops provided by Shawn Bryant and Dr. Patricia Nunley from the Teaching Excellence Center.

The project will benefit 36 children and their families.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

Horizon Community School provides access to opportunities for parents by offering quality child care at a nominal cost. This enables parents to obtain and maintain job training and employment and therefore obtain and maintain housing in a fair housing market. In our 2018 Marin City survey of 71 families with children 0-5, 70% of respondents reported their children were not enrolled in care and that they were interested in enrolling, while 82% said that having their child in care would make it easier for them to seek employment or educational opportunities.

HCS also provides access to opportunities for children to succeed academically. Many of the children we serve face obstacles to future academic success, including poverty, trauma, and underperforming local schools. Early childhood education increases kindergarten readiness. The proposed project also supports early identification of developmental issues, so that children can receive interventions before they reach kindergarten, increasing their likelihood of success in school.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

Horizon Community School conducts affirmative marketing through word of mouth, local churches and community groups, social media, the Community Services District, and Marin City-Sausalito School District. Our program has a waiting list and we continue to receive new requests for enrollment, indicating that our affirmative marketing efforts are successful.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

<b>Moderate-Income</b>	<input type="text" value="0"/>
<b>Low-Income</b>	<input type="text" value="3"/>
<b>Very Low-Income</b>	<input type="text" value="13"/>
<b>Extremely Low-Income</b>	<input type="text" value="20"/>

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

HCS requires parents to provide a copy of their most recently filed tax return and/or pay stubs as part of its admissions process.

**14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.**

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
American Indian or Alaskan Native		
Asian	2	
Black or African American	25	
Native Hawaiian or Other Pacific Islander		
White		
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	9	9
<b>TOTAL</b>	<b>36</b>	<b>9</b>
Female-Headed Households (out of above total)	23	
Persons with Disabilities (out of above total)		

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

The Horizon Community School received CDBG funds in 2019 to expand and deepen trauma-informed services. The following activities have taken place so far through the grant:

- Four staff participated in monthly training
- Six children participated in play groups
- Two parent education/training workshops
- 34 children participated in Movement Program
- 11 children received speech therapy
- 3 Individual Education Plans were completed

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

n/a

**17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements? (Please limit to 3000 characters.)**

We are currently administering a CDBG grant.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

MHS Head of School Bill Perrine is responsible for the administration of the project, working closely with the HCS steering committee, made up of MHS board members, staff, and community partners. HCS program daily operations are the responsibility of the Program Director Angie Evans. This is Angie's third year managing the program. Angie was involved with initial development and implementation of Horizon Community School. She supervises all HCS staff and is responsible for hiring, curriculum development and implementation as well as parent support services.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

n/a

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

n/a

**22. For HOME projects, are you a CHDO?**

**23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	HCS CDBG Public Service Project Budget 2020.xlsx	<b>Remove</b>
<b>Attach Org Budget</b>	HCS 5 Year Budget_19_20 approved.pdf	<b>Remove</b>
<b>Attach Miscellaneous</b>		<b>Remove</b>

<b>Signer Name</b>	Aubyn Demian
<b>Signer Title</b>	Director of Development



**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Aubyn Demian, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 14:36:02 GMT-0800 (Pacific Standard Time)

Project Budget Template

Horizon Community School
Family and Child Support Services

Date: 2/5/20

INCOME:	Federal Grants Request	Other Funding Sources	In Kind
<b>Committed</b>			
<b>Foundations:</b>			
(Add rows)			
<b>Government:</b>			
(Add rows)			
<b>Corporations:</b>			
(Add rows)			
<b>Individual Contributions: (list total):</b>			
<b>Earned Income:</b>			
parent fees		\$5,000	
(Add rows)			
<b>Other (specify):</b>			
(Add rows)			
<b>Subtotal, Committed Income</b>		5000	0
<b>Uncommitted</b>			
<b>Other (specify):</b>			
<b>Federal Grants Request</b>	\$30,000		
<b>Other Foundations:</b>			
Marin Community Foundation		\$31,976	
<b>Government:</b>			
(Add rows to list other Government agencies)			
<b>Corporations:</b>			
(Add rows to list other corporations)			
<b>Individual Contributions:</b>			
<b>Subtotal, Uncommitted Income</b>		31976	0
<b>Other</b>			
<b>Earned Income:</b>			
(Add rows)			
<b>Subtotal, Earned Income</b>		0	
<b>Grand Total Income</b>	<b>30000</b>	<b>36976</b>	<b>0</b>

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind
<b>Personnel Expenses</b>			
Toddler Classroom Assistant (1 FTE)	17000	\$27,000	
Fringe benefits. 20%	4000	\$4,800	
<b>Subtotal Salaries and Benefits</b>	21000	31800	0
<b>Contracted Services</b>			
Learning Specialist (\$100/hr.)	1500	500	
Parent Workshop Presenters	4500	500	
<b>Subtotal Contracted Services</b>	6000	1000	0
<b>Direct Project Related Expenses</b>			
Rent			
Utilities			
Supplies			
Equipment			
Travel			
Professional Development			
Marketing			
(Add rows to list other direct project expenses)			
<b>Subtotal, Direct Project Related Expenses</b>	0	0	0
<b>Indirect Expense (specify % in column A below)</b>			
12.00%	3000.00	4,176	
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>			
<b>Grand Total All Expenses</b>	<b>30000</b>	<b>36976</b>	<b>0</b>

### HORIZON COMMUNITY SCHOOL BUDGET

Enrollment	12 <b>YEAR 1</b>	24 <b>YEAR 2</b>	30 <b>YEAR 3</b>	36 <b>YEAR 4</b>	36 <b>YEAR 5</b>	<b>2019-20</b> <b>Capital</b> <b>Campaign</b>
	<b>ACTUAL</b> 2017-18	<b>ACTUAL</b> 2018-19	<b>BUDGET</b> 2019-20	<b>BUDGET</b> 2020-21	<b>BUDGET</b> 2021-22	
<b>REVENUE</b>						
Other Funding (MC3/State Funds)	\$ 72,497	\$ 85,284	\$ 96,848	\$ 96,848	\$ 96,848	
Individuals	\$ 68,464	\$ 161,970	\$ 175,000	\$ 175,000	\$ 175,000	
Marin Community Foundation	\$ 225,000	\$ 275,000	\$ 260,000	\$ 275,000	\$ 275,000	
MCF (Site Buildout)						\$ 90,000 (received to date)
MCF (Sustainability fund)	\$ -	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	
Tuition & Fees	\$ 2,069	\$ 2,617	\$ 8,250	\$ 9,900	\$ 9,900	
Other Foundations	\$ 25,000	\$ 576,500	\$ 200,000	\$ 200,000	\$ 200,000	
<b>TOTAL REVENUE:</b>	<b>\$ 393,030</b>	<b>\$ 1,126,371</b>	<b>\$ 790,098</b>	<b>\$ 806,748</b>	<b>\$ 806,748</b>	
<b>EXPENSES</b>						
Salaries	\$ 129,548	\$ 301,191	\$ 420,000	\$ 475,000	\$ 489,250	
Fringe Benefits	\$ 40,091	\$ 56,292	\$ 70,000	\$ 84,000	\$ 94,080	
Other Staff	\$ 57,749	\$ 34,111	\$ 65,000	\$ 65,000	\$ 65,000	
Development Consultants/Staff (MCF)	\$ -	\$ 16,292	\$ 50,000	\$ 50,000	\$ 50,000	
Education & Professional Dev	\$ 3,569	\$ 6,249	\$ 12,000	\$ 15,000	\$ 15,000	
Lease	\$ 25,500	\$ 39,274	\$ 62,400	\$ 60,000	\$ 60,000	
Leasehold Improvements	\$ 16,964	\$ 27,275	\$ 5,000	\$ 5,000	\$ 5,000	
Substitutes	\$ 9,836	\$ 19,563	\$ 15,000	\$ 15,450	\$ 15,914	
Supplies & Miscellaneous Costs	\$ 16,939	\$ 6,120	\$ 15,000	\$ 15,000	\$ 15,000	
Cleaning & Landscaping	\$ 5,455	\$ 20,522	\$ 18,000	\$ 20,000	\$ 20,000	
Meals	\$ 33,007	\$ (6,127)	\$ 48,000	\$ 48,000	\$ 48,000	
General Administration	\$ 4,000	\$ 6,367	\$ 5,000	\$ 5,000	\$ 5,000	
Phone & Internet	\$ 2,082	\$ 3,063	\$ 5,000	\$ 5,000	\$ 5,000	
Transportation & Other	\$ 10,918	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	
Depreciation & Amortization						
<b>TOTAL EXPENSES:</b>	<b>\$ 355,658</b>	<b>\$ 530,194</b>	<b>\$ 794,400</b>	<b>\$ 866,450</b>	<b>\$ 891,244</b>	
<b>REVENUE IN EXCESS OF EXPENSES:</b>	<b>\$ 37,372</b>	<b>\$ 596,177</b>	<b>\$ (4,302)</b>	<b>\$ (59,702)</b>	<b>\$ (84,496)</b>	
<b>MULTIYEAR PLEDGE IMPACT</b>		<b>\$ (499,000)</b>	<b>\$ 129,000</b>	<b>\$ 129,000</b>	<b>\$ 125,000</b>	
<b>Reserve funds</b>	<b>\$ 37,372</b>	<b>\$ 134,549</b>	<b>\$ 259,247</b>	<b>\$ 328,545</b>	<b>\$ 369,050</b>	



**Housing & Federal Grants Division**

**2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	San Geronimo Valley Affordable Housing Association									
<b>Mailing Address</b>	P.O. Box 152									
<b>Website</b>	www.sgvaha.org									
<b>Organization DUNS#</b>	0									
<b>Executive Director/CEO</b>	Suzanne Sadowsky, Chair Board of Directorsno									
<b>Email Address</b>	suzanne@sgvaha.org									
<b>Phone</b>	415-488-4890									

**3. Project General Information**

<b>Program/Project Name</b>	Homeowner and Renter Assistance									
<b>Program/Project Site Address</b>	San Geronimo Valley									
<b>CDBG/HOME Funding Amount Requested</b>	\$20,000									
<b>Application Contact Person</b>	Suzanne Sadowsky									
<b>Title of Contact Person</b>	Chair, Board of Directors									

Email Address

suzannessadowsky@comcast.net

Phone

415-488-4861

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

0

San Rafael

0

County Other

100

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
None for this services project	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

Our mission is to create, preserve and manage affordable housing in the San Geronimo Valley and beyond. We are in a rural unincorporated portion of west Marin County, CA. We provide housing assistance to people in our own community as well as to residents of nearby Nicasio and Fairfax. Our services include direct help to individuals and families and education and information to the communities of San Geronimo Valley, Nicasio and Fairfax. Our entire service area population including Fairfax is estimated 10,000 people. Family income in our service area is well below the county-wide average. These communities have historically provided homes for working people and families, including many who earn their livings in nonprofits, social service organizations, education, service jobs, building trades and the arts. More than a third of residents are 60 years of age and older. In recent years the communities that we serve have become less affordable due to escalating rents and home prices. To address these housing issues in our community we offer: Information and resources for renters and home owners in the Valley; Support property owners in creating Auxiliary Dwelling Units; Acquire properties suitable for affordable housing; Manage and maintain our owned properties which provides homes for 26 low income household; Advocate for tenant protection measures; Participate in with other affordable housing advocacy organizations in efforts towards finding workable solutions to the housing crisis.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

We will provide direct assistance to local homeowners to help create rental units on their property. Working in conjunction with CLAM's Real Community Rentals program, the County of Marin and the Marin Housing Authority we will provide advice and consultation and hands-on assistance and information on architectural requirements, and on ordinances and incentives to homeowners who are interested in creating rentals on their property at below market rate within HUD guidelines. We provided direct help to more than 30 homeowners who we visited this past year who are considering modifications. We expect that number to increase considerably this year. Although we don't receive funding from CLAM, they have been very generous in providing us with assistance and expertise based on their years of prior experience in the Real Community Rentals project. Our Real Community Rentals program is specific to our San Geronimo Valley and Nicasio service area.

We will assist renters by connecting them with individual homeowners who have rental units available. We do initial screenings and provide information, referrals and direct assistance to renters on application procedures, eligibility and income qualifications for available housing. We will direct home-seekers with information and help applying for affordable housing in public housing and other affordable housing (e.g. Victory Village). This personal help

is essential for many lower income people, people living in vans, and especially seniors who may not have access internet or the capacity to navigate websites and online systems or respond to complicated questions. There is a growing interest among both young adults and senior adults (especially women) in shared and/or multi-generational co-housing. Such arrangements could offer much lower housing costs and also provide social engagement and support for community participants. We will facilitate these explorations and discussions by sponsoring local meetings and workshops. The purpose will be to provide information, facilitate connections a d discussions and help to develop plans about such potential small housing communities.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services**
- Children, Youth and Parent Services**
- Basic Health Services**

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

Our community has historically been victim to redlining, restrictive covenants, and other forms of housing discrimination. Our organization has a firm belief and commitment to the idea people of all races, ages, ethnicities, backgrounds and and socioeconomic status belong in our community. During the past three years we had three vacancies in properties that we own and manage. They were filled by very low-income people each of whom was in one of the protected classes for Fair Housing. We advertise housing vacancies beyond our local towns and villages. Our work is devoted to addressing the serious shortage of affordable housing by protecting and maintaining existing affordable housing, acquiring additional properties, building new homes, and encouraging and assisting homeowners to create ADUs and JDUs. We can help to turn things around so that people who have traditionally been unable to find places to live can come and be welcome in our towns and villages. Yes in our backyards! By increasing the supply of available housing we can work towards alleviating the housing inequities that continue to exist in the communities that we serve.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

We are aware that by networking with other organizations and agencies that serve protected classes is essential because it allows us to extend our outreach beyond our local community. We are active in Marin Environmental Housing Collaborative, the Marin Housing Action Group and JMOOC. Our participation in the Marin Organizing Committee puts us in direct and frequent contact with community organizations in East and South Marin and throughout the County. We also make effective use of social media -- Facebook, targeted e-mail distribution lists and the web are also key methods of outreach. There are more than 400 people on our electronic Newsletter list who receive information from us several times a month. We post information on housing to our SGVAHA FaceBook page several times a week. Public service announcements on KWMR and articles in local print media, Stone Soup in the Valley and the Point Reyes light are additional ways of reaching out to people in the community at large. We provide some printed materials in English and Spanish.

12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)

Moderate-Income	<input type="text" value="1,000"/>
Low-Income	<input type="text" value="1,000"/>
Very Low-Income	<input type="text" value="2,000"/>
Extremely Low-Income	<input type="text" value="1,300"/>

13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)

We have developed an intake form for people who apply to us for housing. It is used as an initial screening to determine such factors as income eligibility and ability to pay the rent. We welcome people with Section 8 vouchers. We contact Marin Housing for referrals of people who are presumed benefit by HUD.

14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native	30	
Asian	100	
Black or African American	150	
Native Hawaiian or Other Pacific Islander	40	
White	9,400	500
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	280	200
<b>TOTAL</b>	<b>10,000</b>	<b>700</b>
Female-Headed Households (out of above total)	5,500	
Persons with Disabilities (out of above total)	1,000	

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

Thanks to a series of grants from CDBG funds and other sources and rebates we have been able to do much needed repairs and renovations of three senior houses on Sage Lane that were built and acquired 20 years ago. The entire project which included replacing the roofs and installation of solar panels is close to completion and includes replacement of 3 gas furnaces with electric heat pumps, the 3 gas water heaters with heat pump water heaters, and the gas appliances (stoves, and dryers) with energy efficient electric appliances. The elimination of the use of propane will not only increase energy efficiency of the units, but also their safety and result in long term cost savings. Additional funds and rebates are being sought to complete the project this year.

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

2018-19: \$40,105 All spent by June 30, 2019  
2019-20: \$32,175 \$20,882 Spent, \$11,292 , All but \$3642 will be spent by the end of Feb. The \$3642 will be spent by mid June.

**17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements? (Please limit to 3000 characters.)**

The projects described in questions 15 and 16 were conducted with CDBG funding. We are committed to seek contractors who operate under Davis-Bacon wage requirements whenever the scope of our projects requires them.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

The work will be delegated and carried out by staff of SGVAHA.  
Suzanne has had many decades of experience in project management:  
U.S. Department of Labor, Bureau of Labor Statistics, San Francisco Regional Office -- Assistant Regional Commissioner for Federal State Cooperative Programs 1975-1990  
San Geronimo Valley Community Center-- Associate Director, 1996-2017  
San Geronimio Valley Affordable Housing Association, Board Member 2015-Present

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

NA

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

NA



22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

- A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
  - For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	Services Grant 2020.pdf	<b>Remove</b>
<b>Attach Org Budget</b>	Estimated Organizational Budget SGVAHA 2020.pdf	<b>Remove</b>
<b>Attach Miscellaneous</b>		<b>Remove</b>

**Signer Name** Suzanne Sadowsky

**Signer Title** Chair, Board of Directors

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Suzanne Sadowsky, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 16:12:54 GMT-0800 (Pacific Standard Time)

**Organization: San Geronimo Valley Affordable Housing Association**  
**Project Title: Homeowners and Renters Assistance**

<b>Project Funding Sources</b>	<b>Funding Agency</b>	<b>Funding Requested</b>	<b>Rece</b>
<b>County CSF</b>			
<b>Federal Grant</b>		\$20,000	
<b>State Grant</b>			
<b>Individual Contributions</b>	San Geronimo Valley Affordable Housing		\$5,000
<b>Other Local Agencies</b>			
<b>In kind services</b>			\$10,000
<b>Other</b>			
<b>Total Sources</b>			
<b>Project Expenses</b>		Budgeted	Spent to
<b>Personnel Costs</b>		\$20,000	
<b>Services and Supplies</b>			
<b>Capital</b>			
<b>Other</b>			
<b>Total Expenses</b>		\$20,000	

**San Geronimo Valley Affordable Housing Association  
 Estimated Budget for  
 For Year Ending December 31, 2020**

**INCOME**

Rent Income	200,000
Individual Donations	30,000
Foundation Grants	40,000
Government Grants	70,000
<b>Total Support &amp; Revenue</b>	<b>340,000</b>

**EXPENSES**

Salaries	75,000
Payroll Taxes	7,500
Workers Comp Insurance	2,230
Payroll Processing	2,200
Contract Labor	500
Interest Expense	47,000
Property Taxes	5,500
Insurance	9,500
Electricity	6,000
Propane, Water, Garbage Removal	31,000
Telephone & Internet	2,300
Repair & Maintenance	35,000
Roofs & Carpets (Sage Lane)**	
Homeowners Dues	7,600
Office Expense & Postage	2,800
Licenses & Permits	2,500
Dues & Memberships	1,000
Annual Mailing	6,500
Accounting & Audit Fees	10,000
Travel, Meetings, Events	2,800
Depreciation	82,000
<b>Total Expenses</b>	<b>338,930</b>



Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

2. Organization (Fiscal Sponsor) General Information

Organization/Agency Name	San Geronimo Valley Community Center
Mailing Address	PO Box 194, San Geronimo, CA, 94963
Website	sgvcc.org
Organization DUNS#	0
Executive Director/CEO	Dave Cort
Email Address	dcort@sgvcc.org
Phone	415-488-8888

3. Project General Information

Program/Project Name	Human Services/ Food Pantry
Program/Project Site Address	6350 Sir Francis Drake Blvd. San Geronimo, CA, 94963
CDBG/HOME Funding Amount Requested	\$62,800
Application Contact Person	Nicole Ramirez
Title of Contact Person	Director of Human Services & Youth Programs

Email Address

nramirez@sgvcc.org

Phone

415-488-8888 x254

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

0

San Rafael

0

County Other

100

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
Senior Lunch-Division of Ag	\$37,450	X
Senior Activities-Division of Ag	\$23,202	X
HHS-Community Prevention	\$65,537	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

The mission of the San Geronimo Valley Community Center is to foster healthy communities"" within the San Geronimo Valley and Nicasio by providing an inclusive, diverse, and dynamic center for locally based human services, arts and culture, education health and wellness, and community building.""

The Human Services Program at the San Geronimo Valley Community Center provides"" assistance to low income, unemployed, disabled, seniors and homeless individuals and families in the San Geronimo Valley and surrounding areas. The programs provide basic health services"" that include food assistance, referrals to county services, health and nutrition education and parent education. The Center's food assistance program includes a twice weekly emergency food pantry, and holiday food distribution. This program directly addresses the Basic Health Services of our community by providing families and individuals free accessible food. Free food access is a basic health service that the San Geronimo Valley Community Center has provided for over 20 years. "" In addition to providing free accessible food as a Basic Health Service we collaborate with Dominican University and University of Phoenix Nursing students and professors who provide free blood pressure checks and information regarding healthy eating and active living to all our clients. Nursing students are fulfilling their community engagement component of their required courses. Students offer free information and education that address client's basic health services and early intervention such as blood sugar levels, how to reduce cholesterol, blood pressure, and nutrition information. The Community Center offers an annual Health Fair that offers free flu vaccines and additional health services that include homeopathic remedies, HIV/HCV testing, vision screening, and a Blood Drive hosted by local Lions Club. This year our Health fair administered 150 flu vaccines to community members.""

Our Senior Programs include a twice a week senior lunch that provides an affordable and nutritious lunch provided by the Good Earth Natural Foods. ""

Our Senior Congregate meal offers seniors a place to socialize and make community""

connection with their peers."''

Our extensive senior programs include programming for seniors that are ongoing'' and free. Our senior programs include exercise class, dance and movement, ping pong, book'' club, Bridge, knitting, Peer counseling and Mahjong. ''

Our youth programs include a 0-5yrs Playgroup, afterschool childcare for grades k-8th, Mountain Biking, afterschool tutoring and a youth job training program. An additional program that serves youth is The West Marin Coalition for Healthy Youth WMCHY which is a West Marin collaborative of local community nonprofits, law enforcement and school districts that address the substance abuse and use of youth in West Marin. WMCHY has offered parent education on the various trends in substance abuse with

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

This project directly benefits the community by providing free accessible food to people who are in need. The Food bank is opened twice a week on Monday from 9 am-5 pm and from 2pm-5pm on Thursday. We offer our seniors who attend Senior Lunch on Thursdays the opportunity to access the food bank following the lunch at 1 pm, one hour prior to the regular food bank. The majority of our seniors attending the lunch utilize the Food bank and only have access to food at this time. Families and individuals utilizing the Food bank supplement the cost of food by receiving free food from our Food bank. Receiving free food has a great impact on a family that struggles to survive in an area that is so expensive to live in. This project directly provides a service much needed and utilized. ''

''

All of our programs here at the San Geronimo Valley Community Center serve the funding priorities for CDBG Public Service. We offer basic health services by having an annual Health Fair that offers free flu vaccines every fall. We have an extensive Senior Program that has a twice a week lunch and Senior activities throughout the week. We offer free legal services partnering with Marin Legal Aid. All of our programs benefit the community we serve and have an incredible impact on the health and wellness of our clients. Our Food bank has the greatest impact providing food to families with young children and individuals. All of our programs serve as a safety net for families and individuals living in rural West Marin. The San Geronimo Valley Community Center is a hub for services, and no one is denied or turned away for services.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

This project will Affirmatively Further Fair housing by supplementing the expensive cost of food so families and individuals can afford housing. We partner with local nonprofits that address the critical housing needs in West Marin. In collaboration with San Geronimo Valley Affordable Housing Association we offer information on Senior Housing and affordable rentals in the area. This organization offers updates and information to our Seniors regarding housing and application process to senior housing. We also collaborate with CLAMCommunity

Land Trust Association of West Marin of Point Reyes. CLAM offers information about low income housing and requirements. In collaboration with these local nonprofits we provide current information and best practices for homeowners and renters.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

The San Geronimo Valley Community Center continuously conducts affirmative marketing to members of the protected class by offering announcements in both Spanish and English. We are taking affirmative marketing strategies featuring updates in our quarterly publication Stone Soup, monthly announcements on local radio show KWMR and our website sgvcc.org. We serve all who walk through the door regardless of their gender, race, color, religion, sexual preference, disability and immigration status. We have signs posted on entry doors that indicate that we welcome all in our Community Center. We are fair and treat everyone as equals to all individuals that come into our Center. All of our programming is offered with a nonjudgmental inclusive approach. We strive to meet clients where they are at and provide the resources they need. We offer individual personal outreach to local ranches to provide information about our services. Those living on these rural ranches have limited access to food and services. We also offer volunteer opportunities for many of our clients. Becoming a volunteer encourages leadership within our community regardless of their socioeconomic status or race. We strive to serve the protected class as we foster a healthy community.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

Moderate-Income	<input type="text" value="374"/>
Low-Income	<input type="text" value="375"/>
Very Low-Income	<input type="text" value="1,498"/>
Extremely Low-Income	<input type="text" value="1,498"/>

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

We do not verify income because we serve the elderly, adult persons with disabilities and farm workers. We have posted information about income requirements to qualify for Food pantry, however we never turn away anyone. We have acknowledged that seniors, families and individuals who live on a limited income fall under the very low income standards that are set by the state and county, so we do not verify income based on self-reporting of individuals seeking services. All Food bank recipients sign a selfcertification on a form provided by the San Francisco Marin Food Bank.



**14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.**

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
American Indian or Alaskan Native	20	20
Asian	30	0
Black or African American	120	5
Native Hawaiian or Other Pacific Islander	10	0
White	2,000	1,000
American Indian and White	15	10
Asian and White	10	0
Black and White	30	10
American Indian and Black	10	5
Multi-Racial	1,500	750
<b>TOTAL</b>	<b>3,745</b>	<b>1,800</b>
<b>Female-Headed Households (out of above total)</b>	<b>1,873</b>	<b>749</b>
<b>Persons with Disabilities (out of above total)</b>	<b>100</b>	<b>50</b>

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

The past project goals and accomplishments using CDBG funds were all accomplished. Our goal is to provide free accessible food, resources, and Human Service resources to families and individuals living in the San Geronimo Valley and Nicasio. Our goal to serve low-income to very low-income seniors and individuals will continue to be met. We meet these goals on a weekly basis, serving families and individuals, and providing a safety net service to people living in rural West Marin. Our referral services include but are not limited to housing, medical, and childcare. In 2019 the San Geronimo Valley Community Center celebrated its 50th anniversary and we were awarded the Heart of Marin Award for Non Profit Excellence.

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

We have no remaining CDBG funds from years prior to 2019-2020. Our 2019 projects are currently underway and we will be billing soon.

**17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements? (Please limit to 3000 characters.)**

The San Geronimo Valley Community Center has been a recipient of both Public Service and Capital funds since 1980. We have an impeccable record in administering these funds. Additionally, the Community Center has supported an AmeriCorps and a Vista program, which are Federal Funds.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

The Director of Human Services and Youth Programs will directly supervise and manage this project. The Director has had more than ten years of experience in coordinating and managing this project. Duties of the Director will include supervision of staff and volunteers, providing materials to promote events or services offered in English and Spanish, coordinate with public relations manager to include information and resources to services on the Community Center's social media, schedule health education and parent education classes, make announcements of community events at Senior lunch, as well as offer translation services if needed.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

N/A

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

N/A

**22. For HOME projects, are you a CHDO?**

**23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	<input type="text"/>	<b>Remove</b>
<b>Attach Org Budget</b>	<input type="text"/>	<b>Remove</b>
<b>Attach Miscellaneous</b>	<input type="text"/>	<b>Remove</b>

<b>Signer Name</b>	Nicole Ramirez
<b>Signer Title</b>	Director of Human Services & Youth Programs

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Nicole Ramirez, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Fri Feb 07 2020 13:17:53 GMT-0800 (Pacific Standard Time)

**Public Services Project Budget Template**

<b>Organization Name:</b> San Geronimo Valley Community Center
<b>Project Title:</b> Human Services/Food Pantry

**Date:** February 6, 2020

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<b><u>Committed</u></b>				
<b>Foundations:</b>				
Anonymous Foundation		25,000		
MCF		75,000		
<i>(Add rows)</i>				
<b>Government:</b>				
<i>(Add rows)</i>				
<b>Corporations:</b>				
<i>(Add rows)</i>				
<b>Individual Contributions: (list total):</b>				
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<b>Other (specify):</b>				
<i>(Add rows)</i>				
<b>Subtotal, Committed Income</b>		\$ 100,000.00	\$ -	\$ 100,000.00
<b><u>Uncommitted</u></b>				
<b>Federal Grants Request</b>	\$ 62,800.00			
<b>Other Foundations:</b>				
West Marin Fund		5,000		
<i>(Add rows to list other Foundations)</i>				
<b>Government:</b>				
Potential		134,000		
<i>(Add rows to list other Government agencies)</i>				
<b>Corporations:</b>				
<i>(Add rows to list other corporations)</i>				
<b>Individual Contributions:</b>				
Donations		\$ 5,000.00		
<i>(Add rows to list other contributions)</i>				
<b>Other (specify):</b>				
Senior Lunch Income		\$ 10,000.00		
<i>(Add rows to list others)</i>				
<b>Subtotal, Uncommitted Income</b>	\$ 62,800.00	\$ 154,000.00	\$ -	\$ 216,800.00
<b>Other:</b>				269

<b>Earned Income:</b>					
<i>(Add rows)</i>					
<b>Subtotal, Earned Income</b>		\$ -		\$ -	\$ -
<b>Grand Total Income</b>	\$ 62,800.00	\$ 254,000.00		\$ -	\$ 316,800.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Personnel Expenses</b>				
Executive Director (% FTE: 19%)		\$ 23,600.00		
Program Director (% FTE: 75%)	\$ 33,000.00	\$ 33,000.00		
Human Services staff	\$ 18,100.00	\$ 116,000.00		
(Add rows)				
Benefits (@ %: 23%)	\$ 11,700.00	\$ 39,700.00		
<b>Subtotal Salaries and Benefits</b>	\$ 62,800.00	\$ 212,300.00	\$ -	\$ 275,100.00
<b>Contracted Services</b>				
Professional Fees				
Bookkeeper		\$ 9,500.00		
(Add rows to list other contracted expenses)				
<b>Subtotal Contracted Services</b>	\$ -	\$ 9,500.00	\$ -	\$ 9,500.00
<b>Direct Project Related Expenses</b>				
Senior Lunch		\$ 25,000.00		
Utilities		\$ 2,700.00		
Supplies		\$ 4,500.00		
Equipment				
Travel				
Professional Development				
Marketing				
(Add rows to list other direct project expenses)				
<b>Subtotal, Direct Project Related Expenses</b>	\$ -	\$ 32,200.00	\$ -	\$ 32,200.00
<b>Indirect Expense (specify % in column A below)</b>				
				\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				\$ -
<b>Grand Total All Expenses</b>	\$ 62,800.00	\$ 254,000.00	\$ -	\$ 316,800.00

San Geronimo Valley Community Center  
Budget Summary

Revised 7-10-19

	FY '17-'18 actual	'17-'18 % chg.	FY '18-'19 actual	'18-'19 % chg.	FY '19-'20 budget	'19-'20 % chg.	NOTES
<b>Revenue</b>							
Government Grants	\$329,845	23%	\$323,229	-2%	\$265,809	-18%	TAY grant ended in FY 18-19 (\$60,000)
Foundation/Agency Grants	\$437,475	12%	\$375,491	-14%	\$387,854	3%	
Donations	\$266,583	16%	\$376,968	41%	\$310,500	12%	Donations are budgeted 12% higher than FY 18-19 actuals (less \$100,000 one-time donation)
Tuition & Field Trip	\$129,696	2%	\$156,284	21%	\$160,000	2%	
Arts Events & Admission	\$31,047	56%	\$20,377	-34%	\$21,000	3%	Fewer events
Rental	\$41,560	-5%	\$35,051	-16%	\$35,900	2%	CYO basketball rent now included in Tuition and Field Trip income
Endowment/Interest	\$1,620	207%	\$6,281	288%	\$125,500	1898%	Endowment is increased as needed to cover expenses (\$140,000 is potentially available)
Other	\$22,547	36%	\$16,715	-26%	\$17,437	4%	Decrease in advertising income; Lagunitas Brewing Co. fundraiser now in donations
<b>Total Revenue</b>	<b>\$1,260,373</b>	<b>15%</b>	<b>\$1,310,397</b>	<b>4%</b>	<b>\$1,324,000</b>	<b>1%</b>	
<b>Expenses</b>							
Salaries & Benefits	\$735,421	21%	\$858,622	17%	\$907,183	6%	FY 18-19 includes one-time retirement expense of \$50,000
Subcontractors	\$106,258	21%	\$105,948	0%	\$88,000	-17%	FY 19-20 work now covered by salaried employees
Buildings & Grounds/Utilities	\$81,348	77%	\$89,766	10%	\$54,000	-40%	Bathroom renovation not included as currently restricted grants/donations will cover expense
Printing and Postage	\$34,908	33%	\$24,701	-29%	\$25,700	4%	
Accounting & Insurance	\$53,545	13%	\$57,676	8%	\$60,300	5%	Anticipated audit not included
Food & Supplies	\$66,447	28%	\$48,555	-27%	\$50,300	4%	Food expenses for fundraising events now recorded in Direct Event Expenses
Direct Event Expenses	\$52,233	15%	\$71,014	36%	\$80,000	13%	Expenses increased for 50th anniversary
Other & Misc.	\$46,536	1%	\$59,586	28%	\$58,517	-2%	Van is being depreciated
<b>Total Expenses</b>	<b>\$1,176,696</b>	<b>23%</b>	<b>\$1,315,868</b>	<b>12%</b>	<b>\$1,324,000</b>	<b>1%</b>	
<b>Change in Net Assets</b>	<b>\$83,677</b>	<b>-41%</b>	<b>(\$5,471)</b>	<b>NM</b>	<b>\$0</b>	<b>NM</b>	



**SAN GERONIMO VALLEY  
COMMUNITY CENTER**

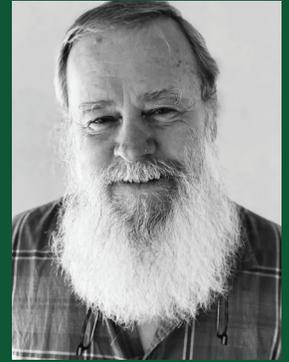
ANNUAL REPORT  
JULY 1, 2018 – JUNE 30, 2019

**20  
19**



**EMBRACING COMMUNITY**

**Our Mission:**  
To foster healthy communities within the San Geronimo Valley and Nicasio by providing a dynamic center for locally based human services, arts and culture, education, health and wellness, and community building.



**Our Team**

# Human Services

Our Human Services consist of a multitude of safety net services for residents in the San Geronimo Valley and Nicasio. The San Geronimo Valley Community Center is committed to serving our community providing essential services as well as free accessible food and referrals to services needed. Referrals may include medical, dental, child care, substance abuse, health care, mental health services, immigration services, housing options and transportation. Our Center serves the whole community and we are dedicated to providing essential services to rural West Marin.



## Food Pantry

How many pounds of food does it take to feed 150 families every week? **227,501 lbs**, to be exact, were distributed to our community through the SF-Marin Food Bank and Extrafood.org at our twice weekly Food Pantry. With fresh produce, meats, dairy, and grains, our Food Pantry is a vital safety net service for so many families, seniors, and individuals in our community.



98

families received Thanksgiving meals



130

families received gifts from Toys & Joys



*“I so appreciate the meals and pantry, but the greatest benefit would be the simple human connection and good-willed activity.”*

## Senior Lunch

Through a generous partnership with Good Earth Natural Foods, the Community Center strengthens community for those 60+ at our twice weekly Senior Lunch. Supported by Senior volunteers!

92%

of participants reported making new friends



4500

Nutritious, Organic Meals Served to Seniors this year

After Senior Lunch, participants are given access to the Food Pantry. 60% of Seniors who attend Senior Lunch reported that they rely on the Food Pantry for their weekly groceries.



## Beyond the Lunchroom!

This year, our Senior programming got adventurous! With nine Senior fieldtrips—including a sail on the Freda B. (pictured left)—and weekly Senior Strolls into local open space, the Community Center is implementing Healthy Eating Active Living (HEAL) initiatives to improve the lives of our Seniors.

# Youth Development Programs



## Playgroup

The Center is proud to support our community members throughout a lifetime—and that starts with our First Five Playgroup. This free program provides a fun place for parents and little ones (0-5) to connect, play, and meet other families in the community. Play Group meets twice weekly and every Tuesday the Marin County FLAGship Literacy Bus parks in our lot for bi-lingual story time, games, crafts, and more!

## Summer Bridge

A free, five-week school readiness program offered to incoming Lagunitas and Nicasio Kindergarteners. Summer bridge eases the transition into kindergarten. Students get accustomed to the routine of a kindergarten day and make new friends! This summer (2019) we had **15** children! We are thrilled to celebrate 15 years of this successful program.



*“I want to come back tomorrow, and tomorrow, and tomorrow!”*



## Zoila's Day Care

Fun and friendly after school care for Kindergarten—3<sup>rd</sup> graders, Children play outside, paint, play games, enjoy story time with Zoila herself, and make new friends! In the 2018-2019 year, **58** students were enrolled in Zoila's aftercare with an average of 15-20 daily participants.

## LOFT Summer Camp

Our LOFT Summer Camp remains a fun place for kids and an important resource for parents! Serving an average of 40 kids over the Summer, youth take weekly fieldtrips, play games and sports, and leave with creative craft projects. This year, in June 2019, Summer Camp extended its programming, offering our first ever Cooking Camp! Ten campers learned cooking skills, tried new foods, cooked and ate recipes like woodfired pizza, bbq'd chicken, chickpea pasta, and gained nutrition knowledge along the way!



## LOFT Teen & Youth Center

Served an average of **20** youth daily! For local 4<sup>th</sup> grade and up, the LOFT program is a safe and fun place to play games, do homework, hang out with friends, and get a healthy snack. Hiking, cooking, and creative art projects are just a few of the fun things that youth enjoy while at the LOFT! The LOFT is the perfect stopover for youth heading to after school sports, tutoring, or classes.

*“A local place to connect. We built lifelong friendships for ourselves and kids starting in playgroup.”*

## VAST

This year, Valley After School Tutoring (VAST) nearly doubled its service hours, providing **1,951** hours in the 2018/2019 school year period. A total of 65 students attended VAST on a weekly basis, and 16 students received a partial scholarship. A parent survey demonstrated high satisfaction with the program, with over **93%** reporting positive relationships with their tutors!



# 90%

of parents reported significant academic improvements in their child.

*“My child is absolutely happy to come to tutoring, which is a complete about face in his feelings about homework. Thank you so much for being here and affordable.”- Vast Parent*



## Youth Job Training

**44** middle school students were matched to **20** different local businesses where they participated in a wide range of exciting internships. Students learned valuable new skills, gave back to their communities, and gained confidence to launch them into future employment.

*“The best part of interning so far has been the sense of community at the places I have interned and all of the kids I have met” – 7<sup>th</sup> grade intern at Revolution 9*

## SEL (Social Emotional Literacy)

**89** Middle School students received 90 hours of Social Emotional Literacy training during weekly class sessions. The curriculum focuses on drug and alcohol prevention, emotional wellness, and community change-making. Special half day workshops with Ashanti Branch, the Spahr Center, and Youth Leadership Institute provide additional learning and school community building.



## Mountain Biking Program

Our Youth Mountain Biking Program, builds confidence and appreciation for the natural world, all while youth learn good bicycle handling skills and strengthen their bodies! Each Trimester, youth participants take about 12 rides into local open space with coach Emile Mulholland. This year, with an average of 19 weekly participants in our 3<sup>rd</sup>-5<sup>th</sup> grade program and an average of eight in our 6<sup>th</sup>-8<sup>th</sup> program, our youth are going farther and faster than ever before!



**72 Youth Mountain Bike rides this year!** 277

# West Marin Coalition for Healthy Youth

The West Marin Coalition for Healthy Youth (WMCHY) brings together West Marin organizations to address the issue of underaged substance use. WMCHY approaches its prevention work through collaboration, environmental policy change, community engagement, and education. Community Center staff held six core team meetings, presented two Vaping events for youth and parents, one consent workshop for parents, brought the Being Adept substance prevention program to 6<sup>th</sup> grade classes at Lagunitas Middle School, and attended monthly Marin Prevention Network meetings.



*“A safe, healthy, and friendly Community Center for all residents of our Valley.”*



## Community Gym and Wellness!

Over **10,000** people from across Marin participated in a variety of wellness and sports programs at the Community Center and San Geronimo Valley Community Gym. Our newest offering, Pickleball, gained traction this year with an average of 16 players showing up weekly! Basketball, ping pong, volleyball, core workouts, Tai Chi, Yoga, hikes, Qi Gong, meditation, Senior peer counseling, handwork, Mah Jong, and so much more continued throughout the year for children and adults of all ages.

## CYO

Our CYO basketball program in partnership with St. Cecilia Church in Lagunitas offers access to fun, fitness, and skill building for youth 3<sup>rd</sup>-8<sup>th</sup> grade. After school sports provide opportunities for mentorship, healthy habit building, and teamwork. Our players challenge teams across Marin and gain confidence in the game and in themselves.



## Disaster Preparedness

The Community Center serves as a single focal point for gathering in times of emergency and this year we enhanced our capabilities to better serve our community. When the Mt. Barnabe Fire threatened our Valley, we were prepared to open our doors to evacuees. Being together, at the heart of the valley provided necessary support and safety in such uncertain times.

This year, the Community Center continued our work and grew our role as emergency service providers. Community Center staff member, Poko Giacomini in conjunction with our executive team and in partnership with VERG and the County of Marin, has taken on the role of Disaster Preparedness coordination for the Center. Poko serves on the Executive Committee of the Marin Interagency Disaster Coalition (MIDC) and has attended over 30 meetings and participated in 30 emergency radio drill trainings. Having designated staff and strong alliances across the county has elevated our ability to respond in crisis and proactively prepare.

## EQUITY

With the formation of our Equity Committee, comprised of Board members, Staff, and vested community partners, the Community Center has committed to enhancing our inclusion practices, training and education, and policies to better support our internal team as well as those that we serve every day. Organizational Diversity, Equity, and Inclusion (DEI) efforts are far more than a few committee meetings, it is an organizational cultural shift at all levels.

This year our Equity Committee initiated our first Equity Training, created an internal equity newsletter, formed an equity book club, created a new norm of including preferred pronouns in email signatures, and worked towards eliminating language barriers by offering a Spanish version of our voicemail and translated posters/signage.



Artist: Geoff Bernstein



Artist: Gaetano DeFelice



Artist: Priscilla Patey

## Arts & Events



Founded as an Art Center 50 years ago, we are proud to continue forward as a hub for incredible visual and performing arts. The Community Center is gathering place for local artists and art lovers alike. Our arts community is thriving and growing! Check out *Embracing Community*, Tom & Amy Valen's film at [sgvcc.org](http://sgvcc.org).



56

Visual Art  
Events

31

Performing Art  
Events

93

Spring Art  
Show Artists

10

Artist  
Film Nights

*"It is a place where the residents of the valley can express themselves, their creativity, their compassion, their joy, their spirit."*

## NextGen

In our Community Center's history, we have carved out incredible communities for seniors, youth and families, artists, students, and more. And this year, the Community Center renewed our commitment to young adults by starting the NextGen program in January 2019.

The NextGen program is building a community of passionate, creative, and motivated young adults (16-30 year olds). With programming focusing on activism, affordable housing, wellness, social connection, mentorship, and equity, the NextGen programs address specific challenges faced by young people in our community. Since its inception, the NextGen program has served over **70** young adults and has held **30** plus events.



**SAN GERONIMO VALLEY COMMUNITY CENTER  
STATEMENT OF INCOME  
For Year Ending June 30, 2019**

**SUPPORT & REVENUE**

Contributions - Individuals	332,017
Contributions - Business	44,951
Foundation Grants	368,154
Government Grants	328,879
Registration & Tuition Income	156,475
Rental Income	35,201
Admission Income	14,394
Art & Event Income	5,982
Advertising	1,604
Food & Beverage Income	4,018
Senior Lunch Income	10,650
District & Parent Group Income	1,437
Miscellaneous Income	444
Interest Income	7,520
<b>Total Support &amp; Revenue</b>	<b>1,311,726</b>

**EXPENSES**

Salaries	702,634
Payroll Taxes	56,407
Health Insurance	76,875
Workers Comp Insurance	5,018
Retirement Employer Match	17,688
Subcontractors	107,798
Accounting Fees	41,520
Building & Grounds	64,456
Custodial & Maintenance	14,993
Utilities, Telephone, Internet	10,736
Printing, Supplies, Postage, Stone Soup	43,123
Insurance	16,156
Human Services, Youth, Arts & Events Programs	69,064
Food & Senior Lunch	53,299
Miscellaneous	26,273
Depreciation	10,146
<b>Total Expenses</b>	<b>1,316,186</b>
Excess Expenses Over Revenue	(4,460)

\$840,348 - additional income added to the Endowment Fund

\$26,796 released from Restricted Funds for Community Gym storage building

**Grants**

**July 1, 2018 – June 30, 2019**

Bank of Marin	Marin Charitable
California Endowment	Marin Community Foundation
Cisco Foundation Employee Match	Marin First 5
Community Development Block Grant	Nathan Cummings Foundation
County of Marin	Olympic Club Foundation
Dino J. Ghilotti Foundation	Presbyterian Hunger Project
Endurance Fund	Price Waterhouse Employee Match
Enterprise Holdings Foundation	Reliance Fund
First Federal Savings and Loan	San Geronimo Valley Lions Club
Freitas Foundation	Stanley S. Langendorf Foundation
George Lucas Family Foundation	West Marin Community Services
Google Foundation Employee Match	West Marin Fund
Hartford Foundation for Public Giving	Jack and Patty Wright Foundation
Kaiser Permanente	Union Bank Foundation
Lagunitas Brewing Company	United Way

**Board of Directors**

Carol Rebscher President	David Lakes
Liora Soladay, Co-Vice President	Kelly Mason
Steve Granville, Co-Vice President	Alexander McQuilkin
David Bernard, Treasurer	Ramon Ramirez
John Beckerley, Secretary	John Rutledge
Bob Baker	Gina Smith
María Cristina Criollo	Jean Berensmeier, Founder
Mike Cusick	Dave Cort, Executive Director
Barbara Hoefle	

# Financial Highlights for 2018-19 Annual Report

The financial wellness of the San Geronimo Valley Community Center remains healthy and strong in the 2018-19 Fiscal Year. The Community Center's revenues and expenses continue to grow at a sustainable pace. On the revenue side, donations from individuals and businesses increased from the previous fiscal year. The creation of a full-time role for our Fund Development Coordinator has resulted in very positive outcomes in our annual campaign, sponsorships, and planned giving. Grants from both the government and charitable foundations remain a critical revenue source, and we are deeply appreciative of our partnerships with the County of Marin and the Marin Community Foundation as well as a growing number of local family foundations. Revenues from program fees and art and events also continue to grow in a positive way. The Community Center Board of Directors' goal of achieving an enduring balance of donations, grants, and program revenues is being realized.

The majority of the Community Center's expenses support employee salaries, benefits, and independent contractors who all provide critical services to the residents of our community. The Community Center employs twenty-four staff members in the areas of Human Services, Youth and Family Support, Arts and Events Programming, Business Operations and Fund Development. Maintenance and upkeep of the historic, ninety-year-old Community Center building, along with the Community Gym and Youth Center and Central Park in Woodacre is reflected in the building/grounds, the custodial/maintenance, and the utilities budget lines.

In December of 2018 the Community Center's Deepening Roots Campaign achieved our goal of establishing a \$2 million Endowment. On June 30, 2019 the Endowment stood at \$2.15 million. The Community Center also maintains a Board Designated reserve equal to one third of our annual revenue. While the Endowment and Board Designated Reserve provide a long-term sustainable source of financial security, the annual support that we receive from individuals, families, businesses, and family foundations remain a critical source of funding our programs and operations. Currently the Community Center is working with Eckhoff and Company Accountancy firm in an audit of the 2018-19 budget. Our organization is looking forward to their review and recommendations.

Quotes used throughout this report were taken from our Summer 2019 survey! Big thanks to everyone that participated.



San Geronimo Valley Community Center  
P.O. Box 194  
6350 Sir Francis Drake Blvd  
San Geronimo, CA 94963  
415-488-8888 [sgvcc.org](http://sgvcc.org)





**Housing & Federal Grants Division**

**2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	Marin YMCA- YMCA of San Francisco									
<b>Mailing Address</b>	1500 Los Gamos Dr., San Rafael, CA 94903									
<b>Website</b>	www.ymcasf.org									
<b>Organization DUNS#</b>	7	8	7	7	1	4	6	6	0	
<b>Executive Director/CEO</b>	Chuck Collins									
<b>Email Address</b>	ccollins@ymcasf.org									
<b>Phone</b>	415-777-9622									

**3. Project General Information**

<b>Program/Project Name</b>	Camp University
<b>Program/Project Site Address</b>	Lu Sutton Elementary School: 1800 Center Rd., Novato, CA 94947
<b>CDBG/HOME Funding Amount Requested</b>	\$20,000
<b>Application Contact Person</b>	Meghan Case
<b>Title of Contact Person</b>	Senior Director of Administration

Email Address

mcase@ymcasf.org

Phone

415-446-2104

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

100

San Rafael

0

County Other

0

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
n/a	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

For 166 years, the YMCA of San Francisco (YSF) has been at the forefront of addressing some of the most pressing social issues of the day, including disparities in academic achievement, access to outdoor experiences, preventing childhood and adult obesity, and so much more. Our mission is to build strong kids, strong families, and strong communities by enriching the lives of all people in spirit, mind, and body. We are inspired and guided by our vision which states that "The healthiest children in America will live in the Bay Area, building the skills and habits for a healthy life, being empowered to reach their highest potential, and making valuable contributions to the common cause." Each of our Y of SF branches contributes to a better future through programs and services that meet the unique needs of their communities.

The YMCA of San Francisco has provided youth development programs for more than 80 years. We are a leading expert in the fields of Afterschool, Camp, Youth Sports, and Preschool and connect youth to a wide array of programs and services including: mentorship opportunities, family events, academic supports, and healthy living activities.

The YMCA of San Francisco strives to foster diverse and inclusive environments where all program participants, families, volunteers, and staff can reach their fullest potential. Our organization advances racial and economic equity by: 1) Delivering free of charge and subsidized academic engagement programs to remove barriers to youths' educational success; 2) Hiring staff reflective of the diversity of local communities in which we serve; 3) Maintaining an agency-wide Diversity, Inclusion, and Global (DIG) committee which advances inclusive internal policies including job development for underrepresented groups in leadership positions; and 4) Participating alongside members of local government commissions and community groups to advance equitable practices.

We believe in a future where all youth can thrive; as such, we have a responsibility to ensure that our youth in our programs are mentally healthy and thriving as well. YSF believes that all young people, given the right support and opportunities, can grow into productive, self-sufficient adults who have healthy relationships and positively contribute to their communities. To achieve the early adult outcomes of economic self-sufficiency, healthy relationships, and making significant contributions to the community, youth need to be productive, connected, and able to navigate the social structures and systems of care in which they live. Key to promoting these outcomes requires each youth to experience: Physical and emotional safety; Relationship building with peers and adults; Youth led participation; Mastery of life skills; and Community involvement. YSF is committed to this work and looks forward to continuing to

build and support the foundations of community.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

According to the Marin Health 2019 Community Needs Assessment, among third graders 32% of Latino students and 27% of African Americans demonstrate English and language arts proficiency compared to 76% of white students. In mathematics, 73% of white third graders are proficient compared to 28% of Latino students and 31% of African Americans. These statistics show that roughly 70% of our most vulnerable youth populations are at risk. Studies show that students who don't read proficiently by third grade are four times more likely to drop out of high school leading to an inability to successfully enter the workforce. This further leads to higher dependence on social services and an overall lower life expectancy.

Several years ago the State of California ceased funding of summer school enrichment programming leaving a large number of students at an academic disadvantage. This had a profound impact on English Language Learners (EL) and students of color in Marin. When statistics across the state illustrated a rapidly growing achievement gap, the Marin Y chose to take action in some of our most vulnerable schools.

The Marin Y's Camp University Program in partnership with the Novato Unified School District (NUSD), works to close the achievement gap that exists primarily among EL Learners. NUSD serves a diverse student body which roughly includes 46% White students, 37% Hispanic/Latino students, 6% multi-racial students, 5% Asian, 3% African American, 1% American Indian or Alaskan Native, and 1% Filipino. Of these students, 16% are Dual/English Language Learners with the majority having Spanish as their native language. Approximately 40% of NUSD students qualify for free or reduced lunch and 16% are English Language Learners.

Camp University is a summer enrichment program offered free of charge to 1st-5th grade NUSD students that have been identified by administration as needing extra educational support. The 4 week program is held over the summer break and includes a morning educational session taught by NUSD certified teachers with assistance from YMCA enrichment and counselor staff and an afternoon session of YMCA led summer camp programming.

Camp curriculum combines traditional recreational games and activities with STEM focused learning opportunities. Camp University currently serves 220 students that are identified as falling behind on test scores and teacher assessments and are referred by the principal at their home school. More than 90% of the students come from low income families. The Marin Y currently collaborates with NUSD and other community partners such as Sutter Health, Marin County Library, and the City of San Rafael. This program is in its 6th year and has shown significant improvement in proficiency and test scores. It has also shown an increase in student confidence and reduced anxiety.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

This project will further Marin County's Fair Housing goals by addressing significant disparities in access to

community assets, such as essential summer education for Novato's most vulnerable youth. Camp University is a unique approach to keeping kids in school, closing the achievement gap, and encouraging the development of lifelong healthy habits. Increased funding would provide these much needed services to more students and their families and allow for program expansion exploration with other school districts within Marin County. This has proven to be a successful model and approach and we believe that it is ready for scalability within the county.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

Camp University targets the students identified as falling behind based on test scores and teacher assessments. Camp University students are referred by the principal at their home school. Principals look at the population of students from the lowest English Learner levels and recommend them for the program. Most students come from low income families. The program is 4 weeks long. The program costs roughly \$450 per child, but is offered at no cost to families and provides lunch and transportation from the child's home school to the program location at Lu Sutton Elementary School. Camp university served 220 students this past season. This is less than half of what the need is in the Novato Unified School District.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

<b>Moderate-Income</b>	<input type="text" value="0"/>
<b>Low-Income</b>	<input type="text" value="0"/>
<b>Very Low-Income</b>	<input type="text" value="0"/>
<b>Extremely Low-Income</b>	<input type="text" value="260"/>

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

Language Learners (EL) and Low Income (LI) students. Students are recommended to the program by NUSD administration. NUSD classifies EL and LI students according to the State of California regulations, which are listed below.

Classification of EL Students. For the purposes of the Local Control Funding Formula (LCFF), students are classified as EL based on a home language survey and the California English Language Development Test (CELDT). If a parent or guardian reports on the home language survey that a language other than English is the student's initial language learned or the primary language used at home, the student is required to take the CELDT. If the student is determined by the school district not to be English proficient based on CELDT results, then the student is classified as EL. Each year thereafter, an EL student is reassessed using the CELDT. Once a student is determined to be English proficient—based on CELDT results, performance on other state assessments, teacher input, and local criteria—the student is reclassified as Fluent English Proficient (FEP). Each school district can use its own criteria for reclassifying EL students as FEP. Under the LCFF, no time limit is placed on how long an EL student can generate supplemental and concentration funding for a district, but a student reclassified as FEP who is not also LI will no longer generate additional funding.

Classification of LI Students. For the purposes of the LCFF, LI students are those that qualify for free or reduced-price meals (FRPM). Eligibility for FRPM is determined by school districts through a variety of means. In many cases, students are determined FRPM-eligible through an application process sent to students' households. If a household's income is below 185 percent of the federal poverty line (\$43,568 for a family of four), the student is eligible for FRPM. In other cases, students are directly certified as FRPM-eligible due to participation in other social service programs, such as the California Work Opportunity and Responsibility to Kids program. Foster youth automatically are eligible for FRPM, therefore the foster family's income has no bearing on the foster student's FRPM eligibility. An LI student will generate supplemental and concentration funding for a district until the student is no longer FRPM-eligible.

**14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.**

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
American Indian or Alaskan Native		
Asian	5	
Black or African American	4	
Native Hawaiian or Other Pacific Islander		
White		
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	211	200
<b>TOTAL</b>	<b>220</b>	<b>200</b>
Female-Headed Households (out of above total)	44	
Persons with Disabilities (out of above total)		

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

Previous CDBG funding allowed us to start a Youth Diabetes Prevention program that has since led to the creation of an Adult Diabetes Prevention program that has been modeled and implemented across the San Francisco bay area throughout our YSF association. The model has also been adopted by YUSA and is an initiative that continues to gain momentum nationwide. Our original Youth Diabetes Prevention program has taken on a different shape to more appropriately fit the needs and desires of our youth audience. It has been added to the enrichment programming at our afterschool childcare sites.

In our second year the YMCA was able to purchase supplies for our YBike program. This program served 85 middle school kids at Hamilton Elementary School teaching them about bike safety and healthy choices. This program has now been built into our summer camp offerings.

Another major accomplishment as a result of funding was the opportunity it created for us to deepen the relationship with NUSD to apply for and be awarded State funding to open 3 preschool locations on NUSD campuses. This grant gave us the opportunity to serve more families in the NUSD service area in high need of high quality subsidized preschool programming.

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

The Marin Y received funding in the 16.17 grant cycle to support the purchase and placement of a play structure and

outdoor play equipment at the 4 preschool locations. No remaining balances remain.

**17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements? (Please limit to 3000 characters.)**

We have received 4 grants through the CDBG funding over the years. We did not apply in the 18.19 cycle. The most recent grant in 16.17 proved to be a challenge on our end based on the construction nature of the project. This was new to us and we were not familiar with the requirements of the construction portion. We learned a great deal from that and our current request is program based, which we are well versed in and much better equipped to manage.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

Camp University is overseen by:  
Torrey Kelly- Associate Executive Director of Youth Development  
Marissa Williams- Community Programs Director

Torrey Kelly has been overseeing the program since it began. She has since moved into an executive leadership role overseeing all of our Youth Development programming in the community. Torrey began as a childcare teacher and moved her way up to be a site coordinator, and then director overseeing multiple sites and programs.

Marissa Williams has overseen Camp University the last 2 years, but has been working for the program as a counselor since it began. Marissa started as a childcare teacher as well and like Torrey quickly moved to the site coordinator role. Marissa has more recently moved into a director role in which she oversees all of our camp, family, and teen programming.

Both Torrey and Marissa have been working closely with the Novato Unified School District personnel over the last few years and are familiar with every aspect of this program.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

n/a

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

n/a

**22. For HOME projects, are you a CHDO?**

23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

- A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
  - For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	CBDG Public Service Project Budget- Camp University Final.xlsx	<b>Remove</b>
<b>Attach Org Budget</b>		<b>Remove</b>
<b>Attach Miscellaneous</b>		<b>Remove</b>

**Signer Name** Meghan Case



**Signer Title**

Senior Director of Administration

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Meghan Case, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Wed Feb 05 2020 19:10:56 GMT-0800 (Pacific Standard Time)

**Public Services Project Budget Template**

<b>Organization Name:</b> Marin YMCA
<b>Project Title:</b> Camp University

**Date:**

<b>INCOME:</b>	<b>Federal Grants Request</b>	<b>Other Funding Sources</b>	<b>In Kind</b>	<b>Total Proposed Project Income</b>
<b><u>Committed</u></b>				
<b>Foundations:</b>				
<i>(Add rows)</i>				
<b>Government:</b>				
<i>(Add rows)</i>				
<b>Corporations:</b>				
<i>(Add rows)</i>				
<b>Individual Contributions: (list total):</b>				
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<b>Other (specify):</b>				
Novato Unified School District		\$ 62,928.00		
Marin YMCA			\$ 20,000.00	
<b>Subtotal, Committed Income</b>		\$ 62,928.00	\$ 20,000.00	\$ 82,928.00
<b><u>Uncommitted</u></b>				
<b>Federal Grants Request</b>	\$ 25,000.00			
<b>Other Foundations:</b>				
<i>(Add rows to list other Foundations)</i>				
<b>Government:</b>				
<i>(Add rows to list other Government agencies)</i>				
<b>Corporations:</b>				
Westamerica Bank		\$ 1,500.00		
Marin County Sheriff		\$ 10,000.00		
<b>Individual Contributions:</b>				
<i>(Add rows to list other contributions)</i>				
<b>Other (specify):</b>				
<i>(Add rows to list others)</i>				
<b>Subtotal, Uncommitted Income</b>	\$ 25,000.00	\$ 11,500.00	\$ -	\$ 36,500.00
<b>Other:</b>				
<b>Earned Income:</b>				

<i>(Add rows)</i>				
<b>Subtotal, Earned Income</b>		\$ -	\$ -	\$ -
<b>Grand Total Income</b>	\$ 25,000.00	\$ 74,428.00	\$ 20,000.00	\$ 119,428.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Personnel Expenses</b>				
YMCA Community Programs Director	\$ 3,000.00			
YMCA Site Supervisor	\$ 4,600.00			
Instructional Coordinator		\$ 3,040.00		
Enrichment Coordinator		\$ 2,880.00		
Community Liasion		\$ 3,160.00		
Enrichment Leads & Camp Counselors		\$ 16,120.00	\$ 20,000.00	
NUSD Instructional Principal		\$ 4,180.00		
NUSD Certified Teachers		\$ 28,200.00		
Benefits (@ 12 %		\$ 7,822.00		
<b>Subtotal Salaries and Benefits</b>	\$ 7,600.00	\$ 65,402.00	\$ 20,000.00	\$ 93,002.00
<b>Contracted Services</b>				
Guest Speakers	\$ 1,000.00			
Project Consultant				
<i>(Add rows to list other contracted expenses)</i>				
<b>Subtotal Contracted Services</b>	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
<b>Direct Project Related Expenses</b>				
Instructional Supplies		\$ 1,000.00		
Program Supplies	\$ 7,280.00			
Snacks	\$ 3,620.00			
Equipment	\$ 500.00			
Bus transportation	\$ 5,000.00	\$ 8,026.00		
Professional Development				
Marketing				
<i>(Add rows to list other direct project expenses)</i>				
<b>Subtotal, Direct Project Related Expenses</b>	\$ 16,400.00	\$ 9,026.00	\$ -	\$ 25,426.00
<b>Indirect Expense (specify % in column A below)</b>				

					\$	-
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>						
					\$	-
<b>Grand Total All Expenses</b>	\$	25,000.00	\$	74,428.00	\$	20,000.00
					\$	119,428.00



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**Budget Report  
MARIN YMCA – YMCA of San Francisco  
2019-2020 Unrestricted Fund**

<b>Account Group Number</b>	<b>Account Group Name</b>	<b>Annual Amount</b>
01	Contributions	349,500
03	Special Events	53,000
10	Grants	549,840
11	Membership Dues	4,818,776
13	Program Fees	4,486,353
14	Member Services	11,700
16	Miscellaneous	16,761
19	Other Changes in Net Assets	21,700
<b>Total Revenue</b>		<b>10,307,630</b>
21	Salaries and Wages	4,402,785
22	Employee Benefits	589,374
23	Payroll Taxes	479,864
24	Professional Services	192,508
25	Supplies	531,512
26	Telecommunications	63,544
27	Postage	4,300
28	Occupancy	724,511
29	Equipment	193,886
31	Printing, Promotions	20,378
32	Travel, Transportation	76,449
33	Conferences, Training	41,145
34	Campaign Expenses	22,200
35	Membership Dues	62,942
37	Financing Costs	199,338
38	Insurance	58,961
39	Miscellaneous	53,223
48	Intra-Y Allocations	1,631,863
53	Current Budgeted Assets	16,000
54	Intercompany accounts	810,568
<b>Total Expense</b>		<b>10,175,351</b>
<b>Change in Net Assets</b>		<b>132,279</b>



FOR YOUTH DEVELOPMENT®  
 FOR HEALTHY LIVING  
 FOR SOCIAL RESPONSIBILITY

### 2019- 20 YMCA of San Francisco Operational Budget

<b>Support and Revenue</b>	
Contributions	5,477,821.84
Special Events	1,299,371.78
Grants	31,490,726.03
Membership Dues	28,342,056.58
Program Fees	33,938,681.96
Member Services	476,664.67
Miscellaneous	905,179.58
Other Changes in Net Assets	2,567,664.84
<b>Total Support and Revenue</b>	<b>104,498,167.28</b>
<b>Expenses</b>	
Salaries and Wages	57,745,542.81
Employee Benefits	9,184,103.38
Payroll Taxes	7,299,515.74
Professional Services	6,176,778.97
Supplies	5,454,559.16
Telecommunications	1,004,901.18
Postage	85,848.75
Occupancy	6,621,207.37
Equipment	1,377,246.47
Printing, Promotions	400,496.47
Travel, Transportation	1,488,509.35
Conferences, Training	771,942.75
Campaign Expenses	505,068.40
Membership Dues	588,765.05
Contributions and Grants	407,300.41
Financing Costs	2,342,001.00
Insurance	588,485.00
Miscellaneous	349,124.05
Intra-Y Allocations	1,576,371.91
Current Budgeted Assets	439,149.40
Intercompany accounts	(0.03)
<b>Total Expenses</b>	<b>104,406,917.59</b>
<b>Change in Net Assets</b>	<b>91,249.69</b>



**Housing & Federal Grants Division**

**2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	North Bay Children's Center, Inc.									
<b>Mailing Address</b>	932 C Street, Novato, CA 94949									
<b>Website</b>	www.nbcc.net									
<b>Organization DUNS#</b>	9	4	3	0	2	4	2	4	6	
<b>Executive Director/CEO</b>	Susan Gilmore, President & CEO									
<b>Email Address</b>	sgilmore@nbcc.net									
<b>Phone</b>	4158836222									

**3. Project General Information**

<b>Program/Project Name</b>	Child Care Scholarships									
<b>Program/Project Site Address</b>	932 C Street, Novato, CA 94949									
<b>CDBG/HOME Funding Amount Requested</b>	\$20,000									
<b>Application Contact Person</b>	Susan Gilmore									
<b>Title of Contact Person</b>	President & CEO									



Email Address

sgilmore@nbcc.net

Phone

415-883-6222

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

100

San Rafael

0

County Other

0

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
N/A	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

North Bay Children’s Center (NBCC) provides children and their families, the majority low-income; with comprehensive high-quality child care and early education that builds the foundation for academic success and lifelong achievement. Its principal activities include providing affordable child care, school-readiness programs, nutrition education, and family support services to those who need it most.

Celebrating 30 years of service, NBCC’s core objective is to ensure that all children, particularly our most vulnerable, leave preschool with the tools needed to succeed. Fueled by our vision of excellence and spirit of innovation, NBCC’s mission is to assure optimal development for every child we serve through:

- Culturally rich curriculum and services that prepare children from diverse backgrounds to succeed socially, emotionally, and academically;
- The Garden of Eatin’® program that weaves a culture of health and wellness throughout the organization and serves as a model for other communities to emulate;
- Strong family, school, and community partnerships that support a shared belief in each child’s ability to succeed.

In 1988, NBCC opened its doors to 60 children becoming the first child care program in northern Marin County to serve low-income infants and toddlers. Over the last 10 years the organization has successfully grown in locations and enrollment to address the ever-increasing community need. NBCC provides part and full day, daily care for more than 600 infants, toddlers and preschoolers through the age of five, in addition to kindergartners and youth through fifth grade in before- and after- school programs at 13 center sites throughout Marin and Sonoma County. NBCC integrates health education, through our Garden of Eatin’ program, into the daily curriculum that instills healthy daily habits for our students.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

North Bay Children’s Center has been working in partnership with the North Bay community since 1987 to provide the highest quality child care and early education – at affordable rates – to families across the income spectrum.

NBCC prepares children, the majority low-income; to succeed academically, socially, emotionally and physically with

an effective mix of child development programs that focus on school readiness, foster self-sufficiency, and promote health and wellness. 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 84 % 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 developmental needs of preschool 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 currently serves 172 children in Novato of which 84% receive tuition subsidies.

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

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

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. NBCC programs benefit members of the protected classes and provide safety net services for families struggling to make ends meet.

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 education achievement gap grows, so does universal recognition of the importance of high quality early care and education for a child's optimal development and helping families break the cycle of poverty by removing barriers that restrict fair access and equal opportunity.

NBCC's project affirmatively furthers Fair Housing by offering child care scholarships and family support services that contribute to a more diverse, and inclusive community along with access to good jobs, schools, health care, transportation, and housing which are crucial to Marin County's future prosperity.

We know building a solid preschool foundation is essential for our community and for our children's future academic success. Almost three out of five low-income parents only have a high school degree or less. But many parents who want to improve their job skills can't enroll in education and training because they can't find or afford child care.

In Marin County, the average cost of full-time care for a 4-year old at a child care center is approximately \$13,000 per year; for infants it's well above \$18,000. Without help, many families can face the untenable choice of not working or pursuing their education or leaving their children in unsafe, unstable, or poor quality child care arrangements. Affordable, quality childcare can help parents reach their career and educational goals.

Our economic future depends on providing the tools for upward mobility and building a highly educated, skilled workforce. Early childhood education is one the most efficient way to accomplish these goals yet so many children are being left out of this system.

Access to NBCC’s child care scholarships enables low-income parents to pursue their career or educational goals while preparing their children for success in school. Our programs are making a significant impact on the growing number of underserved children and their families in the North Bay, while ensuring that every child has the same opportunity for future success. With adequate resources, NBCC can dramatically increase its capacity to deliver superior programs and services that will facilitate today’s learning tools and further tomorrow’s innovations.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

NBCC is committed to affirmatively further fair housing and takes proactive measures to conduct affirmative marketing to members of the Protected Classes under federal fair housing laws to foster a more inclusive community and provide access to quality care for children who need it most. NBCC follows an affirmative marketing plan that it developed in 2019 and utilizes marketing activities (i.e. newspapers, electronic media, bulletin boards, brochures, notices, flyers, etc. ) with strategies each targeted to specific populations within the Protected Classes. See attached NBCC Proposed Marketing Activities document.

Annual review of its marketing outreach activities and set enrollment goals for the targeted populations are based on capacity, state contracts and community need. NBCC monitors its enrollment numbers monthly and reviews for changes in enrollments. Ongoing collaborations with community partners including the Marin Child Care Council, Community Action Marin, Marin Health and Human Services, Homeward Bound, and Gilead House regularly communicate to assess need/referral relationship and information sharing.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

<b>Moderate-Income</b>	<input type="text" value="2"/>
<b>Low-Income</b>	<input type="text" value="19"/>
<b>Very Low-Income</b>	<input type="text" value="28"/>
<b>Extremely Low-Income</b>	<input type="text" value="123"/>

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

NBCC provides child care for children from 6 weeks to school age while parents are working full time or attending school. This scholarship assists families who otherwise would not be able to take advantage of enriching/school readiness programs at NBCC.

**A. Family Selection for Enrollment (Waitlist)**

1. NBCC maintains and updates the waitlist with income eligible applicants. Waitlist must contain Source, Date added to List, Child's name, Parent's name, child's birthdate, Phone #, Family Size, Income, Pre-Qualified for Subsidy, Full Fee, and/or Scholarship and Rank per Income Ranking Table. (extra information columns are a nice to have)

2. NBCC follows the CDE Management Bulletin 18-07 which contains 2018-2019 Income Ranking Table.xlsx at the bottom of the bulletin.

Link: <https://www.cde.ca.gov/sp/cd/ci/mb1807.asp>

3. Enter the information per below:

Site Information, full or part day request, source, date added to list, child's first name, child's last name, child's birthdate, parent's contact information: name, email, phone, family size, income, qualified subsidy (y or n), language, notes, and rank

4. Applying the Income Ranking: Based on the family size and average monthly gross income must be at the 80% of the State Median Income (SMI) adjusted for family size at initial enrollment for Subsidy families.

Note: When multiple families are within the same ranking, a child with exception needs must be admitted before, a child with the oldest application date.

5. Part Day Family Selection: from the wait list dependent on the vacancy available in the classroom. Priority is as follows: Family with lowest ranking may be selected based on the following priority

a. Child protective services, or at-risk of abuse, neglected or exploited

b. 4 year olds

c. 3 year olds

d. Exceptional needs child from an over income family (must have an IEP)

6. When a slot becomes available for a child identified as full fee and scholarship pre-qualified, the selection process is used as listed above per the CDE guidelines.

**B. Enrollment & Eligibility**

1. Family must bring all the following documentation to their enrollment appointment:

- Birth Certificate for all children in the family

- Immunization Record for child that is enrolling

- Address Verification – utility bill or other bill

- Income Documentation for each parent in the household-1 full month of consecutive paystubs and if applicable child support documentation, SSI, or Cal Works. \*if one/both parent(s) do not have an income, they need to fill out a Zero Income Statement.

For Income Verification: go to the CDE Child Care Family Fee Rate Calculator and select Initial Enrollment or Re-Certification (as applicable). Link: <https://www2.cde.ca.gov/familyfee/famfeecalculator.aspx>.

Using the Total Countable Income and the Family Size verify the family is eligible for subsidized care based on the current fiscal year's Schedule of Income Ceilings (70% SMI) for Initial or (85% SMI) for Re-certification.

**14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.**

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
American Indian or Alaskan Native	1	0
Asian	11	0
Black or African American	17	5
Native Hawaiian or Other Pacific Islander	0	0
White	143	113
American Indian and White	0	0
Asian and White	0	0
Black and White	0	0
American Indian and Black	0	0
Multi-Racial	0	0
<b>TOTAL</b>	<b>172</b>	<b>118</b>
<b>Female-Headed Households (out of above total)</b>	<b>40</b>	<b>3</b>
<b>Persons with Disabilities (out of above total)</b>	<b>15</b>	<b>1</b>

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

For more than 30 years, NBCC has help thousands of low-income families by providing high quality child care and early education programs that build the foundation for academic learning and lifelong success. Recent past projects using CDBG funds are as follows:

- 19-20 Project: Funded \$15,000 to support child care scholarships for 7 Novato children
- 18-19 Project: Funded \$12,460 to support child care scholarships for 13 Novato children
- 17-18 Project: Funded \$11,479 to support child care scholarships for 9 Novato children
- 16-17 Project: Funded \$8,600 to support child care scholarships for 7 Novato children

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

There are no previously approved CDBG funds remaining to be spent.

**17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements? (Please limit to 3000 characters.)**

NBCC is very familiar with administering the CDBG federal grant program since its beginning 30+ years ago. CDBG funding was one of the organization's first grants and NBCC has been committed to supporting high quality care and education to our most vulnerable residents in Marin County by providing safety net services for thousands of families struggling to provide the best start for their children. NBCC is also familiar with the Davis-Bacon prevailing wage requirements for construction and renovation projects and has successfully met those requirements in previous years.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

NBCC's bilingual Enrollment and Outreach Coordinators work with local faith based agencies, clinics, elementary schools and other nonprofit partners to collaborate and identify our "hard to reach clients" who qualify for services. The majority of this population only speaks Spanish and needs assistance throughout the application process. NBCC is also listed as a resource for tuition assistance with our local Resource and Referral agency. NBCC's Business Director, VP of Programs and Area Directors oversee the scholarship program. All three staff in their positions are familiar and experience with past project management.

Kristina Sisseck is NBCC's Vice President of Programs and works closely with NBCC's Site Supervisors on all aspects of program operations which include: processing enrollment, state reporting, curriculum development, program evaluations, staff development, and parent engagement. She also works closely with NBCC's elementary school partners and program enhancement specialists on curriculum alignment and implementing school readiness strategies. Kristina received her Master of Art in Education with a focus in Leadership in Early Childhood Education with Chapman University and a Bachelors of Art in Family and Consumer Science with a focus in Child Development and Family Studies from California State University, Long Beach. She holds a Program Directors permit from the California Commission on Teaching Credentialing and has been in the field of Early Childhood Education for the past 12 years.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

n/a

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

n/a

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

- A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
  - For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
  - For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.
  
- B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

**Attach Project Budget**

Public Service Project Budget Template for 2020-2021 Application.pdf

**Remove**

**Attach Org Budget**

fye 06.30.20 Exec Budget Summary.pdf

**Remove**

**Attach Miscellaneous**

NBCC Marketing Activities Methods of Advertising.pdf

**Remove**

**Signer Name** Susan Gilmore

**Signer Title** President & CEO

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Susan Gilmore, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 13:35:45 GMT-0800 (Pacific Standard Time)



**Public Services Project Budget Template**

<b>Organization Name:</b> North Bay Children's Center, Inc.
<b>Project Title:</b> Child Care Scholarships

Date: 02/05/20

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<b><u>Committed</u></b>				
<b>Foundations:</b>				
<i>(Add rows)</i>				
<b>Government:</b>				
<i>(Add rows)</i>		\$ 1,805,896.00		\$ 1,805,896.00
<b>Corporations:</b>				
<i>(Add rows)</i>				
<b>Individual Contributions: (list total):</b>				
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<b>Other (specify):</b>				
<i>(Add rows)</i>				
<b>Subtotal, Committed Income</b>		\$ 1,805,896.00	\$ -	\$ 1,805,896.00
<b><u>Uncommitted</u></b>				
<b>Federal Grants Request</b>	\$ 20,000.00			
<b>Other Foundations:</b>				
<i>(Add rows to list other Foundations)</i>				
<b>Government:</b>				
<i>(Add rows to list other Government agencies)</i>				
<b>Corporations:</b>				
<i>(Add rows to list other corporations)</i>				
<b>Individual Contributions:</b>				
<i>(Add rows to list other contributions)</i>				
<b>Other (specify):</b>				
<i>(Add rows to list others)</i>				
<b>Subtotal, Uncommitted Income</b>	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
<b>Other:</b>				
<b>Earned Income:</b>				305

<i>(Add rows)</i>					
<b>Subtotal, Earned Income</b>		\$ -	\$ -	\$ -	
<b>Grand Total Income</b>	\$ 20,000.00	\$ 1,805,896.00	\$ -	\$ 1,825,896.00	

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Personnel Expenses</b>				
Executive Director (% FTE: _20__)		\$ 32,000.00		
Program Director (% FTE: _26__)		\$ 25,500.00		
Teaching Staff	\$ 15,603.00	\$ 1,367,511.00		
Benefits (@ %: __1.2__)	\$ 954.89	\$ 74,465.00		
<b>Subtotal Salaries and Benefits</b>	\$ 16,557.89	\$ 1,499,476.00	\$ -	\$ 1,516,033.89
<b>Contracted Services</b>				
Professional Fees				
Project Consultant				
(Add rows to list other contracted expenses)				
<b>Subtotal Contracted Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Direct Project Related Expenses</b>				
Rent	\$ 704.35	\$ 64,503.00		
Utilities	\$ 531.36	\$ 37,954.30		
Supplies	\$ 1,212.43	\$ 86,602.00		
Equipment	\$ 226.74	\$ 16,196.00		
Travel	\$ 84.14	\$ 6,010.00		
Professional Development	\$ 140.42	\$ 10,030.00		
Marketing	\$ 13.44	\$ 960.00		
Janatorial	\$ 335.16	\$ 23,940.00		
Liability Insurance, Licenseing Fees, Taxes	\$ 194.07	\$ 13,862.00		
Depreciation	\$ 553.39	\$ 39,528.00		
<b>Subtotal, Direct Project Related Expenses</b>	\$ 3,442.11	\$ 299,585.30	\$ -	\$ 303,027.41
<b>Indirect Expense (specify % in column A below)</b>				
				\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				\$ -
<b>Grand Total All Expenses</b>	\$ 20,000.00	\$ 1,799,061.30	\$ -	\$ 1,819,061.30



4b: Proposed Marketing Activities: Methods of Advertising

Targeted Populations	Targeted Population:	Targeted Population:	Targeted Population:	Targeted Population:
Method of Advertising	Hispanic/Spanish speaking	Families with Children u 18	African American/Black	Asian
Newspaper(s)	<p><b>Marin JJ</b> Ad print and online w/ Giving Marin program. Free county-wide coverage if sponsored. NBCC logo, various size English and Spanish</p> <p><b>La Voz</b> Northern CA primary bilingual newspaper announcements and event posting in print and online English and Spanish <a href="https://la.voz.us.com/">https://la.voz.us.com/</a></p>	<p><b>Marin JJ</b> Ad print and online w/ Giving Marin program. Free county-wide coverage if sponsored. NBCC logo, various size English</p> <p><b>Marin Scope Newspapers</b> "Salute to Marin's Nonprofits" edition. County wide coverage. NBCC logo, various size English</p>	<p><b>Marin JJ</b> Ad print and online w/ Giving Marin program. Free county-wide coverage if sponsored. NBCC logo, various size English</p> <p><b>Marin Post</b> "Voice of the Community" Post enrollment notices online: <a href="https://marinpost/org/">https://marinpost/org/</a> English</p>	<p><b>Marin JJ</b> Ad print and online w/ Giving Marin program. Free county-wide coverage if sponsored. NBCC logo, various size English</p>
Radio Station(s)	n/a	n/a	n/a	n/a
TV Station(s)	n/a	n/a	n/a	n/a
Electronic Media	<p>NBCC website <a href="http://www.nbcc.net">www.nbcc.net</a> with language toggle for Spanish NBCC logo, various size Social media, NBCC Facebook, linked in, yelp, Google Business pages Reason for use: mobile access <b>La Voz</b> Facebook page, online calendar posting</p>	<p>NBCC website <a href="http://www.nbcc.net">www.nbcc.net</a> NBCC logo, various size NBCC Social media pages, Facebook, linked in, yelp, Google Business Reason for use: mobile access Facebook group: Novato in the Know Next Door: Novato</p>	<p>NBCC website <a href="http://www.nbcc.net">www.nbcc.net</a> with language toggle for Spanish NBCC logo, various size Social media, facebook, linked in, yelp, Google Business Reason for use: mobile access <b>Marin Post</b> online calendar posting</p>	<p>NBCC website <a href="http://www.nbcc.net">www.nbcc.net</a> with language toggle for Vietnamese NBCC logo, various size Social media, facebook, linked in, yelp, Google Business Reason for use: mobile access <b>CAM/MAAP</b> – Social media postings</p>

4b: Proposed Marketing Activities: Methods of Advertising

Targeted Populations	Targeted Population:	Targeted Population:	Targeted Population:	Targeted Population:
Method of Advertising	Hispanic/Spanish speaking	Families with Children u 18	African American/Black	Asian
Bulletin Boards	Marin Community Clinic, Novato Clinic – 6100 Redwood Blvd., Novato, CA 94945  Novato Dental Clinic – 6090 Redwood Blvd, Suite D, Novato, CA 94945  Marin Health & Wellness Center – 3250 Kerner Blvd., San Rafael, CA 94901  Spanish	WIC office – 75 Roland Way, Novato, CA 94945  English and Spanish	WIC office – 630 Drake Avenue, Marin City, CA 94965  Marin City Library – 164 Donahue St., Sausalito, CA 94965  English and Spanish	West Marin Services Center, 1 Sixth St., Pt Reyes Station, CA 94956  Community Action Marin –555 Northgate Drive, San Rafael, CA 94903  MAAP, 851 Irwin Street, San Rafael, CA 94910
Brochures, Notices, Flyers	Various see attached  Spanish NBCC logo Reason for use: Dissemination of information of services	Various see attached  NBCC logo Reason for use: Dissemination of information of services	Various see attached  NBCC logo Reason for use: Dissemination of information of services	Various see attached  NBCC logo Reason for use: Dissemination of information of services
Others (Specify)	Enrollment Banners 3x8' NBCC logo  NBCC Weekly Food Pantry, Bilingual volunteers  Novato Farmers Market outreach  Ground outreach - bilingual enrollment specialist	Enrollment Banners 3x8' NBCC logo  NBCC Weekly Food Pantry, Bilingual volunteers  Novato Farmers Market outreach  Ground outreach - enrollment specialist	Enrollment Banners 3x8' NBCC logo  NBCC Weekly Food Pantry, Bilingual volunteers  Ground outreach - enrollment specialist	Enrollment Banners 3x8' NBCC logo  NBCC Weekly Food Pantry, Bilingual volunteers  Ground outreach - enrollment specialist



**Housing & Federal Grants Division**

**2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	North Marin Community Services									
<b>Mailing Address</b>	680 Wilson Avenue									
<b>Website</b>	www.northmarincs.org									
<b>Organization DUNS#</b>	1	1	8	1	7	8	3	9	1	
<b>Executive Director/CEO</b>	Cheryl Paddack									
<b>Email Address</b>	cpaddack@northmarincs.org									
<b>Phone</b>	4158921643									

**3. Project General Information**

<b>Program/Project Name</b>	Childcare Scholarships									
<b>Program/Project Site Address</b>	680 Wilson Avenue									
<b>CDBG/HOME Funding Amount Requested</b>	\$15,000									
<b>Application Contact Person</b>	Cheryl Paddack									
<b>Title of Contact Person</b>	CEO									

Email Address

cpaddack@northmarincs.org

Phone

4158921643

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

100

San Rafael

0

County Other

0

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
County of Marin Parks	\$11,000	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc.**

North Marin Community Services (NMCS) is a 501(c)(3) that offers comprehensive services to 6,008 people in need annually. Our mission is to empower youth, adults and families in our diverse community to achieve well-being, growth and success, and we envision a strong community with opportunities for all. Our 60 staff and 240 volunteers deliver the following programs: 1. Child Development for youth ages 6-months to 14-years (255 clients). 2. Health and Wellness Programs to 2,060 youth, adults, seniors and families; 3. Family and Community Engagement Programs to 3,693 clients, primarily Spanish speaking. Over half of our staff members are bilingual, enabling us to serve a culturally and socio-economically diverse mix of families. The majority of those we serve are from low-income families: the median income for households participating in our safety net programs is \$16,776 as of 2019, compared to the overall median income of Novato of \$89,812 as of 2017.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.**

As one of the largest licensed, childcare centers in Marin County, NMCS offers year-round services to 194 youth annually, ages 12-months to 14-years, 62-65% of whom are from low-income families. This project will provide childcare scholarships for five children of low income households to be in a safe, enriching environment while their parents are in the workforce and contributing members of their family and community. 35% of families in Marin cannot afford basic living expenses, and childcare is the second highest cost in the family home and an essential safety net service. Only 40% of children with parents in the workforce have a spot available at a licensed childcare facility (Children Now). Only 11% of low-income youth in Marin have access to state funded afterschool programs. The waitlist for affordable childcare is from 600-800 families long, and in Novato, the number of youth receiving free or reduced price lunches has increased 45% over the past 10 years.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

Housing Support Services



**Children, Youth and Parent Services**

**Basic Health Services**

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

**Activities benefiting low and moderate-income persons. (LMI)**

**Activities benefiting low and moderate area. (LMA)**

**Activities which aid in the prevention or elimination of slums or blight**

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

Our project benefits member of protected classes. 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 live with 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 100% of parents enrolled in our program who participated in our satisfaction survey agreed or strongly agreed NMCS's accessible childcare helps them maintain their employment.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.**

All of NMCS' Child Development participants are part of at least one protected class. With the exception of whites, NMCS serves a proportionate or 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 with our affirmative marketing plan to market in English and Spanish through social media and radio efforts; bulletin board signage, brochures and flyers; networking through our team of Latino Health Advocates/Promotores; school outreach through Novato Unified School District to targeted demographic groups; and faith-based community groups such as The Quest Spanish speaking congregation and Faith Builders Tabernacle which is primarily a Black or African American congregation. We also continue to ensure that our services are culturally appropriate and effective.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

<b>Moderate-Income</b>	<input type="text" value="0"/>
<b>Low-Income</b>	<input type="text" value="2"/>
<b>Very Low-Income</b>	<input type="text" value="3"/>
<b>Extremely Low-Income</b>	<input type="text" value="0"/>

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.)**

All families seeking funding assistance, for childcare, through the CDBG funding must meet with Liliana Palu, Case Manager at North Marin Community Services to verify eligibility. Eligibility requirements include, but are not limited to the following; verification of household income (must include latest tax return, 4 current paystubs; or verification of government financial assistance). A copy of birth certificate for those children living in your household – used to verify family size. Initial certifications are made for families who fall within the CDBG income limits for Marin County. All additional re-certifications will be completed annually, for every family who is awarded the funding.

**14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.**

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
American Indian or Alaskan Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White	2	2
American Indian and White		
Asian and White		
Black and White	1	0
American Indian and Black		
Multi-Racial		
<b>TOTAL</b>	<b>3</b>	<b>2</b>
Female-Headed Households (out of above total)		
Persons with Disabilities (out of above total)		

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.**

Past/current CDBG funding has allowed us to provide affordable, quality childcare to 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 childcare, yet families served through CDBG do not qualify but need assistance in order to meet their basic needs. In addition to supporting low-income families of protected classes, our Child Development Program ensured that preschool students increased in their eight developmental domains; school age students increased their social and emotional development skills and identify career pathways; middle schoolers were aware of the A-G requirements to set goals for college entrance. Many of the children served will be first generation in their family to attend and/or graduation college. 100% of the families served reported they gained new skills/knowledge to better support their children.

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance.**

All funding will be expended within the time frame proposed, so there will be no remaining funding.

**17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) 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. Through our CA Dept of Education subsidized childcare contract, we also receive and successfully manage a Child Nutrition Information and Payment System (CNIPS) contract, which is a federal funding source. This contract allows 45,000 balanced, nutritious meals/year for our Child Development participants.

**18. Describe who will supervise and manage the project and their past experience with project management.**

Ruthie Reeder, NMCS' Child Development Director, oversees the childcare program. Ruthie has over ten years of experience managing and reporting on grants, and over eleven years of experience managing child development staff. For CDBG and all scholarships, NMCS Case Manager Lili Palu income-qualifies families through a family certification interview using the CDBG income limits as described in question 11. Angelina Susmani, NMCS' Child Development Coordinator, provides administrative assistance on contracts and grants, tracking scholarship expenditures and submitting CDBG quarterly reports. NMCS' Finance Office uses both Excel and Abila MIP Fund Accounting software in support of the financial tracking and reporting.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received.**

n/a

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

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

n/a

**22. For HOME projects, are you a CHDO?**

**23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

**Attach Project Budget**

CDBG\_NMCS Child Dev budget 2020-2021.xlsx

**Remove**

**Attach Org Budget**

NMCS FY20 Mid-Year Budget.pdf

**Remove**

**Signer Name** Cheryl Paddack

**Signer Title** CEO

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Cheryl Paddack, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Tue Feb 04 2020 14:41:47 GMT-0800 (Pacific Standard Time)

**Child Development Program Project Budget: Annual Budget 2020-21**

**Organization Name: North Marin Community Services**

**Project Title: Childcare Scholarships**

**Date: 01/20/20**

<b>INCOME:</b>	<b>Federal Grants Request</b>	<b>Other Funding Sources</b>	<b>In Kind</b>
<b>Committed</b>			
No funding is committed yet, as it is still early in 2020-2022			
<b>Uncommitted</b>			
<b>Federal Grants Request</b>	15,000.00		
<b>Foundations:</b>			
Duckworth/Dixon Family Fund		36,075.00	
Safeway Foundation		1,500.00	
Frankie Poulas Foundation		5,000.00	
Marin Charitable		3,000.00	
Crescent Porter Hale Foudnation		8,292.00	
Dutra Museum Foundation		22,500.00	
<b>Government:</b>			
CA Dept Of Ed-Childcare Contract		287,364.00	
CA Dept Of Ed-Food Program Contract		36,000.00	
Community Action in Marin-Childcare Contract		93,377.00	
County of Marin Parks		11,000.00	
<b>Corporations:</b>			
Umpqua			
Rotary		10,000.00	
Marin Childcare Council		22,000.00	
Bradley Electric		1,500.00	
Biomarin		5,000.00	
Albertsons		1,500.00	
<b>Individual Contributions:</b>		55,773.00	
<b>Earned Income:</b>			
Program fees		807,571.00	
Family Fees - CDE funded childcare		30,088.00	
Family Fees - CAM funded childcare		3,636.00	
Enrollment Fees		8,700.00	
<b>Other (specify):</b>			
<b>Fundraising Events</b>		76,493.00	
<b>Subtotal, Uncommitted Income</b>	15,000.00	1,526,369.00	-
<b>Grand Total Income</b>	15,000.00	1,526,369.00	-

<b>EXPENSES (Add rows to list other expenses)</b>	<b>Federal Grants Request</b>	<b>Other Funding Sources</b>	<b>In Kind</b>
<b>Personnel Expenses</b>			
staff salaries		943,816.00	

Benefits (@ %: 26)			249,292.00	
<b>Subtotal Salaries and Benefits</b>	-		1,193,108.00	-
<b>Contracted Services</b>				
Professional Fees			44,918.00	
Project Consultant				
(Add rows to list other contracted expenses)				
<b>Subtotal Contracted Services</b>	-		44,918.00	-
<b>Direct Project Related Expenses</b>				
Childcare scholarships	15,000.00			
Rent			4,637.00	
Utilities			26,058.00	
Supplies			77,124.00	
Equipment			1,137.00	
Travel			27,032.00	
Professional Development			8,103.00	
Marketing			1,850.00	
Postage & Printing			6,787.00	
Property Tax/Repairs & Maintenance			36,330.00	
Insurance			24,012.00	
Telephone			10,003.00	
Other: Bad Debt expense; Contract Fees; Permit & License Renewal Fees			17,726.00	
Depreciation			47,544.00	
<b>Subtotal, Direct Project Related Expenses</b>	15,000.00		288,343.00	-
<b>Indirect Expense (specify % in column A below)</b>				
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
<b>Grand Total All Expenses</b>	15,000.00		1,526,369.00	-

**North Marin Community Services**  
**Fiscal year July 1, 2019-June 30, 2020**  
**Agency Operating Budget**



	FY20	
<b><u>Revenue</u></b>		
Program Fees, tuition	\$889,245	21.0%
Foundation grants	\$1,263,323	29.9%
Government grants and contracts	\$993,301	23.5%
Individuals	\$261,684	6.2%
Business, Service Clubs	\$33,000	0.8%
Special Events	\$73,000	1.7%
Misc funding: rental income; interest income	\$78,617	1.9%
Other funding: investment fund (\$164,465), released from prior year restricted (\$474,895)	\$639,360	15.1%
	<b><u>\$4,231,530</u></b>	<b>100%</b>
 <b><u>Expenses</u></b>		
Salaries/Wages	\$2,627,261	62.1%
Taxes and benefits	\$605,847	14.3%
Building Costs, Utilities, Overhead	\$162,496	3.8%
Insurance	\$50,000	1.2%
Postage/Shipping, Print/Copying, Marketing, Advertising	\$33,575	0.8%
Supplies	\$123,564	2.9%
Travel & Transportation	\$40,616	1.0%
Professional Development	\$14,980	0.4%
Professional Services (Clinical Supervisors, evaluation and marketing consultants, janitorial services, IT/IS Consultants)	\$256,669	6.1%
Other Expenditures (admin, rental assistance & other programs,bank fees,misc)	\$316,477	7.5%
	<b><u>\$4,231,484</u></b>	<b>100%</b>
 <b><u>Fundraising/Admin Costs (gross)</u></b>	 <b>25%</b>	





Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

Organization/Agency Name	Canal Alliance
Mailing Address	91 Larkspur St., San Rafael, CA 94901
Website	www.canalalliance.org
Organization DUNS#	8 8 3 8 2 9 3 6 8
Executive Director/CEO	Omar Carrera
Email Address	omarc@canalalliance.org
Phone	(415) 424-2640

**3. Project General Information**

Program/Project Name	University Prep (UP!)
Program/Project Site Address	91 Larkspur St., San Rafael, CA 94901
CDBG/HOME Funding Amount Requested	\$30,000
Application Contact Person	Maria Medua
Title of Contact Person	Senior Development Manager

Email Address

mariam@canalalliance.org

Phone

(415) 306-0453

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

0

San Rafael

100

County Other

0

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
None	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

Canal Alliance is a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment. We believe that everyone has the right to achieve their dreams. Every day, we educate, empower, support, and partner with motivated immigrants and their families to best meet their unique needs—from putting food on the table, to becoming U.S. citizens, to learning English, and graduating from college. Because when we support immigrants, Marin becomes a place where everyone can live, work, and succeed. Canal Alliance has been the leading service provider and community advocate for Marin's extremely low-income Latino immigrant community for 37 years. Each year, the organization collaborates with over 60 agencies and engages 500 volunteers to serve more than 4,000 individuals and families.

Canal Alliance is located in, and primarily serves immigrants residing in, the Canal neighborhood of San Rafael, which is geographically isolated and densely populated with over 12,000 residents in a two-square mile radius. The average income for a family of four residing in the Canal is under \$30,000. Most clients come from remote areas of Guatemala, El Salvador and Mexico, and have less than an elementary school education. While Spanish is the primary language for most, some speak native languages and are preliterate in Spanish.

Canal Alliance works to help low-income Latino immigrants break the cycle of poverty. Our primary strategy is to help clients access education and legal services, both of which have been shown to improve outcomes related to employment and income. Combined, education and legal status have the greatest impact on improving economic outcomes for immigrants. Breaking the generational cycle of poverty for immigrants is extremely complex and requires a model with comprehensive and multifaceted approaches that simultaneously improve individual and family stability and well-being, education, and employment. Our model has four integrated strategies aimed at removing the many barriers that Latino immigrants confront in attempting to access education, earning a living wage, and improving their financial security: Case Management, Behavioral Health, Immigration Legal Services, and Education.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

University Prep (UP!) is a college access and success program that addresses the academic achievement gap in Marin County for youth of color by supporting low-income Latino youth to complete a four-year college degree. This effort is critically needed in a county where 83% of Latino students graduate from high school, compared to 95% of

White students. A-G completion rates are even more concerning: only 35% of Latino students complete the requirements to enroll in the UC and CSU systems, compared to 70% of White students. All students live in Marin County, come from low-income, Spanish-speaking families with recent immigration experiences, are first-generation college students and are committed to achieving the program's goals. All students must apply to participate in UP! and demonstrate an understanding of the commitments required in order to be accepted.

This grant will support 36-40 middle school students throughout the 2020-2022 academic years. For students in grades 6-12, UP! offers an after-school academic program that provides individual tutoring in core subject areas administered by culturally-competent staff tutors, and homework assistance by experienced program volunteers. In addition, UP! offers academic workshops and weekly advisories focused on such topics as study skills, college knowledge and social-emotional skills. Academic supports continue through the summer when students attend tutoring and workshops that serve as a bridge to the classes they will be taking the following year. A special focus is placed on the rising 6th and 9th graders, since transitions to middle and high school can be especially challenging.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

Not applicable.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

Because UP! is designed to address the significant academic achievement gap for Latino students who come from extremely low-income families with recent immigration experiences and limited English language skills, we engage in Affirmative Marketing to make residents of the Canal neighborhood aware of our program, as well as our other services. We partner with local schools to recruit students. These schools are familiar with our program and can help identify students who will benefit from our program. As a trusted messenger in the immigrant community, Canal Alliance is able to promote UP! directly to the children of our clients. Throughout the year, we see 4,000 clients who are seeking Immigration and Legal Services, Social Services, English Language classes, Job Training and other services. During recruitment periods for UP!, we have program information in Spanish and English available in our offices, on TV monitors in our lobby, and on social media. Information about the UP! program's application period is provided in Spanish and English on our website: canalalliance.org and on our mobile app.

12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)

Moderate-Income	<input type="text" value="0"/>
Low-Income	<input type="text" value="0"/>
Very Low-Income	<input type="text" value="0"/>
Extremely Low-Income	<input type="text" value="38"/>

13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)

To be eligible for UP! Students must come from a family with significant family need. We regularly ask about family income. The program application asks for the occupation, employment status for both parents, the average monthly income and the number of people supported by this income. UP! Parent/Guardians are required to provide their recent federal and state tax returns.

14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White	38	38
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial		
<b>TOTAL</b>	<b>38</b>	<b>38</b>
Female-Headed Households (out of above total)		
Persons with Disabilities (out of above total)		

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

During the grant period, UP! used CDBG funds to serve 37 Latino, first-generation college-bound, middle school students from very low-income families. There are currently 37 middle school students enrolled in the program for 2019-2020 academic year.

100% of the middle school students from 2018-2019 returned for the current school year. · In addition, 14 new students were accepted into our 6th grade cohort, we accepted one into the 7th grade cohort and one into the 8th grade cohort. Our total applicant pool for Fall 2019 was 74. · In June 2019, 10 students completed middle school and moved into high school in Fall 2019. · 75% of middle and high school students will obtain a GPA of 2.8 or above -- Goal exceeded 85% of middle and high school students are at a GPA of 2.8 or above Our program also serves high school and college students and achieved these outcomes: • 95% of UP! middle and high school students will re-enroll in UP! each year -- Goal exceeded 98.7% re-enrolled Fall 2019 • 100% of UP! seniors will graduate from high school -- Goal met 100% of seniors graduated Spring 2019 • 95% of middle school families and 85% of high school families will participate in at least two parent education nights -- 86% of middle school parents and 79% of high school parents attended. Latino families have the highest labor participation rates in the County, this means they are often working two and three jobs to make ends meet. It can be hard for them to attend these meetings, but we have other indications that the families value the program.

• 100% of UP! seniors will enroll in college -- Goal met. 100% of seniors enrolled in college Fall 2019 • 80% of 1st year college students will re-enroll in college -- Goal exceeded 89% of first year college students re-enrolled in college this fall. 78% of high school seniors in the 2018-2019 school year completed the A-G requirements necessary to apply to California's four-year universities in the CSU and UC systems. This is a significant achievement for a cohort of students who are all from low-income immigrant families with parents who speak Spanish as their primary language, are the first in their families to attend college, and live in a county where only 35% of Latino youth complete A-G requirements, compared to 70% of White and Asian students. In Spring 2019, we celebrated the graduations of nine high school students, seven of whom completed the A-G requirements necessary to apply to California's four-year universities in the CSU and UC systems. In total, our graduates were accepted in 18 colleges and universities. Starting in Fall 2019, six students are now attending four-year universities and three are attending the College of Marin.

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

All CDBG funds previously awarded have been fully expended.

**17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements? (Please limit to 3000 characters.)**

Not applicable.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

The UP! Program is led by an experienced educator with over 10 years in the field. More than 50% of the full-time program staff are first-generation college students, and are able to serve as role models and mentors to UP! students. Air Gallegos is the Director of Education, and oversees the youth and adult education programs. Air is a proud bi-racial Chicana and California native who has spent her career focusing on social justice. She has an MA in Education Administration from San Francisco State University. She served as a teacher, a member of the curriculum design team, and as a culturally-responsive teaching lead. She has focused on creating social-emotional learning opportunities and sustainability. With this transition, we have restructured the Education & Career Program to incorporate Senior Manager positions to oversee programs, including UP!. This staffing change allows for more

distribution of responsibility, ensures greater program sustainability, and allows the program to adapt to student needs.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

Not applicable.

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

Not applicable.

**22. For HOME projects, are you a CHDO?**

**23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	Marin County CDBG Project Budget FY20-22.pdf	<b>Remove</b>
<b>Attach Org Budget</b>	CANAL ALLIANCE FY19-20 Organizational Budget.pdf	<b>Remove</b>
<b>Attach Miscellaneous</b>	affirmative-marketing-plan_ps_san-rafael.pdf	<b>Remove</b>

**Signer Name** Maria Medua

**Signer Title** Senior Development Manager

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Maria Medua, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Wed Feb 05 2020 16:46:19 GMT-0800 (Pacific Standard Time)

**Public Services Project Budget Template**

<b>Organization Name:</b>	Canal Alliance
<b>Project Title:</b>	Marin County CDBG Public Services Grant 2020/2021

**Date:** 1/31/2020

<b>INCOME:</b>	<b>Federal Grants Request</b>	<b>Other Funding Sources</b>	<b>In Kind</b>	<b>Total Proposed Project Income</b>
<b><u>Committed</u></b>				
<b>Foundations:</b>				
Marin Community Foundation		\$ 150,000.00		
Carl & Celia Gellert Foundation		\$ 10,000.00		
Crescent Porter Hale		\$ 35,000.00		
Jonas Family Foundation		\$ 15,000.00		
Kaiser		\$ 25,000.00		
Kimball Foundation		\$ 30,000.00		
Simon Straus		\$ 2,500.00		
William Simon		\$ 5,000.00		
<b>Government:</b>				
<b>Corporations:</b>				
Dodge & Cox		\$ 10,000.00		
<b>Individual Contributions: (list total):</b>		\$ 125,000.00		
<b>Earned Income:</b>				
Program Fees		\$ 2,200.00		
<b>Other (specify):</b>				
In Kind			\$ 7,500.00	
<b>Subtotal, Committed Income</b>		\$ 409,700.00	\$ 7,500.00	\$ 417,200.00
<b><u>Uncommitted</u></b>				
<b>Federal Grants Request</b>	\$ 30,000.00			
<b>Other Foundations:</b>				
<b>Government:</b>				
<b>Corporations:</b>				
<b>Individual Contributions:</b>		\$ 616,502.10		
<b>Other (specify):</b>				
<b>Subtotal, Uncommitted Income</b>	\$ 30,000.00	\$ 616,502.10	\$ -	\$ 646,502.10
<b>Other:</b>				
<b>Earned Income:</b>				
<b>Subtotal, Earned Income</b>		\$ -	\$ -	\$ -
<b>Grand Total Income</b>	\$ 30,000.00	\$ 1,026,202.10	\$ 7,500.00	\$ 1,063,702.10



EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Personnel Expenses</b>				
Education Director 0.5 FTE	\$ 2,000.00	\$ 53,000.00		
Education Snr Admin Assistant 1.0 FTE	\$ 2,000.00	\$ 48,000.00		
Youth Education Sr Manager 1.0 FTE	\$ 4,500.00	\$ 70,500.00		
Program Assistant 1.0 FTE	\$ 2,000.00	\$ 43,000.00		
Middle School Supervisor 1.0 FTE	\$ 12,000.00	\$ 43,000.00		
	\$ -			
MS English Tutor 0.4 FTE	\$ 500.00	\$ 15,620.00		
MS English Tutor	\$ 500.00	\$ 17,700.00		
MS English Tutor	\$ 500.00	\$ 22,068.00		
MS Math Tutor 0.4 FTE	\$ 500.00	\$ 17,700.00		
HS English Tutor	\$ -	\$ 15,840.00		
College Supervisor 1.0 FTE		\$ 58,000.00		
High School Supervisor 1.0 FTE		\$ 58,000.00		
HS Math & Science 0.4 FTE		\$ 21,840.00		
HS Math Tutor 0.4 FTE		\$ 23,400.00		
Benefits @ 23%	\$ 5,500.00	\$ 116,763.64		
<b>Subtotal Salaries and Benefits</b>	\$ 30,000.00	\$ 624,431.64	\$ -	\$ 654,431.64
<b>Contracted Services</b>				
Instructors		\$ 1,250.50		
<b>Subtotal Contracted Services</b>	\$ -	\$ 1,250.50	\$ -	\$ 1,250.50
<b>Direct Project Related Expenses</b>				
Occupancy		\$ 121,520.00		
Materials & Supplies		\$ 12,409.53		
Scholarships		\$ 78,000.00		
Program Equipment & Supplies		\$ 4,959.37		
Program Snacks & Meals		\$ 1,982.18		
Client Support		\$ 8,314.20		
Staff Development		\$ 5,000.08		
In-Kind Donations			\$ 7,500.00	
Hiring Costs		\$ 15,000.00		
Furniture & Equipment		\$ 7,090.85		
IT Support		\$ 2,500.00		
Field Trips		\$ 5,000.00		
<b>Subtotal, Direct Project Related Expenses</b>	\$ -	\$ 261,776.21	\$ 7,500.00	\$ 269,276.21
<b>Indirect Expense (specify % in column A below)</b>				
15.00%				\$ 138,743.75
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				\$ -
<b>Grand Total All Expenses</b>	\$ 30,000.00	\$ 887,458.35	\$ 7,500.00	\$ 1,063,702.10

**CANAL ALLIANCE  
FY2019-2020 BUDGET**

INCOME	Total Agency Income (2019-2020)
<b>Individual Support</b>	1,705,855
<b>Foundation Grants</b>	1,858,947
<b>MCF - Marin Community Foundation</b>	1,415,220
<b>Corporate Support</b>	51,925
<b>In-Kind Donations</b>	1,166,088
<b>Government Contracts</b>	992,048
<b>Program Fees</b>	64,584
<b>Housing Rental Fees</b>	232,384
<b>Interest/Dividend Income</b>	3,064
<b>TOTAL INCOME</b>	<b>7,490,115</b>

EXPENSES	Total Agency Expenses (2019-2020)
<b>Personnel Expenses</b>	
<b>Salaries</b>	3,452,444
<b>Sub-total Salaries</b>	<b>3,452,444</b>
<b>Fringe Benefits</b>	562,164
<b>Sub-total Personnel Costs</b>	<b>4,014,608</b>
<b>Non-Personnel/Operating Expenses</b>	
Occupancy & Facilities	565,862
Professional Services	442,832
Materials & Supplies	195,901
Travel & Meetings Expense	76,928
In-Kind donations	1,166,088
Client Support	43,705
Program snacks & meals	10,241
Program equipment and supplies	8,435
Program Books	23,067
Stipends	28,432
Scholarships	78,000
Staff Development	34,214
Furniture, equipment, & leasehold Improvements	22,519
General & Administrative Allocation	245,568
Tech Support Allocation	184,847
<b>Sub-total Non-Personnel/Operating Expenses</b>	<b>3,126,638</b>
<b>TOTAL EXPENSES</b>	<b>7,141,245</b>

<b>NET SURPLUS/(LOSS)</b>	<b>348,869</b>
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# Affirmative Fair Housing Marketing (AFMP) Public Services



COMMUNITY DEVELOPMENT AGENCY  
HOUSING AND FEDERAL GRANTS DIVISION

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## 1a. Application Contact Name, Address (Including City, State & Zip Code) & Phone Number

Maria Medua  
Canal Alliance  
91 Larkspur St.,  
San Rafael, CA 94901 Phone: (415) 306-0453

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## 1b. Project Name, Location (Including City, State & Zip Code)

University Prep (Up!)  
Canal Alliance  
91 Larkspur St.  
San Rafael, CA 94901

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## 1c. Entity Responsible for Marketing

Contact Name & Address (Including City, State & Zip Code)

Danielle Walker  
Canal Alliance  
91 Larkspur St.  
San Rafael, CA 94901

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## 1d. To whom should approval and other correspondence concerning this AFMP be sent?

Name, Address (Including City, State and Zip Code), Telephone Number & E-mail Address.

Maria Medua  
Canal Alliance  
91 Larkspur St.  
San Rafael, CA 94901

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## 2a. Affirmative Marketing Plan

Plan Type, Choose One:  First Submittal  Update  Revision Based on County Comments  
If Applicable, Date of the First Approved Affirmative Marketing Plan:

### 3a. Demographics of Project Market Area

In the respective columns below, indicate the percentage of demographic groups among the project's users, census tract, and countywide demographic characteristics. If you are providing a new service and do not have project applicant data, only report information for census tract. The purpose of this information is to identify any under-representation of certain demographic groups in terms of race, color, national origin, religion, sex, familial status, or disability. If there is significant under-representation of any demographic group among project users in relation to the census tract, then targeted outreach and marketing should be directed towards these individuals least likely to apply. Please indicate under-represented groups in Block 3b of the AFMP.

Ethnic Category	Project Users	<b><i>Project Users Identifying as Hispanic</i></b>	San Rafael Census (2017)	Countywide Census (2017)
American Indian or Alaskan Native			00.1% <b>00.25%</b>	00.1% <b>00.11%</b>
Asian			6% <b>00.11%</b>	6% <b>00.06%</b>
Black or African American			2% <b>00.35%</b>	2% <b>00.11%</b>
Native Hawaiian or Other Pacific Islander			.2% <b>0%</b>	00.10% <b>00.07%</b>
White		100%	56% <b>10%</b>	71% <b>7%</b>
Multi-Racial			3.6% <b>1%</b>	4% <b>1%</b>
Disabled			9% <b>3%</b>	9% <b>6%</b>
Families with Children Under 18		100%	29% <b>N/A</b>	29% <b>N/A</b>

**3b. Targeted Marketing Activity**

Based on your completion of 3A, indicate which demographic group(s) in the market area is/are least likely to apply for the service without special outreach efforts. (check all that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> American Indian or Alaskan Native   | <input type="checkbox"/> White                            | <input type="checkbox"/> American Indian <i>and</i> Black           |
| <input type="checkbox"/> Asian   | <input type="checkbox"/> American Indian <i>and</i> White | <input type="checkbox"/> Multi-Racial                               |
| <input type="checkbox"/> Black or African American   | <input type="checkbox"/> Asian <i>and</i> White           | <input type="checkbox"/> Disabled                                   |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander   | <input type="checkbox"/> Black <i>and</i> White           | <input checked="" type="checkbox"/> Families with Children Under 18 |
| <input checked="" type="checkbox"/> Other (Specify): <span style="border: 1px solid black; padding: 2px;">Latinos, people who primarily speak Spanish</span> |   |   |

**4a. Proposed Marketing Activities: Community Contacts**

Based on the information above, indicate which demographic group(s) in the market area is/are least likely to apply for the service without special outreach efforts below.

For each targeted marketing population designated as least likely to apply in Block 3b, identify at least one community contact organization you will use to facilitate outreach to the particular population group. This could be a social service agency, religious body, advocacy group, community center, etc. State the names of contact persons, their addresses, their telephone numbers, their previous experience of the person or agency with the target population, the approximate date contact was/will be initiated, and the specific role they will play in assisting with the affirmative marketing. Please attach additional pages if necessary.

Targeted Population (s)	Project Users
Families w/ children Latinos	Canal Alliance
Families w/ children Latinos	San Rafael City Schools

**4b. Proposed Marketing Activities: Methods of Advertising**

Complete the following table by identifying your targeted marketing population(s), as indicated in Block 3b, as well as the methods of advertising that will be used to market to that population. For each targeted population, state the means of advertising that you will use as applicable to that group and the reason for choosing this media. In each block, in addition to specifying the media that will be used (e.g., name of newspaper, television station, website, location of bulletin board, etc.) state any language(s) in which the material will be provided, identify any alternative format(s) to be used (e.g. Braille, large print, etc.), and specify the logo(s) (as well as size) that will appear on the various materials. Attach additional pages, if necessary, for further explanation. Please attach a copy of the advertising or marketing material.

Targeted Population(s) → Methods of Advertising ↓	Targeted Population: Latinos	Targeted Population: Families w/children	Targeted Population:
<b>Newspaper(s)</b>			
<b>Radio Station(s)</b>			
<b>TV Station(s)</b>			
<b>Electronic Media</b>	On Canal Alliance Website and Mobile App in Spanish	On Canal Alliance Website and Mobile App in Spanish	
<b>Bulletin Boards</b>	Posted in Spanish at Canal Alliance office. Distributed in San Rafael schools.	Posted in Spanish at Canal Alliance office. Distributed in San Rafael schools.	
<b>Brochures, Notices, Flyers</b>	Posted in Spanish at Canal Alliance office. Distributed in San Rafael schools.	Posted in Spanish at Canal Alliance office. Distributed in San Rafael schools.	
<b>Others (Specify)</b>	We work with schools teachers and administrators to get the word out. All staff speak Spanish.	We work with schools teachers and administrators to get the word out.	

#### 4c. Marketing Program: Brochures and Signs

1. Will brochures, letters, or handouts be used to advertise?  Yes  No

If "Yes", attach a copy or submit when available.

2. For signs, indicate sign size \_\_\_\_ x \_\_\_\_; Logo type size \_\_\_\_ x \_\_\_\_.

Attach a photograph of sign or submit when available.

#### 5. Evaluation of Marketing Activities

Explain the evaluation process you will use to determine whether your marketing activities have been successful in attracting individuals least likely to apply, how often you will make this determination, and how you will make decisions about future marketing based on the evaluation process.

We keep records on the number of students applying to University Prep annually who are from the target group who are "least likely to apply," are from families with limited English proficiency and who, due to financial constraints, do not have access to after-school academic assistance and tutoring. We ask applicants how they heard about the program. For Fall 2019, we admitted 14 new students into our 6th grade cohort, we accepted one into the 7th grade cohort and one into the 8th grade cohort. One measure of the effectiveness of our marketing is how many applicants from the target group apply. We had 74 applicants for 16 open slots. We evaluate the effectiveness of our marketing at the end of every academic year.

#### 6a. Marketing Staff

What staff positions are/will be responsible for affirmative marketing?

Manager of Marketing and Communications

#### 6b. Staff Training and Assessment: AFMP

(1) Has staff been trained on the AFMP?  Yes  No

(2) Has staff been instructed in writing and orally on nondiscrimination and fair housing policies as required by 24 CFR 200.620(c)?  Yes  No

(3) If yes, who provides instruction on the AFMP and Fair Housing Act, and how frequently?

The County of Marin will work with your organization to offer trainings for the AFMP and Fair Housing Act. By signing this, the applicant/respondent agrees to periodically assess staff skills and attend trainings when required.

**Additional Consideration:** Is there anything else you would like to tell us about your AFMP to help ensure that your program is marketed to those least likely to apply for your services? Please attach additional sheets, as needed.

Because UP! is designed to address the significant academic achievement gap for Latino students who come from extremely low-income families with recent immigration experiences and limited English language skills, we engage in Affirmative Marketing to make residents of the Canal neighborhood aware of our program, as well as our other services. We partner with local schools to recruit students. These schools are familiar with our program and can help identify students who will benefit from our program. As a trusted messenger in the immigrant community, Canal Alliance is able to promote UP! directly to the children in English and to their parents in Spanish. Throughout the year, we see 4,000 clients who are seeking Immigration and Legal Services, Social Services, English Language classes, Job Training and other services. During recruitment periods for UP!, we have program information in Spanish and English available in our offices, on our in-house TV monitors, and on social media. Information about the UP! program's application period is provided in Spanish and English on our website: canalalliance.org and on our mobile app.

By signing this form, the applicant/respondent agrees to implement its AFMP, and to review and update its AFMP in accordance with the instructions to item 9 of this form in order to ensure continued compliance with HUD's Affirmative Fair Housing Marketing Regulations (see 24 CFR Part 200, Subpart M). I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (See 18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Signature of person submitting this Plan & Date of Submission (mm/dd/yyyy)

*Maria Medua 2/15/2020*

Name (type or print)

Maria Medua

Title & Name of Organization

Senior Development Manager, Canal Alliance

**For Housing and Federal Grants Use Only**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ (Check one)

Signature & Date (mm/dd/yyyy)

Name (type or print)

Title





Housing & Federal Grants Division

2020/2021 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

- CDBG Public Services
- CDBG Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

Organization/Agency Name	City of San Rafael, Library And Recreation Department
Mailing Address	618 B Street, San Rafael CA 94901
Website	www.cityofsanrafael.org to Library and Recreation
Organization DUNS#	9 4 6 0 0 0 4 2 4
Executive Director/CEO	Susan Andrade-Wax
Email Address	susan.andrade-wax@cityofsanrafael.org
Phone	415-485-3340

**3. Project General Information**

Program/Project Name	Pickleweed Preschool
Program/Project Site Address	Pickleweed Preschool/ 50 Canal Street
CDBG/HOME Funding Amount Requested	\$49,440
Application Contact Person	Kelly Albrecht
Title of Contact Person	Senior Recreation Supervisor

Email Address

Kelly.albrecht@cityofsanrafael.org

Phone

415-485-3386

**4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

Novato

0

San Rafael

100

County Other

0

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
none	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc.**

The City of San Rafael, Library and Recreation Department, provides State-licensed child care programming at six school age sites and two preschools. Our school age programming serves Miller Creek school district and San Rafael City School, operating on-site on school campuses and one off campus program in Albert Park. Our preschool programs are Parkside and Pickleweed preschool. Parkside Preschool program is located in Albert Park serving central San Rafael. Pickleweed Preschool is a state-funded preschool program and families qualify for the program based on income eligibility.

The Child Care Division serves 1125 families each year. Our mission is to offer a program that is focused on the whole child. We offer developmentally, age appropriate curriculum providing the opportunity for cognitive, social, emotional, physical, and linguistic growth. We offer opportunities to meet challenges, experience success, and develop confidence within a safe environment.

**7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.**

Pickleweed Preschool provides preschool programming for 68 children in the Canal neighborhood. The need for quality preschool programming is essential in all communities. We give parents the tools to be their child's best advocate in moving forward in the Elementary school system. We educate parents with several parent evenings that highlight the importance of reading to your child, healthy eating, and extending everything we learn in preschool to home. If we have a student who needs additional support for success, it is our policy to collaborate with parents through informal conversations and conferences. If needed Pickleweed Preschool will coordinate additional resources such as mental health or early intervention specialist within established educational community partnerships. Pickleweed Preschool is committed to collaborating wholly with families and community liason's to ensure every child receives the support they need.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

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

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

The project supports Canal neighborhood residents with preschool curriculum that prepare their students along with parents to participate fully upon entering San Rafael City Schools elementary programs. Pickleweed Preschool contributes to the stabilization of families in the neighborhood, most of whom are low income, so that they can remain in the community.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.**

Pickleweed Preschool primarily serves Latino families. Our affirmative marketing plan consists of reaching out to various organization to inform people of our open-enrollment period for all eligible families. The following marketing activities include: posting on Marin Child Care Council, Resource and Referral agency, distribute flyers to the various organizations that use the Boro Community Center, Post flyer at Health and Human Services, Post in leasing office at Pilgram Park apartments located on Merrydale Road in Santa Venetia, Contact Marin City Community Development to distribute and post flyer and on website. Reaching out to these various organizations furthers our plan to reach members of the protected class. This is constantly evolving and we are always striving for new ideas in our affirmative marketing plan.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

Moderate-Income	0
Low-Income	0
Very Low-Income	0
Extremely Low-Income	68

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.)**

Pickleweed Preschool follows the Department of Education guidelines for income verification using the State 9600 application. All families are required to show proof of income through paystubs and letters from employment.

**14. Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project.**

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
<b>American Indian or Alaskan Native</b>		
<b>Asian</b>	1	
<b>Black or African American</b>		
<b>Native Hawaiian or Other Pacific Islander</b>		
<b>White</b>	67	67
<b>American Indian and White</b>		
<b>Asian and White</b>		
<b>Black and White</b>		
<b>American Indian and Black</b>		
<b>Multi-Racial</b>		
<b>TOTAL</b>	68	67
<b>Female-Headed Households (out of above total)</b>	3	3
<b>Persons with Disabilities (out of above total)</b>	0	0

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.**

Pickleweed Preschool successfully used planning webs while creating curriculum and activities based off children's interest. Pickleweed continued their implementation of the teaching pyramid practices. This last year our focus was on social-emotional development and directing teaching opportunities for children to learn and discuss feelings. They will continue to anecdote children's work and display it in the classroom for children to see. Our parent nights continue to be successful and our partnership with Marin Office of Education, Quality Rating Improvement Project is constantly evolving and growing.

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance.**

No remaining funds.

**17. Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements?**

The City of San Rafael, Child Care Division, has been part of the CDBG program for more than 20 years and has been administering the grant internally through the Child Care Division since the beginning. In addition to CDBG funding Pickleweed Preschool receives funding through First 5 of Marin and California Department of Education.

**18. Describe who will supervise and manage the project and their past experience with project management.**

Kelly Albrecht, Senior Recreation Supervisor, manages the division and Alma Hernandez, interim Director supervises the preschool program.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received.**

N/A

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

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

N/A Please note # 20 is NA System would not let me submit without marking # 20

**22. For HOME projects, are you a CHDO?**

**23. For Housing and Capital (construction and renovation) projects, what is your 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 and environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

**Attach Project Budget**

Pickleweed Service Project.xlsx

**Remove**

**Attach Org Budget**

org budget.pdf

**Remove**

**Signer Name** Kelly Albrecht

**Signer Title** Kelly Albrecht

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Kelly Albrecht, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Fri Jan 31 2020 15:38:22 GMT-0800 (Pacific Standard Time)

**Public Services Project Budget Template**

<b>Organization Name:</b> City of San Rafael
<b>Project Title:</b> Pickleweed Preschool

**Date:** 1/29/2020

<b>INCOME:</b>	<b>Federal Grants Request</b>	<b>Other Funding Sources</b>	<b>In Kind</b>	<b>Total Proposed Project Income</b>
<b><u>Committed</u></b>				
<b>Foundations:</b>				
<i>(Add rows)</i>				
<b>Government:</b>				
<i>(Add rows)</i>				
<b>Corporations:</b>				
<i>(Add rows)</i>				
<b>Individual Contributions: (list total):</b>				
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<b>Other (specify):</b>				
<b>Department of Education</b>		\$ 238,821.00		
<i>First 5 of Marin</i>		\$ 101,978.00		
<b>Subtotal, Committed Income</b>		\$ 340,799.00	\$ -	\$ 340,799.00
<b><u>Uncommitted</u></b>				
<b>Federal Grants Request</b>	\$ 43,140.00			
<b>Other Foundations:</b>				
<i>(Add rows to list other Foundations)</i>				
<b>Government:</b>				
<i>(Add rows to list other Government agencies)</i>				
<b>Corporations:</b>				
<i>(Add rows to list other corporations)</i>				
<b>Individual Contributions:</b>				
<i>(Add rows to list other contributions)</i>				
<b>Other (specify):</b>				
<i>(Add rows to list others)</i>				
<b>Subtotal, Uncommitted Income</b>	\$ 43,140.00	\$ -	\$ -	\$ 43,140.00
<b>Other:</b>				
<b>Earned Income:</b>				
				344



<i>(Add rows)</i>					
<b>Subtotal, Earned Income</b>		\$ -		\$ -	\$ -
<b>Grand Total Income</b>	\$ 43,140.00	\$ 340,799.00		\$ -	\$ 383,939.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Personnel Expenses</b>				
Executive Director (% FTE: ____)		\$ 25,000.00		
Program Director (% FTE: ____)		\$ 51,912.00		
Instructor II	\$ 43,140.00			
Insturctor II		\$ 43,140.00		
<i>Insturctor II</i>		\$ 43,140.00		
Benefits (@ %: _____)		\$ 194,710.00		
<b>Subtotal Salaries and Benefits</b>	\$ 43,140.00	\$ 357,902.00	\$ -	\$ 401,042.00
<b>Contracted Services</b>				
Professional Fees				
Project Consultant				
<i>(Add rows to list other contracted expenses)</i>				
<b>Subtotal Contracted Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Direct Project Related Expenses</b>				
rent				
Utilities				
Supplies		\$ 35,000.00		
Equipment				
Travel				
Professional Development				
Marketing				
<i>(Add rows to list other direct project expenses)</i>				
<b>Subtotal, Direct Project Related Expenses</b>	\$ -	\$ 35,000.00	\$ -	\$ 35,000.00
<b>Indirect Expense (specify % in column A below)</b>				
				\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				\$ -
<b>Grand Total All Expenses</b>	\$ 43,140.00	\$ 392,902.00	\$ -	\$ 436,042.00

**Expenditure Group Budget Report**

CITY OF SAN RAFAEL  
 7/1/2019 through 6/30/2020

**260 Childcare Preschool Grant Fund**  
**66 Community Services Department**  
**70000 Child Care Division**

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
260-66-72000 Child Care-Facilities Onsite Section						
260-66-72003 Pickleweed First 5 Preschool Program						
260-66-72003-8000 Personnel Services						
260-66-72003-8100 Salaries & Wages						
260-66-72003-8107 I.O.D./4850 Pay	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-8109 Light/Modified Duty Pay	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-8111 Classified Personnel	16,707.45	0.00	0.00	0.00	16,707.45	0.00
260-66-72003-8112 Temporary Help	0.00	2,882.37	2,882.37	0.00	-2,882.37	0.00
260-66-72003-8113 Overtime Pay	0.00	52.50	52.50	0.00	-52.50	0.00
260-66-72003-8116 Insurance Pay-Back	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-8118 Employee Vacation Cash Out	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-8159 Fixed Term-Non Compensable	49,404.59	16,209.59	16,209.59	0.00	33,195.00	32.81
<b>TotalSalaries &amp; Wages</b>	<b>66,112.04</b>	<b>19,144.46</b>	<b>19,144.46</b>	<b>0.00</b>	<b>46,967.58</b>	<b>28.96</b>
260-66-72003-8300 Fringe Benefits						
260-66-72003-8321 Group Life/Health Insurance	2,706.96	0.00	0.00	0.00	2,706.96	0.00
260-66-72003-8323 P.A.R.S	1,852.69	717.92	717.92	0.00	1,134.77	38.75
260-66-72003-8324 Medicare Tax	958.64	277.61	277.61	0.00	681.03	28.96
260-66-72003-8325 Internal Service Chgs-Workers Comp	1,079.85	416.18	416.18	0.00	663.67	38.54
260-66-72003-8326 Retirement	7,157.55	0.00	0.00	0.00	7,157.55	0.00
260-66-72003-8328 Internal Service Chgs-Dental Insurance	406.80	0.00	0.00	0.00	406.80	0.00
260-66-72003-8331 Internal Service-Chgs-Leave Payout	4,502.88	1,576.87	1,576.87	0.00	2,926.01	35.02
260-66-72003-8332 Vision Plan	25.44	0.00	0.00	0.00	25.44	0.00
<b>TotalFringe Benefits</b>	<b>18,690.81</b>	<b>2,988.58</b>	<b>2,988.58</b>	<b>0.00</b>	<b>15,702.23</b>	<b>15.99</b>
<b>Total Personnel Services</b>	<b>84,802.85</b>	<b>22,133.04</b>	<b>22,133.04</b>	<b>0.00</b>	<b>62,669.81</b>	<b>26.10</b>

Expenditure Group Budget Report

CITY OF SAN RAFAEL  
 7/1/2019 through 6/30/2020

260 Childcare Preschool Grant Fund  
 66 Community Services Department  
 70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
260-66-72003-9000 Non-Personnel Services						
260-66-72003-9200 Services						
260-66-72003-9210 Maintenance of Parks & Grounds	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9211 Travel and Conference	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9212 Training & Instruction	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9216 Professional Dues & Subscription	485.00	0.00	0.00	0.00	485.00	0.00
260-66-72003-9220 Building Maintenance Contracts	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9222 Maintenance Buildings & Improvements	6,520.00	2,400.00	2,400.00	0.00	4,120.00	36.81
260-66-72003-9230 Maintenance & Repair;Equip & Machinery	1,000.00	0.00	0.00	0.00	1,000.00	0.00
260-66-72003-9240 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9250 Rental;Other	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9270 Contractual Services	600.00	0.00	0.00	0.00	600.00	0.00
260-66-72003-9280 Advertising & Community Promotion	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9290 Insurance & Surety Bonds	460.00	390.47	390.47	0.00	69.53	84.88
260-66-72003-9292 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
<b>TotalServices</b>	<b>9,065.00</b>	<b>2,790.47</b>	<b>2,790.47</b>	<b>0.00</b>	<b>6,274.53</b>	<b>30.78</b>
260-66-72003-9300 Supplies						
260-66-72003-9310 Office Supplies	200.00	0.00	0.00	0.00	200.00	0.00
260-66-72003-9320 Recreation Supplies	5,250.00	2,184.61	2,184.61	0.00	3,065.39	41.61
<b>TotalSupplies</b>	<b>5,450.00</b>	<b>2,184.61</b>	<b>2,184.61</b>	<b>0.00</b>	<b>3,265.39</b>	<b>40.08</b>
260-66-72003-9400 Utilities/Communication						
260-66-72003-9420 Utilities-Other	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9430 Communications	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9431 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9433 Utilities - Gas	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9434 Utilities - Electricity	1,200.00	0.00	0.00	0.00	1,200.00	0.00

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<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
Total Utilities/Communication	1,200.00	0.00	0.00			
260-66-72003-9500 Other						
260-66-72003-9521 Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9522 Other Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Other	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9700 Assets-Purchase/Cost						
260-66-72003-9711 Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9712 Equipment Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Assets-Purchase/Cost	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9900 Transfer Out & Internal Srv Charges						
260-66-72003-9920 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9924 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9926 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfer Out & Internal Srv Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Non-Personnel Services	15,715.00	4,975.08	4,975.08	0.00	10,739.92	31.66
Total Pickleweed First 5 Preschool Program	100,517.85	27,108.12	27,108.12	0.00	73,409.73	26.97
260-66-72012 Pickleweed Preschool State Grant Program						
260-66-72012-8000 Personnel Services						
260-66-72012-8100 Salaries & Wages						
260-66-72012-8106 Bilingual Pay	0.00	600.00	600.00	0.00	-600.00	0.00
260-66-72012-8111 Classified Personnel	130,172.24	62,065.50	62,065.50	0.00	68,106.74	47.68
260-66-72012-8112 Temporary Help	0.00	4,913.52	4,913.52	0.00	-4,913.52	0.00
260-66-72012-8113 Overtime Pay	1,500.00	2,481.60	2,481.60	0.00	-981.60	165.44

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CITY OF SAN RAFAEL  
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260 Childcare Preschool Grant Fund  
 66 Community Services Department  
 70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
260-66-72012-8116 Insurance Pay-Back	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72012-8156 Bilingual Pay-Non Compesable	0.00	375.00	375.00	0.00	-375.00	0.00
<b>TotalSalaries &amp; Waqes</b>	131,672.24	70,435.62	70,435.62	0.00	61,236.62	53.49
260-66-72012-8300 Fringe Benefits						
260-66-72012-8321 Group Life/Health Insurance	48,263.04	16,418.05	16,418.05	0.00	31,844.99	34.02
260-66-72012-8323 P.A.R.S	0.00	184.26	184.26	0.00	-184.26	0.00
260-66-72012-8324 Medicare Tax	2,650.38	918.80	918.80	0.00	1,731.58	34.67
260-66-72012-8325 Internal Service Chgs-Workers Comp	2,213.63	754.30	754.30	0.00	1,459.33	34.08
260-66-72012-8326 Retirement	96,399.56	27,864.09	27,864.09	0.00	68,535.47	28.90
260-66-72012-8328 Internal Service Chgs-Dental Insurance	5,966.40	1,909.67	1,909.67	0.00	4,056.73	32.01
260-66-72012-8331 Internal Service-Chgs-Leave Payout	20,324.34	5,805.91	5,805.91	0.00	14,518.43	28.57
260-66-72012-8332 Vision Plan	203.04	40.53	40.53	0.00	162.51	19.96
<b>TotalFringe Benefits</b>	176,020.39	53,895.61	53,895.61	0.00	122,124.78	30.62
<b>Total Personnel Services</b>	307,692.63	124,331.23	124,331.23	0.00	183,361.40	40.41
260-66-72012-9000 Non-Personnel Services						
260-66-72012-9200 Services						
260-66-72012-9210 Maintenance of Parks & Grounds	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72012-9216 Professional Dues & Subscription	750.00	484.00	484.00	0.00	266.00	64.53
260-66-72012-9220 Building Maintenance Contracts	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72012-9222 Maintenance Buildings & Improvements	6,690.00	4,087.50	4,087.50	0.00	2,602.50	61.10
260-66-72012-9230 Maintenance & Repair;Equip & Machinery	2,000.00	40.49	40.49	0.00	1,959.51	2.02
260-66-72012-9270 Contractual Services	5,000.00	2,280.00	2,280.00	0.00	2,720.00	45.60
260-66-72012-9290 Insurance & Surety Bonds	460.00	0.00	0.00	0.00	460.00	0.00
260-66-72012-9292 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
<b>TotalServices</b>	14,900.00	6,891.99	6,891.99	0.00	8,008.01	46.25
260-66-72012-9300 Supplies						

Expenditure Group Budget Report

CITY OF SAN RAFAEL  
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260 Childcare Preschool Grant Fund  
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<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
260-66-72012-9310 Office Supplies	250.00	0.00	0.00	0.00	250.00	0.00
260-66-72012-9320 Recreation Supplies	1,300.00	5,587.56	5,587.56	0.00	-4,287.56	429.81
<b>TotalSupplies</b>	1,550.00	5,587.56	5,587.56	0.00	-4,037.56	360.49
260-66-72012-9400 Utilities/Communication						
260-66-72012-9434 Utilities - Electricity	1,200.00	916.31	916.31	0.00	283.69	76.36
<b>TotalUtilities/Communication</b>	1,200.00	916.31	916.31	0.00	283.69	76.36
260-66-72012-9900 Transfer Out & Internal Srv Charges						
260-66-72012-9924 Internal Service Chgs-Liability Ins.	1,990.00	995.02	995.02	0.00	994.98	50.00
<b>TotalTransfer Out &amp; Internal Srv Charges</b>	1,990.00	995.02	995.02	0.00	994.98	50.00
<b>Total Non-Personnel Services</b>	19,640.00	14,390.88	14,390.88	0.00	5,249.12	73.27
<b>Total Pickleweed Preschool State Grant Program</b>	327,332.63	138,722.11	138,722.11	0.00	188,610.52	42.38
<b>Total Childcare Preschool Grant Fund</b>	427,850.48	165,830.23	165,830.23	0.00	262,020.25	38.76
<b>Grand Total</b>	427,850.48	165,830.23	165,830.23	0.00	262,020.25	38.76