

2021-22 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATIONS

Public Services Project Applications

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

3. Project General Information

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

Email Address

jhoerl@covia.org

Phone

925-956-7393

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

Novato

17

San Rafael

43

County Other

40

Total Percentage

100

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

Funding Source	Grant Amount	
N/A	\$0	X

Add Row

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

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

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

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

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

Home Match helps communities meet three important goals:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PROJECT MANAGEMENT & FINANCIAL DATA

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

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

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

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

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

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

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

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

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

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

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

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

N/A

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

- Predevelopment
- Planning
- Cost Estimate
- Building

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

N/A

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

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

Required Attachments:

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

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

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

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

Signer Name

Signer Title

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

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

Organization Name: Covia Foundation
Project Title: Home Match Marin

Date: 2/5/2020

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

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

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

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

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



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

3. Project General Information

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

Email Address

peattie@fairhousingnorcal.org

Phone

(415) 483-7552

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

Novato

24

San Rafael

42

County Other

34

Total Percentage

100

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

Funding Source	Grant Amount	
Applying for Nonprofit Community Partners Program funds	\$20,000	X
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 Fair Housing Advocates of Marin (a division of Fair Housing Advocates of Northern California) is "to ensure equal housing opportunity and to educate our communities on the value of diversity in our neighborhoods."

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(See also section under #7 above.)

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

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

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

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

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

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

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

PROJECT MANAGEMENT & FINANCIAL DATA

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

N/A

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

- Predevelopment
- Planning
- Cost Estimate
- Building

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

N/A

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

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

Required Attachments:

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

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

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

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

Signer Name

Signer Title

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

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

Project Budget Template

Organization Name: Fair Housing Advocates of Northern California
Project Title: Fair Housing Counseling & Education

Date: Prepared 2/5/2020

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

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

Earned Income:					-
					-
Subtotal, Earned Income					-
Grand Total Income	75,000		201,194		-

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

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

FY '19/'20 - AGENCY BUDGET

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

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

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

ADDENDUM: AFFH Detail

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

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

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

FHAM staff have undertaken advocacy and numerous activities to AFFH such as participating on the County’s AFH Steering Committee, supporting the passage of a fair housing source of income ordinance (protecting low-income residents with housing subsidies from discrimination) in many jurisdictions in Marin County, including Fairfax, Novato, San Anselmo, San Rafael, and unincorporated County from 2016-19 (through letter-writing, presentations, social media, and public comment). FHAM also successfully advocated for a similar state law, in place as of January 2020¹. FHAM also successfully pushed for rent mediation and just cause eviction ordinances, in San Rafael, Fairfax, and unincorporated County, and advocated for a similar state law, in place as of January 2020². Such outcomes measure FHAM’s efforts to further fair

¹ SB329

² AB1482

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

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

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

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



Housing & Federal Grants Division

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

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

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

2. Organization (Fiscal Sponsor) General Information

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

3. Project General Information

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

Email Address

Alucha@faclc.org

Phone

415-492-9230

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

Novato

34

San Rafael

45

County Other

21

Total Percentage

100

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

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

Add Row

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

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

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

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

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

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

Housing Support Services

Children, Youth and Parent Services

Basic Health Services

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

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

Activities benefiting low and moderate area. (LMA)

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

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

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

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

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

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

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

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

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

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

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

PROJECT MANAGEMENT & FINANCIAL DATA

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

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

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

There are no funds remaining.

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

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

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

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

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

N/A

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

- Predevelopment
- Planning
- Cost Estimate
- Building

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

N/A

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

23. **For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)**

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

Required Attachments:

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

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

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

Attach Project Budget

Copy of FACLC CDBG PS_Project Budget 2020-1.xlsx

Remove

Attach Org Budget

Copy of FACLC CDBG 2020 Agency budget.xlsx

Remove

Attach Miscellaneous

Remove

Signer Name Abby Frost Lucha

Signer Title Executive Director

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

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

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

Project Budget Template

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

Date: 02/06/2020

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

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

Family Children's Law Center
Agency Budget 2019

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



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

3. Project General Information

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

Email Address

shaffner@legalaidsmarin.org

Phone

415-492-0230 x 108

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

Novato

20

San Rafael

50

County Other

30

Total Percentage

100

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

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

Add Row

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

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

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

Our core programs include:

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

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

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

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

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

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

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

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

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

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

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

LAM's CDBG-supported Housing activities include:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Extremely Low-
Income

640

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

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

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

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

PROJECT MANAGEMENT & FINANCIAL DATA

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

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

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

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

The following are example client success stories from 2019:

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

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

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

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

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

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

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

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

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

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

n/a

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

- Predevelopment
- Planning
- Cost Estimate
- Building

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

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

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

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

Required Attachments:

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

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

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

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

Signer Name Stephanie Haffner

Signer Title Executive Director

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

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

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

Public Services Project Budget Template

Organization Name: Legal Aid of Marin
Project Title: Keeping Marin Residents in their Homes

Date: February 6, 2020

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

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

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

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Executive Director (% FTE: 5%)	\$ 1,150	\$ 5,288		\$ 6,438
Program Director/Supervising Attorney (% FTE: 25%)	\$ 5,500	\$ 17,000		\$ 22,500
Pro Bono Director (% FTE: 10%)	\$ 1,000	\$ 7,275		\$ 8,275
Staff Attorneys (% FTE: 50%)	\$ 10,000	\$ 25,000		\$ 35,000
Legal Assistants (% FTE: 30%)	\$ 4,000	\$ 8,900		\$ 12,900
Receptionist (Yareli Banda) (% FTE: 10%)	\$ 1,500	\$ 2,427		\$ 3,927
Volunteer attorneys (2020-2022) [150 hours/year 7% FTE/yr]			\$ 60,000	\$ 60,000
(Add rows)				
Subtotal Salaries (1.3 FTE)	\$ 23,150	\$ 65,890		\$ 89,040
Benefits (@ %: 33) (tax, workers comp, health insurance, vacation, sick, dental)	\$ 7,640	\$ 21,744		\$ 29,383
Subtotal Salaries and Benefits	\$ 30,790	\$ 87,633	\$ 60,000	\$ 178,423
Contracted Services				
Professional Fees - Audit, Accounting	\$ 2,800	\$ 8,700		\$ 11,500
Professional Fees - IT services	\$ 400	\$ 1,147		\$ 1,547
(Add rows to list other contracted expenses)				
Subtotal Contracted Services	\$ 3,200	\$ 9,847	\$ -	\$ 13,047
Direct Project Related Expenses				
Rent	\$ 2,500	\$ 7,500		\$ 10,000
Utilities	\$ 300	\$ 1,000		\$ 1,300
Supplies	\$ 163	\$ 488		\$ 650
Equipment	\$ -	\$ -		
Travel	\$ 174	\$ 522		\$ 696
Professional Development	\$ 250	\$ 750		\$ 1,000
Marketing	\$ 125	\$ 375		\$ 500
(Add rows to list other direct project expenses)				
Subtotal, Direct Project Related Expenses	\$ 3,512	\$ 10,635	\$ -	\$ 14,146
Indirect Expense (specify % in column A below)				
4.0%	\$ 2,499	\$ 5,726		\$ 8,225
Fiscal Sponsorship Fee (specify % in column A below)				
				\$ 47 -

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

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

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

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

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



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	FAIRFAX-SAN ANSELMO CHILDREN'S CENTER (FSACC)									
Mailing Address	199 PORTEOUS AVENUE, FAIRFAX, CA 94930									
Website	www.fsacc.org									
Organization DUNS#	4	4	9	5	0	5	1	7		
Executive Director/CEO	HEIDI TOMSKY									
Email Address	hstomsky@comcast.net									
Phone	415-454-1811									

3. Project General Information

Program/Project Name	AFTER SCHOOL TRANSPORTATION PROGRAM									
Program/Project Site Address	199 PORTEOUS AVENUE, FAIRFAX, CA 94930									
CDBG/HOME Funding Amount Requested	\$16,500									
Application Contact Person	HEIDI TOMSKY									
Title of Contact Person	EXECUTIVE DIRECTOR									

Email Address

hstomsky@comcast.net

Phone

415-454-1811

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

Novato

0

San Rafael

0

County Other

100

Total Percentage

100

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

Funding Source	Grant Amount	
N/A	\$0	X

Add Row

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

The Fairfax-San Anselmo Children's Center serves 119 low-income children and their families in the Upper Ross Valley Area. All of the families we serve fall below the current income limits used for this particular application. The mission of the Fairfax-San Anselmo Children's Center is to provide quality early care and education to children, support a diverse population of families and build a sense of community. Our goal is to support and increase children's school readiness skills while providing a health and safe learning environment, enhance family well-being and foster parent leadership within our community. We strive to foster an inclusive and equitable community for all children, families and employees through our early care and education programs. Our agency provides child care to low income families through a contract we have with the State of California. Income limits for program eligibility are determined with eligibility criteria developed by the Department of Education.

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

The grant would be used to help fund three part-time drivers and support the operational costs of the transportation program (Repairs, Maintenance and Insurance). Our school-age programs currently has 74 children enrolled who attend the local Ross Valley School District schools. We are requesting the continuation of funding for this program from previous years. All of the children enrolled require after school transportation from their elementary school campus to our Deer Park campus in Fairfax. The scheduling of pick-ups requires us to be flexible as the children have various schedules depending on grade and school programs. Families are unable to pick up after school as they are either working or in school themselves. This program also helps alleviate traffic congestion at schools due to our one van picking up many children at the same time. Additionally, our transportation program is used during the summer break months to take children on field trips around Marin County.

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

Housing Support Services

Children, Youth and Parent Services

Basic Health Services

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

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

Activities benefiting low and moderate area. (LMA)

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

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

This project enables extremely low income families to continue their work and vocational training activities throughout the day without having to be worried about the welfare and safety of their young children once they are out of school for the day and during out of school hours such as summer and winter break. Our agency and it's programs provides families the support to continue to work towards self-sufficiency.

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

Following our Affirmative Action Plan we will market our child care services to the underserved areas identified in our plan. Additionally, upon enrollment, any school-age family is able to access the transportation services for their children. The State of CA limits the Center's ability to do affirmative marketing (based on our CDE, Funding Terms and Conditions). As a contract holder (CCTR & CSPP contract types) we are required to serve income eligible families who we have been screened from the local Centralized Eligibility List which is managed by the Marin Child Care Council or from our own waiting list developed with applications received from families, which we then screen for income eligibility and need. The applications must be ranked according to income and need (ranking standards also determined by the State of California). Once a family comes into to be certified they must be formally certified to be determined income eligible and qualify under a specific need category.

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

Moderate-Income	<input type="text" value="0"/>
Low-Income	<input type="text" value="2"/>
Very Low-Income	<input type="text" value="27"/>
Extremely Low-Income	<input type="text" value="148"/>

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

Income is verified as part of the enrollment process. Families must bring in income verification for all family members which is then calculated into a monthly family income and then using the "Family Monthly Fee Schedule" it is determined if they fall into the income guidelines for eligibility.

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

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native		
Asian	4	
Black or African American	8	
Native Hawaiian or Other Pacific Islander		
White	99	71
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	4	
TOTAL	115	71
Female-Headed Households (out of above total)	35	25
Persons with Disabilities (out of above total)		

PROJECT MANAGEMENT & FINANCIAL DATA

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

FSACC has successfully transported children since first opening our doors in 1973. We manage several different school-site pick-up schedules and work closely with families and the schools to ensure the safe pick-up of all the children in our transportation program. Without this service families would have no after school transportation and no access to after school care for their children.

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

All funds for this project have been spent.

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

FSACC has successfully managed funds from CDBG, The California State Department of Education and The California Child and Adult Food Program for many years.

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

Executive Director, Heidi Tomsy, is responsible for this project. She oversees the drivers, dispatcher and coordinator. Erik Schweninger. As part of his responsibilities as the Program Director for FSACC, Erik coordinates all schedules with the schools and our drivers and program classrooms. Our goal is to consistently provide safe and reliable transportation for all children. The schedule of services follows the school calendar with summer transportation services being provided for daily activities such as swimming lessons and field trips.

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

N/A

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

- Predevelopment
- Planning
- Cost Estimate
- Building

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

N/A

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

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

Required Attachments:

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

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

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

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

Signer Name

Signer Title

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

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

Signed: Wed Feb 05 2020 20:49:47 GMT-0800 (Pacific Standard Time)

Expenses	Expense Amount	CDBG ALLOCATION
Transportation Supplies	11000	5500
Transportation Maintenance	9000	4500
Drivers 2 @ \$20 per hour, 20 hours per week, 26 pay periods	10400	6500
TOTAL EXPENSES	30400	
Income Source	Income Amount	TOTAL CDBG ALLOCATION
California State Dept of Education Contract, CCTR	13900	
CDBG Request	16500	
TOTAL INCOME	30400	16500

EXPENDITURES	2019-20	EXPENDITURES	2019-20
SALARIES		OPERATIONS	
Certificated Salaries	538,715.00	Custodian Services	34,000.00
Classified Salaries	423,790.00	Computer Services	4,500.00
		Website	5,000.00
TOTAL SALARIES	962,505.00	Training/Conference	6,000.00
Employment Taxes	72,187.88	Dues/Subs/Memberships	3,500.00
Unemployment	12,000.00	Liability Insurance	35,188.00
Health Insurance	60,000.00	Utilities	45,000.00
Worker's Comp	23,960.00	Rent	92,700.00
Staff Benefits	1,000.00	Legal & Licenses	3,000.00
Payroll Expense	2,500.00	Audit	14,000.00
Sub-total Benefits	171,647.88	Summer Program	7,500.00
SUPPLIES		Garden	2,000.00
Instructional Materials	13,500.00	Parent Activities	3,000.00
Other Supplies	1,000.00	Fundraising Expenses	2,500.00
Office Supplies	5,500.00	Travel/Conference	-
Advertising	750.00	Reserve for Contingencies	10,000.00
Postage	300.00	Sub-Total Operations	267,888.00
Repair/Replace	15,000.00	Program Equipment-Van	
Janitorial Supplies	1,980.00	Sub-Total Sites/Bldg.Equip.	
Equipment	6,500.00		
Transportation Supplies	12,000.00	TOTAL EXPENDITURES	1,523,570.88
Transportation Maintenance	11,000.00		
Food	54,000.00		
Sub-Total Supplies	121,530.00		

INCOME	2019-20
SDE (CCTR & CSPP)	1,347,497.00
CDBG Transportation	15,000.00
CCFP	77,335.00
Isabel Allende Foundation	15,000.00
QRIS	3,200.00
County	10,000.00
Parent Fees / Full Cost	3,300.00
Scholarships	20,850.00
Donations	18,000.00
Foundation Grants	-
Fundraising	12,000.00
Materials / Field Trip Fees	1,600.00
Interest income	12.00
TOTAL INCOME	1,523,794.00
Total Income	1,523,794.00
Total Expenditures	1,523,570.88
Surplus / <Deficit>	223.13

8000



Housing & Federal Grants Division

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

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

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

2. Organization (Fiscal Sponsor) General Information

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

3. Project General Information

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

Email Address

bettie@hannahprograms.org

Phone

4155772901

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

Novato	10
San Rafael	20
County Other	70
Total Percentage	100

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

Funding Source	Grant Amount	
NA	\$0	X
Add Row		

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

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

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

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

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

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

The primary objectives of the 2020 Freedom School are to:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Moderate-Income	<input type="text" value="10"/>
Low-Income	<input type="text" value="75"/>
Very Low-Income	<input type="text" value="50"/>
Extremely Low-Income	<input type="text" value="15"/>

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

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

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

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

PROJECT MANAGEMENT & FINANCIAL DATA

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

NA

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

NA

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

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

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

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

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

NA

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

- Predevelopment
- Planning
- Cost Estimate
- Building

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

NA

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

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

Required Attachments:

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

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

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

Attach Project Budget	Hannah Freedom School Budget 2020.pdf	Remove
Attach Org Budget	Hannah Org Budget2018.19.xls	Remove
Attach Miscellaneous		Remove

Signer Name	Bettie Hodges
Signer Title	Executive Director

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

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

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

Public Services Project Budget Template

The Hannah Project Partnership for Academic Achievement
Hannah Freedom School

Date:

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

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

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

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

**Hannah Project Organizational Budget
FY 2018.19**

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



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

3. Project General Information

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

Email Address

performingstars@sbcglobal.net

Phone

(415) 332-8316

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

Novato

0

San Rafael

5

County Other

95

Total Percentage

100

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

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

Add Row

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PROJECT MANAGEMENT & FINANCIAL DATA

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

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

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

Afterschool Program

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

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

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

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

Performing Stars has no remaining funds.

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

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

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

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

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

NA

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

- Predevelopment
- Planning
- Cost Estimate
- Building

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

NA

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

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

Required Attachments:

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

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

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

Signer Name Felecia Gaston

Signer Title

Executive Director

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

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

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

Public Services Project Budget Template

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

Date: 2/6/2020

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

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

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

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

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

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

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

Sample Gift of Dance Photos

Baton and Pom Pom





Stapelton Ballet Class



Branson Dance Class



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



PERFORMING STARS
Thriving Kids, Parents and Communities™



PERFORMING STARS
Thriving Kids, Parents and Communities™



Housing & Federal Grants Division

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

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

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

2. Organization (Fiscal Sponsor) General Information

Organization/Agency Name	San Geronimo Valley Community Center									
Mailing Address	PO Box 194, San Geronimo, CA, 94963									
Website	sgvcc.org									
Organization DUNS#	0									
Executive Director/CEO	Dave Cort									
Email Address	dcort@sgvcc.org									
Phone	415-488-8888									

3. Project General Information

Program/Project Name	Human Services/ Food Pantry									
Program/Project Site Address	6350 Sir Francis Drake Blvd. San Geronimo, CA, 94963									
CDBG/HOME Funding Amount Requested	\$62,800									
Application Contact Person	Nicole Ramirez									
Title of Contact Person	Director of Human Services & Youth Programs									

Email Address

nramirez@sgvcc.org

Phone

415-488-8888 x254

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

Novato

0

San Rafael

0

County Other

100

Total Percentage

100

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

Funding Source	Grant Amount	
Senior Lunch-Division of Ag	\$37,450	X
Senior Activities-Division of Ag	\$23,202	X
HHS-Community Prevention	\$65,537	X

Add Row

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

The mission of the San Geronimo Valley Community Center is to foster healthy communities"" within the San Geronimo Valley and Nicasio by providing an inclusive, diverse, and dynamic center for locally based human services, arts and culture, education health and wellness, and community building.""

The Human Services Program at the San Geronimo Valley Community Center provides"" assistance to low income, unemployed, disabled, seniors and homeless individuals and families in the San Geronimo Valley and surrounding areas. The programs provide basic health services"" that include food assistance, referrals to county services, health and nutrition education and parent education. The Center's food assistance program includes a twice weekly emergency food pantry, and holiday food distribution. This program directly addresses the Basic Health Services of our community by providing families and individuals free accessible food. Free food access is a basic health service that the San Geronimo Valley Community Center has provided for over 20 years. "" In addition to providing free accessible food as a Basic Health Service we collaborate with Dominican University and University of Phoenix Nursing students and professors who provide free blood pressure checks and information regarding healthy eating and active living to all our clients. Nursing students are fulfilling their community engagement component of their required courses. Students offer free information and education that address client's basic health services and early intervention such as blood sugar levels, how to reduce cholesterol, blood pressure, and nutrition information. The Community Center offers an annual Health Fair that offers free flu vaccines and additional health services that include homeopathic remedies, HIV/HCV testing, vision screening, and a Blood Drive hosted by local Lions Club. This year our Health fair administered 150 flu vaccines to community members.""

Our Senior Programs include a twice a week senior lunch that provides an affordable and nutritious lunch provided by the Good Earth Natural Foods. ""

Our Senior Congregate meal offers seniors a place to socialize and make community""

connection with their peers."''

Our extensive senior programs include programming for seniors that are ongoing'' and free. Our senior programs include exercise class, dance and movement, ping pong, book'' club, Bridge, knitting, Peer counseling and Mahjong. ''

Our youth programs include a 0-5yrs Playgroup, afterschool childcare for grades k-8th, Mountain Biking, afterschool tutoring and a youth job training program. An additional program that serves youth is The West Marin Coalition for Healthy Youth WMCHY which is a West Marin collaborative of local community nonprofits, law enforcement and school districts that address the substance abuse and use of youth in West Marin. WMCHY has offered parent education on the various trends in substance abuse with

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

This project directly benefits the community by providing free accessible food to people who are in need. The Food bank is opened twice a week on Monday from 9 am-5 pm and from 2pm-5pm on Thursday. We offer our seniors who attend Senior Lunch on Thursdays the opportunity to access the food bank following the lunch at 1 pm, one hour prior to the regular food bank. The majority of our seniors attending the lunch utilize the Food bank and only have access to food at this time. Families and individuals utilizing the Food bank supplement the cost of food by receiving free food from our Food bank. Receiving free food has a great impact on a family that struggles to survive in an area that is so expensive to live in. This project directly provides a service much needed and utilized. ''

''

All of our programs here at the San Geronimo Valley Community Center serve the funding priorities for CDBG Public Service. We offer basic health services by having an annual Health Fair that offers free flu vaccines every fall. We have an extensive Senior Program that has a twice a week lunch and Senior activities throughout the week. We offer free legal services partnering with Marin Legal Aid. All of our programs benefit the community we serve and have an incredible impact on the health and wellness of our clients. Our Food bank has the greatest impact providing food to families with young children and individuals. All of our programs serve as a safety net for families and individuals living in rural West Marin. The San Geronimo Valley Community Center is a hub for services, and no one is denied or turned away for services.

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

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

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

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

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

This project will Affirmatively Further Fair housing by supplementing the expensive cost of food so families and individuals can afford housing. We partner with local nonprofits that address the critical housing needs in West Marin. In collaboration with San Geronimo Valley Affordable Housing Association we offer information on Senior Housing and affordable rentals in the area. This organization offers updates and information to our Seniors regarding housing and application process to senior housing. We also collaborate with CLAMCommunity

Land Trust Association of West Marin of Point Reyes. CLAM offers information about low income housing and requirements. In collaboration with these local nonprofits we provide current information and best practices for homeowners and renters.

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

The San Geronimo Valley Community Center continuously conducts affirmative marketing to members of the protected class by offering announcements in both Spanish and English. We are taking affirmative marketing strategies featuring updates in our quarterly publication Stone Soup, monthly announcements on local radio show KWMR and our website sgvcc.org. We serve all who walk through the door regardless of their gender, race, color, religion, sexual preference, disability and immigration status. We have signs posted on entry doors that indicate that we welcome all in our Community Center. We are fair and treat everyone as equals to all individuals that come into our Center. All of our programming is offered with a nonjudgmental inclusive approach. We strive to meet clients where they are at and provide the resources they need. We offer individual personal outreach to local ranches to provide information about our services. Those living on these rural ranches have limited access to food and services. We also offer volunteer opportunities for many of our clients. Becoming a volunteer encourages leadership within our community regardless of their socioeconomic status or race. We strive to serve the protected class as we foster a healthy community.

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

Moderate-Income	<input type="text" value="374"/>
Low-Income	<input type="text" value="375"/>
Very Low-Income	<input type="text" value="1,498"/>
Extremely Low-Income	<input type="text" value="1,498"/>

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

We do not verify income because we serve the elderly, adult persons with disabilities and farm workers. We have posted information about income requirements to qualify for Food pantry, however we never turn away anyone. We have acknowledged that seniors, families and individuals who live on a limited income fall under the very low income standards that are set by the state and county, so we do not verify income based on self-reporting of individuals seeking services. All Food bank recipients sign a selfcertification on a form provided by the San Francisco Marin Food Bank.

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

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native	20	20
Asian	30	0
Black or African American	120	5
Native Hawaiian or Other Pacific Islander	10	0
White	2,000	1,000
American Indian and White	15	10
Asian and White	10	0
Black and White	30	10
American Indian and Black	10	5
Multi-Racial	1,500	750
TOTAL	3,745	1,800
Female-Headed Households (out of above total)	1,873	749
Persons with Disabilities (out of above total)	100	50

PROJECT MANAGEMENT & FINANCIAL DATA

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

The past project goals and accomplishments using CDBG funds were all accomplished. Our goal is to provide free accessible food, resources, and Human Service resources to families and individuals living in the San Geronimo Valley and Nicasio. Our goal to serve low-income to very low-income seniors and individuals will continue to be met. We meet these goals on a weekly basis, serving families and individuals, and providing a safety net service to people living in rural West Marin. Our referral services include but are not limited to housing, medical, and childcare. In 2019 the San Geronimo Valley Community Center celebrated its 50th anniversary and we were awarded the Heart of Marin Award for Non Profit Excellence.

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

We have no remaining CDBG funds from years prior to 2019-2020. Our 2019 projects are currently underway and we will be billing soon.

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

The San Geronimo Valley Community Center has been a recipient of both Public Service and Capital funds since 1980. We have an impeccable record in administering these funds. Additionally, the Community Center has supported an AmeriCorps and a Vista program, which are Federal Funds.

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

The Director of Human Services and Youth Programs will directly supervise and manage this project. The Director has had more than ten years of experience in coordinating and managing this project. Duties of the Director will include supervision of staff and volunteers, providing materials to promote events or services offered in English and Spanish, coordinate with public relations manager to include information and resources to services on the Community Center's social media, schedule health education and parent education classes, make announcements of community events at Senior lunch, as well as offer translation services if needed.

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

N/A

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

- Predevelopment
- Planning
- Cost Estimate
- Building

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

N/A

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

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

Required Attachments:

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

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

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

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

Signer Name	Nicole Ramirez
Signer Title	Director of Human Services & Youth Programs

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

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

Signed: Fri Feb 07 2020 13:17:53 GMT-0800 (Pacific Standard Time)

Public Services Project Budget Template

Organization Name: San Geronimo Valley Community Center
Project Title: Human Services/Food Pantry

Date: February 6, 2020

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>				
Foundations:				
Anonymous Foundation		25,000		
MCF		75,000		
<i>(Add rows)</i>				
Government:				
<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		\$ 100,000.00	\$ -	\$ 100,000.00
<u>Uncommitted</u>				
Federal Grants Request	\$ 62,800.00			
Other Foundations:				
West Marin Fund		5,000		
<i>(Add rows to list other Foundations)</i>				
Government:				
Potential		134,000		
<i>(Add rows to list other Government agencies)</i>				
Corporations:				
<i>(Add rows to list other corporations)</i>				
Individual Contributions:				
Donations		\$ 5,000.00		
<i>(Add rows to list other contributions)</i>				
Other (specify):				
Senior Lunch Income		\$ 10,000.00		
<i>(Add rows to list others)</i>				
Subtotal, Uncommitted Income	\$ 62,800.00	\$ 154,000.00	\$ -	\$ 216,800.00
Other:				

Earned Income:					
<i>(Add rows)</i>					
Subtotal, Earned Income		\$ -		\$ -	\$ -
Grand Total Income	\$ 62,800.00	\$ 254,000.00		\$ -	\$ 316,800.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Executive Director (% FTE: 19%)		\$ 23,600.00		
Program Director (% FTE: 75%)	\$ 33,000.00	\$ 33,000.00		
Human Services staff	\$ 18,100.00	\$ 116,000.00		
(Add rows)				
Benefits (@ %: 23%)	\$ 11,700.00	\$ 39,700.00		
Subtotal Salaries and Benefits	\$ 62,800.00	\$ 212,300.00	\$ -	\$ 275,100.00
Contracted Services				
Professional Fees				
Bookkeeper		\$ 9,500.00		
(Add rows to list other contracted expenses)				
Subtotal Contracted Services	\$ -	\$ 9,500.00	\$ -	\$ 9,500.00
Direct Project Related Expenses				
Senior Lunch		\$ 25,000.00		
Utilities		\$ 2,700.00		
Supplies		\$ 4,500.00		
Equipment				
Travel				
Professional Development				
Marketing				
(Add rows to list other direct project expenses)				
Subtotal, Direct Project Related Expenses	\$ -	\$ 32,200.00	\$ -	\$ 32,200.00
Indirect Expense (specify % in column A below)				
				\$ -
Fiscal Sponsorship Fee (specify % in column A below)				
				\$ -
Grand Total All Expenses	\$ 62,800.00	\$ 254,000.00	\$ -	\$ 316,800.00

San Geronimo Valley Community Center
Budget Summary

Revised 7-10-19

	FY '17-'18 actual	'17-'18 % chg.	FY '18-'19 actual	'18-'19 % chg.	FY '19-'20 budget	'19-'20 % chg.	NOTES
Revenue							
Government Grants	\$329,845	23%	\$323,229	-2%	\$265,809	-18%	TAY grant ended in FY 18-19 (\$60,000)
Foundation/Agency Grants	\$437,475	12%	\$375,491	-14%	\$387,854	3%	
Donations	\$266,583	16%	\$376,968	41%	\$310,500	12%	Donations are budgeted 12% higher than FY 18-19 actuals (less \$100,000 one-time donation)
Tuition & Field Trip	\$129,696	2%	\$156,284	21%	\$160,000	2%	
Arts Events & Admission	\$31,047	56%	\$20,377	-34%	\$21,000	3%	Fewer events
Rental	\$41,560	-5%	\$35,051	-16%	\$35,900	2%	CYO basketball rent now included in Tuition and Field Trip income
Endowment/Interest	\$1,620	207%	\$6,281	288%	\$125,500	1898%	Endowment is increased as needed to cover expenses (\$140,000 is potentially available)
Other	\$22,547	36%	\$16,715	-26%	\$17,437	4%	Decrease in advertising income; Lagunitas Brewing Co. fundraiser now in donations
Total Revenue	\$1,260,373	15%	\$1,310,397	4%	\$1,324,000	1%	
Expenses							
Salaries & Benefits	\$735,421	21%	\$858,622	17%	\$907,183	6%	FY 18-19 includes one-time retirement expense of \$50,000
Subcontractors	\$106,258	21%	\$105,948	0%	\$88,000	-17%	FY 19-20 work now covered by salaried employees
Buildings & Grounds/Utilities	\$81,348	77%	\$89,766	10%	\$54,000	-40%	Bathroom renovation not included as currently restricted grants/donations will cover expense
Printing and Postage	\$34,908	33%	\$24,701	-29%	\$25,700	4%	
Accounting & Insurance	\$53,545	13%	\$57,676	8%	\$60,300	5%	Anticipated audit not included
Food & Supplies	\$66,447	28%	\$48,555	-27%	\$50,300	4%	Food expenses for fundraising events now recorded in Direct Event Expenses
Direct Event Expenses	\$52,233	15%	\$71,014	36%	\$80,000	13%	Expenses increased for 50th anniversary
Other & Misc.	\$46,536	1%	\$59,586	28%	\$58,517	-2%	Van is being depreciated
Total Expenses	\$1,176,696	23%	\$1,315,868	12%	\$1,324,000	1%	
Change in Net Assets	\$83,677	-41%	(\$5,471)	NM	\$0	NM	

**SAN GERONIMO VALLEY
COMMUNITY CENTER**

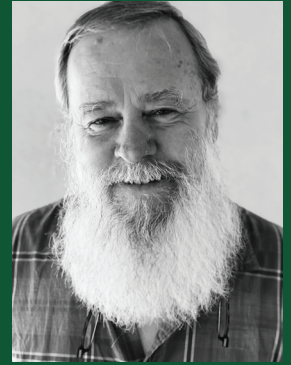
ANNUAL REPORT
JULY 1, 2018 – JUNE 30, 2019

**20
19**



EMBRACING COMMUNITY

Our Mission:
To foster healthy communities within the San Geronimo Valley and Nicasio by providing a dynamic center for locally based human services, arts and culture, education, health and wellness, and community building.



Our Team

Human Services

Our Human Services consist of a multitude of safety net services for residents in the San Geronimo Valley and Nicasio. The San Geronimo Valley Community Center is committed to serving our community providing essential services as well as free accessible food and referrals to services needed. Referrals may include medical, dental, child care, substance abuse, health care, mental health services, immigration services, housing options and transportation. Our Center serves the whole community and we are dedicated to providing essential services to rural West Marin.



Food Pantry

How many pounds of food does it take to feed 150 families every week? **227,501 lbs**, to be exact, were distributed to our community through the SF-Marin Food Bank and Extrafood.org at our twice weekly Food Pantry. With fresh produce, meats, dairy, and grains, our Food Pantry is a vital safety net service for so many families, seniors, and individuals in our community.



98

families received Thanksgiving meals



130

families received gifts from Toys & Joys



“I so appreciate the meals and pantry, but the greatest benefit would be the simple human connection and good-willed activity.”

Senior Lunch

Through a generous partnership with Good Earth Natural Foods, the Community Center strengthens community for those 60+ at our twice weekly Senior Lunch. Supported by Senior volunteers!

92%

of participants reported making new friends



4500

Nutritious, Organic Meals Served to Seniors this year

After Senior Lunch, participants are given access to the Food Pantry. 60% of Seniors who attend Senior Lunch reported that they rely on the Food Pantry for their weekly groceries.



Beyond the Lunchroom!

This year, our Senior programming got adventurous! With nine Senior fieldtrips—including a sail on the Freda B. (pictured left)—and weekly Senior Strolls into local open space, the Community Center is implementing Healthy Eating Active Living (HEAL) initiatives to improve the lives of our Seniors.

Youth Development Programs

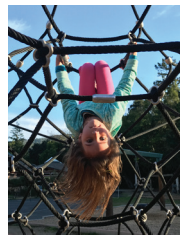


Playgroup

The Center is proud to support our community members throughout a lifetime—and that starts with our First Five Playgroup. This free program provides a fun place for parents and little ones (0-5) to connect, play, and meet other families in the community. Play Group meets twice weekly and every Tuesday the Marin County FLAGship Literacy Bus parks in our lot for bi-lingual story time, games, crafts, and more!

Summer Bridge

A free, five-week school readiness program offered to incoming Lagunitas and Nicasio Kindergarteners. Summer bridge eases the transition into kindergarten. Students get accustomed to the routine of a kindergarten day and make new friends! This summer (2019) we had **15** children! We are thrilled to celebrate 15 years of this successful program.



“I want to come back tomorrow, and tomorrow, and tomorrow!”



Zoila's Day Care

Fun and friendly after school care for Kindergarten—3rd graders, Children play outside, paint, play games, enjoy story time with Zoila herself, and make new friends! In the 2018-2019 year, **58** students were enrolled in Zoila's aftercare with an average of 15-20 daily participants.

LOFT Summer Camp

Our LOFT Summer Camp remains a fun place for kids and an important resource for parents! Serving an average of 40 kids over the Summer, youth take weekly fieldtrips, play games and sports, and leave with creative craft projects. This year, in June 2019, Summer Camp extended its programming, offering our first ever Cooking Camp! Ten campers learned cooking skills, tried new foods, cooked and ate recipes like woodfired pizza, bbq'd chicken, chickpea pasta, and gained nutrition knowledge along the way!



LOFT Teen & Youth Center

Served an average of **20** youth daily! For local 4th grade and up, the LOFT program is a safe and fun place to play games, do homework, hang out with friends, and get a healthy snack. Hiking, cooking, and creative art projects are just a few of the fun things that youth enjoy while at the LOFT! The LOFT is the perfect stopover for youth heading to after school sports, tutoring, or classes.

“A local place to connect. We built lifelong friendships for ourselves and kids starting in playgroup.”

VAST

This year, Valley After School Tutoring (VAST) nearly doubled its service hours, providing **1,951** hours in the 2018/2019 school year period. A total of 65 students attended VAST on a weekly basis, and 16 students received a partial scholarship. A parent survey demonstrated high satisfaction with the program, with over **93%** reporting positive relationships with their tutors!



90%

of parents reported significant academic improvements in their child.

“My child is absolutely happy to come to tutoring, which is a complete about face in his feelings about homework. Thank you so much for being here and affordable.”- Vast Parent



Youth Job Training

44 middle school students were matched to **20** different local businesses where they participated in a wide range of exciting internships. Students learned valuable new skills, gave back to their communities, and gained confidence to launch them into future employment.

“The best part of interning so far has been the sense of community at the places I have interned and all of the kids I have met” – 7th grade intern at Revolution 9

SEL (Social Emotional Literacy)

89 Middle School students received 90 hours of Social Emotional Literacy training during weekly class sessions. The curriculum focuses on drug and alcohol prevention, emotional wellness, and community change-making. Special half day workshops with Ashanti Branch, the Spahr Center, and Youth Leadership Institute provide additional learning and school community building.



Mountain Biking Program

Our Youth Mountain Biking Program, builds confidence and appreciation for the natural world, all while youth learn good bicycle handling skills and strengthen their bodies! Each Trimester, youth participants take about 12 rides into local open space with coach Emile Mulholland. This year, with an average of 19 weekly participants in our 3rd-5th grade program and an average of eight in our 6th-8th program, our youth are going farther and faster than ever before!



72 Youth Mountain Bike rides this year!

West Marin Coalition for Healthy Youth

The West Marin Coalition for Healthy Youth (WMCHY) brings together West Marin organizations to address the issue of underaged substance use. WMCHY approaches its prevention work through collaboration, environmental policy change, community engagement, and education. Community Center staff held six core team meetings, presented two Vaping events for youth and parents, one consent workshop for parents, brought the Being Adept substance prevention program to 6th grade classes at Lagunitas Middle School, and attended monthly Marin Prevention Network meetings.



“A safe, healthy, and friendly Community Center for all residents of our Valley.”



Community Gym and Wellness!

Over **10,000** people from across Marin participated in a variety of wellness and sports programs at the Community Center and San Geronimo Valley Community Gym. Our newest offering, Pickleball, gained traction this year with an average of 16 players showing up weekly! Basketball, ping pong, volleyball, core workouts, Tai Chi, Yoga, hikes, Qi Gong, meditation, Senior peer counseling, handwork, Mah Jong, and so much more continued throughout the year for children and adults of all ages.

CYO

Our CYO basketball program in partnership with St. Cecilia Church in Lagunitas offers access to fun, fitness, and skill building for youth 3rd-8th grade. After school sports provide opportunities for mentorship, healthy habit building, and teamwork. Our players challenge teams across Marin and gain confidence in the game and in themselves.



Disaster Preparedness

The Community Center serves as a single focal point for gathering in times of emergency and this year we enhanced our capabilities to better serve our community. When the Mt. Barnabe Fire threatened our Valley, we were prepared to open our doors to evacuees. Being together, at the heart of the valley provided necessary support and safety in such uncertain times.

This year, the Community Center continued our work and grew our role as emergency service providers. Community Center staff member, Poko Giacomini in conjunction with our executive team and in partnership with VERG and the County of Marin, has taken on the role of Disaster Preparedness coordination for the Center. Poko serves on the Executive Committee of the Marin Interagency Disaster Coalition (MIDC) and has attended over 30 meetings and participated in 30 emergency radio drill trainings. Having designated staff and strong alliances across the county has elevated our ability to respond in crisis and proactively prepare.

EQUITY

With the formation of our Equity Committee, comprised of Board members, Staff, and vested community partners, the Community Center has committed to enhancing our inclusion practices, training and education, and policies to better support our internal team as well as those that we serve every day. Organizational Diversity, Equity, and Inclusion (DEI) efforts are far more than a few committee meetings, it is an organizational cultural shift at all levels.

This year our Equity Committee initiated our first Equity Training, created an internal equity newsletter, formed an equity book club, created a new norm of including preferred pronouns in email signatures, and worked towards eliminating language barriers by offering a Spanish version of our voicemail and translated posters/signage.



Artist: Geoff Bernstein



Artist: Gaetano DeFelice



Artist: Priscilla Patey

Arts & Events



Founded as an Art Center 50 years ago, we are proud to continue forward as a hub for incredible visual and performing arts. The Community Center is gathering place for local artists and art lovers alike. Our arts community is thriving and growing! Check out *Embracing Community*, Tom & Amy Valen's film at sgvcc.org.



56

Visual Art
Events

31

Performing Art
Events

93

Spring Art
Show Artists

10

Artist
Film Nights

"It is a place where the residents of the valley can express themselves, their creativity, their compassion, their joy, their spirit."

NextGen

In our Community Center's history, we have carved out incredible communities for seniors, youth and families, artists, students, and more. And this year, the Community Center renewed our commitment to young adults by starting the NextGen program in January 2019.

The NextGen program is building a community of passionate, creative, and motivated young adults (16-30 year olds). With programming focusing on activism, affordable housing, wellness, social connection, mentorship, and equity, the NextGen programs address specific challenges faced by young people in our community. Since its inception, the NextGen program has served over **70** young adults and has held **30** plus events.



**SAN GERONIMO VALLEY COMMUNITY CENTER
STATEMENT OF INCOME
For Year Ending June 30, 2019**

SUPPORT & REVENUE

Contributions - Individuals	332,017
Contributions - Business	44,951
Foundation Grants	368,154
Government Grants	328,879
Registration & Tuition Income	156,475
Rental Income	35,201
Admission Income	14,394
Art & Event Income	5,982
Advertising	1,604
Food & Beverage Income	4,018
Senior Lunch Income	10,650
District & Parent Group Income	1,437
Miscellaneous Income	444
Interest Income	7,520
Total Support & Revenue	1,311,726

EXPENSES

Salaries	702,634
Payroll Taxes	56,407
Health Insurance	76,875
Workers Comp Insurance	5,018
Retirement Employer Match	17,688
Subcontractors	107,798
Accounting Fees	41,520
Building & Grounds	64,456
Custodial & Maintenance	14,993
Utilities, Telephone, Internet	10,736
Printing, Supplies, Postage, Stone Soup	43,123
Insurance	16,156
Human Services, Youth, Arts & Events Programs	69,064
Food & Senior Lunch	53,299
Miscellaneous	26,273
Depreciation	10,146
Total Expenses	1,316,186
Excess Expenses Over Revenue	(4,460)

\$840,348 - additional income added to the Endowment Fund

\$26,796 released from Restricted Funds for Community Gym storage building

Grants

July 1, 2018 – June 30, 2019

Bank of Marin	Marin Charitable
California Endowment	Marin Community Foundation
Cisco Foundation Employee Match	Marin First 5
Community Development Block Grant	Nathan Cummings Foundation
County of Marin	Olympic Club Foundation
Dino J. Ghilotti Foundation	Presbyterian Hunger Project
Endurance Fund	Price Waterhouse Employee Match
Enterprise Holdings Foundation	Reliance Fund
First Federal Savings and Loan	San Geronimo Valley Lions Club
Freitas Foundation	Stanley S. Langendorf Foundation
George Lucas Family Foundation	West Marin Community Services
Google Foundation Employee Match	West Marin Fund
Hartford Foundation for Public Giving	Jack and Patty Wright Foundation
Kaiser Permanente	Union Bank Foundation
Lagunitas Brewing Company	United Way

Board of Directors

Carol Rebscher President	David Lakes
Liora Soladay, Co-Vice President	Kelly Mason
Steve Granville, Co-Vice President	Alexander McQuilkin
David Bernard, Treasurer	Ramon Ramirez
John Beckerley, Secretary	John Rutledge
Bob Baker	Gina Smith
María Cristina Criollo	Jean Berensmeier, Founder
Mike Cusick	Dave Cort, Executive Director
Barbara Hoefle	

Financial Highlights for 2018-19 Annual Report

The financial wellness of the San Geronimo Valley Community Center remains healthy and strong in the 2018-19 Fiscal Year. The Community Center's revenues and expenses continue to grow at a sustainable pace. On the revenue side, donations from individuals and businesses increased from the previous fiscal year. The creation of a full-time role for our Fund Development Coordinator has resulted in very positive outcomes in our annual campaign, sponsorships, and planned giving. Grants from both the government and charitable foundations remain a critical revenue source, and we are deeply appreciative of our partnerships with the County of Marin and the Marin Community Foundation as well as a growing number of local family foundations. Revenues from program fees and art and events also continue to grow in a positive way. The Community Center Board of Directors' goal of achieving an enduring balance of donations, grants, and program revenues is being realized.

The majority of the Community Center's expenses support employee salaries, benefits, and independent contractors who all provide critical services to the residents of our community. The Community Center employs twenty-four staff members in the areas of Human Services, Youth and Family Support, Arts and Events Programming, Business Operations and Fund Development. Maintenance and upkeep of the historic, ninety-year-old Community Center building, along with the Community Gym and Youth Center and Central Park in Woodacre is reflected in the building/grounds, the custodial/maintenance, and the utilities budget lines.

In December of 2018 the Community Center's Deepening Roots Campaign achieved our goal of establishing a \$2 million Endowment. On June 30, 2019 the Endowment stood at \$2.15 million. The Community Center also maintains a Board Designated reserve equal to one third of our annual revenue. While the Endowment and Board Designated Reserve provide a long-term sustainable source of financial security, the annual support that we receive from individuals, families, businesses, and family foundations remain a critical source of funding our programs and operations. Currently the Community Center is working with Eckhoff and Company Accountancy firm in an audit of the 2018-19 budget. Our organization is looking forward to their review and recommendations.



San Geronimo Valley Community Center
P.O. Box 194
6350 Sir Francis Drake Blvd
San Geronimo, CA 94963
415-488-8888 sgvcc.org

Quotes used throughout this report were taken from our Summer 2019 survey! Big thanks to everyone that participated.



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, Inc.
Mailing Address	932 C Street, Novato, CA 94949
Website	www.nbcc.net
Organization DUNS#	9 4 3 0 2 4 2 4 6
Executive Director/CEO	Susan Gilmore, President & CEO
Email Address	sgilmore@nbcc.net
Phone	4158836222

3. Project General Information

Program/Project Name	Child Care Scholarships
Program/Project Site Address	932 C Street, Novato, CA 94949
CDBG/HOME Funding Amount Requested	\$20,000
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	
N/A	\$0	X

Add Row

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

North Bay Children’s Center (NBCC) provides children and their families, the majority low-income; with comprehensive high-quality child care and early education that builds the foundation for academic success and lifelong achievement. Its principal activities include providing affordable child care, school-readiness programs, nutrition education, and family support services to those who need it most.

Celebrating 30 years of service, NBCC’s core objective is to ensure that all children, particularly our most vulnerable, leave preschool with the tools needed to succeed. Fueled by our vision of excellence and spirit of innovation, NBCC’s mission is to assure optimal development for every child we serve through:

- Culturally rich curriculum and services that prepare children from diverse backgrounds to succeed socially, emotionally, and academically;
- The Garden of Eatin’® program that weaves a culture of health and wellness throughout the organization and serves as a model for other communities to emulate;
- Strong family, school, and community partnerships that support a shared belief in each child’s ability to succeed.

In 1988, NBCC opened its doors to 60 children becoming the first child care program in northern Marin County to serve low-income infants and toddlers. Over the last 10 years the organization has successfully grown in locations and enrollment to address the ever-increasing community need. NBCC provides part and full day, daily care for more than 600 infants, toddlers and preschoolers through the age of five, in addition to kindergartners and youth through fifth grade in before- and after- school programs at 13 center sites throughout Marin and Sonoma County. NBCC integrates health education, through our Garden of Eatin’ program, into the daily curriculum that instills healthy daily habits for our students.

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

North Bay Children’s Center has been working in partnership with the North Bay community since 1987 to provide the highest quality child care and early education – at affordable rates – to families across the income spectrum.

NBCC prepares children, the majority low-income; to succeed academically, socially, emotionally and physically with

an effective mix of child development programs that focus on school readiness, foster self-sufficiency, and promote health and wellness. NBCC also provides support services that nurture and enhance family life such as parent education and support programs, daily hot meals for our children and scholarships for low-income families. In fact, approximately 84 % of the children served by NBCC receive tuition assistance, enabling their parents to return to the workforce or continue their education. By offering high quality, affordable child care and family support programs, and through community collaboration, NBCC is able to both support families in their goal for self-sufficiency, as well as meet the specific developmental needs of preschool children. The Marin County Child Care Commission's master plan continues to document the need to increase the child care supply for low-income children in our community.

NBCC currently serves 172 children in Novato of which 84% receive tuition subsidies.

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

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

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

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

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

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

At North Bay Children Center, our mission is to ensure that all children, especially our most vulnerable, have access to those critical early learning experiences that build the foundation for life-long success. NBCC programs benefit members of the protected classes and provide safety net services for families struggling to make ends meet.

One of the greatest challenges faced in this era of disparity is the widening gap between children growing up in strong, economically secure families—within thriving communities—and children who are not. As our nation's education achievement gap grows, so does universal recognition of the importance of high quality early care and education for a child's optimal development and helping families break the cycle of poverty by removing barriers that restrict fair access and equal opportunity.

NBCC's project affirmatively furthers Fair Housing by offering child care scholarships and family support services that contribute to a more diverse, and inclusive community along with access to good jobs, schools, health care, transportation, and housing which are crucial to Marin County's future prosperity.

We know building a solid preschool foundation is essential for our community and for our children's future academic success. Almost three out of five low-income parents only have a high school degree or less. But many parents who want to improve their job skills can't enroll in education and training because they can't find or afford child care.

In Marin County, the average cost of full-time care for a 4-year old at a child care center is approximately \$13,000 per year; for infants it's well above \$18,000. Without help, many families can face the untenable choice of not working or pursuing their education or leaving their children in unsafe, unstable, or poor quality child care arrangements. Affordable, quality childcare can help parents reach their career and educational goals.

Our economic future depends on providing the tools for upward mobility and building a highly educated, skilled workforce. Early childhood education is one the most efficient way to accomplish these goals yet so many children are being left out of this system.

Access to NBCC’s child care scholarships enables low-income parents to pursue their career or educational goals while preparing their children for success in school. Our programs are making a significant impact on the growing number of underserved children and their families in the North Bay, while ensuring that every child has the same opportunity for future success. With adequate resources, NBCC can dramatically increase its capacity to deliver superior programs and services that will facilitate today’s learning tools and further tomorrow’s innovations.

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

NBCC is committed to affirmatively further fair housing and takes proactive measures to conduct affirmative marketing to members of the Protected Classes under federal fair housing laws to foster a more inclusive community and provide access to quality care for children who need it most. NBCC follows an affirmative marketing plan that it developed in 2019 and utilizes marketing activities (i.e. newspapers, electronic media, bulletin boards, brochures, notices, flyers, etc.) with strategies each targeted to specific populations within the Protected Classes. See attached NBCC Proposed Marketing Activities document.

Annual review of its marketing outreach activities and set enrollment goals for the targeted populations are based on capacity, state contracts and community need. NBCC monitors its enrollment numbers monthly and reviews for changes in enrollments. Ongoing collaborations with community partners including the Marin Child Care Council, Community Action Marin, Marin Health and Human Services, Homeward Bound, and Gilead House regularly communicate to assess need/referral relationship and information sharing.

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

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.)

NBCC provides child care for children from 6 weeks to school age while parents are working full time or attending school. This scholarship assists families who otherwise would not be able to take advantage of enriching/school readiness programs at NBCC.

A. Family Selection for Enrollment (Waitlist)

1. NBCC maintains and updates the waitlist with income eligible applicants. Waitlist must contain Source, Date added to List, Child's name, Parent's name, child's birthdate, Phone #, Family Size, Income, Pre-Qualified for Subsidy, Full Fee, and/or Scholarship and Rank per Income Ranking Table. (extra information columns are a nice to have)

2. NBCC follows the CDE Management Bulletin 18-07 which contains 2018-2019 Income Ranking Table.xlsx at the bottom of the bulletin.

Link: <https://www.cde.ca.gov/sp/cd/ci/mb1807.asp>

3. Enter the information per below:

Site Information, full or part day request, source, date added to list, child's first name, child's last name, child's birthdate, parent's contact information: name, email, phone, family size, income, qualified subsidy (y or n), language, notes, and rank

4. Applying the Income Ranking: Based on the family size and average monthly gross income must be at the 80% of the State Median Income (SMI) adjusted for family size at initial enrollment for Subsidy families.

Note: When multiple families are within the same ranking, a child with exception needs must be admitted before, a child with the oldest application date.

5. Part Day Family Selection: from the wait list dependent on the vacancy available in the classroom. Priority is as follows: Family with lowest ranking may be selected based on the following priority

a. Child protective services, or at-risk of abuse, neglected or exploited

b. 4 year olds

c. 3 year olds

d. Exceptional needs child from an over income family (must have an IEP)

6. When a slot becomes available for a child identified as full fee and scholarship pre-qualified, the selection process is used as listed above per the CDE guidelines.

B. Enrollment & Eligibility

1. Family must bring all the following documentation to their enrollment appointment:

- Birth Certificate for all children in the family

- Immunization Record for child that is enrolling

- Address Verification – utility bill or other bill

- Income Documentation for each parent in the household-1 full month of consecutive paystubs and if applicable child support documentation, SSI, or Cal Works. *if one/both parent(s) do not have an income, they need to fill out a Zero Income Statement.

For Income Verification: go to the CDE Child Care Family Fee Rate Calculator and select Initial Enrollment or Re-Certification (as applicable). Link: <https://www2.cde.ca.gov/familyfee/famfeecalculator.aspx>.

Using the Total Countable Income and the Family Size verify the family is eligible for subsidized care based on the current fiscal year's Schedule of Income Ceilings (70% SMI) for Initial or (85% SMI) for Re-certification.

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

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.)

For more than 30 years, NBCC has help thousands of low-income families by providing high quality child care and early education programs that build the foundation for academic learning and lifelong success. Recent past projects using CDBG funds are as follows:

- 19-20 Project: Funded \$15,000 to support child care scholarships for 7 Novato children
- 18-19 Project: Funded \$12,460 to support child care scholarships for 13 Novato children
- 17-18 Project: Funded \$11,479 to support child care scholarships for 9 Novato children
- 16-17 Project: Funded \$8,600 to support child care scholarships for 7 Novato children

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

There are no previously approved CDBG funds remaining to be spent.

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

NBCC is very familiar with administering the CDBG federal grant program since its beginning 30+ years ago. CDBG funding was one of the organization's first grants and NBCC has been committed to supporting high quality care and education to our most vulnerable residents in Marin County by providing safety net services for thousands of families struggling to provide the best start for their children. NBCC is also familiar with the Davis-Bacon prevailing wage requirements for construction and renovation projects and has successfully met those requirements in previous years.

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

NBCC's bilingual Enrollment and Outreach Coordinators work with local faith based agencies, clinics, elementary schools and other nonprofit partners to collaborate and identify our "hard to reach clients" who qualify for services. The majority of this population only speaks Spanish and needs assistance throughout the application process. NBCC is also listed as a resource for tuition assistance with our local Resource and Referral agency. NBCC's Business Director, VP of Programs and Area Directors oversee the scholarship program. All three staff in their positions are familiar and experience with past project management.

Kristina Sisseck is NBCC's Vice President of Programs and works closely with NBCC's Site Supervisors on all aspects of program operations which include: processing enrollment, state reporting, curriculum development, program evaluations, staff development, and parent engagement. She also works closely with NBCC's elementary school partners and program enhancement specialists on curriculum alignment and implementing school readiness strategies. Kristina received her Master of Art in Education with a focus in Leadership in Early Childhood Education with Chapman University and a Bachelors of Art in Family and Consumer Science with a focus in Child Development and Family Studies from California State University, Long Beach. She holds a Program Directors permit from the California Commission on Teaching Credentialing and has been in the field of Early Childhood Education for the past 12 years.

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

n/a

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

- Predevelopment
- Planning
- Cost Estimate
- Building

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

n/a

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

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

Required Attachments:

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

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

Attach Project Budget

Public Service Project Budget Template for 2020-2021 Application.pdf

Remove

Attach Org Budget

fye 06.30.20 Exec Budget Summary.pdf

Remove

Attach Miscellaneous

NBCC Marketing Activities Methods of Advertising.pdf

Remove

Signer Name Susan Gilmore

Signer Title President & CEO

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

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

Signed: Thu Feb 06 2020 13:35:45 GMT-0800 (Pacific Standard Time)

Public Services Project Budget Template

Organization Name: North Bay Children's Center, Inc.
Project Title: Child Care Scholarships

Date: 02/05/20

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>				
Foundations:				
<i>(Add rows)</i>				
Government:				
<i>(Add rows)</i>		\$ 1,805,896.00		\$ 1,805,896.00
Corporations:				
<i>(Add rows)</i>				
Individual Contributions: (list total):				
Earned Income:				
<i>(Add rows)</i>				
Other (specify):				
<i>(Add rows)</i>				
Subtotal, Committed Income		\$ 1,805,896.00	\$ -	\$ 1,805,896.00
<u>Uncommitted</u>				
Federal Grants Request	\$ 20,000.00			
Other 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	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
Other:				
Earned Income:				

<i>(Add rows)</i>					
Subtotal, Earned Income		\$ -	\$ -	\$ -	
Grand Total Income	\$ 20,000.00	\$ 1,805,896.00	\$ -	\$ 1,825,896.00	

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Executive Director (% FTE: _20__)		\$ 32,000.00		
Program Director (% FTE: _26__)		\$ 25,500.00		
<i>Teaching Staff</i>	\$ 15,603.00	\$ 1,367,511.00		
Benefits (@ %: __1.2__)	\$ 954.89	\$ 74,465.00		
Subtotal Salaries and Benefits	\$ 16,557.89	\$ 1,499,476.00	\$ -	\$ 1,516,033.89
Contracted Services				
Professional Fees				
Project Consultant				
<i>(Add rows to list other contracted expenses)</i>				
Subtotal Contracted Services	\$ -	\$ -	\$ -	\$ -
Direct Project Related Expenses				
Rent	\$ 704.35	\$ 64,503.00		
Utilities	\$ 531.36	\$ 37,954.30		
Supplies	\$ 1,212.43	\$ 86,602.00		
Equipment	\$ 226.74	\$ 16,196.00		
Travel	\$ 84.14	\$ 6,010.00		
Professional Development	\$ 140.42	\$ 10,030.00		
Marketing	\$ 13.44	\$ 960.00		
Janatorial	\$ 335.16	\$ 23,940.00		
Liability Insurance, Licenseing Fees, Taxes	\$ 194.07	\$ 13,862.00		
Depreciation	\$ 553.39	\$ 39,528.00		
Subtotal, Direct Project Related Expenses	\$ 3,442.11	\$ 299,585.30	\$ -	\$ 303,027.41
Indirect Expense (specify % in column A below)				
				\$ -
Fiscal Sponsorship Fee (specify % in column A below)				
				\$ -
Grand Total All Expenses	\$ 20,000.00	\$ 1,799,061.30	\$ -	\$ 1,819,061.30

4b: Proposed Marketing Activities: Methods of Advertising

Targeted Populations	Targeted Population:	Targeted Population:	Targeted Population:	Targeted Population:
Method of Advertising	Hispanic/Spanish speaking	Families with Children u 18	African American/Black	Asian
Newspaper(s)	<p>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	Childcare Scholarships
Program/Project Site Address	680 Wilson Avenue
CDBG/HOME Funding Amount Requested	\$15,000
Application Contact Person	Cheryl Paddack
Title of Contact Person	CEO

Email Address

cpaddack@northmarincs.org

Phone

4158921643

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

Novato

100

San Rafael

0

County Other

0

Total Percentage

100

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

Funding Source	Grant Amount	
County of Marin Parks	\$11,000	X

Add Row

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

North Marin Community Services (NMCS) is a 501(c)(3) that offers comprehensive services to 6,008 people in need annually. Our mission is to empower youth, adults and families in our diverse community to achieve well-being, growth and success, and we envision a strong community with opportunities for all. Our 60 staff and 240 volunteers deliver the following programs: 1. Child Development for youth ages 6-months to 14-years (255 clients). 2. Health and Wellness Programs to 2,060 youth, adults, seniors and families; 3. Family and Community Engagement Programs to 3,693 clients, primarily Spanish speaking. Over half of our staff members are bilingual, enabling us to serve a culturally and socio-economically diverse mix of families. The majority of those we serve are from low-income families: the median income for households participating in our safety net programs is \$16,776 as of 2019, compared to the overall median income of Novato of \$89,812 as of 2017.

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

As one of the largest licensed, childcare centers in Marin County, NMCS offers year-round services to 194 youth annually, ages 12-months to 14-years, 62-65% of whom are from low-income families. This project will provide childcare scholarships for five children of low income households to be in a safe, enriching environment while their parents are in the workforce and contributing members of their family and community. 35% of families in Marin cannot afford basic living expenses, and childcare is the second highest cost in the family home and an essential safety net service. Only 40% of children with parents in the workforce have a spot available at a licensed childcare facility (Children Now). Only 11% of low-income youth in Marin have access to state funded afterschool programs. The waitlist for affordable childcare is from 600-800 families long, and in Novato, the number of youth receiving free or reduced price lunches has increased 45% over the past 10 years.

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

Housing Support Services

Children, Youth and Parent Services

Basic Health Services

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

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

Activities benefiting low and moderate area. (LMA)

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

10. How will this project Affirmatively Further Fair Housing?

Our project benefits member of protected classes. Virtually all participants have minor children in the home. Additionally, the far majority of participants belong to a racial group that has been subject to a legacy of discrimination, many are immigrants, and some live with disability. The project gives special assistance in the form of childcare scholarships to those who have historically been disadvantaged. As childcare is the second largest cost in the family home, and because childcare allows families to work outside the home, our assistance helps to reverse historical trends that have put these groups at an economic disadvantage by increasing economic opportunity and stability. A full 100% of parents enrolled in our program who participated in our satisfaction survey agreed or strongly agreed NMCS's accessible childcare helps them maintain their employment.

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

All of NMCS' Child Development participants are part of at least one protected class. With the exception of whites, NMCS serves a proportionate or higher percentage of each ethnic and racial group than is found overall in Novato's population. Each of these groups are overcoming a legacy of discrimination except for the group least likely to apply—high earning whites. Given the clients we serve, we will continue with our affirmative marketing plan to market in English and Spanish through social media and radio efforts; bulletin board signage, brochures and flyers; networking through our team of Latino Health Advocates/Promotores; school outreach through Novato Unified School District to targeted demographic groups; and faith-based community groups such as The Quest Spanish speaking congregation and Faith Builders Tabernacle which is primarily a Black or African American congregation. We also continue to ensure that our services are culturally appropriate and effective.

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

Moderate-Income	<input type="text" value="0"/>
Low-Income	<input type="text" value="2"/>
Very Low-Income	<input type="text" value="3"/>
Extremely Low-Income	<input type="text" value="0"/>

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

All families seeking funding assistance, for childcare, through the CDBG funding must meet with Liliana Palu, Case Manager at North Marin Community Services to verify eligibility. Eligibility requirements include, but are not limited to the following; verification of household income (must include latest tax return, 4 current paystubs; or verification of government financial assistance). A copy of birth certificate for those children living in your household – used to verify family size. Initial certifications are made for families who fall within the CDBG income limits for Marin County. All additional re-certifications will be completed annually, for every family who is awarded the funding.

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

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native		
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White	2	2
American Indian and White		
Asian and White		
Black and White	1	0
American Indian and Black		
Multi-Racial		
TOTAL	3	2
Female-Headed Households (out of above total)		
Persons with Disabilities (out of above total)		

PROJECT MANAGEMENT & FINANCIAL DATA

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

Past/current CDBG funding has allowed us to provide affordable, quality childcare to low income families of protected classes to remain in the workforce so they are either stable or upwardly mobile. Very low- and Extremely low-income families often have access to State subsidized childcare, yet families served through CDBG do not qualify but need assistance in order to meet their basic needs. In addition to supporting low-income families of protected classes, our Child Development Program ensured that preschool students increased in their eight developmental domains; school age students increased their social and emotional development skills and identify career pathways; middle schoolers were aware of the A-G requirements to set goals for college entrance. Many of the children served will be first generation in their family to attend and/or graduation college. 100% of the families served reported they gained new skills/knowledge to better support their children.

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

All funding will be expended within the time frame proposed, so there will be no remaining funding.

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

We have been successfully implementing the CDBG grant since 1990, and we spent five years, from 2011-2016, successfully implementing the federal Drug-Free Communities Grant. Through our CA Dept of Education subsidized childcare contract, we also receive and successfully manage a Child Nutrition Information and Payment System (CNIPS) contract, which is a federal funding source. This contract allows 45,000 balanced, nutritious meals/year for our Child Development participants.

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

Ruthie Reeder, NMCS' Child Development Director, oversees the childcare program. Ruthie has over ten years of experience managing and reporting on grants, and over eleven years of experience managing child development staff. For CDBG and all scholarships, NMCS Case Manager Lili Palu income-qualifies families through a family certification interview using the CDBG income limits as described in question 11. Angelina Susmani, NMCS' Child Development Coordinator, provides administrative assistance on contracts and grants, tracking scholarship expenditures and submitting CDBG quarterly reports. NMCS' Finance Office uses both Excel and Abila MIP Fund Accounting software in support of the financial tracking and reporting.

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

n/a

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

- Predevelopment
- Planning
- Cost Estimate
- Building

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

n/a

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

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

Required Attachments:

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

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

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

Attach Project Budget

CDBG_NMCS Child Dev budget 2020-2021.xlsx

Remove

Attach Org Budget

NMCS FY20 Mid-Year Budget.pdf

Remove

Signer Name Cheryl Paddack

Signer Title CEO

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

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

Signed: Tue Feb 04 2020 14:41:47 GMT-0800 (Pacific Standard Time)

Child Development Program Project Budget: Annual Budget 2020-21

Organization Name: North Marin Community Services
Project Title: Childcare Scholarships

Date: 01/20/20

INCOME:	Federal Grants Request	Other Funding Sources	In Kind
Committed			
No funding is committed yet, as it is still early in 2020-2022			
Uncommitted			
Federal Grants Request	15,000.00		
Foundations:			
Duckworth/Dixon Family Fund		36,075.00	
Safeway Foundation		1,500.00	
Frankie Poulas Foundation		5,000.00	
Marin Charitable		3,000.00	
Crescent Porter Hale Foudnation		8,292.00	
Dutra Museum Foundation		22,500.00	
Government:			
CA Dept Of Ed-Childcare Contract		287,364.00	
CA Dept Of Ed-Food Program Contract		36,000.00	
Community Action in Marin-Childcare Contract		93,377.00	
County of Marin Parks		11,000.00	
Corporations:			
Umpqua			
Rotary		10,000.00	
Marin Childcare Council		22,000.00	
Bradley Electric		1,500.00	
Biomarin		5,000.00	
Albertsons		1,500.00	
Individual Contributions:		55,773.00	
Earned Income:			
Program fees		807,571.00	
Family Fees - CDE funded childcare		30,088.00	
Family Fees - CAM funded childcare		3,636.00	
Enrollment Fees		8,700.00	
Other (specify):			
Fundraising Events		76,493.00	
Subtotal, Uncommitted Income	15,000.00	1,526,369.00	-
Grand Total Income	15,000.00	1,526,369.00	-

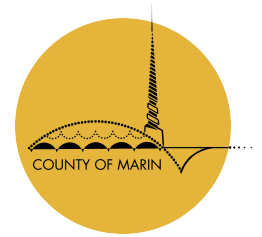
EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind
Personnel Expenses			
staff salaries		943,816.00	

Benefits (@ %: 26)			249,292.00	
Subtotal Salaries and Benefits	-		1,193,108.00	-
Contracted Services				
Professional Fees			44,918.00	
Project Consultant				
(Add rows to list other contracted expenses)				
Subtotal Contracted Services	-		44,918.00	-
Direct Project Related Expenses				
Childcare scholarships	15,000.00			
Rent			4,637.00	
Utilities			26,058.00	
Supplies			77,124.00	
Equipment			1,137.00	
Travel			27,032.00	
Professional Development			8,103.00	
Marketing			1,850.00	
Postage & Printing			6,787.00	
Property Tax/Repairs & Maintenance			36,330.00	
Insurance			24,012.00	
Telephone			10,003.00	
Other: Bad Debt expense; Contract Fees; Permit & License Renewal Fees			17,726.00	
Depreciation			47,544.00	
Subtotal, Direct Project Related Expenses	15,000.00		288,343.00	-
Indirect Expense (specify % in column A below)				
Fiscal Sponsorship Fee (specify % in column A below)				
Grand Total All Expenses	15,000.00		1,526,369.00	-

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%



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	RotaCare Bay Area									
Mailing Address	514 Valley Way. Milpitas, CA 95035									
Website	www.rotacarebayarea.com									
Organization DUNS#	7	7	0	3	2	8	7	2	3	
Executive Director/CEO	JP. Sahi									
Email Address	jatinderpals@rotacarebayarea.org									
Phone	408.379.8000									

3. Project General Information

Program/Project Name	RotaCare Clinic of San Rafael									
Program/Project Site Address	1033 Third Street, San Rafael, CA 94901									
CDBG/HOME Funding Amount Requested	\$20,000									
Application Contact Person	Maribel Rodriguez									
Title of Contact Person	Development Manger									

Email Address

srclinic@rotacarebayarea.org

Phone

415- 720-1486

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

Novato

10

San Rafael

80

County Other

10

Total Percentage

100

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

Funding Source	Grant Amount	
Marin Health and Human Services	\$44,000	X

Add Row

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

RotaCare Clinic of San Rafael is part of the RotaCare Bay Area network. RotaCare Bay Area’s mission is to provide free medical care in the Bay Area for those who have the greatest need and the least access.

RotaCare Clinic of San Rafael provides free medical care for the relief of pain and suffering to those with the greatest need and the least access to health care resources. RotaCare Clinic of San Rafael is the only free clinic in Marin County. Adults living in the region with an urgent medical need, including the working poor, the uninsured, the under-insured, the newly unemployed, and people that cannot afford their deductible are eligible for primary, quality health services at no cost. In the fiscal year 2018-2019, RotaCare Clinic of San Rafael served 750 patients 30% of whom are considered new patients. The clinic recorded over 1400 patient visits and filled over 2100 medication prescriptions. The goal of the clinic is to continue serving adults at this capacity and accommodate for the needs of the community.

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

RotaCare San Rafael will provide medical services to uninsured and under-insured adults who are in most need in Marin County. In doing so, the clinic will alleviate the use of emergency room services in the area as well as support patient and community health. Our Clinic Currently operates out of Kaiser Medical Building on 1033 3rd St, San Rafael CA. The clinic provides services two (2) days per week on Mondays and Thursdays from 5:30-8:30 pm. This location is central and accessible to most patients residing in the City of San Rafael and neighboring cities with the County of Marin. The clinic will see as many patients as capacity allows on a first come first served bases. In the event that the demand for services exceeds capacity, the clinic will utilize a lottery system and will prioritize acute needs.

RotaCare Clinic of San Rafael will provide acute medical care and initial doses of necessary medications, also at no cost. Historically, the clinic has served the uninsured and under-insured as well as those whose medical expenses are too costly. The clinic has an open door policy and will serve all adults over 18 years old regardless of sex, gender, nationality, religious affiliation, etc.

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

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

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

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

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

RotaCare Clinic of San Rafael is committed to providing medical services at no cost to individuals that otherwise would go without medical care or would have to utilize their limited resources to pay for such services. Adults over the age of 18 that are under the poverty level are able to obtain health care services and remain healthy so they can continue to provide for themselves and their families. Removing the cost from health care services means our patients can utilize their limited resources elsewhere including housing.

For most of our patients, an unexpected medical bill can be the triggering point of housing instability because of their limited resources. Our intent in providing free medicals services for communities in need is to eradicate the stress and financial burden of high-cost medical bills so our patients don't face housing stability due to unforeseen medical expenses.

Our clinic also supports individuals that are facing housing instability issues. When such information is disclosed, our clinic staff and volunteers do their best to connect individuals to the appropriate resources to gain support. Our philosophy around this issue is processing the individual's concerns around accessing services and conducting warm hand referrals.

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

From previous demographic and data collected, RotaCare Clinic of San Rafael has identified two members of the protected classes under federal fair housing laws that will be targeted; these two members are American Indian and Black or African American. We will use the following approach to reach the American Indian community. Via electronic media: Marin American Indian Alliance, Facebook, and other appropriate social media. Via bulletin boards: Flyers will be placed at the Novato, San Rafael, Marin City, and Sausalito libraries and community centers. Via flyers and brochures: Information about services will be sent to the Marin American Indian Alliance site for help with distribution within the community.

We will use the following approach to reach the Black or African American community. Via electronic media: Faith-Based Websites, Facebook, and other appropriate social media. Via bulletin boards: Flyers will be placed at the Novato, San Rafael, Marin City, and Sausalito libraries and community centers. Via flyers and brochures: Flyers will be dropped off to First Missionary Baptist Church.

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

Moderate-Income	<input style="width: 100px;" type="text" value="0"/>
Low-Income	<input style="width: 100px;" type="text" value="50"/>
Very Low-Income	<input style="width: 100px;" type="text" value="50"/>

Extremely Low-
Income

650

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

RotaCare Clinic of San Rafael collects client income information based on self-report. Because we provide services on a semi-emergency basis the lack of income verification documents does not exclude individuals from obtaining medical care. We seldom do follow-ups with our patients therefore there are few opportunities to collect verification documents. Additionally and most importantly, we serve those with the most need including the homeless, illiterate persons and seasonal workers.

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

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native	8	4
Asian	7	
Black or African American	8	
Native Hawaiian or Other Pacific Islander	15	
White	675	640
American Indian and White	7	
Asian and White	8	
Black and White	7	
American Indian and Black	8	
Multi-Racial	7	
TOTAL	750	644
Female-Headed Households (out of above total)	225	
Persons with Disabilities (out of above total)	75	

PROJECT MANAGEMENT & FINANCIAL DATA

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

RotaCare Clinic of San Rafael has been funded by CDBG/HOME funds in the past. We received CDBG funds for the fiscal year 2017-2018 and 2018-2019. CDBG/HOME funds have been historically utilized to assist the clinic with the cost associated with medication for our patients.

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

N/A

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

RotaCare Bay area has extensive experience with administering federal grant programs throughout its various sites. RotaCare Clinic of San Rafael has experience with managing federal grant programs as it has been a recipient of CDBG grant in previous years. This has allowed us to become familiar with federal grant management, reporting, deliverables, and expectations. The staff at RotaCare Clinic of San Rafael is confident about continuing to manage this grant and welcomes any changes in grant administration requirements.

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

The RotaCare Clinic of San Rafael project will be managed by Mrs. Lisa Dickey clinic operation's manager. Mrs. Dickey will oversee the operations aspects of the clinic and will coordinate the services provided. Mrs. Dickey will ensure the clinic is fully staffed by our volunteers and will oversee the pharmacy component. She will collect prescription data and will work with our volunteer pharmacists to ensure prescriptions for our patients are filled. Mrs. Dickey has been managing RotaCare Clinic of San Rafael for three years and has over ten years of experience managing community clinics domestically and internationally. Mrs. Dickey has very familiar with the Marin County community and holds a master's degree in Public Health. Additionally, Mrs. Dickey will be supported by Ms. Maribel Rodriguez, development manager. Ms. Rodriguez will oversee all grant administration and reporting. Ms. Maribel Rodriguez has over ten years in fund development and grant management and holds a Master's degree in Public Administration.

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

n/a

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

- Predevelopment
- Planning
- Cost Estimate
- Building

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

n/a

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

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

Required Attachments:

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

Attach Project Budget	Public Service Project Budget 20-21.xlsx	Remove
Attach Org Budget	2019-20 RotaCare Budget - Combined.pdf	Remove
Attach Miscellaneous	Budget note.pdf	Remove

Signer Name

Signer Title

Development Manager

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

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

Signed: Thu Feb 06 2020 02:55:55 GMT-0800 (Pacific Standard Time)

Public Services Project Budget FY 20-21

Organization Name: RotaCare Bay Area
Project Title: RotaCare Clinic of San Rafael

Date: 2.6.2020

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
Committed				
Foundations:				
Marin Health		\$ 15,000.00		
Kaiser		\$ 20,000.00		
Government:				
<i>(Add rows)</i>				
Corporations:				
Bank of Marin		\$ 2,500.00		
<i>(Add rows)</i>				
Individual Contributions:		\$ 15,000.00		
(list total):				
Earned Income:				
<i>(Add rows)</i>				
Other (specify):				
Rotary Clubs		\$ 1,000.00		
<i>(Add rows)</i>				
Subtotal, Committed Income		\$ 53,500.00	\$ -	\$ 53,500.00
Uncommitted				
Federal Grants Request (for pharmaceuticals)	\$ 20,000.00			
Other Foundations:				
Marin Community Foundation		\$ 30,000.00		
Buck Family Foundation		\$ 4,000.00		
Sutter Health Foundation		\$ 10,000.00		
<i>(Add rows to list other Foundations)</i>				
Government:				
Marin Health and Human Services		\$ 45,000.00		
<i>(Add rows to list other Government agencies)</i>				
Corporations:				
Walgreens		\$ 2,500.00		
<i>(Add rows to list other corporations)</i>				
Individual Contributions:		\$ 5,000.00		
<i>(Add rows to list other contributions)</i>				
Other (specify):				
Rotary Clubs		\$ 2,000.00	\$ 1,000.00	
Fundraising events		\$ 2,050.00		
Faith Based Donors		\$ 5,000.00		

<i>(Add rows to list others)</i>					
Subtotal, Uncommitted Income	\$ 20,000.00	\$ 105,550.00	\$ 1,000.00	\$ 126,550.00	
Other:					
Earned Income:					
<i>(Add rows)</i>					
Subtotal, Earned Income		\$ -	\$ -	\$ -	
Grand Total Income	\$ 20,000.00	\$ 159,050.00	\$ 1,000.00	\$ 180,050.00	

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Clinic Director 60% FTE		\$ 43,680.00		
Clinic Assistant 37.5% FTE		\$ 18,720.00		
Development Manager 50% FTE		\$ 31,200.00		
Benefits (@ 13.7%)		\$ 12,760.00		
Subtotal Salaries and Benefits	\$ -	\$ 106,360.00	\$ -	\$ 106,360.00
Contracted Services				
Professional Fees				
Project Consultant				
(Add rows to list other contracted expenses)				
Subtotal Contracted Services	\$ -	\$ -	\$ -	\$ -
Direct Project Related Expenses				
X-Ray Services		\$ 100.00		
Pharmaceuticals	\$ 20,000.00	\$ 15,000.00		
Medical Supplies		\$ 1,500.00		
Laboratory Services		\$ 500.00		
Eye Services		\$ 100.00		
Dental Services		\$ 100.00		
Diabetic Services		\$ 100.00		
Insurance		\$ 1,650.00		
Events		\$ 10,215.00		
Travel		\$ 900.00		
Office Supply		\$ 7,975.00		
Utilities/Web/IT		\$ 2,920.00		
Subtotal, Direct Project Related Expenses	\$ 20,000.00	\$ 41,060.00	\$ -	\$ 61,060.00
Indirect Expense (specify % in column A below)				
	7%	12630		\$ 12,630.00
Fiscal Sponsorship Fee (specify % in column A below)				
				\$ -
Grand Total All Expenses	\$ 20,000.07	\$ 160,050.00	\$ -	\$ 180,050.00

RotaCare Bay Area, Inc.

Statement of Activities - Combined

Combined Budget

Revenues

Unrestricted

Public Support

Individuals

-41040-*	Individuals	\$179,521.00
-41045-*	Patient Donations	\$8,500.00
100-41300-1000	Board Donations - Unrestricted	\$20,000.00
	Total Contributions	\$208,021.00

Corporate & Foundation Grants

-41030-*	Community Organizations	\$151,115.00
-41060-*	Corporations & Business	\$48,988.00
-41070-*	Family Foundations	\$72,200.00
	Total Corporate & Foundation Grants	\$272,303.00

Rotary Clubs

-41010-*	Rotary Clubs	\$180,645.00
111-41015-1110	Donations - Paid by Rotary	\$5,000.00
	Total Rotary Clubs	\$185,645.00

Special Events

-41200-*	Fundraising Events	\$130,550.00
	Total Special Events	\$130,550.00
	Total Public Support	\$796,519.00

Other Revenue

Grant Support

-40350-*	Grant Support	\$420,873.00
	Total Grant Support	\$420,873.00

Administration Fees

100-46100-1000	Administration Fees - Administration	\$94,295.00
	Total Administration Fees	\$94,295.00

Investment Income

-49710-*	Interest Income	\$595.00
	Total Interest Income	\$595.00

Other

103-46300-1030	Miscellaneous	\$250.00
	Total Other	\$250.00
	Total Other Revenue	\$516,013.00
	Total Unrestricted	\$1,312,532.00

In-Kind Contributions

In-Kind Contribution - Services

100-41100-1000	In-Kind Contributions	\$25,668.00
	Total In-Kind Contributions	\$25,668.00
	Total In-Kind	\$25,668.00
	Total In-Kind Contributions	\$25,668.00
	Total Revenues	\$1,338,200.00

Expenses

Operating Expenses

Payroll Costs

Wages

100-51105-1000	Salaries - Chief Executive Officer	\$114,000.00
100-51114-1000	Salaries - Business Manager	\$79,000.00
-51120-*	Salaries - Clinic Administration	\$361,430.00
-51175-*	Salaries - Clinic Coordinator	\$81,705.00
	Total Wages	\$636,135.00

Quality Assurance

100-81510-1000	Salaries - Quality Assurance	\$6,000.00
	Total Quality Assurance	<u>\$6,000.00</u>
Payroll Taxes		
-53115-*	Payroll Taxes	\$65,500.00
	Total Payroll Taxes	<u>\$65,500.00</u>
Workers Compensation		
-55400-*	Workers Compensation	\$10,098.00
	Total Workers Compensation	<u>\$10,098.00</u>
Other Employee Benefits		
-55100-*	Health Insurance	\$20,000.00
	Total Other Employee Benefits	<u>\$20,000.00</u>
Payroll Service Fees		
-83100-*	Payroll Service	\$11,026.00
	Total Payroll Service Fees	<u>\$11,026.00</u>
	Total Payroll Costs	<u>\$748,759.00</u>
Non-Labor Expenses		
Professional Fees		
-81250-*	Professional Fees	\$22,000.00
-81500-*	Database Support	\$9,230.00
100-81400-1000	Accounting Services	\$25,200.00
	Total Professional Fees	<u>\$56,430.00</u>
Pharmaceuticals		
-62110-*	Pharmaceuticals	\$61,930.00
	Total Pharmaceuticals	<u>\$61,930.00</u>
Medical Supplies		
-62150-*	Medical Supplies	\$25,800.00
	Total Medical Supplies	<u>\$25,800.00</u>
Health Education Services		
111-62160-1110	Health Education Services	\$2,500.00
	Total Health Education Services	<u>\$2,500.00</u>
Laboratory Services		
-63710-*	Laboratory Services	\$28,880.00
	Total Laboratory Services	<u>\$28,880.00</u>
X-Ray Services		
-63720-*	X-Ray Services	\$56,150.00
	Total X-Ray Services	<u>\$56,150.00</u>
Dental Services		
-64330-*	Dental Services	\$200.00
	Total Dental Services	<u>\$200.00</u>
Eye Services		
-64340-*	Eye Services	\$1,600.00
	Total	<u>\$1,600.00</u>
Diabetic Services		
-64350-*	Diabetic Services	\$4,600.00
	Total Diabetic Services	<u>\$4,600.00</u>
Minor Medical Equipment		
105-84220-1050	Medical Equipment	\$10,000.00
	Total Minor Medical Equipment	<u>\$10,000.00</u>
Supplies		
-82205-*	Awards & Recognition	\$2,500.00
-82220-*	Office Supplies	\$24,108.00
	Total Supplies	<u>\$26,608.00</u>
Administration Fees		
-83900-*	Administration Charges	\$94,295.00
	Total Administration Fees	<u>\$94,295.00</u>
Purchased Services		
-60325-*	Event Expenses	\$15,593.00
-81700-*	Contract Labor	\$590.00
-83155-*	Recruitment	\$2,271.00
-85900-*	Repairs & Maintenance	\$2,365.00
	Total Purchased Services	<u>\$20,819.00</u>

IT Support		
-83000-*	IT Support	\$2,600.00
-83010-*	Computer Backup	\$710.00
100-83020-1000	Web/Social Media	\$1,200.00
-83030-*	Email	\$3,680.00
	Total IT Support	<u>\$8,190.00</u>

Special Event		
-81300-*	Fundraising	\$44,750.00
	Total Special Event	<u>\$44,750.00</u>

Building & Equipment Rental		
-84120-*	Occupancy	\$28,366.00
	Total Building & Equipment Rental	<u>\$28,366.00</u>

Insurance		
-64310-*	Insurance - Professional Liability	\$5,925.00
-64320-*	Insurance - General Liability	\$10,117.00
110-84300-1100	Auto/Building/Liability Insurance	\$3,700.00
100-64300-1000	Insurance - D&O	\$2,500.00
	Total Insurance	<u>\$22,242.00</u>

Utilities		
-84500-*	Telephone/Fax	\$12,757.00
-84505-*	Internet Service	\$6,300.00
	Total Utilities	<u>\$19,057.00</u>

In-Kind Nonservices		
100-85850-1000	In-Kind Nonservices	\$25,668.00
	Total	<u>\$25,668.00</u>

Other Expenses		
-82200-*	Meals, Entertainment, Gifts	\$8,224.00
-82250-*	Postage	\$3,100.00
-82260-*	Printing & Graphic Design	\$14,311.00
-83200-*	Advertising	\$7,500.00
-85100-*	Licenses	\$3,250.00
-85200-*	Bank Charges	\$546.00
-85500-*	Dues & Subscriptions	\$4,200.00
-85600-*	Outside Training / Conferences	\$500.00
-85750-*	Travel Expenses	\$450.00
-85760-*	Mileage	\$5,050.00
-88000-*	Miscellaneous Expenses	\$1,100.00
-86000-*	Storage	\$3,125.00
	Total Other Expenses	<u>\$51,356.00</u>
	Total Non-Labor Expenses	<u>\$589,441.00</u>
	Total Operating Expenses	<u>\$1,338,200.00</u>
	Total Expenses	<u>\$1,338,200.00</u>

Depreciation

Depreciation		
-87460-*	Depreciation Expense - Medical Equipment	\$3,451.01
110-87700-1100	Depreciation Expense - Medical Mobile Vehicles	\$22,047.36
	Total Depreciation	<u>\$25,498.37</u>
	Total	<u>\$25,498.37</u>

Total		<u>\$25,498.37</u>
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Total		<u>\$25,498.37</u>
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NET SURPLUS/(DEFICIT)		<u><u>(\$25,498.37)</u></u>
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2.6.2020

To whom it may concern,

Please kindly be advised that our organization budget for fiscal year 2020-2021 is in the processed of being approved by senior leadership and our board of directors. For the purpose of this proposal, a copy of our budget for 2019-2020 is attached. We commit to provide you with a copy of our approved 2020-2021 budget once we receive it.

Best regards

Maribel Rodriguez

Development Manger

Instructions for completing the project budget template:

1. After the template is downloaded and saved to your computer, complete all the applicable fields starting at the top with the organization name, project title, and date.
2. In the income section be sure to include the request from CDBG in the top line under 'uncommitted'.
3. Please include all other income sources, committed and uncommitted, that will specifically support the proposed project (*not* income for the entire organization). There is also a column to list in-kind contributions to the proposed project.
4. Rows may be added by first clicking on the row number, right click the mouse and select 'Insert' under each subheading. If using a Mac then click 'Table' and select 'Add row above or below'.
5. The template will sum up the 'Other Sources' and 'In Kind' subtotals and calculate the income grand total automatically.
6. The expense section of the budget template is broken down by Personnel, Contracted, Direct, and Indirect costs. The template includes examples under each subheading. You may edit line item examples with line items that are specifically related to the proposed project. You can also add line items by clicking on the row number, right click the mouse and select 'Insert'.
7. The requested funds from CDBG should be allocated across expense line items in the column titled "Federal Grants Request". All other expenses associated with the project that will not use CDBG, if the grant is awarded, should be detailed in the "Other Funding Sources" column and/or "In-Kind" column.
8. The template will calculate the Indirect Expense based on your specified percent entered in column A.
9. The template will calculate the Fiscal Sponsor Fee expense based on your specified percent entered in column A.
10. The template will sum up the Federal Grants Request, Other Sources and In Kind column subtotals and calculate the expense grand total automatically.
11. Be sure to save the completed project budget template to your computer and then proceed to send the file as a supplemental document to your completed application.



Housing & Federal Grants Division

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

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

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

2. Organization (Fiscal Sponsor) General Information

Organization/Agency Name	City of San Rafael, Library And Recreation Department
Mailing Address	618 B Street, San Rafael CA 94901
Website	www.cityofsanrafael.org to Library and Recreation
Organization DUNS#	9 4 6 0 0 0 4 2 4
Executive Director/CEO	Susan Andrade-Wax
Email Address	susan.andrade-wax@cityofsanrafael.org
Phone	415-485-3340

3. Project General Information

Program/Project Name	Pickleweed Preschool
Program/Project Site Address	Pickleweed Preschool/ 50 Canal Street
CDBG/HOME Funding Amount Requested	\$49,440
Application Contact Person	Kelly Albrecht
Title of Contact Person	Senior Recreation Supervisor

Email Address

Kelly.albrecht@cityofsanrafael.org

Phone

415-485-3386

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

Novato

0

San Rafael

100

County Other

0

Total Percentage

100

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

Funding Source	Grant Amount	
none	\$0	X

Add Row

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

The City of San Rafael, Library and Recreation Department, provides State-licensed child care programming at six school age sites and two preschools. Our school age programming serves Miller Creek school district and San Rafael City School, operating on-site on school campuses and one off campus program in Albert Park. Our preschool programs are Parkside and Pickleweed preschool. Parkside Preschool program is located in Albert Park serving central San Rafael. Pickleweed Preschool is a state-funded preschool program and families qualify for the program based on income eligibility.

The Child Care Division serves 1125 families each year. Our mission is to offer a program that is focused on the whole child. We offer developmentally, age appropriate curriculum providing the opportunity for cognitive, social, emotional, physical, and linguistic growth. We offer opportunities to meet challenges, experience success, and develop confidence within a safe environment.

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

Pickleweed Preschool provides preschool programming for 68 children in the Canal neighborhood. The need for quality preschool programming is essential in all communities. We give parents the tools to be their child's best advocate in moving forward in the Elementary school system. We educate parents with several parent evenings that highlight the importance of reading to your child, healthy eating, and extending everything we learn in preschool to home. If we have a student who needs additional support for success, it is our policy to collaborate with parents through informal conversations and conferences. If needed Pickleweed Preschool will coordinate additional resources such as mental health or early intervention specialist within established educational community partnerships. Pickleweed Preschool is committed to collaborating wholly with families and community liason's to ensure every child receives the support they need.

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

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

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

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

10. How will this project Affirmatively Further Fair Housing?

The project supports Canal neighborhood residents with preschool curriculum that prepare their students along with parents to participate fully upon entering San Rafael City Schools elementary programs. Pickleweed Preschool contributes to the stabilization of families in the neighborhood, most of whom are low income, so that they can remain in the community.

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

Pickleweed Preschool primarily serves Latino families. Our affirmative marketing plan consists of reaching out to various organization to inform people of our open-enrollment period for all eligible families. The following marketing activities include: posting on Marin Child Care Council, Resource and Referral agency, distribute flyers to the various organizations that use the Boro Community Center, Post flyer at Health and Human Services, Post in leasing office at Pilgram Park apartments located on Merrydale Road in Santa Venetia, Contact Marin City Community Development to distribute and post flyer and on website. Reaching out to these various organizations furthers our plan to reach members of the protected class. This is constantly evolving and we are always striving for new ideas in our affirmative marketing plan.

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

Moderate-Income	0
Low-Income	0
Very Low-Income	0
Extremely Low-Income	68

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

Pickleweed Preschool follows the Department of Education guidelines for income verification using the State 9600 application. All families are required to show proof of income through paystubs and letters from employment.

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

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native		
Asian	1	
Black or African American		
Native Hawaiian or Other Pacific Islander		
White	67	67
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial		
TOTAL	68	67
Female-Headed Households (out of above total)	3	3
Persons with Disabilities (out of above total)	0	0

PROJECT MANAGEMENT & FINANCIAL DATA

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

Pickleweed Preschool successfully used planning webs while creating curriculum and activities based off children's interest. Pickleweed continued their implementation of the teaching pyramid practices. This last year our focus was on social-emotional development and directing teaching opportunities for children to learn and discuss feelings. They will continue to anecdote children's work and display it in the classroom for children to see. Our parent nights continue to be successful and our partnership with Marin Office of Education, Quality Rating Improvement Project is constantly evolving and growing.

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

No remaining funds.

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

The City of San Rafael, Child Care Division, has been part of the CDBG program for more than 20 years and has been administering the grant internally through the Child Care Division since the beginning. In addition to CDBG funding Pickleweed Preschool receives funding through First 5 of Marin and California Department of Education.

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

Kelly Albrecht, Senior Recreation Supervisor, manages the division and Alma Hernandez, interim Director supervises the preschool program.

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

N/A

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

- Predevelopment
- Planning
- Cost Estimate
- Building

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

N/A Please note # 20 is NA System would not let me submit without marking # 20

22. For HOME projects, are you a CHDO?

23. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed.)

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

Required Attachments:

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

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

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

Attach Project Budget

Pickleweed Service Project.xlsx

Remove

Attach Org Budget

org budget.pdf

Remove

Signer Name Kelly Albrecht

Signer Title Kelly Albrecht

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

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

Signed: Fri Jan 31 2020 15:38:22 GMT-0800 (Pacific Standard Time)

Public Services Project Budget Template

Organization Name: City of San Rafael
Project Title: Pickleweed Preschool

Date: 1/29/2020

INCOME:	Federal Grants Request	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:				
<i>(Add rows)</i>				
Other (specify):				
Department of Education		\$ 238,821.00		
<i>First 5 of Marin</i>		\$ 101,978.00		
		\$ 340,799.00	\$ -	\$ 340,799.00
<i>Subtotal, Committed Income</i>				
<u>Uncommitted</u>				
Federal Grants Request	\$ 43,140.00			
Other 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>				
<i>Subtotal, Uncommitted Income</i>	\$ 43,140.00	\$ -	\$ -	\$ 43,140.00
Other:				
Earned Income:				

<i>(Add rows)</i>					
Subtotal, Earned Income		\$ -		\$ -	\$ -
Grand Total Income	\$ 43,140.00	\$ 340,799.00		\$ -	\$ 383,939.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Executive Director (% FTE: ____)		\$ 25,000.00		
Program Director (% FTE: ____)		\$ 51,912.00		
Instructor II	\$ 43,140.00			
Insturctor II		\$ 43,140.00		
<i>Insturctor II</i>		\$ 43,140.00		
Benefits (@ %: ____)		\$ 194,710.00		
Subtotal Salaries and Benefits	\$ 43,140.00	\$ 357,902.00	\$ -	\$ 401,042.00
Contracted Services				
Professional Fees				
Project Consultant				
<i>(Add rows to list other contracted expenses)</i>				
Subtotal Contracted Services	\$ -	\$ -	\$ -	\$ -
Direct Project Related Expenses				
rent				
Utilities				
Supplies		\$ 35,000.00		
Equipment				
Travel				
Professional Development				
Marketing				
<i>(Add rows to list other direct project expenses)</i>				
Subtotal, Direct Project Related Expenses	\$ -	\$ 35,000.00	\$ -	\$ 35,000.00
Indirect Expense (specify % in column A below)				
				\$ -
Fiscal Sponsorship Fee (specify % in column A below)				
				\$ -
Grand Total All Expenses	\$ 43,140.00	\$ 392,902.00	\$ -	\$ 436,042.00

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2019 through 6/30/2020

260 Childcare Preschool Grant Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
260-66-72000 Child Care-Facilities Onsite Section						
260-66-72003 Pickleweed First 5 Preschool Program						
260-66-72003-8000 Personnel Services						
260-66-72003-8100 Salaries & Wages						
260-66-72003-8107 I.O.D./4850 Pay	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-8109 Light/Modified Duty Pay	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-8111 Classified Personnel	16,707.45	0.00	0.00	0.00	16,707.45	0.00
260-66-72003-8112 Temporary Help	0.00	2,882.37	2,882.37	0.00	-2,882.37	0.00
260-66-72003-8113 Overtime Pay	0.00	52.50	52.50	0.00	-52.50	0.00
260-66-72003-8116 Insurance Pay-Back	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-8118 Employee Vacation Cash Out	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-8159 Fixed Term-Non Compensable	49,404.59	16,209.59	16,209.59	0.00	33,195.00	32.81
TotalSalaries & Wages	66,112.04	19,144.46	19,144.46	0.00	46,967.58	28.96
260-66-72003-8300 Fringe Benefits						
260-66-72003-8321 Group Life/Health Insurance	2,706.96	0.00	0.00	0.00	2,706.96	0.00
260-66-72003-8323 P.A.R.S	1,852.69	717.92	717.92	0.00	1,134.77	38.75
260-66-72003-8324 Medicare Tax	958.64	277.61	277.61	0.00	681.03	28.96
260-66-72003-8325 Internal Service Chgs-Workers Comp	1,079.85	416.18	416.18	0.00	663.67	38.54
260-66-72003-8326 Retirement	7,157.55	0.00	0.00	0.00	7,157.55	0.00
260-66-72003-8328 Internal Service Chgs-Dental Insurance	406.80	0.00	0.00	0.00	406.80	0.00
260-66-72003-8331 Internal Service-Chgs-Leave Payout	4,502.88	1,576.87	1,576.87	0.00	2,926.01	35.02
260-66-72003-8332 Vision Plan	25.44	0.00	0.00	0.00	25.44	0.00
TotalFringe Benefits	18,690.81	2,988.58	2,988.58	0.00	15,702.23	15.99
Total Personnel Services	84,802.85	22,133.04	22,133.04	0.00	62,669.81	26.10

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2019 through 6/30/2020

260 Childcare Preschool Grant Fund
 66 Community Services Department
 70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
260-66-72003-9000 Non-Personnel Services						
260-66-72003-9200 Services						
260-66-72003-9210 Maintenance of Parks & Grounds	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9211 Travel and Conference	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9212 Training & Instruction	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9216 Professional Dues & Subscription	485.00	0.00	0.00	0.00	485.00	0.00
260-66-72003-9220 Building Maintenance Contracts	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9222 Maintenance Buildings & Improvements	6,520.00	2,400.00	2,400.00	0.00	4,120.00	36.81
260-66-72003-9230 Maintenance & Repair;Equip & Machinery	1,000.00	0.00	0.00	0.00	1,000.00	0.00
260-66-72003-9240 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9250 Rental;Other	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9270 Contractual Services	600.00	0.00	0.00	0.00	600.00	0.00
260-66-72003-9280 Advertising & Community Promotion	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9290 Insurance & Surety Bonds	460.00	390.47	390.47	0.00	69.53	84.88
260-66-72003-9292 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
TotalServices	9,065.00	2,790.47	2,790.47	0.00	6,274.53	30.78
260-66-72003-9300 Supplies						
260-66-72003-9310 Office Supplies	200.00	0.00	0.00	0.00	200.00	0.00
260-66-72003-9320 Recreation Supplies	5,250.00	2,184.61	2,184.61	0.00	3,065.39	41.61
TotalSupplies	5,450.00	2,184.61	2,184.61	0.00	3,265.39	40.08
260-66-72003-9400 Utilities/Communication						
260-66-72003-9420 Utilities-Other	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9430 Communications	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9431 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9433 Utilities - Gas	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9434 Utilities - Electricity	1,200.00	0.00	0.00	0.00	1,200.00	0.00

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2019 through 6/30/2020

260 Childcare Preschool Grant Fund
 66 Community Services Department
 70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
Total Utilities/Communication	1,200.00	0.00	0.00			
260-66-72003-9500 Other						
260-66-72003-9521 Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9522 Other Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Other	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9700 Assets-Purchase/Cost						
260-66-72003-9711 Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9712 Equipment Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Assets-Purchase/Cost	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9900 Transfer Out & Internal Srv Charges						
260-66-72003-9920 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9924 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9926 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfer Out & Internal Srv Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Non-Personnel Services	15,715.00	4,975.08	4,975.08	0.00	10,739.92	31.66
Total Pickleweed First 5 Preschool Program	100,517.85	27,108.12	27,108.12	0.00	73,409.73	26.97
260-66-72012 Pickleweed Preschool State Grant Program						
260-66-72012-8000 Personnel Services						
260-66-72012-8100 Salaries & Wages						
260-66-72012-8106 Bilingual Pay	0.00	600.00	600.00	0.00	-600.00	0.00
260-66-72012-8111 Classified Personnel	130,172.24	62,065.50	62,065.50	0.00	68,106.74	47.68
260-66-72012-8112 Temporary Help	0.00	4,913.52	4,913.52	0.00	-4,913.52	0.00
260-66-72012-8113 Overtime Pay	1,500.00	2,481.60	2,481.60	0.00	-981.60	165.44

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2019 through 6/30/2020

260 Childcare Preschool Grant Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
260-66-72012-8116 Insurance Pay-Back	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72012-8156 Bilingual Pay-Non Compesable	0.00	375.00	375.00	0.00	-375.00	0.00
TotalSalaries & Waqes	131,672.24	70,435.62	70,435.62	0.00	61,236.62	53.49
260-66-72012-8300 Fringe Benefits						
260-66-72012-8321 Group Life/Health Insurance	48,263.04	16,418.05	16,418.05	0.00	31,844.99	34.02
260-66-72012-8323 P.A.R.S	0.00	184.26	184.26	0.00	-184.26	0.00
260-66-72012-8324 Medicare Tax	2,650.38	918.80	918.80	0.00	1,731.58	34.67
260-66-72012-8325 Internal Service Chgs-Workers Comp	2,213.63	754.30	754.30	0.00	1,459.33	34.08
260-66-72012-8326 Retirement	96,399.56	27,864.09	27,864.09	0.00	68,535.47	28.90
260-66-72012-8328 Internal Service Chgs-Dental Insurance	5,966.40	1,909.67	1,909.67	0.00	4,056.73	32.01
260-66-72012-8331 Internal Service-Chgs-Leave Payout	20,324.34	5,805.91	5,805.91	0.00	14,518.43	28.57
260-66-72012-8332 Vision Plan	203.04	40.53	40.53	0.00	162.51	19.96
TotalFringe Benefits	176,020.39	53,895.61	53,895.61	0.00	122,124.78	30.62
Total Personnel Services	307,692.63	124,331.23	124,331.23	0.00	183,361.40	40.41
260-66-72012-9000 Non-Personnel Services						
260-66-72012-9200 Services						
260-66-72012-9210 Maintenance of Parks & Grounds	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72012-9216 Professional Dues & Subscription	750.00	484.00	484.00	0.00	266.00	64.53
260-66-72012-9220 Building Maintenance Contracts	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72012-9222 Maintenance Buildings & Improvements	6,690.00	4,087.50	4,087.50	0.00	2,602.50	61.10
260-66-72012-9230 Maintenance & Repair;Equip & Machinery	2,000.00	40.49	40.49	0.00	1,959.51	2.02
260-66-72012-9270 Contractual Services	5,000.00	2,280.00	2,280.00	0.00	2,720.00	45.60
260-66-72012-9290 Insurance & Surety Bonds	460.00	0.00	0.00	0.00	460.00	0.00
260-66-72012-9292 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
TotalServices	14,900.00	6,891.99	6,891.99	0.00	8,008.01	46.25
260-66-72012-9300 Supplies						

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2019 through 6/30/2020

260 Childcare Preschool Grant Fund
 66 Community Services Department
 70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
260-66-72012-9310 Office Supplies	250.00	0.00	0.00	0.00	250.00	0.00
260-66-72012-9320 Recreation Supplies	1,300.00	5,587.56	5,587.56	0.00	-4,287.56	429.81
TotalSupplies	1,550.00	5,587.56	5,587.56	0.00	-4,037.56	360.49
260-66-72012-9400 Utilities/Communication						
260-66-72012-9434 Utilities - Electricity	1,200.00	916.31	916.31	0.00	283.69	76.36
TotalUtilities/Communication	1,200.00	916.31	916.31	0.00	283.69	76.36
260-66-72012-9900 Transfer Out & Internal Srv Charges						
260-66-72012-9924 Internal Service Chgs-Liability Ins.	1,990.00	995.02	995.02	0.00	994.98	50.00
TotalTransfer Out & Internal Srv Charges	1,990.00	995.02	995.02	0.00	994.98	50.00
Total Non-Personnel Services	19,640.00	14,390.88	14,390.88	0.00	5,249.12	73.27
Total Pickleweed Preschool State Grant Program	327,332.63	138,722.11	138,722.11	0.00	188,610.52	42.38
Total Childcare Preschool Grant Fund	427,850.48	165,830.23	165,830.23	0.00	262,020.25	38.76
Grand Total	427,850.48	165,830.23	165,830.23	0.00	262,020.25	38.76