

2020-22 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATIONS

Community Infrastructure/Capital Project Applications

County Other Projects

Marin City Community Services District	Manzanita Center Facility Master Plan	Page 2
Petaluma Health Center	Emergency Response Mobile Medical/Dental Clinic	Page 16
Tomales Town Hall	ADA Pathway & Regrading	Page 32

Novato Projects

North Bay Children's Center	C Street Campus Renovation/Facility Expansion	Page 45
North Marin Community Services	680 Wilson Enrichment Project	Page 60

San Rafael Projects

City of San Rafael Department of Public Works	Canal Area Pump Station Improvements	Page 72
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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

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

3. Project General Information

Program/Project Name	Manzanita Center Facility Master Plan									
Program/Project Site Address	630 Drake Avenue									
CDBG/HOME Funding Amount Requested	\$300,000									
Application Contact Person	Leanne Kreuzer									
Title of Contact Person	General Manager									

Email Address

manager@marincityrec.org

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	
Successor Agency to Former Redevelopment Agency	\$4,000,000	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.)

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.)

Phase I: MCCSD proposes to bring the Manzanita Community Center into ADA Compliance: entrances, access, door hardware and remove barriers. Repair and replace building siding and renovation of kitchen. Upgrade and repair utility services (Sewer lines, water, gas and electric services) and appliances (heating system, hot water heater and gas appliances).

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. As part of this project, Marin City Community Services District, will target new immigrant Farsi families, Asian and Latino families through 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.

By improving the condition and accessibility to the Manzanita Community Center, the MCCSD will 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

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.)

Marin Housing Authority, Census. independent survey.

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	365
Asian	287	
Black or African American	1,526	
Native Hawaiian or Other Pacific Islander	21	
White	1,037	
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	169	
TOTAL	3,055	365
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 and maintains a working knowledge of the laws and codes applying to grants and public construction projects including Davis-Bacon prevailing wage requirements.

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, timelines, bids, project awards, Davis Bacon prevailing wage requirements, permits as well as coordinate the designers, architects, and contractors. MCCSD may also work with an independent project manager/engineer on phases of the project that involve engineering and inspections. Leanne Kreuzer has 11 years experience in public Capital Improvement Projects and construction in the public sector.

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.)

MCCSD Master Plan for the Manzanita Community Center is a large project that will require a number of permits, approvals and authorizations including but not limited to; NEPA Review-National Environmental Policy Act, CEQA California Environmental Quality Act, approval of the County of Marin (COM) public works department for ADA compliance, COM Planning Department for design approval, COM Building Department for Building Permits, and Bay Area Air Quality permit.

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.)

MCCSD has designated Capital funds towards the MCCSD Master Plan Manzanita Community Center project.

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	Sep 30, 2020
Complete planning and environmental review	Dec 30, 2020
Release bid package	Jan 7, 2021
Select contractor	Jan 30, 2020
Finalize contract	Feb 6, 2020
Obtain building permits	Feb 6, 2020
Start construction	Mar 23, 2020
Complete construction	Jun 5, 2020

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	Phase 1-Manzanita Center Master Plan.pdf	Remove
Attach Org Budget	MCCSD 2019-2020 Budget.pdf	Remove
Attach Miscellaneous	Manzanita Center Master Plan.pdf	Remove

Signer Name	Leanne Kreuzer
Signer Title	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 13:05:33 GMT-0800 (Pacific Standard Time)

Capital and Housing Project Budget Template

Organization Name: Marin City Community Development Agency
Project Title: MCCSD Master Plan - Manzanita Community Recreation Center Phase 1

Date: 2.6.2020

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>					
Foundations:					
<i>(Add rows)</i>					
Government:					
<i>(Add rows)</i>					
Corporations:					
<i>(Add rows)</i>					
Individual Contributions: (list total):					
Earned Income:			\$ 10,000.00		\$ 10,000.00
<i>(Add rows)</i>					
Other (specify):					
Successory Agency to former Redevelopment Agency			\$ 800,000.00		\$ 800,000.00
<i>(Add rows)</i>					
Subtotal, Committed Income			\$ 810,000.00	\$ -	\$ 810,000.00
<u>Uncommitted</u>					
Federal Grants Request	\$ 150,000.00	\$ 150,000.00			\$ 300,000.00
Foundations:					
<i>(Add rows to list other Foundations)</i>					
Government:					
<i>(Add rows to list other Government agencies)</i>					
Corporations:					
<i>(Add rows to list other Corporations)</i>					
Individual Contributions:					
<i>(Add rows to list other Contributions)</i>					
Other (specify):					
<i>(Add rows to list others)</i>					
Subtotal, Uncommitted Income	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ 300,000.00
Other Earned Income:					
<i>(Add rows)</i>					
Subtotal, Earned Income			\$ -	\$ -	\$ -
Grand Total Income	\$ 150,000.00	\$ 150,000.00	\$ 810,000.00	\$ -	\$ 1,110,000.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
Direct Project Related Expenses					
Acquisition	\$ -	\$ -			
Purchase price	\$ -	\$ -			
Title/Recording/Escrow	\$ -	\$ -			
<i>(Add rows to list other direct project expenses)</i>					
Pre-development					
Architecture & engineering Phase 1	\$ 5,000.00	\$ 2,000.00	\$ 25,000.00		
Market Study					
Entitlements/Zoning projects, construction and building permits	\$ 15,000.00		\$ 20,000.00		
General Development	\$ 130,000.00	\$ 148,000.00	\$ 765,000.00		
<i>(Add rows to list other specific project expenses)</i>					
Subtotal, Direct Project Related Expenses	\$ 150,000.00	\$ 150,000.00	\$ 810,000.00	\$ -	\$ 1,110,000.00
Developer Fee (specify % in column A below)					
0.00%					\$ -
Fiscal Sponsorship Fee (specify % in column A below)					
0.00%					\$ -
Grand Total All Expenses					\$ 1,110,000.00

Proposed Budget FY 2019-20 Expenses:	As Budgeted in Financial System		A	B	C = A - B	D = B / A	E	F	G = F - E	(1) Fund #0056	(2) Fund #0059				(3) Fund #0060				(4) Fund #0061				(5) Fund #0126	(6) Fund #0144		TOTAL		
	YTD Actuals FY 2019-20	Available Budget FY 2019-20									Percentage Spent	Actuals Prior Month of XXXX 20XX	Actuals Current Month of XXXX 20XX	General Fund	Senior Fund (HEAL Grant)	Capital Improvement Fund	Recreation Fund	Measure A	Youth/Teen Fund	Center for Domestic Peace	Private / Foundation / CDBG	RDA		Prop 68 - Grant 1	Prop 68 - Grant 2		Prop 68 - Per Cap Grant	Breathe Grant
Personnel Salary & Wages \$410,252	410,252	410,252	0%							366,126															42,126			410,252
Elected Officials Wages \$20,000	20,000	20,000	0%							20,000																		20,000
Benefits and Taxes \$78,790	78,790	78,790	0%							78,790																		78,790
Retirees Health \$7,500	7,500	7,500	0%							7,500																		7,500
Interfund Cost Recovery - Retirees & Benefits (\$5227.9)	21,546	21,546	0%							(277,889)																		21,546
Professional Services / Legal Fees \$120,856	120,856	120,856	0%							120,856																		120,856
Insurance \$39,000	39,000	39,000	0%							39,000																		39,000
Communication \$32,220	32,220	32,220	0%							32,220																		32,220
Utilities \$82,272	82,272	82,272	0%							82,272																		82,272
Maintenance and Repairs \$322,800	322,800	322,800	0%							322,800																		322,800
Rentals & Leases \$22,400	22,400	22,400	0%							22,400																		22,400
Professional Development \$8,500	8,500	8,500	0%							8,500																		8,500
Travel \$32,830	32,830	32,830	0%							32,830																		32,830
Maintenance Supplies \$26,500	26,500	26,500	0%							26,500																		26,500
Office Supplies \$63,997	63,997	63,997	0%							63,997																		63,997
Food \$37,044	37,044	37,044	0%							37,044																		37,044
Countywide Dues \$3,000	3,000	3,000	0%							3,000																		3,000
Oil and Gas \$10,000	10,000	10,000	0%							10,000																		10,000
Recreation Activities (Stipends) \$51,548	61,548	61,548	0%							61,548																		61,548
Golden Gate Bridge HTD (Transportation Grant Reimb) \$75,000	75,000	75,000	0%							75,000																		75,000
County Reimb for Deficit Categories \$85,000	85,000	85,000	0%							85,000																		85,000
TOTAL EXPENSES	1,542,309	1,542,309	0%							1,542,309																		1,542,309
INTERGEN'L GARDEN: \$40,210										40,210																		40,210
BUILDING & IMPROVEMENT										180,000																		180,000
ADDITIONAL EXPENSE										50,000																		50,000
FY 2018-20 Projected Surplus/Deficit:										60,825																		60,825

EXHIBIT A

PROJECT DESCRIPTION

Marin City Community Center Complex
800 Drake Avenue, Marin City

The Marin City Community Services District (District) is the local government for Marin City, an unincorporated community with a population of approximately 3,000. The DISTRICT is directed by its five elected public officials and administered by its district manager and staff. The District is responsible for providing services in the areas of parks and recreation, street lighting, recycling and refuse removal, and other powers and responsibilities as activated under LAFCO, defined in our charter of 1958 and governed under the California Government Code. The District's complex includes the Manzanita Center (which provides space to the Health and Wellness Center), Administrative Offices, Senior Center and Phillips Drive, which is jointly owned with the School District, and connects the Center to the Fire station and access to the public library. The District makes these facilities, office space and outdoor spaces available to the community.

In November of 2003, the District embarked on a planning process to pursue the development of new community center facilities. Funding for the planning activities was made possible through a Federal Community Development Initiative Grant that was secured by Congresswoman Lynn Woolsey and funding from the Marin Community Foundation. The existing facilities are outdated and in need of major repairs.

The District has identified a list of improvements and infrastructure needs to improve the Community Center Complex, together these improvements are "the Project". The District will endeavor to develop a detailed project description, which includes up-dated cost estimates and apply for additional funding in order to complete the Project in a timely manner. The Agency contribution will be used to fund a portion of the project described below.

BUDGET

Preliminary cost estimate

1. Rehabilitation and expansion of Community Center*	\$4,375,000
Additional Space	
Renovation of kitchen	
New roof	
New Siding	
2. Senior Center	\$50,000
Kitchen renovation	
3. Phillips Drive and Senior Center parking lot	\$150,000
Repaving	
Streetscape	
TOTAL PROJECT COST	\$4,575,000

* Item number 1 may include one or more of the activities described, depending on the availability of matching funds.



GROUP 4
 ARCHITECTURE
 RESEARCH +
 PLANNING, INC
 211 LINDEN AVENUE
 SO. SAN FRANCISCO
 CA 94080 USA
 650.871.0709



MARIN CITY CENTER FOR COMMUNITY LIFE

PROJECT	ARCHITECT
CA REG	
PROJECT NO	144389
FILE	
ISSUE	DATE
SD POP-UP	MAY 2017

SHEET TITLE AND NO.
COVER

A0.0

MARIN CITY CENTER FOR COMMUNITY LIFE
 SD/POP-UP PACKAGE JUNE 2017

SHEET INDEX

NO	DESCRIPTION	NO	DESCRIPTION
A0 0	COVER SHEET	E	EARLY CHILDHOOD EDUCATION FLOOR PLAN & ROOF PLAN
A0-1-1	EXTERIOR PERSPECTIVES	E2	EXTERIOR ELEVATIONS
C00	SITE PLAN	E3	BUILDING SECTIONS
C10	GRADING PLAN	E4	FINISH FLOOR PLAN AND REFLECTED CEILING PLAN
C20	DRAINAGE & UTILITY PLAN	E5	FURNITURE PLAN
L00	LANDSCAPE NOTES & LEGENDS	E6	FLOOR AND ROOF PLANS
L10	LANDSCAPE PLAN	T	HARRIET TUBMAN HOUSE
L20	VEGETATION MANAGEMENT PLAN	T2	DEMOLITION FIRST FLOOR PLAN
L30	LANDSCAPE SECTIONS	T3	DEMOLITION SECOND FLOOR PLAN
L3-1	LANDSCAPE SECTIONS	T4	FIRST FLOOR PLAN
A1-0-1	DEMOLITION PLAN - EXISTING MANZANITA CENTER	T5	SECOND FLOOR PLAN
A1-0-2	SITE PLAN	T6	EXTERIOR ELEVATIONS
R	MAIN RECREATION BUILDING	T7	BUILDING SECTIONS
RA2-0-1	REFERENCE PLAN FIRST FLOOR	T8	FINISH FLOOR PLANS
RA2-0-2	FIRST FLOOR PLAN - CLASSROOM WING	T9	REFLECTED CEILING PLANS
RA2-0-3	FIRST FLOOR PLAN - GYM	T10	FURNITURE PLANS
RA2-0-4	FIRST FLOOR PLAN - EXISTING MANZANITA GYM	T11	SYMBOL SCHEDULE
RA2-0-5	SECOND FLOOR PLAN	T12	HARRIET TUBMAN ELECTRONIC SECURITY DEVICE PLAN
RA2-1-0	ROOF PLAN	M	MARGUERITA C. JOHNSON SENIOR CENTER
RA3-0-1	EXTERIOR ELEVATIONS	M2	FLOOR PLAN
RA3-0-2	EXTERIOR ELEVATIONS	M3	FINISH FLOOR PLAN AND REFLECTED CEILING PLAN
RA3-0-3	BUILDING SECTIONS	M4	FURNITURE PLAN
RA4-0-1	FINISH PLAN FIRST FLOOR	M5	SENIOR CENTER KITCHEN FLOOR PLAN
RA4-0-2	REFLECTED CEILING PLAN FIRST FLOOR	S	SYMBOLS LIST - GENERAL NOTES & LIST OF DRAWINGS
RA6-0-1	REFLECTED CEILING PLAN FIRST FLOOR	S1	EXISTING SITE PLAN - ELECTRICAL
RA8-0-2	FURNITURE PLAN FIRST FLOOR	S2	SITE PLAN - ELECTRICAL
RA10-0-1	FURNITURE PLAN SECOND FLOOR	S3	SINGLE LINE DIAGRAMS - POWER
RS1-0-1	MAN REC BUILDING - GROUND LEVEL	S4	SCHEDULES
RS1-0-2	GYM - GROUND LEVEL		
RS1-0-3	MAN REC BUILDING - SECOND FLOOR		
RS1-0-4	ROOF		
RSF0-1	EXISTING MANZANITA GYM KITCHEN FLOOR PLAN - ADD. ALT		
RSF0-2	MAIN RECREATION BUILDING KITCHEN FLOOR PLAN		
H	HEALTH AND WELLNESS CLINIC		
H2-0-1	FLOOR AND ROOF PLAN		
H43-0-1	EXTERIOR ELEVATIONS		
H43-0-2	BUILDING SECTIONS		
H44-0-1	FINISH FLOOR PLAN AND REFLECTED CEILING PLAN		
H410-0-1	FURNITURE PLAN		
HS1-0-1	GROUND FLOOR AND ROOF PLAN		

PROJECT DATA

R - MAIN RECREATION BUILDING	GROSS SQUARE FOOTAGE - 21,500	H - HARRIET TUBMAN HOUSE	GROSS SQUARE FOOTAGE - 2,516
STORIES: 2	CONSTRUCTION TYPE: V-B	STORIES: 3	CONSTRUCTION TYPE: V-B
USE: RECREATION CENTER INCLUDING GYM, FITNESS/BOXING SPACE, CLASSROOMS, LOUNGE, OFFICE, KITCHEN AND ASSOCIATED ACCESSORY SPACES	OCCUPANCY: A	USE: OFFICE AND ACCESSORY SPACES	OCCUPANCY: B
FIRE PROTECTION: AUTOMATIC SPRINKLERS WITH MANUAL FIRE ALARM SYSTEM		FIRE PROTECTION: AUTOMATIC SPRINKLERS WITH MANUAL FIRE ALARM SYSTEM	
H - HEALTH & WELLNESS CLINIC	GROSS SQUARE FOOTAGE - 4,100	M - MARGUERITA C. JOHNSON SENIOR CENTER	GROSS SQUARE FOOTAGE - 4,561
STORIES: 1	CONSTRUCTION TYPE: V-B	STORIES: 1	CONSTRUCTION TYPE: V-B
USE: MEDICAL, DENTAL, BEHAVIORAL HEALTH, AND ASSOCIATED ACCESSORY SPACES	OCCUPANCY: B	USE: CLASSROOMS, KITCHEN, AND ACCESSORY SPACES	OCCUPANCY: A
FIRE PROTECTION: AUTOMATIC SPRINKLERS WITH MANUAL FIRE ALARM SYSTEM		FIRE PROTECTION: NONE	
E - EARLY CHILDHOOD EDUCATION	GROSS SQUARE FOOTAGE - 4,400		
STORIES: 1	CONSTRUCTION TYPE: V-B		
USE: DAYCARE/PRESCHOOL CLASSROOMS, OFFICE AND ACCESSORY SPACES	OCCUPANCY: E		
FIRE PROTECTION: AUTOMATIC SPRINKLERS WITH MANUAL FIRE ALARM SYSTEM			

CONSULTANT TEAM

ARCHITECT:
 Group 4 Architecture, Research + Planning
 211 Linden Avenue
 South San Francisco, CA 94080
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LANDSCAPE CONSULTANT:
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 F (415) 383-1433

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 CSW/ST2
 45 Levern Court
 Napa, CA 94949
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 F (415) 883-9835

STRUCTURAL:
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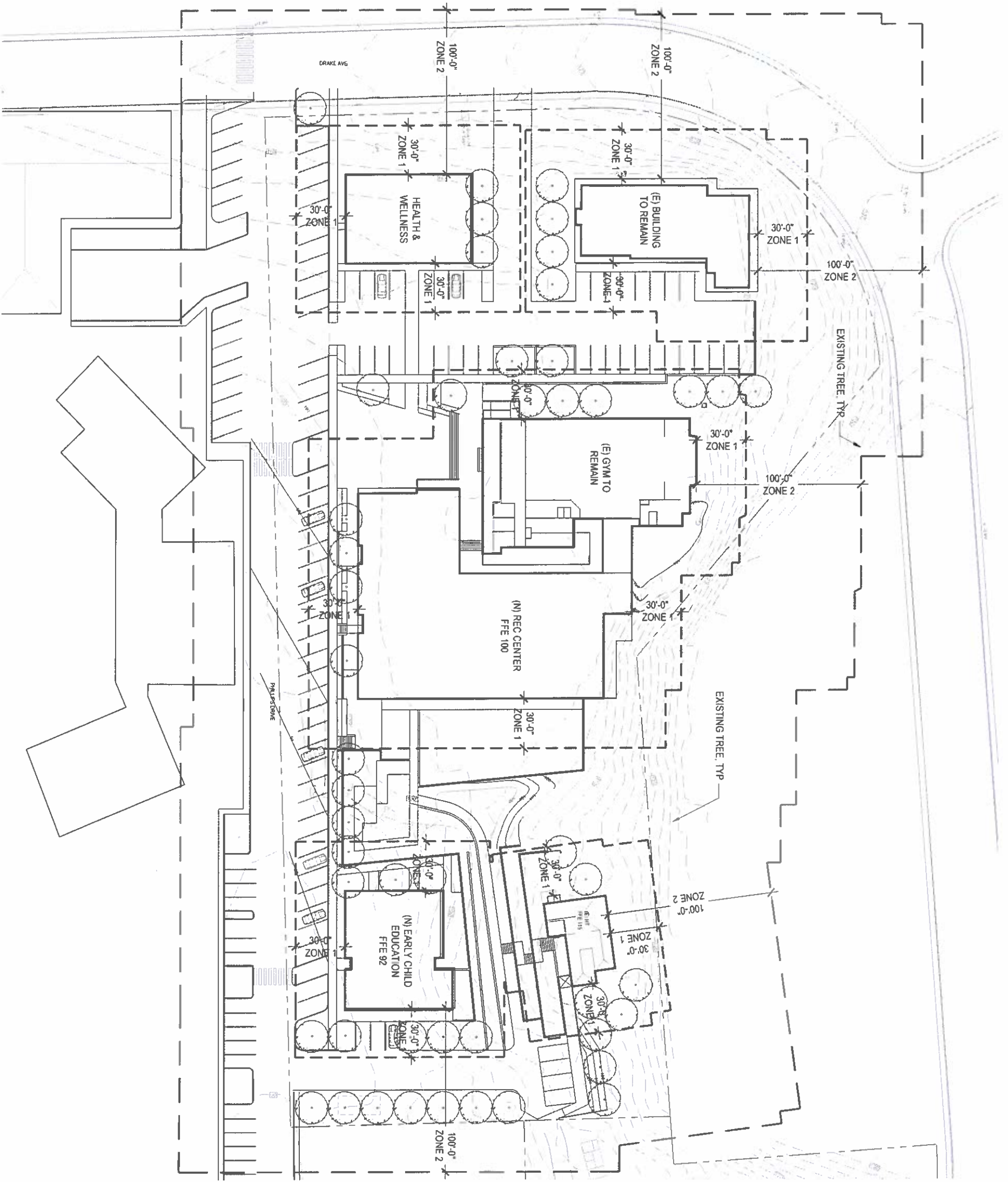
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 San Rafael, CA 94901
 T (415) 456-4220
 F (415) 456-1248

ELECTRICAL:
 O'Mahony & Meyer
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 San Rafael, CA 94903
 T (415) 479-9662

LANDSCAPE SECURITY:
 Smith, Fales & McDonnell
 351 8th Street
 San Francisco, CA 94103
 T (415) 253-9140
 F (415) 253-9160

KITCHEN:
 Marshall Associates, Inc
 The Tribune Tower
 409 13th Street, Suite 1300
 Oakland, CA 94612
 T (415) 677-1200





VEGETATION MANAGEMENT PLAN NARRATIVE

THE SITE CURRENTLY IS A HILLSIDE WITH SCATTERED CHAPARRAL TREES AND MINIMAL SHRUBS WITH MOSTLY TURF GRASS FOR THE GROUND COVER WHERE MULCH IS NOT USED. THE INTENT IS TO REGRADE PORTIONS OF THE SITE TO ALLOW FOR THE NEW BUILDING FOOTPRINTS WHILE MINIMIZING NEEDS FOR TALL RETAINING WALLS. LANDSCAPES WITHIN 30' OF THE STRUCTURE WILL BE PLANTED WITH LOW WATER USE, NATIVE AND ORNAMENTAL GARDEN PLANTING AND TREES. THE REGRADED HILLSIDE WILL BE REPLANTED WITH EROSION CONTROL/SLOPE STABILIZING PLANTS/GRASSES SELECTED IN COORDINATION WITH THE FIRESCAPE PLANT SELECTION LIST ON THE LIST OF THE UNIVERSITY OF CALIFORNIA COOPERATIVE EXTENSION "PYROPHYTIC VS. FIRE RESISTANT PLANT BROCHURE."

PROPOSED PLANTINGS THROUGHOUT THE SITE WILL INCLUDE FIRE RESISTANT, IRRIGATED SHRUBS AND TREES, PERENNIALS AND GROUND COVERS AND STORM WATER GARDEN PLANTINGS. (SEE PLAN AND PLANT LIST)

MAINTENANCE NOTES:

1. ALL FLAMMABLE FUELS WILL BE REMOVED FOR A SPACE 50'-100' AROUND THE BUILDING.
2. TREES SHALL BE LIMBED 8'-10 FEET FROM THE GROUND.
3. NEEDLES AND LEAVES AND OTHER COMBUSTIBLE DEBRIS SHALL BE REMOVED FROM ROOFS AND GUTTERS TWICE YEARLY MINIMUM.
4. ALL WEEDS AND GRASSES SHALL BE CUT REGULARLY.
5. MOWERS, SAWS AND YARD MAINTENANCE EQUIPMENT SHALL BE EQUIPPED WITH SPARK ARRESTORS. AREAS TO BE MOWED SHALL BE CHECKED FOR ROCKS OR METAL TO AVOID SPARKING OF MOWER BLADES.
6. VEGETATION SHALL BE TRIMMED TO WITHIN 10'-0" OF ROADWAYS AS REQUIRED FOR DEFENSIBLE AREAS. TREES SHALL BE TRIMMED SO AS TO NOT HANG LOWER THAN 13'-6" ABOVE THE ROADWAY.
7. DEAD AND DYING VEGETATION SHALL BE SEASONALLY REMOVED TO REDUCE VEGETATION AND ADDER FUELS.
8. COORDINATE WITH ADJACENT PROPERTY OWNERS TO MAINTAIN TREE CANOPIES, VEGETATION AND LAUNDER FUELS ON AN ANNUAL BASIS.

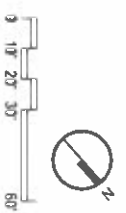
NOTES:

1. NO NATIVE GRASSES WILL BE PLANTED WITHIN THE DEFENSIBLE ZONE.
2. ALL NEW PLANTED AREAS INSIDE THE DEFENSIBLE ZONES SHALL BE IRRIGATED WITH DRIP IRRIGATION. NEW TREES WILL BE IRRIGATED WITH BUBBLERS (TWO BUBBLERS PER TREE).
3. ALL PLANTINGS HAVE BEEN SELECTED IN COORDINATION WITH THE FIRESCAPE PLANT SELECTION LIST ON THE LIST OF THE UNIVERSITY OF CALIFORNIA COOPERATIVE EXTENSION, "PYROPHYTIC VS. FIRE RESISTANT PLANT BROCHURE."

LEGEND:

- ZONE 1
- 30' CLEAR
- ZONE 2
- 100' CLEAR

SEE SHEET 1.0.0 FOR PLANT LIST
SEE SHEET 1.1.0 FOR EXISTING TREE LIST



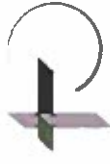
GROUP 4
ARCHITECTURE
RESEARCH +
PLANNING, INC
211 UNDEN AVENUE
SO. SAN FRANCISCO
CA 94080 USA
650-871-0709



MARIN CITY
CENTER FOR
COMMUNITY
LIFE

CA REG. PROJECT: 14443-02
FILE:
ISSUE DATE
SD/PDP/UP 06/01/2017
SHEET TITLE AND NO.

VEGETATION
MANAGEMENT
PLAN
L2.0



GROUP 4
 ARCHITECTURE
 RESEARCH +
 PLANNING, INC
 211 LINDEN AVENUE
 SO. SAN FRANCISCO
 CA 94080 USA
 650.871.0709



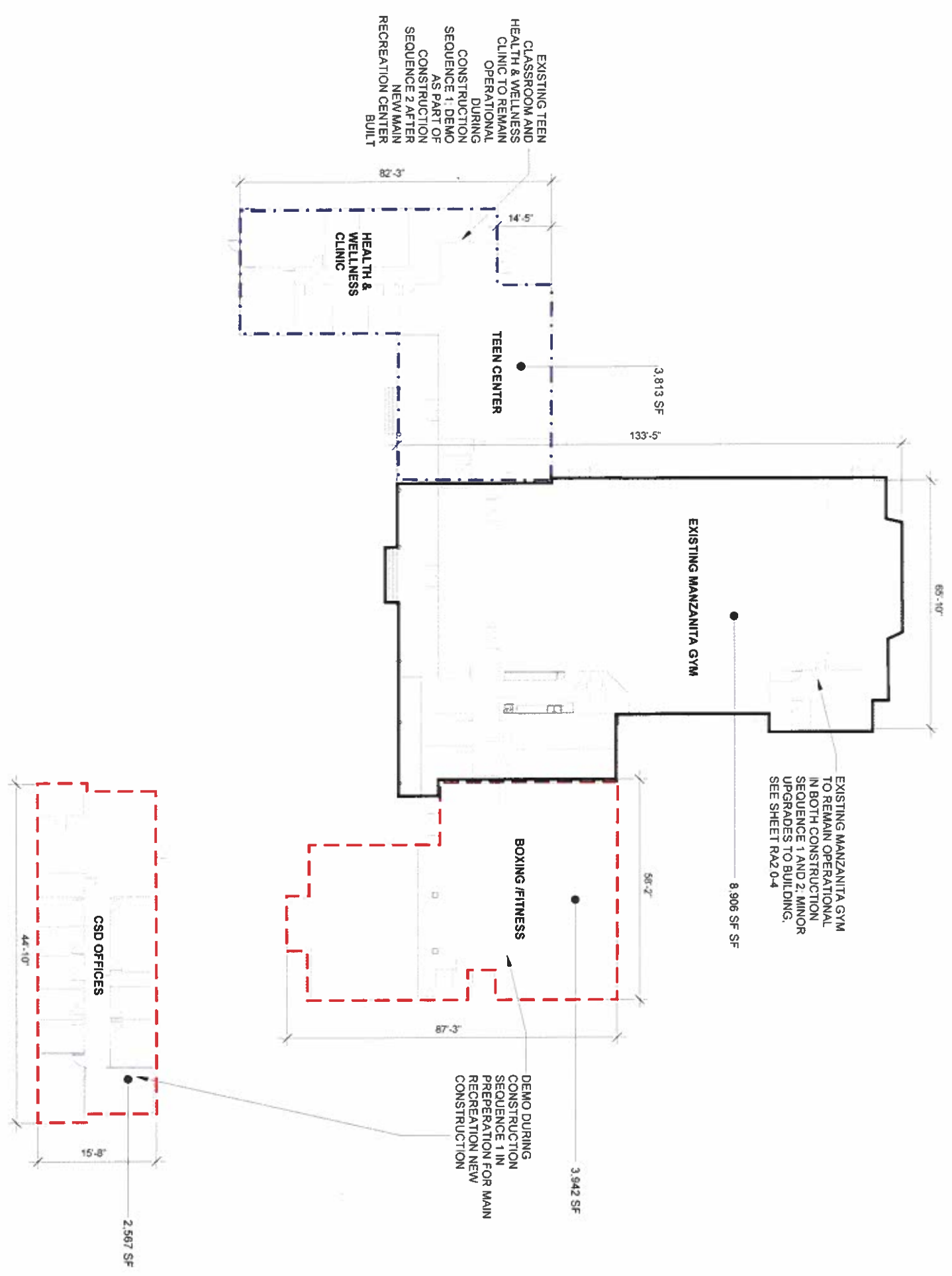
630 DYKE AVENUE
 MARIN CITY, CA
 94955

**MARIN CITY
 CENTER FOR
 COMMUNITY
 LIFE**

PROJECT	ARCHITECT
CA REG. PROJECT NO. FILE	14443-09
ISSUE	DATE
SO. POP./UP	JUN 2017

SHEET TITLE AND NO.
**DEMOLITION
 PLAN - EXISTING
 MANZANITA
 CENTER**

A1.0-2



1
 1/16"=1'-0"
 DEMOLITION PLAN - EXISTING RECREATION CENTER



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	Petaluma Health Center									
Mailing Address	1179 N. McDowell Blvd. Petaluma, CA 94954									
Website	www.phealthcenter.org									
Organization DUNS#	1	3	7	3	4	9	9	8	6	
Executive Director/CEO	Kathryn Powell									
Email Address	kathrynp@phealthcenter.org									
Phone	707-559-7500									

3. Project General Information

Program/Project Name	Emergency Response Mobile Medical/Dental Clinic									
Program/Project Site Address	1179 N. McDowell Blvd. Petaluma, CA 94954									
CDBG/HOME Funding Amount Requested	\$150,000									
Application Contact Person	Pedro Toledo									
Title of Contact Person	Chief Administrative Officer									

Email Address

pedrot@phealthcenter.org

Phone

707-326-7551

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.)

Petaluma Health Center (PHC) was founded in 1999 as a 501(c) (3) public benefit corporation in response to the unmet healthcare needs of the residents of Sonoma County, California. PHC has seven sites – its main clinic and administrative offices, a homeless clinic, three school-based health centers, a vision center, and Rohnert Park Health Center. In partnership with Coastal Health Alliance (CHA), our mission is to ensure that all residents of Sonoma and Marin Counties have access to high quality, prevention-focused, patient-centered health care services, especially during natural disasters. PHC’s mobile clinic project will focus on emergency response efforts in West Marin County, a region that includes seven unincorporated, rural towns and is a designated Health Professional Shortage Area. There is only one facility serving low-income patients within a 25-mile radius of this service area and no private practice primary care physicians accepting Medi-Cal or other safety net patients.

The service area for the mobile clinic project consists of 190,853 individuals, of which about 31% are considered low-income. These individuals and largely consist of uninsured/underinsured residents who lack access to primary care services. Further, the service area is experiencing high numbers of individuals who are without a regular source of care and are less likely to receive important preventive health services or treatments, making them more likely to develop severe, yet preventable conditions or be diagnosed at more advanced stages. These patients are extremely vulnerable during the frequent wildfires and emergency power shut-offs this service area has been experiencing in recent years.

Petaluma Health Center is committed to reducing financial and geographical barriers to care during emergencies, such as wildfires, power shut-offs, and floods. We strive to expand access to timely care, without regard to income, insurance status, race, culture, or health condition to residents of West Marin County to improve the overall health outcomes 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.)

PHC is seeking funding for a mobile clinic to provide emergency response medical and dental services to residents in the rural areas of West Marin County. This project is necessary to expand access to care during emergencies, such as wildfires and floods, to residents who face barriers due to income and lack of transportation. PHC will be able to increase our emergency preparedness as an organization to provide access to critical services in a manner

more convenient to Marin County's most underserved population.

Utilizing a mobile clinic will allow providers to go out and meet our target population, which will make it easier for hard to reach, medically underserved populations to access care. PHC will connect with patients in low-income neighborhoods, community centers, schools, shelters, and other identified access points. The mobile clinic will provide extensive outreach programs, transportation assistance, and extended service hours in an effort to resolve the unmet health needs of the low-income and uninsured/underinsured residents in Marin County facing barriers to care during emergencies.

Over the past 3 years, Petaluma Health Center has provided emergency medical services during two wildfires and a flood in and around Sonoma and Marin counties. We mobilized health care teams, provided direct care at local evacuation shelters and expanded our hours and days of operation to meet the needs of our community. We opened our doors to help those affected by the fire, waived our fees for fire victims, and kept our promise to provide care to every person that seeks it. We provided on-site care at shelters and borrowed a mobile medical/dental clinic from LifeLong Medical Care in Berkeley to better meet the needs of evacuees.

Shifting operations to respond to a disaster comes at a great cost to existing operations, but fortunately PHC is positioned to be part of the solution for recovery response. If funded, PHC will have the ability to better serve our northern California communities during natural disasters. PHC will work with CHA's Point Reyes Station location for mobile clinic efforts to ensure we can meet the needs of the community together during disaster situations. With the frequency of wildfire threats and emergency power shut offs in Marin County, PHC aims to establish a mobile clinic that is prepared to meet the high demand for the low-income, rural areas to combat the enormous health repercussions these occurrences create for medically vulnerable residents. With a fully equipped mobile medical/dental clinic, PHC can increase our emergency response efforts and access to care for all of West Marin County, regardless of income or insurance status.

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.)

PHC's mobile clinic will affirmatively further fair housing by providing critical health services to low-income and underserved residents of Marin County to improve the overall health outcomes and quality of life for the community. This project will increase emergency access to medical, mental health, and dental care to members of the population who face barriers due to income, insurance status, transportation, and other social determinants of health. PHC's mobile clinic will provide outreach, including enrollment services, in shelters, social service centers, and public housing as a way to target the vulnerable populations in Marin County who require timely care in emergency situations. PHC's mobile clinic will reduce barriers rural residents and those living in poverty face by increasing their access to health and enabling services by extending our health center's reach in the community when faced with a catastrophe.

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.)

PHC will conduct affirmative marketing efforts through a variety of channels to increase access to care for residents of Marin County, especially vulnerable populations. The mobile clinic will provide outreach services at community centers, schools, shelters, churches, food markets, migrant events, parks, health fair events, and social service centers to ensure a wide range of the community has access to our health services. PHC will also disseminate information via the radio, internet, and marketing materials throughout the surrounding areas to promote the mobile clinic and educate the community about our health, enrollment, and enabling services offered.

PHC strives to provide culturally and linguistically appropriate marketing materials for all members of the community. Our mobile clinic staff will be bilingual and our staff will have access to phone lines for other language translation services not available on-site. The clinic's signage will include patient rights/responsibilities and notices relative to payment information in English and Spanish. Patient education materials, intake forms and provider treatment instructions are made available in the patient's primary language. Further, our staff will continuously be trained to assist with understanding the unique belief systems of our patient population so that treatment decisions and remedies are consistent with a patient's cultural needs.

PHC's mobile clinic team will work closely with outreach and enabling staff to reach out to existing patients, as well as low-income, uninsured/underinsured community members, to get assistance with applying for local public and community resources, such as transportation, nutrition assistance, and housing for emergency response situations. We understand the barriers due to social determinants of health our patient population faces when disaster strikes, and strive to market our health care services to best serve the vulnerable populations of Marin County.

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="108"/>
Very Low-Income	<input type="text" value="212"/>
Extremely Low-Income	<input type="text" value="130"/>

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 verify income, PHC requires patients to submit acceptable proof of gross income, such as:

- Recent tax records, IRS form 1040 (line 22)
- If self-employed, recent tax records and IRS Schedule C (line 31)
- Two to four recent pay check stubs
- Documentation of General Assistance
- Letter of court award for child support

If the patient is not able to furnish any of the aforementioned documents, he or she must submit a completed and signed "Income Affidavit" form, which serves as an attestation that the patient does not currently have any source of 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	5	
Asian	20	
Black or African American	20	
Native Hawaiian or Other Pacific Islander	10	
White	355	200
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	40	
TOTAL	450	200
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.)

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.)

PHC's management team is qualified and engages in a multi-level strategic planning process, which at its heart determines the organizational response to the ongoing needs assessments of its patient population. PHC management team has had an extensive history in the development and implementation of systems, programs, and services that effectively address the health care needs of its target population.

PHC's management team possesses experience and expertise in project managing capital, administering federal

grant programs and service expansion projects. In 2017, they successfully managed the opening of its newest clinic site, the Rohnert Park Vision Center, and in 2015, under sound leadership, it planned and opened the Rohnert Park Health Center site, which nearly doubled the size of its patient population. PHC's leadership team successfully completed these clinic expansions in accordance with all wage requirements and federal grant regulations, leading to an increased ability to meet the health needs of its service area. As exhibited by the health center's continued and controlled growth, PHC's leadership team possesses a wealth of experience and skill necessary to successfully complete the mobile clinic project.

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

Kathryn Powell, CEO, is responsible for the programmatic, operational, and financial performance of the organization and will be overseeing the project team. This includes effectively communicating with the Board and management team, implementing the Board's policies, managing personnel and human resource system, allocating resources and operating within available resources, identifying and resolving problems, interacting with the community, responding to opportunities, planning for future events, and carrying out Board-established long-term goals and operating plans.

Pedro Toledo, CAO, will be overseeing the mobile clinic project to ensure it is successfully completed on time and within budget. Pedro has 20 years of combined experience in health care, non-profit, and government service, most of which has been dedicated to managing similar projects. He exercises executive leadership over business and administrative operations to support the organization's mission, values, and strategic direction. Pedro will be responsible for overseeing and monitoring implementation of the mobile clinic.

Sveinn Sigurdsson, Director of Organizational Performance Optimization, oversees the purchasing and outfitting of the mobile clinic. Sveinn has led clinical and operational improvement programs at Stanford Health Care and the Yale New Haven Health system, and managed projects that required the integration of clinical workflow improvement and installation of new equipment. Sveinn will apply his project management expertise and collaborate with other organizational stakeholders to ensure that the initiative successfully meets its timeline and performance-related goals.

Nurit Licht, CMO, and Ramona English, DMD, plan and direct all aspects of the organization's delivery of medical and dental care. They both have over 15 years of experience in leadership and clinical expertise in the design and implementation of new projects and innovations for health centers. Together they played a key role in managing the projects for the opening of Petaluma Health Center's Rohnert Park site and vision center within the past 5 years.

Jane Read, COO, manages non-provider clinic staff and clinical programs at all sites. She will develop and implement policies and procedures that optimize performance and minimize risk, and ensures that all supervisors and staff are well trained to assure high performance and excellence in delivery of care.

Molly Jouaneh, CFO, oversees the implementation of the IT and Human Resources plans, and handles all fiscal related matters with the support of a Director of Finance and a billing supervisor. Her duties for the project entail financial leadership in areas including, but not limited to, accounting, billing and collections, general ledger, data collection, audits, and financial 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. (Please limit to 3000 characters.)

Already received:

- HRSA School Based Health Center project approval and Federal Funding: \$100,000
- HRSA Oral Health Infrastructure project approval and Federal Funding: \$300,000

To be completed:

- California Department of Health Care Services Licensing: approximately 6 months after construction of mobile clinic is completed

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	Jan 31, 2020
Complete planning and environmental review	Jan 31, 2020
Release bid package	
Select contractor	Jan 31, 2020
Finalize contract	Jun 30, 2020
Obtain building permits	
Start construction	Jul 1, 2020
Complete construction	Jan 31, 2021

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 - PHC Budget.xlsx	Remove
Attach Org Budget	PHC FY 2020 Budget.pdf	Remove
Attach Miscellaneous		Remove

Signer Name Pedro Toledo

Signer Title Chief Administrative Officer

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, Pedro Toledo, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 16:09:40 GMT-0800 (Pacific Standard Time)

Capital and Housing Project Budget Template

Organization Name: Petaluma Health Center
Project Title: Mobile Van Clinic

Date: February 6, 2020

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>					
Foundations:					
Government:					
HRSA SBHC Funding			\$100,000		
HRSA OHI Funding			\$300,000		
Corporations:					
Individual Contributions: (list total):					
Earned Income:					
Other (specify):					
Subtotal, Committed Income			\$ 400,000.00	\$ -	\$ 400,000.00
<u>Uncommitted</u>					
Federal Grants Request	\$150,000	\$ -			
Foundations:					
Government:					
Corporations:					
Individual Contributions:					
Other (specify):					
Subtotal, Uncommitted Income	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 150,000.00
Other					
Earned Income:					
Subtotal, Earned Income			\$ -	\$ -	\$ -
Grand Total Income	\$ 150,000.00	\$ -	\$ 400,000.00	\$ -	\$ 550,000.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
Direct Project Related Expenses					
Acquisition					
Purchase price - Clinic base 45' Custom Coach (1)	\$ 150,000.00		\$ 150,000.00		
Pre-development					
General Development					
Internal van modifications and equipment			\$ 250,000.00	\$ 1,094.00	
Subtotal, Direct Project Related Expenses	\$ 150,000.00	\$ -	\$ 400,000.00	\$ 1,094.00	\$ 551,094.00
Developer Fee (specify % in column A below)					
0.00%					\$ -
Fiscal Sponsorship Fee (specify % in column A below)					
0.00%					\$ -
Grand Total All Expenses					\$ 551,094.00

Comparative Income Statement - Total PHC

Incl DTI & Pharmacy Reclass

FY 2020 Budget, FY 2019 Annualized, FY 2019 Budget

Run Date: 07/22/2019

	FY - 2020 Budget	FY - 2019 Annualized	FY - 2019 Budget
VISITS			
91010 Hospital Visits - MediCal	677	677	837
91020 Hospital Visits - MediCal Mgd Care	843	843	875
91030 Hospital Visits - MediCare	11	11	4
91040 Hospital Visits - FamPACT	0	2	3
91050 Hospital Visits - Self Pay	119	119	58
91060 Hospital Visits - Private Ins	269	269	238
91070 Hospital Visits - Sliding Scale	12	12	1
Total Hospital Visits	1,931	1,933	2,016
90010 Clinic Visits - MediCal	48,462	45,950	49,483
90020 Clinic Visits - MediCal Mgd Care	77,802	68,211	73,889
90030 Clinic Visits - MediCare	22,439	17,604	19,920
90040 Clinic Visits - FamPACT	3,777	3,425	3,861
90050 Clinic Visits - Self Pay	3,367	2,926	6,265
90060 Clinic Visits - Private Ins	24,708	21,306	21,863
90070 Clinic Visits - Sliding Scale	19,514	17,492	14,468
Total Clinic Visits	200,069	176,914	189,749
Total Visits	202,000	178,847	191,765
REVENUE			
40010 Clinic Revenue - MediCal	12,150,470	11,601,086	12,778,442
40020 Clinic Revenue - MediCal Mgd Care	14,297,221	12,701,273	14,142,148
40030 Clinic Revenue - MediCare	3,936,113	2,783,817	3,722,164
40040 Clinic Revenue - FamPACT	1,120,052	1,007,283	1,172,005
40050 Clinic Revenue - Self Pay	595,204	510,850	998,428
40060 Clinic Revenue - Private Ins	5,272,843	4,482,390	4,483,293
40070 Clinic Revenue - Sliding Scale	4,071,099	3,719,667	3,100,220
41010 Hospital Rev - MediCal	313,692	307,723	398,445
41020 Hospital Rev - MediCal Mgd Care	483,373	474,358	434,244
41030 Hospital Rev - MediCare	12,147	9,816	3,439
41040 Hospital Rev - FamPACT	0	1,621	5,922
41050 Hospital Rev - Self Pay	31,784	31,153	15,569
41060 Hospital Rev - Private Ins	199,390	195,381	185,929
41070 Hospital Rev - Sliding Scale	2,260	2,218	2,127
41080 Hospital Rev	0	0	0
Gross Charges	42,485,648	37,828,637	41,442,377
50010 Clinic C/A - MediCal	(1,518,735)	(1,590,075)	(1,697,097)
50020 Clinic C/A - MediCal Mgd Care	2,706,194	1,662,177	1,746,936
50030 Clinic C/A - Medicare	289,702	966,715	(24,321)
50040 Clinic C/A - FamPACT	(349,984)	(327,716)	(459,263)
50050 Clinic C/A - Self Pay	(233,443)	(191,563)	(379,533)
50060 Clinic C/A - Private Ins	(2,512,969)	(2,101,657)	(2,060,002)

Comparative Income Statement - Total PHC

Incl DTI & Pharmacy Reclass

FY 2020 Budget, FY 2019 Annualized, FY 2019 Budget

Run Date: 07/22/2019

	FY - 2020 Budget	FY - 2019 Annualized	FY - 2019 Budget
50070 Clinic C/A - Sliding Scale	(3,116,166)	(2,823,274)	(2,079,349)
51010 Hospital C/A - MediCal	(175,870)	(250,246)	(314,446)
51020 Hospital C/A - MediCal Mgd Care	(311,746)	(377,961)	(356,054)
51030 Hospital C/A - Medicare	(10,607)	(2,248)	(3,338)
51040 Hospital C/A - FamPACT	0	(1,815)	(3,428)
51050 Hospital C/A - Self Pay	(28,826)	(15,389)	(6,361)
51060 Hospital C/A - Private Ins	(108,302)	(142,369)	(96,754)
51070 Hospital C/A - Sliding Scale	(1,851)	(1,809)	(1,970)
51080 Hospital C/A	0	0	0
52010 Rate Adj - M/Cal	0	297,750	0
52012 C/A Other - M/Cal Settlement	0	0	0
52030 Settlement MediCare Cost Rpt	0	132,713	18,520
Contractual Allowances	(5,372,604)	(4,766,767)	(5,716,458)
52661 Bad Debt Expense	(886,512)	(794,028)	(708,688)
Bad Debt	(886,512)	(794,028)	(708,688)
Contractual Allowances & Bad Debt	(6,259,115)	(5,560,795)	(6,425,147)
C/A %	-14.73%	-14.70%	-15.50%
Net Patient Revenue	36,226,533	32,267,843	35,017,230
42100 Grant Revenue - Federal	3,270,291	3,245,221	3,062,478
43110 Grant Revenue - State	30,000	105,481	82,480
43111 Grant Revenue - County	247,103	130,272	151,344
44100 Grant Revenue - Private	316,567	906,557	728,204
Grants	3,863,961	4,387,531	4,024,506
45201 Donations	40,000	76,010	150,000
45203 Year End Donation Letter	0	0	0
Donations	40,000	76,010	150,000
46102 Other Rev - RCHC QI	1,837,000	1,823,870	1,837,000
46103 Other Rev - RCHC PIP	1,434,850	1,884,818	1,820,000
46215 Other Rev - Provider Bonus	47,300	57,767	47,300
46216 Other Rev - Capitation	25,200	24,785	47,367
46217 Other Rev - Miscellaneous	63,504	280,378	88,304
46217 Other Rev - Pharmacy	1,075,000	1,812,598	2,293,631
46217 Other Rev - DTI	703,736	376,841	0
46218 Other Rev - Purchase Discounts	3,000	3,100	2,873
46219 Other Rev - Billable Salaries	172,236	337,145	302,236
46250 Other Rev - Misc Interest	0	10	0
46251 Other Rev - Interest Inc	810	811	2,382
46252 Other Rev - Int Inc Capital Fund	1,870	1,870	0
46253 Other Rev - Int Inc - Debt Service	4,350	4,374	0
Other Revenue	5,368,856	6,608,367	6,441,093
Total Grants, Donations & Other Revenue	9,272,817	11,071,908	10,615,599

Comparative Income Statement - Total PHC

Incl DTI & Pharmacy Reclass

FY 2020 Budget, FY 2019 Annualized, FY 2019 Budget

Run Date: 07/22/2019

	FY - 2020 Budget	FY - 2019 Annualized	FY - 2019 Budget
Total Revenue	45,499,350	43,339,750	45,632,829
EXPENSE			
60100 Clerical Support / Other Admin	3,912,042	4,161,712	4,349,586
60110 Hospital	100,366	43,898	124,896
60200 Medical Records / Facilities	431,519	496,727	511,458
60210 Materials Management	124,369	150,312	154,670
60220 Project Management	145,625	181,302	239,199
60230 IT Support	574,805	672,086	653,806
60300 Enabling Services-Referrals/CEC's	773,288	778,731	802,036
60301 Patient Navigator	206,067	244,748	236,415
60302 Midlevel - CNM	172,955	247,410	212,815
60303 Providers-Midlevel - Phys Assist	387,637	528,636	676,959
60304 Providers-Midlevel - FNP	1,556,966	1,956,321	1,612,561
60305 Providers-Midlevel - Psychologist	413,195	373,745	361,359
60306 Providers-Midlevel - Chiro & Acupu	378,361	295,156	225,455
60307 Clinical Support - MA/RDA/DA	3,963,795	3,633,671	4,031,292
60308 Clinical Support - RN	1,331,875	1,346,730	1,342,520
60309 Providers - Physician/Psychiatrist	5,886,741	5,761,262	6,074,155
60310 Hospitalist	0	(140,490)	0
60311 Education	0	0	0
60312 Manager/Supervisor	2,478,321	2,513,465	2,764,785
60313 Senior Management	802,728	919,886	859,544
60315 Providers - Midlevel - MFT	143,402	170,267	163,023
60316 Providers - Midlevel - LCSW	290,391	216,293	229,773
60317 Providers - Intern/Associate	11,777	82,142	86,923
60318 Providers - Midlevel-Nutritionist	135,220	108,237	0
Salaries & Wages	24,221,444	24,742,248	25,713,229
61340 Payroll Taxes	1,840,435	1,806,617	1,949,549
Payroll Taxes	1,840,435	1,806,617	1,949,549
61350 Pension - 401k	216,715	302,677	279,797
61351 Pension - Profit Sharing	588,584	652,666	626,274
61352 Pension - Admin Fee	34,319	34,319	0
61353 Workers Comp	223,265	248,332	324,525
61354 Unemployment Ins	204,601	209,413	209,967
61355 Employee Benefits	0	5,312	11,304
61356 PTO/Vacation	2,357,766	1,623,909	1,557,809
61357 HSA - Health Savings Account	0	0	0
61358 Kaiser - High Deductible	0	0	0
61359 Kaiser - Regular Plan	0	0	0
61360 WHA - High Deductible	0	0	0
61361 WHA - Regular Plan	0	0	0

Comparative Income Statement - Total PHC

Incl DTI & Pharmacy Reclass

FY 2020 Budget, FY 2019 Annualized, FY 2019 Budget

Run Date: 07/22/2019

	FY - 2020 Budget	FY - 2019 Annualized	FY - 2019 Budget
61362 Dental	257,884	249,565	280,111
61363 Vision	29,799	28,645	31,766
61364 Life / LTD	110,153	86,326	107,309
61365 Emplr Health Ins	2,511,624	2,318,788	2,658,588
Employee Benefits	6,534,712	5,759,953	6,087,449
62400 Professional Fees - Independent Co	297,059	347,856	739,462
62401 Professional Fees - Consulting	428,981	415,063	268,222
62402 Professional Fees - Legal	36,250	28,271	26,087
62403 Professional Fees - Accounting	76,000	68,900	68,900
Professional Fees	838,290	860,090	1,102,671
63430 Purchased Services - Medical	340	350	48
63431 Purchased Services - Lab Fees	201,247	195,974	148,369
63432 Purchased Services - Repair & Main	978,793	731,009	634,165
63433 Purchased Services - Security	198,199	192,799	188,877
63434 Purchased Services - IT Support	420,510	426,255	669,876
63435 Purchased Services - Telecom	32,770	20,770	36,765
63436 Purchased Services - Laundry & Lin	99,351	93,327	88,647
63437 Purchased Services - Temp Labor	91,970	147,304	38,091
63438 Purchased Services - Other	2,497,915	1,843,495	1,250,506
63439 Purchased Services - Printing	72,765	69,382	130,178
Purchased Services	4,593,860	3,720,664	3,185,522
64500 Supplies - Medical	872,481	785,680	746,167
64501 Supplies - IUD	250,287	229,001	315,525
64502 Supplies - Pharmaceutical	67,216	107,745	349,045
64503 Supplies - Vaccinations	423,095	369,012	600,935
Medical Supplies	1,613,078	1,491,438	2,011,673
64504 Supplies - Uniforms	12,193	7,539	0
64505 Supplies - Office Supplies	68,468	69,392	86,259
64506 Supplies - Toner	3,170	3,170	97
64507 Supplies - Postage	35,798	35,788	44,786
64508 Supplies - Kitchen Supplies	41,920	40,420	35,452
64509 Supplies - Cleaning Supplies	64,455	64,255	56,618
64510 Supplies - Minor Equipment	288,605	328,143	365,009
64511 Supplies - Educational Materials	3,396	1,796	60
64513 Supplies - Software	2,000	0	0
Office and Other Supplies	520,006	550,503	588,281
65530 Utilities - Electric	271,292	271,292	262,583
65531 Utilities - Gas	34,909	34,909	33,915
65532 Utilities - Telephone	334,451	190,451	268,200
65533 Utilities - Cellphones	129,814	109,814	119,238
65534 Utilities - Pagers	527	527	1,620
65535 Utilities - Water/Sewer	20,071	20,071	20,079
65536 Utilities - Trash	47,648	47,648	57,641

Comparative Income Statement - Total PHC

Incl DTI & Pharmacy Reclass

FY 2020 Budget, FY 2019 Annualized, FY 2019 Budget

Run Date: 07/22/2019

	FY - 2020 Budget	FY - 2019 Annualized	FY - 2019 Budget
65537 Utilities - Haz Mat	26,933	26,932	67,419
65538 Utilities - Diesel Fuel	5,168	1,868	4,452
Utilities	870,813	703,512	835,147
66550 Rental/Lease Costs	1,572,848	1,412,852	1,571,718
66551 Equipment Rental	9,819	9,771	8,788
66552 Copier Rental	95,054	77,054	60,000
Rental/Lease	1,677,721	1,499,677	1,640,506
68560 Dues & Subscriptions	273,660	264,359	156,944
68561 Continuing Education	206,616	201,255	112,801
68562 Continuing Education - CME	52,546	51,546	69,791
68563 Travel	118,649	112,507	87,763
68564 Travel - Patient Transportation	58,283	34,283	10,278
68565 Recruitment	179,188	179,189	193,676
68566 Other Miscellaneous Expense	62,006	64,256	111,965
68567 Advertising	49,874	48,008	61,911
68568 Employee Recognition	34,502	23,458	111,576
68569 Licenses	60,014	56,849	57,715
68570 Grant Expense	0	0	0
68571 Fund Raising Expense	3,029	3,029	95
68572 Other Expense - Meals	39,194	58,538	0
Other Expense	1,137,561	1,097,278	974,515
71621 Insurance - General Liability	0	0	0
71622 Insurance - Dir & Officers	26,446	22,888	26,608
71623 Insurance - Malpractice	45,491	41,344	36,572
71624 Insurance - Property/Casualty	158,515	139,438	135,220
71625 Insurance - Bonds	6,446	6,446	6,446
Insurance	236,898	210,116	204,846
73651 Interest Expense	24,992	30,645	45,127
73652 Interest Expense - Bank Fees	42,353	41,659	48,258
73653 Interest Expense - Cash Over/Short	0	67	0
73654 Interest Expense - Late Charges	0	469	0
73655 PHCD Loan Int Expense	37,724	39,363	37,724
73656 Interest Exp - Bonds	160,894	159,164	158,714
Interest Expense	265,963	271,366	289,823
Expenses Before Depr and Amort	44,350,780	42,713,461	44,583,211
72641 Property Tax Expense	863	863	149
72642 Cost of Issuance	7,706	7,706	7,706
Issuance Costs	8,569	8,569	7,855
70600 Depreciation Expense	1,586,214	1,513,585	1,689,103
70601 Amortization Expense	1,373	2,060	2,928
Depreciation & Amortization	1,587,587	1,515,645	1,692,031
Total Expenses	45,946,936	44,237,675	46,283,097

Comparative Income Statement - Total PHC

Incl DTI & Pharmacy Reclass

FY 2020 Budget, FY 2019 Annualized, FY 2019 Budget

Run Date: 07/22/2019

	FY - 2020 Budget	FY - 2019 Annualized	FY - 2019 Budget
NET FROM OPERATIONS	(447,587)	(897,925)	(650,268)
47101 Meaningful Use Rev	0	195,500	195,500
Meaningful Use	0	195,500	195,500
47210 Gain / Loss on Sale	0	(81,012)	0
Other Non-Operating Rev/Exp	0	(81,012)	0
Capital Grant Revenue	190,806	0	458,333
Capital Donations	300,000	0	0
Capital Grants and Donations	490,806	0	458,333
Total Non-Operating Revenue/Expense	490,806	114,488	653,833
Net Surplus/(Deficit)-Incl Non-Operating	43,219	(783,437)	3,565
TOTAL HOURS			
92100 Clerical Support/Other Admin	196,547	177,115	202,314
92110 Hospital	0	0	0
92200 Medical Records / Facilities	25,951	26,069	29,468
92210 Materials Management	5,591	6,804	7,440
92220 Project Management	3,727	7,013	6,240
92230 IT Support	16,773	16,271	18,720
92300 Enabling Services-Referrals/CEC's	38,623	35,683	38,012
92301 Patient Navigator	10,109	10,428	11,440
92302 Midlevel - CNM	2,796	4,352	3,380
92303 Providers-Midlevel - Phys Assist	6,918	12,920	13,171
92304 Providers-Midlevel - FNP	33,540	39,474	33,592
92305 Providers-Midlevel - Psychologist	8,247	7,586	7,124
92306 Providers-Midlevel - Chiro & Acupu	9,603	6,925	5,720
92307 Clinical Support - MA/RDA/DA	192,695	162,578	188,120
92308 Clinical Support - RN	34,568	32,220	34,112
92309 Providers - Physician/Psychiatrist	69,598	68,118	79,006
92310 Hospitalist	0	(1,206)	0
92311 Education	0	0	0
92312 Manager/Supervisor	64,854	68,832	70,264
92313 Senior Management	7,454	8,085	8,320
92315 Providers - Midlevel - MFT	3,727	4,607	4,161
92316 Providers - Midlevel - LCSW	8,573	8,995	5,824
92317 Providers - Intern/Associate	640	4,507	4,520
92318 Providers - Midlevel-Nutritionist	3,863	2,864	0
92400 Independent Contractor	0	606	0
92401 Consultant Hours	0	0	0
92437 Temporary Staff	0	3,137	76

Comparative Income Statement - Total PHC

Incl DTI & Pharmacy Reclass

FY 2020 Budget, FY 2019 Annualized, FY 2019 Budget

Run Date: 07/22/2019

	FY - 2020 Budget	FY - 2019 Annualized	FY - 2019 Budget
Total Employee Hours	744,397	713,983	771,024
Total FTE's	355.2	343.3	370.7
Net Revenue by Payor - Excl PY Adj			
MediCal	10,769,557	10,068,489	11,165,344
MediCal Mgd Care	17,175,042	14,459,847	15,967,275
MediCare	4,227,354	3,758,100	3,697,945
FamPACT	770,068	679,373	715,237
Self Pay	364,719	335,052	628,104
Private Ins	2,850,962	2,433,745	2,512,466
Sliding Scale	68,830	102,774	312,340
Total Net Revenue by Payor	36,226,533	31,837,380	34,998,710
Net Revenue per Visit by Payor			
MediCal	219.17	215.94	221.89
MediCal Mgd Care	218.39	209.40	213.57
MediCare	188.30	213.35	185.60
FamPACT	203.88	198.24	185.10
Self Pay	104.62	110.03	99.34
Private Ins	114.14	112.80	113.68
Sliding Scale	3.53	5.87	21.59
Total Net Revenue by Payor	179.34	178.01	182.51
Working Days	254.50	253.50	253.50
Visits per Working Day	793.71	705.51	756.47
Payroll Expense per Visit	161.37	180.65	176.00
Other Expense per Visit	66.09	66.70	65.36
Total Expense per Visit	227.46	247.35	241.35



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	Tomales Town Hall									
Mailing Address	P.O. Box 251, Tomales, CA 94971-0251									
Website	www.TomalesTownHall.org									
Organization DUNS#	1	3	4	5	0	9	5	6		
Executive Director/CEO	none									
Email Address	mail@tomalestownhall.org									
Phone	707-878-2006									

3. Project General Information

Program/Project Name	ADA Pathway & Regrading									
Program/Project Site Address	27150 Shoreline Hwy (CA Hwy #1), Tomales, CA									
CDBG/HOME Funding Amount Requested	\$28,500									
Application Contact Person	Lisa Post Tornes									
Title of Contact Person	Tomales Town Hall Board Member									

Email Address

lptornes@gmail.com

Phone

4155185443

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	\$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 mission of the Tomales Town Hall is to support projects that will benefit the community culturally and educationally, to encourage participation by this community, and to preserve and respect the building and its history.

The Tomales Town Hall offers many programs, some by the volunteers who run the hall and many by groups or individuals in the community itself. Built in 1874, the hall is one of the oldest, continuously operated community buildings in California, serving a large geographic area of northern West Marin and southwestern Sonoma County. We consider our area of focus to cover a 7.5-mile radius of the hall, including the communities of Marshall, Tomales, Dillon Beach, Fallon, Valley Ford, Bloomfield, and the ranchlands in between.

The hall has historically and continues to be home to most local meetings, life celebrations, and cultural events including weddings, memorials, quinceaneras, fiestas, and seasonal celebrations; art, dance and yoga classes; 4-H Club, Druids, Tomales Emergency Response Network (TERN) and other organizational meetings; monthly Open Mic nights featuring local musicians and writers; fundraisers for our schools, churches, history center, and volunteer fire department; health, vaccine and legal clinics; and since 2011, a food pantry providing 50-80 families in this designated Food Desert area with critical weekly supplies of healthy fresh and canned goods.

The Tomales Town Hall is a mainstay of the village. Without the hall, cultural opportunities and community-building would be very limited in this area. Operated by volunteers, the hall serves the extensive surrounding rural multi-cultural community and is available for group and family events at reasonable rates. Based on the last census data, the Town Hall serves approximately 4500 persons; 3,000 are low-income, 1,000 are very low-income, and 500 are extremely low income. The majority are white, with about a quarter identifying as Hispanic.

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.)

ADA Pathway and Grading Project for Tomales Town Hall – 2020

Objective: To grade and pave a code-compliant pathway that provides access to the main, upper hall.

Scope of Work: Remove and store gravel from the existing, non-compliant path; re-grade sections of the property to provide the required maximum 5 percent slope, per architect's drawings; remove approx. 12" of soil along proposed path; layer gravel, compacting regularly; backfill perimeter with fresh soil and re-plant.

Background: Access to the primary entry of the upper-level, main hall is impossible by wheelchair. We have created a temporary, wheelchair-usable pathway through the side yard ("Buckeye Lot") to give access to a concrete ADA ramp to take them up to the back door. This temporary pathway to the ramp is non-compliant with ADA regulations for slope and flat portions.

Benefit to Community: Once completed, our elderly and disabled populations will not only be able to access the main floor of the hall more safely, they will be able to move freely across the Buckeye Lot, which is often used as an outdoor reception area.

Why this project: This ADA pathway project is critical to use of the hall, has no dependencies and is ready to start and be completed within the span of the grant. We are beginning to gear up for a major fundraising effort for a large "Rejuvenation" remodel of the hall, but those projects are more complicated with many dependencies and are not ready to go yet.

Other funding: The design phase (architectural drawings) for this proposed project will be completed by the time this grant begins releasing funds. We have made an application for Marin County Non-Departmental Funds for architectural work on this and future projects, but if that application is not successful, we have some general funds to apply to this project from our Improvement Fund.

Overall schedule: Upon approval of funding from CDBG and receipt of the architect's plans (May to June), an RFP will be created and issued to at least three appropriate bidders. The actual work will require two to three weeks and will be carried out in late October or early November in order to help protect the large native Buckeye Tree, *aesculus californica*, that anchors this property and which will become dormant at about that time. This late fall schedule should also provide natural watering for newly planted grasses and shrubs.

Note: This project will be completed by and require no funding for the second year of the grant cycle.

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.)

As a capital improvement project, this project does not add additional Fair Housing to the community. However, as a community center, every program or service we provide helps to foster inclusive communities free from barriers that restrict access to opportunity. We provide quality services, events, and amenities that are important for all people in our community to live successful lives, including the Food Pantry, no-cost vaccine clinics, health fairs, educational workshops, etc. This particular project will specifically help our elderly and disabled populations by providing better and safer physical access to the hall.

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 people who are least likely hear about our events or use our services are immigrants living on outlying ranches. To reach some of them is difficult, because they may not have email addresses or be on our newsletter mailing list (which is sent to 290 people every month). We believe that the best way to reach this population is by the following marketing methods:

- Posting flyers around town and on the main road entrances into town. In the past, many of these flyers have been English-only, but this year, with a small marketing budget added to this project, we can do in-line bilingual translations. With additional marketing funds, we can also extend the posting of these fliers to surrounding towns in our wider geographic reach area.
- Extending mailings: for all-town events, we often send a mailing to every post office box in Tomales. With the additional budget, we can send the mailings to post office boxes in surrounding towns as well, which can reach more people on the outlying ranches who come into these other towns for mail.
- Cross-promoting events on our newsletter with that of school and the Catholic and Presbyterian churches. We have done this in the past with some success.
- Continuing to solicit new emails for our newsletter list at public events.

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="3,000"/>
Very Low-Income	<input type="text" value="100"/>
Extremely Low-Income	<input type="text" value="500"/>

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 elderly retirees and migrant farmworkers as subsets of our population, both of who have presumed benefit. We don't collect personal data such as income from those who rent or attend events at the hall, in part because when we have tried in the past, such as at the weekly Food Pantry, it scared enough attendees that the number served dropped dramatically for some months. We are open to learning sensitive ways to collect this data in the future.

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	4	
Black or African American	2	
Native Hawaiian or Other Pacific Islander	3	
White	328	75
American Indian and White	0	
Asian and White	0	
Black and White	0	
American Indian and Black	3	
Multi-Racial	4	
TOTAL	347	75
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.)

With help from past Community Development Block Grant (CDBG) funds and a very significant volunteer effort, we have upgraded some of the infrastructures of the hall and added new amenities to better serve our community:

- Refinished and repaired the main hall floor.
- Completed relocation, enlargement, and upgrade of our downstairs bathroom to ADA standards.
- Installed a radiant heating system.
- Replaced some plumbing.
- Replaced siding.
- Redesigned and implemented new lighting and upgraded the electrical system.
- Rebuilt the storage shed.
- Painted the upstairs interior; installed acoustic panels and new drapes.
- Purchased needed materials including a new commercial refrigerator, backstage curtains, paint, insulation, paving, paving materials, and drainage pipe.
- Re-paved the parking strip along HWY 1.
- Insulated the main hall's attic.

We were able to stretch our CDBG funds by having the labor largely performed by volunteer community members and contractors. We also did the following critical work with other funds:

- Repaired the foundation with a National Trust for Historic Preservation (NTHP) Partners in Preservation grant for \$50,000.
- Gutted, insulated and rebuilt the performance stage with NTHP funds.
- Created the existing handicap ramp and temporary pathway to the main floor of the hall with NTHP funds.
- Added a small office, reconfigured the dining room on the first floor to accommodate more people and built storage cabinets on the first floor (volunteer-only).

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.)

After submitting our final invoices, we have less than \$300 in funds leftover from the previously approved grant that we are giving back to the pool.

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.)

As you can see by the long list above, we have years of experience in administering federal grants. Most of the work performed has been done either by volunteers or owner/operators after competitive bidding. We did the latest CDBG project, installing insulation, with a contractor meeting the Davis-Bacon prevailing wage requirement.

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

We have been awarded and managed many CBDG grants since 2004. The projects are carried out by experienced contractors with project and timeline management by the Tomales Town Hall board of trustees, which also contains experienced contractors and project managers.

Specifically, George Magan is the acting project manager on this project; he has 30+ years of experience managing projects as part of his stair building company. He also has helped manage past projects at the hall. Lisa Post Tornes will manage the grant administration, taking the place of Venta Leon; she has nearly a decade of experience writing technical specifications and managing projects from Microsoft Corporation.

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.)

As soon as the architectural drawings are done (which should be before this grant is funded), we will seek the appropriate permits from the Marin County Building Department.

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	May 31, 2020
Complete planning and environmental review	Jun 30, 2020
Release bid package	Jul 10, 2020
Select contractor	Aug 15, 2020
Finalize contract	Aug 31, 2020
Obtain building permits	Sep 30, 2020
Start construction	Nov 1, 2020
Complete construction	Dec 1, 2020

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	20-0206 TTH-Capital and Housing Project Budget.xlsx	Remove
Attach Org Budget	2020 proposed budget Tomales Town Hall.pdf	Remove
Attach Miscellaneous		Remove

Signer Name Lisa Post

Signer Title Tomales Town Hall Board Member

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, Lisa Post, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 13:46:23 GMT-0800 (Pacific Standard Time)

Capital and Housing Project Budget Template

Tomales Town Hall: ADA Pathway and Regrading

6-Feb-20

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
Committed					
Foundations:					
(Add rows)					
Government:					
(Add rows)					
Corporations:					
(Add rows)					
Individual Contributions: (list total):					
Earned Income:					
(Add rows)					
Other (specify):					
(Add rows)					
Subtotal, Committed Income			\$ -	\$ -	\$ -
Uncommitted					
Federal Grants Request	\$ 28,500.00	\$ -			
Foundations:					
(Add rows to list other Foundations)					
Government:					
Marin County Non-Departmental Funds			\$ 2,000.00		
(Add rows to list other Government agencies)					
Corporations:					
(Add rows to list other Corporations)					
Individual Contributions:					
(Add rows to list other Contributions)					
Other (specify):					
(Add rows to list others)					
Subtotal, Uncommitted Income	\$ 28,500.00	\$ -	\$ 2,000.00	\$ -	\$ 30,500.00
Other					
Earned Income:					
(Add rows)					
Subtotal, Earned Income			\$ -	\$ -	\$ -
Grand Total Income	\$ 28,500.00	\$ -	\$ 2,000.00	\$ -	\$ 30,500.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
Direct Project Related Expenses					
Acquisition					
Purchase price					
Title/Recording/Escrow					
(Add rows to list other direct project expenses)					
Pre-development					
Architecture & engineering	\$ 2,000.00		\$ 2,000.00		
Affirmative Marketing	\$ 1,000.00				
General Development					
Removal and Storage of Existing Path Gravel	\$ 1,000.00				
Re-grade for Proper Slope & Dig New Path	\$ 10,000.00				
Place & Tamp Gravel	\$ 8,000.00				
Re-planting	\$ 3,000.00				
Materials	\$ 3,500.00				
Subtotal, Direct Project Related Expenses	\$ 28,500.00	\$ -	\$ 2,000.00	\$ -	\$ 30,500.00
Developer Fee (specify % in column A below)					
0.00%					\$ -
Fiscal Sponsorship Fee (specify % in column A below)					
0.00%					\$ -
Grand Total All Expenses					\$ 30,500.00



2020 proposed
organizational
budget

INCOME

Contributions

Grants

government grants	\$5,883.65	\$6,000.83	\$6,000.00	\$5,961.49	\$35,000.00
foundation grants	\$0.00	\$5,000.00	\$0.00	\$1,666.67	\$7,500.00

Total Grants	\$5,883.65	\$11,000.83	\$6,000.00	\$7,628.16	\$42,500.00
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Fundraising Event Contributions	\$2,500.00	\$0.00	\$0.00	\$833.33	\$833.33
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Cash Donations

Friends of TTH donations	\$6,570.00	\$2,445.00	\$2,050.00	\$3,688.33	\$7,500.00
general donations	\$367.99	\$60.68	\$91.76	\$173.48	\$100.00
special event	\$1,581.00	\$495.00	\$0.00	\$692.00	\$350.00
restricted donations	\$2,500.00	\$500.00	\$0.00	\$1,000.00	\$500.00
memorial donations	\$0.00	\$0.00	\$700.00	\$233.33	\$0.00
film company donations	\$550.00	\$500.00	\$0.00	\$350.00	\$250.00

Total Cash Donations	\$11,568.99	\$4,000.68	\$2,841.76	\$6,137.14	\$8,700.00
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Total Contributions	\$19,952.64	\$15,001.51	\$8,841.76	\$14,598.63	\$52,033.33
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Program Service Revenue

Hall Use by Community

private rental local	\$3,650.00	\$11,325.00	\$6,867.00	\$7,280.67	\$8,000.00
meeting rental local	\$400.00	\$750.00	\$1,975.00	\$1,041.67	\$1,000.00
workshop rental local	\$175.00	\$350.00	\$625.00	\$383.33	\$625.00
fundraiser rental local	\$2,500.00	\$4,375.00	\$3,700.00	\$3,525.00	\$4,000.00
community-based rental	\$0.00	\$2,076.50	\$850.00	\$975.50	\$1,200.00

Total Hall Use by Community	\$6,725.00	\$18,876.50	\$14,017.00	\$13,206.17	\$14,825.00
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Total Program Service Revenue	\$6,725.00	\$18,876.50	\$14,017.00	\$13,206.17	\$14,825.00
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Investment Income

Interest Income	\$6.02	\$6.03	\$6.03	\$6.03	\$5.00
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Total Investment Income	\$6.02	\$6.03	\$6.03	\$6.03	\$5.00
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	2017 actual	2018 actual	2019 actual	2017-2019 average	2020 proposed organizational budget
Rental Income					
Gross Rents					
private rental non-local	\$4,700.00	\$9,100.00	\$5,200.00	\$6,333.33	\$7,500.00
meeting rental non-local	\$525.00	\$350.00	\$525.00	\$466.67	\$475.00
workshop rental non-local	\$2,100.00	\$525.00	\$350.00	\$991.67	\$350.00
cancellation fees	\$0.00	\$150.00	\$0.00	\$50.00	\$500.00
retained deposit	\$150.00	\$971.00	\$0.00	\$373.67	\$0.00
Total Gross Rents	\$7,475.00	\$11,096.00	\$6,075.00	\$8,215.34	\$8,825.00
Costs of Rental Income					
bookings coordination	-\$2,688.57	-\$2,780.48	-\$568.30	-\$2,012.45	-\$2,200.00
cleaning services	-\$750.00	-\$1,200.00	-\$1,287.50	-\$1,079.17	-\$1,100.00
publicity	-\$7.47	-\$72.00	-\$72.00	-\$50.49	-\$75.00
office expense	-\$132.37	-\$9.99	\$0.00	-\$47.45	-\$75.00
supplies	-\$170.99	-\$132.26	-\$237.02	-\$180.09	-\$200.00
utilities					
internet/phone	-\$250.19	-\$287.35	-\$303.48	-\$280.34	-\$350.00
electric	-\$370.51	-\$419.42	-\$318.58	-\$369.50	-\$400.00
propane	-\$1,141.00	-\$1,001.83	-\$884.83	-\$1,009.22	-\$1,000.00
Total utilities	-\$1,761.70	-\$1,708.60	-\$1,506.89	-\$1,659.06	-\$1,750.00
repairs & maintenance	\$0.00	-\$266.37	-\$211.09	-\$159.15	-\$175.00
liability insurance	-\$2,201.04	-\$2,570.32	-\$2,666.32	-\$2,479.23	-\$2,850.00
depreciation rental based	-\$2,635.17	-\$1,432.76	-\$1,432.76	-\$1,833.56	-\$1,432.76
Total Costs of Rental Income	-\$10,347.31	-\$10,172.78	-\$7,981.88	-\$9,500.65	-\$9,857.76
Net Rental Income	-\$2,872.31	\$923.22	-\$1,906.88	-\$1,285.31	-\$1,032.76
Fundraising Event Income					
Event Proceeds					
bar sales	\$7,152.00	\$7,343.00	\$5,688.00	\$6,727.67	\$7,500.00
bar non taxable sales	\$137.00	\$0.00	\$0.00	\$45.67	\$50.00
novelty item sales	\$39.00	\$0.00	\$0.00	\$13.00	\$0.00
tips	\$375.00	\$291.00	\$647.00	\$437.67	\$350.00
bar service fee	\$500.00	\$130.00	\$300.00	\$310.00	\$250.00
Total Event Proceeds	\$8,203.00	\$7,764.00	\$6,635.00	\$7,534.01	\$8,150.00
Event Expenses					
bar expense	-\$1,454.13	-\$1,077.72	-\$1,263.73	-\$1,265.19	-\$1,500.00
cost of food	-\$93.81	\$0.00	\$0.00	-\$31.27	-\$30.00
music	-\$300.00	\$0.00	\$0.00	-\$100.00	-\$500.00
publicity	-\$498.67	\$0.00	\$0.00	-\$166.22	-\$250.00
decoration	-\$152.68	\$0.00	-\$6.50	-\$53.06	-\$75.00
cleaning	-\$100.00	\$0.00	\$0.00	-\$33.33	-\$50.00
licenses, fees, taxes	-\$845.06	-\$630.37	-\$645.25	-\$706.89	-\$700.00
Total Event Expenses	-\$3,444.35	-\$1,708.09	-\$1,915.48	-\$2,355.96	-\$3,105.00
Net Fundraising Event Income	\$4,758.65	\$6,055.91	\$4,719.52	\$5,178.05	\$5,045.00
TOTAL INCOME	\$28,570.00	\$40,863.17	\$25,677.43	\$31,703.57	\$70,875.57

	2017 actual	2018 actual	2019 actual	2017-2019 average	2020 proposed organizational budget
EXPENSES					
Fundraising Expenses					
Correspondence	\$1,639.13	\$0.00	\$0.00	\$546.38	\$200.00
Promotion	\$2,586.52	\$112.50	\$117.50	\$938.84	\$150.00
Supplies	\$16.30	-\$10.55	\$9.80	\$5.18	\$20.00
Dues & Fees	\$394.11	\$280.65	\$15.05	\$229.94	\$250.00
Total Fundraising Expenses	\$4,636.06	\$382.60	\$142.35	\$1,720.34	\$620.00
Program Expenses					
Volunteer Appreciation	\$169.17	\$0.00	\$134.30	\$101.16	\$200.00
Community Outreach	\$3,530.95	\$416.80	\$1,063.85	\$1,670.53	\$1,500.00
Small Improvement Projects	\$91.44	\$0.00	\$0.00	\$30.48	\$150.00
Grants Made					
Individuals					
rental subsidy	\$0.00	\$3,975.00	\$3,642.00	\$2,539.00	\$4,500.00
total Individuals	\$0.00	\$3,975.00	\$3,642.00	\$2,539.00	\$2,539.00
Organizations					
rental subsidy	\$0.00	\$3,312.50	\$2,525.00	\$1,945.83	\$3,500.00
sponsorship	\$0.00	\$150.00	\$0.00	\$50.00	\$50.00
total Organizations	\$0.00	\$3,462.50	\$2,525.00	\$1,995.83	\$3,550.00
Total Grants Made	\$0.00	\$7,437.50	\$6,167.00	\$4,534.83	\$6,089.00
Hall Use by Community					
bookings coordination	\$2,677.50	\$2,780.48	\$543.30	\$2,000.43	\$2,500.00
cleaning	\$750.00	\$1,200.00	\$1,287.50	\$1,079.17	\$1,350.00
supplies	\$171.52	\$130.07	\$205.53	\$169.04	\$225.00
utilities					
garbage	\$416.64	\$450.24	\$495.60	\$454.16	\$600.00
internet/phone	\$417.03	\$478.89	\$505.76	\$467.23	\$550.00
electric	\$617.64	\$699.06	\$530.92	\$615.87	\$750.00
propane	\$1,901.65	\$1,669.73	\$1,474.66	\$1,682.01	\$1,700.00
total utilities	\$3,352.96	\$3,297.92	\$3,006.94	\$3,219.27	\$3,600.00
repairs & maintenance	\$0.00	\$266.37	\$211.07	\$159.15	\$250.00
liability insurance	\$2,227.95	\$2,570.33	\$2,666.33	\$2,488.20	\$2,900.00
Total Hall Use by Community	\$9,179.93	\$10,245.17	\$7,920.67	\$9,115.26	\$10,825.00
Volunteers' Insurance	\$525.00	\$525.00	\$525.00	\$525.00	\$525.00
Property Tax	\$3,557.24	\$3,764.54	\$3,883.62	\$3,735.13	\$4,000.00
Depreciation mission-based	\$7,137.87	\$5,935.47	\$5,935.47	\$6,336.27	\$5,935.47
Total Program Expenses	\$24,191.60	\$28,324.48	\$25,629.91	\$26,048.66	\$29,224.47

	2017 actual	2018 actual	2019 actual	2017-2019 average	2020 proposed organizational budget
Operational Expenses					
office expense	\$604.22	\$261.91	\$312.08	\$392.74	\$275.00
publicity	\$2.60	\$24.58	\$47.13	\$24.77	\$50.00
supplies	\$8.71	\$4.34	\$48.99	\$20.68	\$25.00
maintenance	\$192.59	\$70.72	\$51.86	\$105.06	\$100.00
utilities					
internet/phone	\$166.79	\$187.41	\$202.32	\$185.51	\$250.00
electric	\$247.05	\$279.62	\$212.37	\$246.35	\$250.00
propane	\$760.67	\$667.88	\$589.89	\$672.81	\$750.00
total utilities	\$1,174.51	\$1,134.91	\$1,004.58	\$1,104.67	\$1,250.00
licenses, fees, taxes	\$65.83	\$180.76	\$100.00	\$115.53	\$125.00
bank charges	\$18.16	\$1.11	\$2.11	\$7.13	\$10.00
D&O insurance	\$808.20	\$794.00	\$812.60	\$804.93	\$815.00
depreciation operational	\$43.18	\$43.18	\$43.18	\$43.18	\$43.18
Total Operational Expenses	\$2,918.00	\$2,515.51	\$2,422.53	\$2,618.69	\$2,693.18
TOTAL EXPENSES	\$31,745.66	\$31,222.59	\$28,194.79	\$30,387.69	\$32,537.65
NET INCOME	-\$3,175.66	\$9,640.58	-\$2,517.36	\$1,315.88	\$38,337.92



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	North Bay Children's Center									
Mailing Address	932 C Street, Novato 94949									
Website	www.nbcc.net									
Organization DUNS#	9	4	3	0	2	4	2	4	6	
Executive Director/CEO	Susan Gilmore									
Email Address	sgilmore@nbcc.net									
Phone	(415) 883-6222									

3. Project General Information

Program/Project Name	C Street Campus Renovation/Facility Expansion									
Program/Project Site Address	932 C Street Novato, 94949									
CDBG/HOME Funding Amount Requested	\$300,000									
Application Contact Person	Susan Gilmore									
Title of Contact Person	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	
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.)

The North Bay Children’s Center (NBCC) is a non-profit, community benefit organization that provides early childhood development and educational programs for children from age 6 weeks through age 5 years. The NBCC commenced operations in 1988 in Marin County. The program began with 60 children and was the first child care program in Northern Marin County to serve low-income families with children under two years of age. The NBCC also operates a smaller after school program serving grade school children.

Our mission is to assure optimal development for every child we serve through:

- Culturally rich programs that prepare children from diverse backgrounds to succeed socially, emotionally and academically
- Our 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

NBCC relocated its operations to its current site at 932-940 C Street (APN 157-980-03) when the land became available as part of the Hamilton Air Force Base conversion program. The NBCC has continuously operated at its current site at 932-940 C Street since 1998 and has received many awards for its early childhood education programs that emphasize gardening as a teaching and learning platform.

The facilities at the site have been in continuous use by the NBCC since 1996. The capacity to serve children at the site has been about 80 children for some time now. The demand for services in the community can be met by increasing the capacity at the current site. However, the condition of the existing facilities has deteriorated to the point where they no longer support the current service level of NBCC’s programs facility. Attempts by NBCC to increase capacity at its site have been deterred by the condition of the existing facilities prompting a capital improvement plan to replace it’s badly deteriorated facilities with new facilities with increased capacity to serve the local communities critical needs for high quality affordable childcare and early childhood education. NBCC has undertaken a redevelopment program to replace its existing facilities and increase capacity at its site.

When completed, the redevelopment of the 932-934 C Street facilities will result in an increase of capacity from 80 children to approximately 150 children. It will have a concomitant increase in the number of jobs for adults working

in the childcare industry.

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 1996, the NBCC acquired its current 1.36 acre site at 932-934 C Street in Novato as a function of the conversion of Hamilton Air Force Base to civilian use. At that time, the NBCC began operating out of a building constructed in 1942. Three modular classrooms were purchased and installed to augment the existing building at the site. The buildings and infrastructure have aged out of their useful life and the site needs total redevelopment. The condition of the existing facilities has necessitated the relocation of NBCC operations to a nearby temporary site to clear the way for the redevelopment and construction project described herein. The condition of the existing site and the constraints arising from operating in temporary facilities limits the NBCC's ability to serve the local communities' critical needs for high quality affordable daycare and early childhood education programs.

The redevelopment of the 1.36 acre site will result in a purpose built childcare facility incorporating contemporary sustainable design and construction elements into a campus that will increase the capacity of NBCC operations from approximately 90 children to approximately 150 children. The play areas for the children will be a blend of edible garden areas and the latest approach to inventive child play areas intended to be a model and template for the NBCC's early childhood education programs and operations for all its current and future sites.

The redevelopment activities for the site began in earnest In 2015 when the NBCC initiated the planning and design of a new campus at its site in Novato. In 2017, the NBCC applied to the City of Novato for planning and design approval of its plan to redevelop its headquarters site in Novato. The future replacement project has completed several preconstruction requirements on its way to commencement of construction. A summary of activities is as follows:

- Design Development (2015-2017)
- Planning Department Review (2017-2018)
- Design Review Commission (2017-2019)
- Entitlement and Zoning Review (2019)
- Relocation of operations to temporary site (July 2019)
- Completion of Construction Drawings and Specifications (October thru December 2019)
- Submittal of Construction Drawings for Building Permits (December 2019)
- Plan Check for Code Compliance (Comments issued 2/3/2020)

The project is expected to be "shovel ready" in April of 2020. The scope of work for the next phases of the redevelopment project involve issuance of permits and commencement of construction of a new building totaling 19,824sf under roof and installation of a large garden and outdoor areas for child's play. The plans include a community meeting area to augment the mission of the NBCC through adult education and community gatherings after regular business hours.

The scope of work follows the typical construction activities for a ground up project:

- excavation and grading
- curbs, drainage and stormwater management

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)

Moderate-Income	<input type="text" value="2"/>
Low-Income	<input type="text" value="19"/>
Very Low-Income	<input type="text" value="28"/>
Extremely Low-Income	<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.)

North Bay Children's Center 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 the screenshot below:

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/famfeecalc.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 Certification or (85 % SMI) for Recertification tables.

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	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
TOTAL	172	118
Female-Headed Households (out of above total)	40	3
Persons with Disabilities (out of above total)	15	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.)

CDBG provided \$89,643 between October 2019 and January 2020 to assist with payment of pre-construction project development costs for the project described in Section 4 of this application. The funds were combined with NBCC funds and applied to architecture/engineering costs to prepare and submit construction drawings and specifications to the City of Novato for permits to construct the new facilities. The City of Novato sent the drawings and specifications to the North Marin Water District, Novato Fire District and the Novato Sanitary District to get their comments on the plans and specifications to assure compliance with their respective districts' guidelines, rules, ordinances and laws applicable to the project. The submittal for permits represents a major accomplishment in the preconstruction process for the 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.)

There are no previously approved CDBG/HOME 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.)

The subject project is a significant undertaking and will be accomplished with the assistance of Devcon Construction (California License Number 399163). Devcon has an extensive portfolio of completed projects performed under Davis-Bacon prevailing wage requirement. The prevailing wage requirement will be a part of all subcontracts between Devcon and individual subcontractors engaged for the project and compliance activities will be the responsibility of Devcon's administrative support team for the project.

NBCC has engaged an Owner's Representative for the project who also has experience with prevailing wage requirements under federal grant programs. The Owner's Representative has the responsibility to review and recommend payment of Devcon's applications for payment for the duration of the project. The Owner's Representative will not recommend payment of any application that does not include the certified payroll documentation to prove continuous compliance with Davis-Bacon requirements applicable to the project.

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

The NBCC has engaged Ralph O'Rear to manage the project. Mr. O'Rear has been involved in construction planning and construction management for nearly 3 decades. His oversight responsibilities during his career include strategic planning, zoning and land use approvals, project development, preconstruction planning, budgeting, bidding, schedule development, construction management and contract administration. He also has experience with sustainable and green building requirements and has been instrumental in planning budgeting and implantation of large-scale solar generation projects and other large-scale energy management projects. He has experience in a variety of project delivery methodologies including General Contracting with a guaranteed maximum price, Construction Manager at Risk and Design Build.

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.)

- Completed Pre-construction Reviews and Authorizations
- Zoning and Land Use
 - Environmental Review
 - Design Review
 - North Marin Water District Connections (potable and reclaimed water)
 - PG&E service connections
 - Submission of application for building permits
- Pending Reviews and Authorizations
- Building Department Plan Checks
 - Sanitary District Connection
 - Building Permits

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	Dec 19, 2019
Complete planning and environmental review	Oct 27, 2017
Release bid package	Jan 6, 2020
Select contractor	Jan 28, 2020
Finalize contract	Feb 28, 2020
Obtain building permits	Apr 30, 2020
Start construction	Aug 3, 2020
Complete construction	Dec 31, 2021

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

Copy of Housing and Capital Service Project Budget Template (5).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 11:59:40 GMT-0800 (Pacific Standard Time)

Capital and Housing Project Budget Template

Organization Name: North Bay Children's Center
Project Title: Redevelopment of Novato Headquarters

Date: February 5, 2020

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>					
Foundations:			\$ 1,298,500.00		\$ 1,298,500.00
<i>(Add rows)</i>					
Government:			\$ 89,643.00		\$ 89,643.00
<i>(Add rows)</i>					
Corporations:			\$ 257,000.00	\$ 87,000.00	\$ 344,000.00
Individual Contributions: (list total):			\$ 1,930,917.00		\$ 1,930,917.00
Earned Income:					
Other (specify):					
<i>(Add rows)</i>					
Subtotal, Committed Income			\$ 3,576,060.00	\$ 87,000.00	\$ 3,663,060.00
<u>Uncommitted</u>					
Federal Grants Request	\$ 150,000.00	\$ 150,000.00			\$ 300,000.00
Foundations:			\$ 500,000.00		\$ 500,000.00
Government:			\$ 100,000.00		\$ 100,000.00
Corporations:			\$ 250,000.00	\$ 250,000.00	\$ 500,000.00
Individual Contributions:			\$ 1,436,940.00		\$ 1,436,940.00
Other (specify):					
Financing			\$ 1,000,000.00		\$ 1,000,000.00
Subtotal, Uncommitted Income	\$ 150,000.00	\$ 150,000.00	\$ 3,286,940.00	\$ 250,000.00	\$ 3,836,940.00
Other					
Earned Income:					
<i>(Add rows)</i>					
Subtotal, Earned Income			\$ -	\$ -	\$ -
Grand Total Income	\$ 150,000.00	\$ 150,000.00	\$ 6,863,000.00	\$ 337,000.00	\$ 7,500,000.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
Direct Project Related Expenses					
Acquisition					
Purchase price					
Title/Recording/Escrow					
Pre-development					
Architecture & engineering			\$ 287,000.00		\$ 287,000.00
Phase 1			\$ 790,000.00		\$ 790,000.00
Market Study					
Entitlements/Zoning			\$ 45,000.00		\$ 45,000.00
General Construction					
General Contractor Costs			\$ 300,000.00		\$ 300,000.00
Demo, Site Work, Infrst			\$ 1,250,000.00		\$ 1,250,000.00
Building, foundation & framing			\$ 1,600,000.00		\$ 1,600,000.00
MEP			\$ 1,100,000.00		\$ 1,100,000.00
Interior finishes			\$ 1,338,000.00		\$ 1,338,000.00
Landscape/Play Area installation, Rough Installation of infrastructure	\$ 150,000.00		\$ 240,000.00		\$ 390,000.00
Permanent play structures, sunshades, walkways, water play features, fencing		\$ 150,000.00	\$ 250,000.00		\$ 400,000.00
Subtotal, Direct Project Related Expenses	\$ 150,000.00	\$ 150,000.00	\$ 7,200,000.00	\$ -	\$ 7,500,000.00
Developer Fee (specify % in column A below)					
0.00%					\$ -
Fiscal Sponsorship Fee (specify % in column A below)					
0.00%					\$ -
Grand Total All Expenses					\$ 7,500,000.00

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>Marin JJ Ad print and online w/ Giving Marin program. Free county-wide coverage if sponsored. NBCC logo, various size English and Spanish</p> <p>La Voz Northern CA primary bilingual newspaper announcements and event posting in print and online English and Spanish https://la.voz.us.com/</p>	<p>Marin JJ Ad print and online w/ Giving Marin program. Free county-wide coverage if sponsored. NBCC logo, various size English</p> <p>Marin Scope Newspapers "Salute to Marin's Nonprofits" edition. County wide coverage. NBCC logo, various size English</p>	<p>Marin JJ Ad print and online w/ Giving Marin program. Free county-wide coverage if sponsored. NBCC logo, various size English</p> <p>Marin Post "Voice of the Community" Post enrollment notices online: https://marinpost/org/ English</p>	<p>Marin JJ 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 www.nbcc.net with language toggle for Spanish NBCC logo, various size Social media, NBCC Facebook, linked in, yelp, Google Business pages Reason for use: mobile access La Voz Facebook page, online calendar posting</p>	<p>NBCC website www.nbcc.net 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 www.nbcc.net with language toggle for Spanish NBCC logo, various size Social media, facebook, linked in, yelp, Google Business Reason for use: mobile access Marin Post online calendar posting</p>	<p>NBCC website www.nbcc.net with language toggle for Vietnamese NBCC logo, various size Social media, facebook, linked in, yelp, Google Business Reason for use: mobile access CAM/MAAP – 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

Organization/Agency Name	North Marin Community Services
Mailing Address	680 Wilson Avenue
Website	www.northmarincs.org
Organization DUNS#	1 1 8 1 7 8 3 9 1
Executive Director/CEO	Cheryl Paddack
Email Address	cpaddack@northmarincs.org
Phone	4158921643

3. Project General Information

Program/Project Name	680 Wilson Enrichment Project
Program/Project Site Address	680 Wilson Avenue
CDBG/HOME Funding Amount Requested	\$114,245
Application Contact Person	Vanshika Nachnani
Title of Contact Person	CFO

Email Address

vanshika@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	
No other County funding for this 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.)

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 (2,060 clients); 3. Family and Community Engagement Programs (3,693 clients). 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. (Please limit to 3000 characters.)

Our 680 Wilson Avenue building is 23,000 square feet and houses Child Development Programs, Developmental Playgroup, Counseling Program, headquarters to administrative staff, and low cost community rentals. This project includes: (year 1 line item) Replacement of the built up roof above the gym. Last replaced in 2001; useful life 20 years. Current leaking through the roof onto the gym floor has created safety concerns for sports leagues. Already one middle school class activities canceled. See enclosed Marin Roofing quote (excludes permit costs). (year 2 line item) Refinish and repair full size gym floor (original to the building; 1976; full court gym size 79.5 feet by 58 feet). Wooden floors have been refinished every 10 years (useful life); last refinish 2012. Includes sanding, restriping, finish with four coats, patching of 5 damaged boards and addition of logo. See Spiteri Brothers quote enclosed. Bids to be issued to hire Davis-Bacon contractors.

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 680 Wilson Ave Center benefits members of protected classes by removing barriers to opportunity for those who have been historically disadvantaged. The far majority of clients served belong to a racial group that has been subject to a legacy of discrimination, many are immigrants or seniors, and some experience at least one type of disability. The Center serves childcare to 255 children and families; health and wellness programs to 2,060 people including mental health counseling, immigrant playgroup, and fitness programs (indoor soccer and Zumba). Low cost fitness rentals to community groups. Open year-round, the far majority of those we serve are from very-low and extremely-low income households of protected classes (majority of these clients have minor children in the home). For example, Friday nights there is a Latino indoor soccer league that would otherwise be based in San Rafael due to gym rental shortages in Novato.

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 far majority of clients who receive services at 680 Wilson Ave. are part of at least one protected class. With the exception of Whites and Asians, we serve a higher percentage of each ethnic and racial group than is found overall in Novato's population. Each of these groups are overcoming a legacy of discrimination except for the groups least likely to apply—high earning Whites and Asians. Given the clients we serve, we will continue to market as we have been—through bilingual online efforts, our team of Latino Health Advocates, the public schools, other services providers and the Marin Advocates Network, and signage—as it has been successful in reaching underserved populations. We also continue to ensure that our services are culturally appropriate and effective; we are in the fourth year of implementing our agency-wide cultural competency plan that includes, among many things, at least two cultural competency trainings annually for all staff.

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="210"/>
Low-Income	<input type="text" value="404"/>
Very Low-Income	<input type="text" value="55"/>
Extremely Low-Income	<input type="text" value="86"/>

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.)

The Wilson Ave Center is home to our licensed, subsidized childcare program. All families seeking funding assistance, for childcare, through the CDBG funding must meet with Lilianna Palu, Case Manager at North Marin Community Services to verify income 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.

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native	5	0
Asian	57	0
Black or African American	15	0
Native Hawaiian or Other Pacific Islander		
White	521	305
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	56	0
TOTAL	654	305
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.)

Past/current CDBG public services funding 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. CDBG capital funding received in 2019-20 will allow the elevator modernization at 1907 Novato Blvd Center. This project will ensure our Case Management clients, staff and community partners who are permanently or temporarily disabled access to services provided upstairs in the two story building. A reliable, safe, and functioning elevator benefits the community by allowing all people to access the full services NMCS and our partners offer. In 2018-19 (first year that we received CDBG capital funding), our Wilson Ave flooring was renovated to ensure this 23,000 square foot facility

remains a place where youth, families and adults feel safe and comfortable and staff can work efficiently.

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 goal is for all CDBG funding to be expended within the timeframe 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? (Please limit to 3000 characters.)

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. Additionally, the following text will be included in all bid solicitations, contracts, and sub-contracts: "The successful bidder will be required to conform to the wage requirements prescribed by the federal Davis-Bacon and Related Acts which requires that all laborers and mechanics employed by contractors and sub-contractors performing on contracts funded in whole or in part with federal funds in excess of \$2,000 pay their laborers and mechanics not less than the prevailing wage rates and fringe benefits..."

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 by Vanshika Nachnani and Jennifer Moeller. Vanshika Nachnani, Chief Financial Officer, manages the financial resources of the organization; including accounting, finance, organization-wide budgets, and investments in accordance with generally accepted accounting principles; Vanshika also oversees human resources, information technology, facilities and grounds functions. She has managed many capital projects to ensure compliance with budgets, contracts, and government health and safety standards. Jennifer Moeller, Administrative Manager, oversees administration for NMCS' Wilson Ave and Novato Blvd centers. Her career started at Sonoma University, where for five years she worked as the Office Manager in the Counseling Center and Educational Opportunity Program (EOP) Office. Following this, Jennifer worked in the nonprofit sector for four years as an Operations Assistant performing event planning, vendor management, and overseeing office 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.)

City of Novato permit for the roof

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	Jul 31, 2020
Complete planning and environmental review	Aug 31, 2020
Release bid package	Sep 7, 2020
Select contractor	Oct 16, 2020
Finalize contract	Nov 13, 2020
Obtain building permits	Dec 15, 2020
Start construction	Jan 11, 2021
Complete construction	Feb 26, 2021

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	Housing and Capital Service Project Budget.xlsx	Remove
Attach Org Budget	NMCS FY20 Mid-Year Budget.pdf	Remove
Attach Miscellaneous		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 16:38:52 GMT-0800 (Pacific Standard Time)

Capital and Housing Project Budget 2020-22

Organization Name: North Marin Community Services
Project Title: 680 Wilson Enrichment Project

Date: 02/04/20

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Uncommitted</u>					
Foundations:			\$ 10,000.00		
Government:					
Corporations:					
Individual Contributions: (list total):					
Earned Income:					
Other (specify):					
Investment Fund			\$ 10,000.00		
Federal Grants Request	\$ 77,345.00	\$ 36,900.00			
Foundations:					
Government:					
Corporations:					
Individual Contributions:					
Other (specify):					
Subtotal, Uncommitted Income	\$ 77,345.00	\$ 36,900.00	\$ 20,000.00	\$ -	\$ 134,245.00
Grand Total Income	\$ 77,345.00	\$ 36,900.00	\$ 20,000.00	\$ -	\$ 134,245.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
Direct Project Related Expenses					
Acquisition					
Purchase price					
Title/Recording/Escrow					
Pre-development					
Architecture & engineering					
Phase 1					
Market Study					
Entitlements/Zoning					
General Development					
Roof: Labor	\$ 52,220.00		\$ 10,000.00		
Roof: Materials, excludes permit costs	\$ 24,725.00		\$ 10,000.00		
Roof: permit costs	\$ 400.00				
Gym floor: Labor		\$ 25,830.00			
Gym floor: Materials		\$ 11,070.00			
Subtotal, Direct Project Related Expenses	\$ 77,345.00	\$ 36,900.00	\$ 20,000.00	\$ -	\$ 134,245.00
Developer Fee (specify % in column A below)					
0.00%					\$ -
Fiscal Sponsorship Fee (specify % in column A below)					
0.00%					\$ -
Grand Total All Expenses					\$ 134,245.00

North Marin Community Services
Fiscal year July 1, 2019-June 30, 2020
Agency Operating Budget



	FY20	
<u>Revenue</u>		
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%
	<u>\$4,231,530</u>	100%
 <u>Expenses</u>		
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%
	<u>\$4,231,484</u>	100%
 <u>Fundraising/Admin Costs (gross)</u>	 25%	



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1921

" We top them all "

MARIN COUNTY ROOFING CO., INC.

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Approved By: _____

DATE: 2/4/2020

SPITTERI BROTHERS, INC.

3285 CALIFORNIA BLVD.
NAPA, CA 94558
707-226-7543 fax 707-226-7583

LICENSE #789961

ESTIMATE

Customer N Marin Community Services
Address 680 Wilson Ave.
Novato, CA 94947
Phone Jennifer (415)892-1643
Fax 415-897-7171

Project SAME
Address
Phone
Fax

Contractor
Address
Phone
Fax

Scope of Work:

Price for refinishing of gym floors. Floors to be sanded, restriped (same as current striping) and finished with four coats Hillyard Gym Finish. Includes patching of 5 boards and logo.

Materials 30%
Labor 70%

Owner to have electrician hook up and disconnect 3-Phase power for the equipment

Does not include any waivers of subrogation or bonding.

TOTAL

1. All extras and upgrades to be negotiated independent of this estimate.
2. Unless stated above, these prices do not include tear-out, sub-floor prep, patching, white wash, ebony or colored stain, borders, baseboards, trims or their installation.
3. Owner will move any furniture and/or appliances unless arrangements are made and will be charged accordingly.
4. S.B.I. are not responsible for covering any furnishings or cleaning charges from sanding procedures. Unless stated does not include dustless system.
5. S.B.I. can not guarantee any size or grade of hardwood flooring against cupping, water damage, termite, or beetle infestation.
6. S.B.I. carries all General Liability and Workers Compensation Insurance coverage. Certificates available upon request.

Payments to be made as follows: 10% to accompany signed contract, remainder of contract on a progressive billing basis. Balance due upon completion. 1.5% finance charge will be assessed to all past due accounts. \$25.00 minimum fee will be charged for each returned check. In the unlikely event of a dispute regarding this contract, prevailing party will be entitled to any attorney fees and/or collection fees.

Please sign and return one copy for acceptance of estimate
x

Date

ESTIMATE VALID FOR 30 DAYS



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 Department of Public Works									
Mailing Address	111 Morpew St, San Rafael, CA 94901									
Website	https://www.cityofsanrafael.org/departments/publicworks/									
Organization DUNS#	8	2	4	4	7	4	5	9		
Executive Director/CEO	Bill Guerin, Public Works Director									
Email Address	Bill.Guerin@cityofsanrafael.org									
Phone	415.485.3110									

3. Project General Information

Program/Project Name	Canal Area Pump Station Improvements									
Program/Project Site Address	All within Canal area of San Rafael Cayes Pump Station: 17 Narragansett Cv Piombo Pump Station: APN 009-291-05 400 Canal Pump Station: 400 Canal St									
CDBG/HOME Funding Amount Requested	\$505,000									
Application Contact Person	Theo Sanchez									

Title of Contact Person	Associate Civil Engineer
Email Address	Theo.Sanchez@CityofSanRafael.org
Phone	415.458.5326

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	<input type="text" value="0"/>
San Rafael	<input type="text" value="100"/>
County Other	<input type="text" value="0"/>
Total Percentage	<input type="text" value="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 City of San Rafael Department of Public Works is responsible for improving and maintaining public property, infrastructure, and buildings. These responsibilities include but are not limited to maintenance of parks and opens spaces, roads, bicycle and pedestrian facilities, stormwater systems including pump stations, and community buildings including fire stations, community centers, and child care facilities. The organization is composed of teams, consisting of traffic and land development engineers, capital improvement project engineers, administration/public outreach, parks maintenance, streets maintenance, and fleet maintenance. Working within the budget approved by City Council, the Department of Public Works strives to most efficiently and effectively allocate these resources throughout the City. Through a shared common goal and a strong organization structure, these teams work hand in hand to ensure the City of San Rafael is safe and well maintained for all residents, businesses, and visitors.

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.)

Pump Station #1: Cayes Pump Station Upgrades
 The Department of Public Works has already hired a design consultant to prepare plans for an upgrade of the existing electrical panels, telemetry at this pump station. The existing equipment is outdated and replacement parts are very difficult to acquire when needed. The upgrades will ensure the pump station continues to provide flood protection for this area and allow it to be remotely operated. The attached cost estimate shows that equipment and labor will cost around \$375,000.

Pump Station #2: Piombo Pump Station Upgrades
 This pump station was built around the same time as Cayes Pump Station and has the same problem regarding the electrical panels and lack of telemetry. A design needs to be completed so that this pump station can be upgraded similarly to Cayes Pump Station. We anticipate the design costs to be around \$70,000.

Pump Station #3: 400 Canal Pump Station
 One of the generators at this site needs to be rebuilt. No design is needed and the cost should be around \$60,000.

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.)

Affirmatively Further Fair Housing means “taking proactive measures beyond simply combatting discrimination to foster more inclusive communities and access to community assets for all persons protected by the Fair Housing Act.” The upgrades intended for the various pump stations located within the Canal area are important so that this critical drainage infrastructure can continue to provide sufficient flood protection for the residents of this community.

By ensuring the adequate function of these pump stations, residents will have a reduced risk of flood damage to their homes and have less street flooding during storms so that they can travel.

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.)

City staff has recently attended meetings held by the MultiCultural Center of Marin to inform residents of projects that the City is actively working on to improve drainage and prepare for sea-level rise. Among the projects discussed were the proposed improvements to the pump stations. These meetings were attended by a variety of community members and had both Spanish & Vietnamese translators who were helping the audience to understand the presentations.

Further efforts using social media, websites, posters and meetings with local community groups, will ensure that all demographics are reached as part of this project.

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="1,700"/>
Low-Income	<input type="text" value="4,090"/>
Very Low-Income	<input type="text" value="1,580"/>

Extremely Low-
Income

3,560

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.)

n/a

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	150	144
Asian	837	4
Black or African American	305	186
Native Hawaiian or Other Pacific Islander	0	0
White	3,662	2,441
American Indian and White	12	0
Asian and White	121	0
Black and White	0	0
American Indian and Black	0	0
Multi-Racial	296	195
TOTAL	5,383	2,970
Female-Headed Households (out of above total)	692	
Persons with Disabilities (out of above total)	676	

PROJECT MANAGEMENT & FINANCIAL DATA

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

2018-20 CDBG funding was utilized to make various improvements to the Pickleweed Park playground area. After conducting several public meetings and online polls, DPW staff purchased playground structures that were selected by the community from a list of options. DPW then proceeded to demolish the existing playground while contractors were hired to install the new equipment and wood fiber play surface. The public was ecstatic when the playground opened and many residents expressed appreciation for how these resources benefited their community.

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.)

2019-20 CDBG funds are being used to make further improvements to the Pickleweed Park playground area. As of Feb 6th, 2020, the \$72,900 awarded this fiscal year has been used to buy picnic tables and rehabilitate the BBQ grill. A separate contract has being finalized for the construction of perimeter fencing around the playground. It is anticipated that construction of the fencing will begin in Spring 2020. Any remaining funds may be used for landscape improvements.

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 Rafael Department of Public Works regularly receives Federal funding for our construction projects. From projects as small at \$25,000 to as large as \$10 million, DPW staff are well-experienced and qualified in the requirements related to receiving federal funds -- including full compliance with prevailing wages.

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

Theo Sanchez, an Associate Civil Engineer at Public Works, will be managing these projects. He has managed several projects while working at Public Works including several federally-funded projects. The CDBG-funded projects listed in Questions 15 and 16 were managed by Theo so he should be qualified to manage the ones submitted in this application.

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.)

Since the projects scoped for this application will all be within City-owned property and consist of electrical upgrades, no additional authorizations will be needed other than getting City Council to approve the project.

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	Cayes Pump Station Cost Estimate.pdf	Remove
Attach Org Budget	3_Reso 1. Exh 2. FY19-20 Gen Fund Proposed Budget-Exhibit II.pdf	Remove
Attach Miscellaneous	ACS_2015 Census Data.pdf	Remove

Signer Name Theo Sanchez

Signer Title Associate Civil Engineer

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, Theo Sanchez, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 11:40:47 GMT-0800 (Pacific Standard Time)

Capital and Housing Project Budget Template

Organization Name: City of San Rafael Department of Public Works

Project Title: Canal Area Pump Station Improvements

Date: February 6, 2020

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>					
Foundations:					
<i>(Add rows)</i>					
Government:					
City Funds (Design of Cayes Pump Station)			\$ 70,000.00		
<i>(Add rows)</i>					
Corporations:					
<i>(Add rows)</i>					
Individual Contributions: (list total):					
Earned Income:					
<i>(Add rows)</i>					
Other (specify):					
<i>(Add rows)</i>					
Subtotal, Committed Income			\$ 70,000.00	\$ -	\$ 70,000.00
<u>Uncommitted</u>					
Federal Grants Request	\$ 270,000.00	\$ 235,000.00			
Foundations:					
<i>(Add rows to list other Foundations)</i>					
Government:					
<i>(Add rows to list other Government agencies)</i>					
Corporations:					
<i>(Add rows to list other Corporations)</i>					
Individual Contributions:					
<i>(Add rows to list other Contributions)</i>					
Other (specify):					
<i>(Add rows to list others)</i>					
Subtotal, Uncommitted Income	\$ 270,000.00	\$ 235,000.00	\$ -	\$ -	\$ 505,000.00
Other					
Earned Income:					
<i>(Add rows)</i>					
Subtotal, Earned Income			\$ -	\$ -	\$ -
Grand Total Income	\$ 270,000.00	\$ 235,000.00	\$ 70,000.00	\$ -	\$ 575,000.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
Direct Project Related Expenses					
Acquisition					
Purchase price					
Title/Recording/Escrow					
<i>(Add rows to list other direct project expenses)</i>					
Pre-development					
Design for Piombo Pump Station Upgrade		\$ 70,000.00			
General Development					
Cayes Pump Station: Equipment	\$ 270,000.00				
Cayes Pump Station: Installation		\$ 105,000.00			
400 Canal Pump Station: Rebuild Generator		\$ 60,000.00			
Subtotal, Direct Project Related Expenses	\$ 270,000.00	\$ 235,000.00	\$ -	\$ -	\$ 505,000.00
Developer Fee (specify % in column A below)					
0.00%					\$ -
Fiscal Sponsorship Fee (specify % in column A below)					
0.00%					\$ -
Grand Total All Expenses					\$ 505,000.00

PRELIMINARY - ELECTRICAL CONSTRUCTION COST OPINIONS

SAN RAFAEL CAYES PUMP STATION ELECTRICAL IMPROVEMENT
Preliminary Electrical construction cost

UNIT	QTY.	ITEM	UNIT COSTS		EXTENDED COSTS		TOTAL
			MAT.	LABOR	MAT.	LABOR	COSTS
EA	1	PG&E Metering Section & Main Breaker Disconnect	\$9,139	\$13,000	\$9,139	\$13,000	\$22,139.00
EA	1	Main MCC, Load Center, and Walk-in Enclosure	\$118,304	\$25,000	\$118,304	\$25,000	\$143,304.00
LS*	1	Pump Station Controls and SCADA	\$30,000	\$10,000	\$30,000	\$10,000	\$40,000.00
LS	1	Lighting and Control	\$1,500	\$600	\$1,500	\$600	\$2,100.00
LS	1	Receptacles	\$500	\$500	\$500	\$500	\$1,000.00
LS	1	Testing, Start-up, Commissioning	\$5,000	\$2,800	\$5,000	\$2,800	\$7,800.00
EA	2	Branch circuit homeruns power supply for new SCADA equipment	\$150	\$600	\$300	\$1,200	\$1,500.00
LF	150	3/4" conduit and wiring	\$18	\$28	\$2,700	\$4,200	\$6,900.00
EA	8	Pullboxes	\$185	\$250	\$1,480	\$2,000	\$3,480.00
EA	2	Coring of existing concrete Pad/floor	\$1,350	\$750	\$2,700	\$1,500	\$4,200.00
EA	1	Removal of (e) MCC	\$450	\$650	\$450	\$650	\$1,100.00
EA*	2	Sluice Gate Motor and Control Switch	\$2,000	\$1,400	\$4,000	\$2,800	\$6,800.00
LS	1	Clean-up site	\$2,000	\$1,000	\$2,000	\$1,000	\$3,000.00
	1	Programming, Testing , Start-up, Commissioning	\$16,500	\$11,000	\$16,500	\$11,000	\$27,500.00
		SUBTOTAL MATERIAL & LABOR			\$194,573	\$76,250	\$270,823.00
		SALES TAX (8.25%)			\$16,052	\$0	\$16,052.27
		OVERHEAD (8%)			\$15,566	\$6,100	\$21,665.84
		PROFIT (10%)			\$19,457	\$7,625	\$27,082.30
		INSURANCE & BOND (2%)			\$3,891	\$1,525	\$5,416.46
		CONSTRUCTION DIFFICULTY FACTOR (5%)			\$9,729	\$3,813	\$13,541.15
		ELECTRICAL CONSTRUCTION COST TOTAL			\$259,269	\$95,313	\$354,581.02
		CONTINGENCY (5%)					\$17,729.05
		TOTAL COST					\$372,310

NOTE : The above cost does not include fire marshal fee, AHJ related fee, associated Owner cost, general contractor mark-up , structural, architectural, and engineering design cost.
 * : The indicated cost is a place holder until it can be verified with Telestar and Sluice Gate MFG respectively.

**GENERAL FUND
PROPOSED BUDGET FY 2019-2020**

EXHIBIT II

REVENUES & OTHER OPERATIONAL SOURCES

Taxes

Property Tax and related	\$ 20,913,000
Sales Tax	21,589,000
Sales Tax -Measure E	12,233,000
Franchise Tax	3,967,000
Business Tax	2,904,000
Transient Occupancy Tax	3,273,000

Other Agencies

CSA #19 Fire Service	2,112,000
VLF Backfill	6,059,000
Other Agencies (Prop 172, Owner Prop Tax, State Mandate, Other agencies)	1,279,000

Other Revenues

Permits & Licenses (building, electrical, encroachment, use, alarm)	2,629,170
Fine & Forfeitures (traffic, vehicle, etc.)	383,000
Interest & Rents (investment earnings, rents, etc.)	176,742
Charges for Services (includes dev't fees and plan review)	2,150,000
Other Revenue (damage reimbursements, misc income)	615,000

Sub-total: Revenues **\$ 80,282,912**

TRANSFERS IN

from Gas Tax	900,000
from Map Fund	401,000
from Parking Services Fund - Admin. cost	486,387
from Measure E for 2018 Lease Revenue Bond	2,235,200
from Employee Retirement Fund - POB debt payment	678,763

Sub-total: Transfers In **\$ 4,701,350**

TOTAL SOURCES

\$ 84,984,262

EXPENDITURES AND OTHER OPERATIONAL USES

Expenditures by Department

Finance	4,686,176
Non-Departmental	4,144,204
City Manager/City Council	2,692,216
City Clerk	482,646
Digital Services	1,785,913
Mgt Serv: Adm,HR	500,223
City Attorney	1,184,857
Community Development	4,144,195
Police	24,194,338
Fire	18,925,306
Public Works	12,021,259
Library	3,334,075
Economic Development	785,781

Sub-total: Expenditures **\$ 78,881,189**

OPERATIONAL TRANSFERS OUT

to Recreation Fund - Operating support	2,000,000
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Sub-total: Transfers Out **\$ 2,000,000**

Non-Operating Transfers (Measure E / San Rafael Essential Facilities) 4,077,000

Allocation to Emergency and Cash Flow Reserve 130,000

TOTAL USES

\$ 85,088,189

NET RESULTS


\$ (103,927)

ACS Demographics used for Question 14

Ethnic Category	Census Tract 1122.01		Census Tract 1122.02		Combined Census Tract Info	
	Identified As Hispanic	Identified As Hispanic	Identified As Hispanic	Identified As Hispanic		
American Indian	150	144	0	0	150	144
Asian alone	282	4	555	0	837	4
African American alone	263	158	42	28	305	186
Native Hawaiian alone	0	0	0	0	0	0
White alone	1,839	1,448	1,823	993	3,662	2,441
Multi-Racial	157	98	139	97	296	195
American Indian & White	6		6		12	
Asian & White	85		36		121	
Black & White	0		0			
American Indian & Black	0		0			
All other combos	33		91			
Some other race alone	5,009	4,717	2,048	1,853	7,057	6,570
Totals	7,700	6,569	4,607	2,971	12,307	9,540
Female-Headed "Selected Social Characteristics in US" With a Disability	374		318		692	
	370		306		676	

Note: Question 14 does not have a space to enter the "Some other race alone" information which represents 7,057 individuals within these census tracts

Legend

 Pump Station Location

Pickleweed Park

Project #3: 400 Canal Pump Station

- one of the generators needs to be rebuilt
- no design needed
- cost around \$60k

Project #1: Cayes Pump Station Upgrades

- design consultant is currently working on finalizing plans and providing a rough cost estimate
- upgrading electrical panels, telemetry
- may cost +\$375k
- possible idea to buy the equipment first year and wait to get additional 2nd year CDBG funds to complete construction

Project #2: Piombo Pump Station Upgrades

- has not been designed
- design alone will cost \$70k
- needs the same improvements as Project #1

