

2023-24 CDBG Applications: Public Services Projects

Countywide Projects

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Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

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

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

Covia Foundation

Mailing Address

2185 N. California Blvd. Suite 215
Walnut Creek, California, 94596

Website

<https://covia.org/foundation/>

Organization DUNS#

964797471

Executive Director/CEO

Katharine Miller

Email Address

kamiller@frontporch.net

Phone Number

(925) 956-7393

Project General Information

Program/Project Name

Home Match Marin

Program/Project Site Address

851 Irwin St. Ste 200G
San Rafael, California, 94901

CDBG Year 1 Funding Amount Requested

15000

CDBG Year 2 Funding Amount Requested

15000

Application Contact Person

Mary Gregory

Title of Contact Person

Manager of Institutional Giving

Email Address

mgregory@frontporch.net

Phone Number

(415) 412-7772

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

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.

	% of Services Provided
Novato	17
San Rafael	43
County Other	40

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

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 nonprofit provider of housing and services for older adults from Sonoma to Monterey County. Its mission is to inspire and build community, cultivating meaningful relationships and experiences that respond creatively to changing needs. Covia built its first retirement community, Canterbury Woods, in 1965 in Pacific Grove; today, Covia owns and operates eight affordable senior housing and six market-rate retirement communities, housing nearly 2,500 older adults. On April 1, 2021 Covia affiliated with Front Porch, a Southern California owner/operator of 12 senior retirement communities and 14 affordable housing communities. The completed merger of the two companies is expected to be completed by March 31, 2022.

As part of its commitment to social accountability, Covia commits 2% of its annual revenue to its Community Services division. Established 20 years ago, Community Services serves 15,000 older adults annually. Participants fall into one or more of the following groupings: low-income, socially isolated, living with one or more physical disabilities, people of color, or single female heads of household. All programs aim to address three critical social problems disproportionately affecting the people Covia serves: food insecurity, unstable or inadequate housing, and isolation/loneliness. While these problems negatively impact Americans of all ages, they can be most difficult to overcome in the older adult population, particularly those who live on low or very low fixed incomes.

Community Services programs include Market Day, providing consistent access to healthy food at affordable prices for low-income seniors residing in food deserts. Market Day has 25 locations serving 1,200 shoppers in Northern California. Social connection programs intervene against isolation and loneliness by leveraging the interests and skills of older adults as their own guide to social connectivity. Well Connected and Well Connected Español provide the virtual space for older adults to lead and participate in support groups, creative engagement, and lifelong learning; Social Call is a nationwide virtual 1:1 friendly visitor program that matches volunteers with isolated seniors for mutual companionship. Home Match is Covia's home sharing program. Home Match provides a low-cost, timely option to increase stable local housing without hammering a single nail. Home Match helps low-income older adults to age in place, create affordable places to live, and combats social isolation. Home Match was piloted in 2012 and has served 600 low-income older adults and low-income community members in five Bay Area Counties: Alameda, Contra Costa, Marin, Monterey and San Francisco.

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 address three important challenges:

- Empower aging residents 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 helps provides economic stability for home providers and seekers. Home providers are generally older adults who live alone on low fixed incomes; home seekers are diverse and typically minimum wage earners. In Marin, Home Match lodger fees range from \$900 to \$1,850 with an average rate of \$1,100. 80% of the placed home seekers are extremely or very low income and 20% are low income. Since 2016, HM has made 122 Marin County matches for 238 individuals.

Home Match completes an intake application for each participant, including a questionnaire that seeks to clarify 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 sometimes negotiate performed service in exchange for lowered fees. Funds of up to \$250.00 per provider and/or seeker are available as part of the "Home Readiness" program. Funds can be used by providers for cleanup, room painting and minor repairs and seekers can offset moving costs. Home Match offers on-going support for the life of the match and will provide professional conflict remediation services if necessary to preserve the match.

Description of Activity/Milestone Estimated Completion Date

65 Outreach/educational activities including: distribution of outreach collateral and materials; presentations; placing information in partners' newsletters, websites or email blasts; and digital marketing such as social media/online housing boards and banner ads.

Q 1: 3, Q 2: 12, Q 3: 20. Q4: 13

1,100 Inbound inquiries from individuals: Q1: 300, Q2: 150, Q3: 350, Q4: 300

180 Completed intake/applications interviews with providers, seekers and Home Match staff. This includes appointment scheduling, materials distribution, application review, database entry, and follow up including travel to clients' homes or workplaces or providing technical support to non-tech savvy clients as needed.

Q1: 50, Q2: 20, Q3: 55, Q4: 55

15 units of stabilized housing via a shared housing match. This includes: matchmaking work (described above) and follow-up services to help clients maintain a successful matches. Q1: 4, Q2: 2, Q3: 5, Q4: 4

Home Match benefits Marin County by providing a means for low-income older adults to remain in their homes and alleviate social isolation while improving financial security. Home seekers have an option to live in the community where they work or study. 45% of seekers were in unstable housing and felt at risk of homelessness when they contacted the program.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

Home Match Marin continues to carry out all program activities modified to comply with public health protocols during the height of the COVID pandemic. Inbound inquiries from potential home providers and home seekers were only 13% lower than planned during the height of the pandemic. However, COVID-19 slowed the process of moving potential participants from the information and referral phase to submitting applications, screening potential matches and meeting people in person. Many applicants put the process on hold entirely. Program staff therefore spent more time with people seeking housing information; we provided information and referrals to other essential resources & services for those for whom home sharing might not be the best option. We are proud to state that not a single Home Match Marin participant reported that they contracted COVID as a result of working with our program.

Home Match Marin pre-pandemic outreach efforts were focused on frequent in person community events. Home Match Marin is one of 5 service areas of the program. All service areas worked together to create modified outreach plans. Home Match Marin worked with colleagues to design eight new pieces of collateral including provider and seeker postcards, bookmarks, bilingual English and Spanish provider and seeker flyers, an "Available Rooms Catalogue" and room flyer tear off sheets for bulletin boards.

Home Match Marin also invested in 5 print advertisements in the Vivalon Directory, Born to Age Older Adult Directory, 50up, Marin Independent Journal, and Pacific Sun Newspaper. Home Match Marin carried out 35 large outreach events including postcard campaigns to over 15,000 residential addresses and businesses, blog posts, virtual large group presentations, flyers and postcard distribution. 40 smaller outreach events included virtual small group presentations and distribution of an "Available Rooms Catalogue" to 200+ partners/businesses monthly. These activities have proved successful and inquiries and applications numbers now exceed pre-pandemic monthly averages.

As of January 14, 2022 Home Match Marin has temporarily postponed in-person intakes and home visit appointments. All intake and home visit appointments will be conducted virtually until the surge in COVID-19 cases due to the Omicron variant has subsided.

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

Housing Support Services

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

Home sharing's primary benefit to the extremely low-income to low-income beneficiaries we work with is to maintain an affordable home for the provider and create new units of affordable housing using existing housing stock to home seekers. Home Match Marin simultaneously helps older adults preserve their housing and helps low-income wage earners access safe, affordable and vetted housing.

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

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

Significant historical and current disparities and discrimination exist against racial and ethnic minorities in the Bay Area housing market. People with low-income, especially those who live on Social Security and minimum wage earnings struggle in housing markets with exorbitant rent costs such as Marin County. Seekers are discouraged when referred to traditional affordable housing options, which have long, untenable waitlists. Home Match is ideally suited to help address this legacy of exclusion.

Home Match typically serves a diverse population. Program data shows that program participants are 63% 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, Home Match finds that a high proportion of home seekers are at risk of displacement or had already been displaced, with 25% reporting during the intake interview that they were experiencing homelessness or were at risk of homelessness, and approximately 10% were living in transitional housing.

Lodging fees for Home Match Marin residences are 50-60% less than the average rent for a one bedroom apartment in Marin County. With a 3% vacancy rate for traditional rentals, home sharing is an important lever to increase housing stock for people shut out of market rate housing. In addition to those matched with a housing provider, Home Match also connects hundreds of people annually to housing counseling and resources.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

Home Match Marin implements our affirmative marketing strategies through extensive networking and outreach to diverse low income neighborhoods, churches, schools, social services, businesses, and intentionally targets local organizations that assist people of color, immigrant groups, low income individuals, veterans, and other protected classes.

All Home Match materials are in English, Spanish, and Chinese. Home Match Marin staff speak Spanish. Home Match staff in our other counties speak Chinese. For other languages we access "In What Language" translation services.

Home Match Marin uses a multitude of methods to publicize our program as well as other affordable housing resources to an array of individuals, including older adults and their family members, caregivers, and other service providers. These channels range from social media, county publications, partner newsletters, blog posts, and e-mail blasts. Home Match Marin posts information in the Canal District and Southern Marin where a high population of monolingual Spanish speakers live, in the Marin Independent Journal, and on multiple nonprofit partners' blogs.

Home Match Marin consistently works with the Marin Housing Authority, the Marin YWCA in San Rafael, the Marin Community Clinic and Vivalon to help ensure people most likely to benefit from home sharing are aware of the program.

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.)

	Number
Moderate Income	16
Low Income	20
Very Low Income	33
Extremely Low Income	111

Total Number of Persons by Income Demographic

180

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; matches are not finalized until staff also check in with participants on any changes to their income since last verified.

Income verification helps ensure lasting matches. Staff provide budget counseling to help seeker participants determine affordable maximum rent budgets based on their incomes and expenses. Verification also ensures we are serving the intended population and accurate program reporting.

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

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native	2	
Asian	12	
Black or African American	12	
Native Hawaiian or Other Pacific Islander	3	

	Total Number of Persons	Number Identifying as Hispanic
White	146	20
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	5	

Total Number of Persons

180

Total Number Identifying as Hispanic

20

Female-Headed Households (out of above total)

109

Persons with Disabilities (out of above total)

54

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

Home Match Marin was funded in the Fiscal Year 2020-2021 cycle.

Objective Progress as of December 31, 2021

10 matches 9 matches

25 unduplicated extremely low-income to low-income individuals receive stabilized housing. 18

unduplicated extremely low-income to low-income individuals receive stabilized housing.

448 inbound inquiries 813 inbound inquiries

70 completed applications 120 completed applications

50 outreach activities 17 outreach activities

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

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 for over 10 years, and we have successfully administered County of Marin contracts for Title IIIb funds for 4 years. Covia has the systems in place to comply with financial management, data collection and analysis and reporting requirements that federal grant programs require.

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

Home Match Marin is a lean operation with two full-time staff—a Program Director and Program Coordinator—who is bilingual (English/Spanish) and bicultural. The Director sets program, outreach,

and partnership strategy, manages staff and key relationships, and works directly with home providers, matches, and provides mediation. The Director has over 5 years experience managing programs, budgets and personnel.

The Coordinator is responsible for administrative functions, interviewing home seekers, and providing housing, financial and critical resource counseling. HM also benefits from operations, financial, and other critical support from Covia's Community Services division and corporate office.

In 2021, Covia created a new cross county position to field all inbound inquiry calls, which has greatly increased operational efficiencies and also have led to a more consistent user experience. Marin County program staff other counties now can focus on outreach and matchmaking vs. answering the most basic phone calls.

Marin County staff are supported by Covia's Senior Director of Community Services, who offers guidance and direction pertaining to the day-to-day operations, including ongoing program evolution incorporating best practices and creating new program efficiencies such as online applications. The Senior Director of Community Services has over 20 year's experience managing large scale programs with 20+ employees.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

NA

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)

Describe any flexibility regarding your projects start/completion date. (Limit to 3000 characters.)

Home Match has been active in Marin County since 2016 and is a full time, ongoing program. Activities are ongoing and specific project starts and completion times can be adjusted with advance notice.

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

 Covia Foundation HM Marin CDBG Project Bu...


Attach Organization Budget

 CS Org Budget FY22-23 One Page DRAFT.pdf

Attach Dynamic Flood Map

 FEMA Flood Map 1.22.pdf

Attach Miscellaneous

 HM All Counties_Impact Survey One Pager 8...

Signer Name

Mary Gregory

Signer Title

Manager of Institutional Giving

Signer Affirmation

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

Organization Name: Covia Foundation
Project Title: Home Match Marin

Date: 1/20/2022

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>				
Foundations:				
		\$93,000.00		
<i>(Add rows)</i>				
Government:		\$87,000.00		
<i>(Add rows)</i>				
Corporations:				
<i>(Add rows)</i>				
Individual Contributions: (list total):				
Earned Income:				
<i>(Add rows)</i>				
Other (specify):				
Covia		\$68,000.00		
<i>(Add rows)</i>				
Subtotal, Committed Income		\$248,000.00	0	\$248,000.00
<u>Uncommitted</u>				
Other (specify):				
Federal Grants Request	\$15,000			
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:				
Subtotal, Uncommitted Income				
Other				
Earned Income:				
<i>(Add rows)</i>				
Subtotal, Earned Income				
Grand Total Income	\$15,000.00		\$0.00	\$15,000.00

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

Personnel Expenses					
Program Director (% FTE: 100)	\$15,000		\$75,000.00		
Program Coordinator (% FTE: 100)			\$67,000.00		
Intake Coordinator (% FTE: 20)			\$13,000.00		
Subtotal			\$155,000.00		
Benefits (@ %:22)			\$35,970.00		
Subtotal Salaries and Benefits	\$15,000.00		\$190,970.00	0	\$205,970.00
Contracted Services					
Professional Fees			\$5,000.00		
<i>(Add rows to list other contracted expenses)</i>					
Subtotal Contracted Services	0		\$5,000.00	0	\$5,000.00
Direct Project Related Expenses					
Rent			\$13,000.00		
Phone			\$2,000.00		
Utilities			\$4,500.00		
Supplies			\$2,800.00		
Equipment			\$2,000.00		
Travel			\$530.00		
Professional Development			\$1,500.00		
Printing			\$1,700.00		
Marketing			\$6,500.00		
Background screening			\$2,500.00		
<i>(Add rows to list other direct project expenses)</i>					
Subtotal, Direct Project Related Expenses	0		\$37,030.00	0	\$37,030.00
Indirect Expense (specify % in column A below)					
11.00%					
Fiscal Sponsorship Fee (specify % in column A below)					
					0
Grand Total All Expenses	\$15,000.00		\$233,000.00	0.00	\$248,000.00

**Community Services Budget
Budget FY 2022-2023
DRAFT
Income Statement**

	Budget FY 2022-2023
Program Revenue/Grants/Donations	
Administration Grants	262,211
Market Day Revenue	90,000
Market Day Grants	40,400
Well Connected	195,358
Marin	25,000
Ruth's Table	154,013
Creative Spark	186,886
Social Call	164,500
Home Match - Marin	248,000
Home Match - SF	140,000
Home Match - Contra Costa	20,000
Home Match - Fremont	36,000
Home Match - Monterey	100,000
Foundation	2,000,000
Total Revenues	3,662,368
Program Expenses	
Admininstration	591,589
Market Day	302,507
Well Connected	767,532
Marin	248,000
Ruth's Table	154,013
Ruth's Table Expansion	234,555
Social Call	529,003
Home Match - Marin	255,702
Home Match - SF	371,010
Home Match - Contra Costa	71,346
Home Match - Fremont	90,269
Home Match - Monterey	202,544
Total Expenses	3,662,368

Community Services Budget		
Budget FY 2022		
250-7860 Home Match-Marin		
781001	Institutional Funding Private & Government	\$180,000.00
781002	Released from Foundation	\$68,000.00
	Total Revenue	\$248,000.00
600000	Salaries & Wages	\$170,000.00
	Total Salaries Expense	\$170,000.00
612400	PTO Expense	\$3,127.00
612500	Medical Insurance Expense	\$10,792.00
612510	Dental Insurance Expense	\$794.00
612520	Vision Insurance Expense	\$84.72
612530	Group Life Insurance Expense	\$339.36
612540	Long-Term Disability Expense	\$459.60
612550	EAP Program Expense	\$93.60
612605	403B Match Expense	\$2,242.13
612700	Workers Compensation Expense	\$350.33
612899	Other Employee Benefits Expense	\$226.44
612100	FICA Tax Expense	\$9,000.00
612300	Unemployment Expense	\$420.40
612600	Retirement Benefit Expense	\$6,390.06
	Total Benefits Expense	\$35,970.00
624000	Professional Fees	\$5,000.00
	Total Professional Fees	\$5,000.00
668021	Applicant Screening	\$2,500.00
624902	Marketing & Communications	\$6,500.00
668100	Travel Expense	\$530.00
668650	Communication - Cells, Pagers	\$2,000.00
668800	Seminars & Continuing Education	\$1,500.00
782998	Office Rent Expense	\$13,000.00
	Utilities	\$4,500.00
782701	Printing	\$1,700.00
782702	Telephone	\$2,000.00
635800	Supplies - Office	\$2,800.00
	Total Other Expenses	\$37,030.00
	Total Home Match Marin Program	\$248,000.00

National Flood Hazard Layer FIRMette



122°31'36"W 37°58'30"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

- | | | |
|------------------------------------|--|--|
| SPECIAL FLOOD HAZARD AREAS | | Without Base Flood Elevation (BFE)
<i>Zone A, V, A99</i> |
| | | With BFE or Depth <i>Zone AE, AO, AH, VE, AR</i> |
| | | Regulatory Floodway |
| OTHER AREAS OF FLOOD HAZARD | | 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile <i>Zone X</i> |
| | | Future Conditions 1% Annual Chance Flood Hazard <i>Zone X</i> |
| | | Area with Reduced Flood Risk due to Levee. See Notes. <i>Zone X</i> |
| | | Area with Flood Risk due to Levee <i>Zone D</i> |
| OTHER AREAS | | NO SCREEN Area of Minimal Flood Hazard <i>Zone X</i> |
| | | Effective LOMRs |
| GENERAL STRUCTURES | | Area of Undetermined Flood Hazard <i>Zone D</i> |
| | | Channel, Culvert, or Storm Sewer |
| | | Levee, Dike, or Floodwall |
| OTHER FEATURES | | 20.2 Cross Sections with 1% Annual Chance |
| | | 17.5 Water Surface Elevation |
| | | Coastal Transect |
| | | Base Flood Elevation Line (BFE) |
| | | Limit of Study |
| MAP PANELS | | Jurisdiction Boundary |
| | | Coastal Transect Baseline |
| | | Profile Baseline |
| | | Hydrographic Feature |
| | | Digital Data Available |
| | | No Digital Data Available |
| | | Unmapped |
| | | The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location. |



Elli & Kathleen, matched in Contra Costa County

Our Impact

2021 Match Survey Highlights

Home Match is a vital housing resource in the Bay Area. Our matches:

- **Save on housing costs;**
- **Feel more connected to their communities;** and
- **Feel more secure in their housing.**

93% of our survey respondents are **satisfied with our service** and **95%** **would recommend us to a friend or relative** – or already have!

About Us

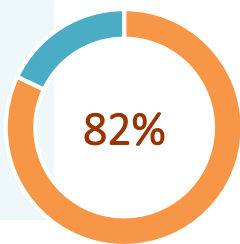
Home Match is a nonprofit home-sharing program that harnesses the strength of community to improve lives.

covia.org/services/home-match

..... TOP 4 REASONS PEOPLE LOVE HOME MATCH

1 Savings & Financial Stability

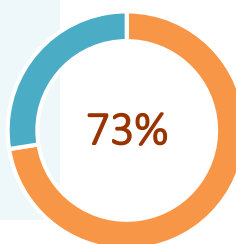
“I needed the financial assistance so my children helped to connect me with Home Match.”



Feel **less worried about money** due to their match, with 53% reporting **monthly savings of \$600 or more.**

2 Safe & Compatible Homemates

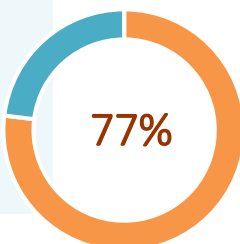
“I wanted to share my home with someone having difficulty finding a place to live in the Bay Area.”



Feel they have **safer and more secure housing:** “I love Home Match because [they] thoroughly vet applicants.”

3 Stable & Secure Housing Options

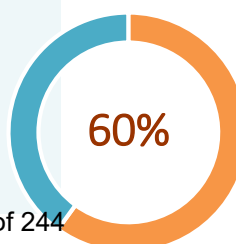
“I had nowhere to go, Home Match helped me find an affordable room for rent with a lovely family.”



Feel **more comfortable in their housing,** with 74% reporting they feel **happier** due to their match.

4 Companionship & Mutual Benefit

“[The Home Provider] has been my friend for years. I was at a transition point and Home Match was a good option.”



Feel **more connected to others:** “We had a spare room, we needed support and we wanted to offer support to another.”

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

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

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

ExtraFood.org

Mailing Address

907 Sir Francis Drake Blvd
Kentfield , California, 94107

Website

<https://extrafood.org/>

Organization DUNS#

042696065

Executive Director/CEO

Will Dittmar

Email Address

Will@extrafood.org

Phone Number

(434) 981-6915

Project General Information

Program/Project Name

Building an Equitable and Sustainable Food Safety Net in Marin County

Program/Project Site Address

907 Sir Francis Drake Blvd
Kentfield , California, 94107

CDBG Year 1 Funding Amount Requested

25000

CDBG Year 2 Funding Amount Requested

25000

Application Contact Person

Amber Driscoll

Title of Contact Person

Development Director

Email Address

Amber@extrafood.org

Phone Number

(949) 310-8006

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

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.

	% of Services Provided
Novato	18.5
San Rafael	38.2
County Other	43.3

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

Yes

Funding Source

Community Partnerships

Funding Amount

20000

Date Funding Received

Thursday, October 7, 2021

Is your organization receiving any other County of Marin funding for this project?

No

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

ExtraFood is solving hunger differently by leading a countywide movement to permanently change our food system to prevent all edible food from being thrown away. We are shifting businesses' and schools' behavior from wasting food to donating it, expanding awareness of the benefits of donating excess food instead of throwing it away, increasing the number of food distribution sites in

underserved areas of Marin, and increasing equitable access to healthy food by sharing Marin's abundance with our most vulnerable residents. Our vision is to enroll every available food donor in our program, sustainably scale to increase the geographic area in which we work, and to capture every available pound of excess edible food for people in need.

Since our inception in 2013, ExtraFood has organized, recovered, and delivered more than 5M pounds of food from 275+ food donors to 169 food distribution sites across Marin County. Our work recovering fresh food has also prevented more than 419,000 pounds of methane from warming our planet and reaching over 8,500 people every week. Our edible food recovery work significantly reduces hunger in our County and helps mitigate climate change; and as an advisory member of DRAWDOWN:Marin, ZeroWaste Marin, and Marin Food Policy Council, ExtraFood is well positioned to influence agricultural and environmental policy at a local level. Each investment in ExtraFood helps us meet new challenges as we progress towards our goal of transforming Marin's food ecosystem, creating lasting change in our community's safety net environment, and increasing equitable access to healthy, fresh food.

Over the past year, our Food Recovery and Community Meals programs have pivoted to serve greater demand for fresh food – for those who lost jobs, homebound seniors unable to accept visitors or cook for themselves, families who rely on food-assistance programs through their children's schools – as well as nearly 49,000 people in need of food assistance in our county year-round, including more than 19,000 seniors and 10,000 children.

As a result of the ongoing pandemic, our nimble model has rapidly adapted as our partners' food programs shift, facilities' safety procedures and hours change, and the number of people they serve increases. ExtraFood is working even more closely with these partners to understand their changing needs, on an hour-by-hour basis in many cases, and adjusting our sourcing and delivery methods to bring more food to more people, including supporting new meal distribution programs and pop-up food pantries across the county. We have also transformed our Community Meals Program to reach more people with prepared meals, and through this program, we have delivered nearly 100,000 prepared meals to homebound seniors and other low-income families.

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.)

ExtraFood's vision is to make food recovery a way of life in Marin: to enroll every available food donor in our program, and to capture every available pound of excess food for people in need. To reach the goals of ending hunger and food waste in Marin, ExtraFood is:

- Cultivating new partnerships with food businesses in order to grow the total amount of donated fresh food and redistributed to people in communities that have been disenfranchised due to discrimination;
- Expanding the food safety net in Marin by increasing the number of food programs and food distribution sites that serve our most vulnerable community members;
- Increasing the total number of food trips to expand the total food redistributed throughout the county and increase the number of people served by our programs;
- Educating food businesses, hospitals and schools about the benefits of donating food instead of throwing it away, broadening the awareness of the financial savings of small behavioral changes;
- Expanding awareness of SB 1383 among food businesses and supporting our food donor partners in donating more fresh food to our food recovery program;
- Increasing equity and representation on our staff and board, and promoting a community-led approach to our work;
- Partnering with the County of Marin to distribute freshly-prepared meals to COVID-positive residents and their families to keep our community safe; and
- Responding swiftly to the changing needs of our community partner organizations, adjusting deliveries daily to ensure that the fresh food we redistribute reaches the people with the greatest need.

As a result of the ongoing pandemic, our nimble model has rapidly adapted as our partners' food

programs shift, facilities' safety procedures and hours change, and the number of people they serve increases. ExtraFood is working even more closely with these partners to understand their changing needs, on an hour-by-hour basis in many cases, and adjusting our sourcing and delivery methods to bring more food to more people, including supporting new meal distribution programs and pop-up food pantries across the county. We have also transformed our Community Meals Program to reach more people with prepared meals, and through this program, we are delivering tens of thousands of meals to Marin's most vulnerable community members.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

Amid the ongoing COVID-19 crisis, ExtraFood continues to experience a significant increase in food needs from our community's most vulnerable children, seniors and working families; an increase in food donations from businesses and schools that are closed; an unprecedented daily array of pickup/delivery schedule changes based on new and changing needs of the vulnerable people we serve, and closures of various partners; and an increase in new food programs at our safety-net partner sites.

Despite the increase in food needs and donations, ExtraFood has responded quickly to address these challenges by increasing the usage hours of our refrigerated vehicles, bringing on new operational staff, and recruiting, training, equipping, and coordinating new volunteers. We have also increased our Community Meals program efforts, distributing over 100,000 freshly-prepared meals at sites throughout the county since this crisis began. We have also worked with the County of Marin's Health & Human Services Department to provide complete meals for COVID-19+ people and for those who have been in close contact and require additional support while quarantining. Through this partnership, we have delivered 17K+ prepared meals, helping to keep our community healthy and safe.

In spite of the many challenges over the past nearly two years, we are encouraged and inspired by our dedicated volunteers, food partners, financial donors, and community advocates. Together with a resilient and hopeful community of supporters, ExtraFood will continue to work toward the day when all people in Marin – and our planet – are healthy and thriving.

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

Basic Health Services

Food Security

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

Marin ranks 54th in income inequality out of 57 counties across California; and more than 1/3 of families do not earn enough to make ends meet without assistance. 49,000 residents are in need of food assistance, including more than 19,000 seniors and 10,000 children who live in poverty. ExtraFood's fresh food deliveries serve the children in our community who come to school without breakfast and lunch, and our seniors and working families whose income doesn't last the month, or the week. While Marin boasts many resources, disparities persist along economic lines in both health access and health outcomes. ExtraFood bridges the gap between abundance and need in Marin during a time when disparities in our community have become exacerbated due to an ongoing and unprecedented global crisis. In the last 12 months, ExtraFood has recruited 24 new food donors and recovered and delivered over 994,000 pounds of food – the equivalent of 828,000 meals – with a focus on fresh fruits and vegetables, lean proteins including eggs and dairy products, prepared food, and whole grains.

Through a county-wide coalition we are reaching 8,500 vulnerable members of our community each week, 100% of whom are low to moderate-income, with deliveries of fresh, healthy food. Although we deliver to every town and city in Marin, we focus especially in areas where residents lack sufficient access to fresh, affordable food, including the Canal district of San Rafael, West Marin, Novato, and Marin City. ExtraFood recipient partners include organizations such as Next Generation Scholars,

North Bay Children’s Center, West Marin Community Services, and Marin City Senior Center. ExtraFood’s free daily and weekly fresh food deliveries helps our recipient partners provide more complete and healthy meals to more people, and frees up some of their limited financial resources to other critical services.

With the help of a Community Development Block Grant, ExtraFood will expand equitable access to fresh, nutritious food for Marin’s most vulnerable community members. ExtraFood is committed to rescuing and redistributing fresh and healthy food – including fresh fruits and vegetables, prepared food, dairy products, eggs, meat, packaged goods, and baked goods – to our most food-insecure neighbors. We recognize that health is medicine, and the people who are struggling to put enough food on their tables – particularly BIPOC residents who have suffered from lack of access in our food system due to institutional discrimination – benefit from fresh, nutritious food in particular.

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

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

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

ExtraFood seeks to ensure it is a model of diversity, equity, and inclusion, with a focus on forming a culture of understanding and acceptance in all work and program environments. We view this as a core value and want our staff, volunteers, and individuals we serve to feel represented, and supported with the ultimate goal they achieve success, sustainability, and security. ExtraFood is an equal opportunity employer, and all team members are provided an employee handbook which clearly outlines the organization’s discrimination prevention policies. Beginning in 2021 all staff must also complete a diversity, equity, and inclusion training in order to strengthen employees’ diversity awareness and inclusive practices. In 2019, ExtraFood launched a Diversity & Inclusion Committee, a diverse group of ExtraFood staff that works on behalf of and in collaboration with the organization to improve the diversity of our workforce and promote inclusivity in everything we do. Everyone in our community should have the food they need. And, food justice is racial justice: We stand for full racial equality and the dismantling of structural racism in all of our society’s institutions.

ExtraFood is committed to fostering an inclusive and accessible volunteer experience. To this end ExtraFood provides the same access and training opportunities to all volunteers and does not limit opportunities based on skill requirements or previous experience. Our volunteer portal is public and all shifts are posted each Sunday evening providing all volunteers an equal opportunity to sign up for the shift that best suits their time schedule and capacity to pick up a large or small food donation. 77% of our volunteers are over the age of 55 and appreciate the flexibility of scheduling smaller food trips, especially those who are unable to lift large amounts of food. ExtraFood is aware that not all volunteers are physically able to take on a regular or spontaneous food trip which is why we create alternative volunteer opportunities such as food sorting opportunities for volunteers from the Arc San Francisco, a learning center for adults with developmental disabilities.

ExtraFood disseminates regular bilingual (English and Spanish) marketing material to our volunteers, food donors, and greater ExtraFood community, and we have plans to increase our bi-lingual presence online. Although ExtraFood is not able to guarantee every recipient site will have a Spanish speaking staff member available, we do create opportunities for pop-up food distribution shifts that are accessible to our non-English speaking volunteers.

Our volunteers go through training with our staff to ensure that they are aware of any potential cultural sensitivities that they may encounter while making a food trip, and volunteers of all races, ages, and physical abilities are celebrated and appreciated by our community, staff, and recipient partners.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected

Classes under federal fair housing laws. (Please limit to 3000 characters.)

ExtraFood is a community-based, community-driven organization. We strive to raise awareness about the unsustainable nature of our local food system, the benefits of our programs to permanently change behavior from wasting food to donating food, and ways in which we can all work together towards the day when everyone in our community has the food they need to thrive. Our marketing is focused on general community awareness about the food insecurity issues so many people in our community face, as well as direct-to-business outreach to encourage food businesses, schools, hospitals, and restaurants to donate more fresh food to our food recovery program.

ExtraFood works to meet the needs of Marin’s most vulnerable community members by continuing to strengthen our county’s safety net and expanding our food recovery program – with the goal of reaching more people with our nutritious, fresh food deliveries; making Marin’s food system more equitable; and ensuring that no one is left without the food they need, especially during items of disaster, emergency, or community crisis. Research verifies that food recovery is a best practice strategy for addressing overall health, hunger, and environmental issues. ExtraFood is permanently changing the food system in Marin by shifting businesses' behavior from wasting food to donating it which benefits our community’s most vulnerable residents and allows businesses to positively impact our community.

ExtraFood is committed to fostering an inclusive and accessible experience for all our 169 recipient partners. ExtraFood does and will continue to disseminate regular bilingual (English and Spanish) marketing material to all of our recipient partners and the greater ExtraFood community, and we have plans to increase our bi-lingual presence online and through billboards and annual direct mailing campaigns.

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.)

	Number
Moderate Income	0
Low Income	5000
Very Low Income	2000
Extremely Low Income	1000

Total Number of Persons by Income Demographic

8000

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.)

ExtraFood works with over 169 safety-net partners that serve community members that fall under the HUD presumed benefit population including the elderly, the houseless/homeless, and adults with serious disabilities. Our recipient partners that serve houseless/homeless individuals and families are Ritter, Downtown Streets, St. Vincent’s, Homewards Bound of Marin - Voyager Carmel Center, Homeward Bound of Marin - Family Center, Homeward Bound - New Beginnings Center, Homeward Bound of Marin - Oma Village, Homeward Bound of Marin - Fourth Street Center, and Gilead House, all of whom serve over 1,000 people a week. We also partner with recovery centers such as Helen Vine, Marin Services for Men - Mission Ave, Center Point, and Center Point Residential Women & Children,

ExtraFood delivers food 7/365 to our food distribution partner organizations, which serve 100% low, very low, and extremely low income adults and seniors across the County – in addition to the HUD presumed benefit population – and each partner organizations is responsible for verifying qualifying client income for the people that they serve and that our food deliveries support. Many Marin’s most vulnerable residents are disconnected from services due to transportation barriers, isolation and stigma associated with reaching out for help. Geographic barriers pose a significant problem for our community which is why ExtraFood focuses on expanding deliveries and distribution partnerships in Marin’s "food deserts", including the Canal area of San Rafael, Marin City, and West Marin.

Structural racism has long been shown to result in far greater food insecurity among BIPOC communities, and COVID-19 has only increased the disproportionate percentage of BIPOC individuals who are struggling with hunger. ExtraFood is committed to making an impact on ending system racism, specifically as it relates to inequities in the food system and to our mission to end hunger and food waste in Marin. ExtraFood prioritizes partnerships and projects that focus on BIPOC communities including co-launching our partnership with Growing the Table, AIM, and Performing Stars of Marin in Marin City to deliver more than 18 tons of excess fresh fruits and vegetables from small farms, particularly BIPOC-owned farms, to vulnerable people.

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

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native	0	0
Asian	400	0
Black or African American	800	0
Native Hawaiian or Other Pacific Islander	0	0
White	3600	3200
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 Number of Persons

4800

Total Number Identifying as Hispanic

3200

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

N/A

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

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.)

ExtraFood does not have prior experience with administering federal grants. ExtraFood has only recently applied or is in the process of applying to federal grant programs including the National Institute of Food & Agriculture and AmeriCorps, and we expect to hear back later this year. ExtraFood has been the recipient of a California State Grant through CalRecycle in 2018 and 2019.

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

The lead project supervisors for this project would be ExtraFood's Director of Programs, Monica Ravizza and Deputy Director, Cherie Graham. Cherie has overall operational responsibility for ExtraFood's county-wide food recovery and Community Meals programs, as well as overseeing business operations and partnering with the Executive Director on all major organizational decisions. Cherie's program team is responsible for all food sourcing and recipient partnerships, fleet management, volunteer management, our technology platform, and food delivery logistics. Most recently, Cherie was Interim Executive Director and Director of Development and Outreach at Next Generation Scholars, a nonprofit working to help low-income, primarily BIPOC, middle and high-school students gain entry into college. Before that, Cherie was COO at Girls Leadership, a nonprofit focused on equipping girls with the skills to exercise the power of their voice.

Monica is responsible for overseeing the operations that source thousands upon thousands of pounds of healthy, fresh food and then deliver it to the people who need it most in our community. Monica is committed to the cultivation and satisfaction of food donors, support of volunteer programs, building and maintaining relationships with our nonprofit recipient partners, and management of vehicles and drivers, as well as coming up with creative solutions to obstacles that inevitably arise. Monica has over 10 years of experience in the non-profit sector including grant writing, program development and management, and community based field research. Prior to ExtraFood Monica was a Co-Project Director at Providence Health & Services where she developed, planned, and implemented physical activity and nutrition education programs as part of a U.S. Department of Education grant. She was responsible for the identification and development of collaborative partnerships, management of staff, monitoring program budgets, writing progress reports, developing funding opportunities, and securing outside resources to further program goals and objectives.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

In December of 2021 ExtraFood's Founder and Executive Director, Marv Zauderer, transitioned out of his role as Executive Director and we welcomed our next passionate and experienced leader, Will Dittmar. Will's deep personal commitment to our environment and the most vulnerable among us, his broad skill set, and his record of success and impact growth make us more excited than ever about ExtraFood's future.

Under Will's leadership, ExtraFood will continue to create a triple impact: on hunger, on food waste's massive effect on the climate crisis, and on transforming Marin's food system: from wasting food to donating it for people in need. Will and the EF team will continue to accelerate the realization of ExtraFood's vision:

A vision of food justice: Everyone in our community should have the food they need.

A vision of climate action: Food waste and its enormous harm to our planet must end.

A vision of community: Food waste and hunger are solvable problems in Marin; with ExtraFood's living, growing coalition of people and partners, we can solve them – together.

Despite many challenges over the past year, we are encouraged and inspired by our dedicated volunteers, food partners, financial donors, and community advocates. Together with a resilient and hopeful community of supporters, ExtraFood will continue to work toward the day when all people in

Marin – and our planet – are healthy and thriving.

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

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

N/A

For HOME projects: Describe your project's ability to pencil out with HOME Low Rents. (Limit to 3000 characters.)

N/A

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)

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.

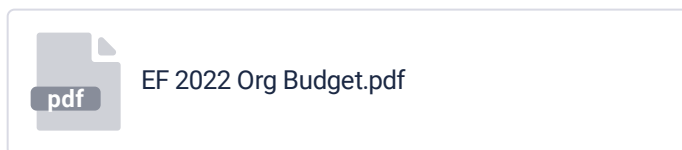
For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

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

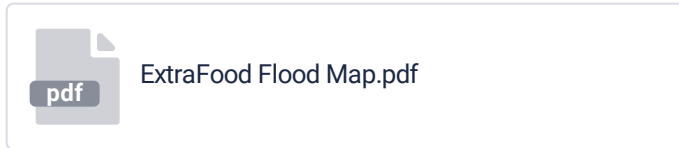
Attach Project Budget



Attach Organization Budget



Attach Dynamic Flood Map



Signer Name

Amber Driscoll

Signer Title

Development Director

Signer Affirmation

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

Public Services Project Budget Template

Organization Name: ExtraFood
Project Title: Building an Equitable and Sustainable Food Safety Net in Marin County

Date: 1/31/2022

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<i>Committed</i>				
Foundations:				
Norman Rabb		\$ 25,000.00		\$ 25,000.00
Crescent Porter Hale		\$ 100,000.00		\$ 100,000.00
Marin Community Foundation		\$ 50,000.00		\$ 50,000.00
West Marin Fund		\$ 10,000.00		\$ 10,000.00
Government:				
Corporations:				
Patagonia		\$ 10,000.00		\$ 10,000.00
Clif Bar Family Foundation		\$ 5,000.00		\$ 5,000.00
Individual Contributions:				
Earned Income:				
Individuals Small		\$ 41,851.00		\$ 41,851.00
Other (specify):				
Subtotal, Committed Income		\$ 241,851.00	\$ -	\$ 241,851.00
<i>Uncommitted</i>				
Federal Grant Request	\$ 50,000.00			\$ 50,000.00
Other Foundations:				
Harbor Point Charitable Fund		\$ 10,000.00		\$ 10,000.00
Government:				
Corporations:				
Bank of America		\$ 25,000.00		\$ 25,000.00
Individual Contributions:				
Other (specify):				
Subtotal, Uncommitted	\$ 50,000.00		\$ -	\$ 85,000.00
Other:				
Earned Income:				
<i>(Add rows)</i>				
Subtotal, Earned Income			\$ -	\$ -
Grand Total Income	\$ 50,000.00	\$ 276,851.00	\$ -	\$ 326,851.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Operations Coordinator	\$ 6,000.00	\$ 46,000.00		
Volunteer Coordinator	\$ 6,000.00	\$ 54,000.00		
Food Recovery Coordinator I	\$ 6,000.00	\$ 54,000.00		
Subtotal Personnel	\$ 18,000.00	\$ 154,000.00		
Benefits	\$ 2,160.00	\$ 24,375.00		
Subtotal Salaries and Benefits	\$ 20,160.00	\$ 178,375.00	\$ -	\$ 198,535.00
Contracted Services				
Accountant	\$ 2,340.00	\$ 15,660.00		\$ 18,000.00
Subtotal Contracted Services	\$ 2,340.00	\$ 15,660.00	\$ -	\$ 2,340.00
Direct Project Related Expenses				
Volunteer Program (Food	\$ 2,500.00	\$ 2,090.00		\$ 4,590.00
Occupancy	\$ 10,000.00	\$ 21,536.00		\$ 31,536.00
Operations Software (CRM for	\$ 2,000.00	\$ 9,912.00		\$ 11,912.00
(1) Refrigerated Truck (1)	\$ 6,000.00	\$ 21,900.00		\$ 27,900.00
Office Expenses	\$ 2,000.00	\$ 16,658.00		\$ 18,658.00
Marketing (Education and	\$ 5,000.00	\$ 26,380.00		\$ 31,380.00
Subtotal, Direct Project	\$ 27,500.00	\$ 98,476.00	\$ -	\$ 125,976.00
Indirect Expense (specify % in column A below)				
				\$ -
Fiscal Sponsorship Fee (specify % in column A below)				
				\$ -
Grand Total All Expenses	\$ 50,000.00	\$ 292,511.00	\$ -	\$ 326,851.00

ExtraFood.org 2022 Budget

*** ExtraFood Confidential ***

Income Categories

Large (≥\$1K) Individual Donations \$ 675,000

Small Individual Donations \$ 150,000

Foundation Grants \$ 430,000

Government Grants -

Corporate Grants/Sponsorships \$ 185,000

Program Service Revenue -

Total Income \$ 1,440,000

Expense Categories

Personnel - \$1,176,682

Community Meals Program -

Corporate Insurance - \$22,000

Bank and Credit Card Processing Fees - \$15,000

Accounting - \$33,500

Occupancy - \$11,160

Office Expenses/Equipment - \$18,658

Fundraising - \$25,000

Truck/Van Operating Costs - \$27,900

Truck/Van Depreciation - \$21,429

Volunteer Program Materials - \$10,900

Operations Software - \$11,912

Marketing/PR/Events - \$31,380

HR/Training/Legal - \$22,200

Evaluation -

Board Expenses - \$3,000

Travel/Meals - \$2,000

Dues/Subscriptions/Admissions - \$1,200

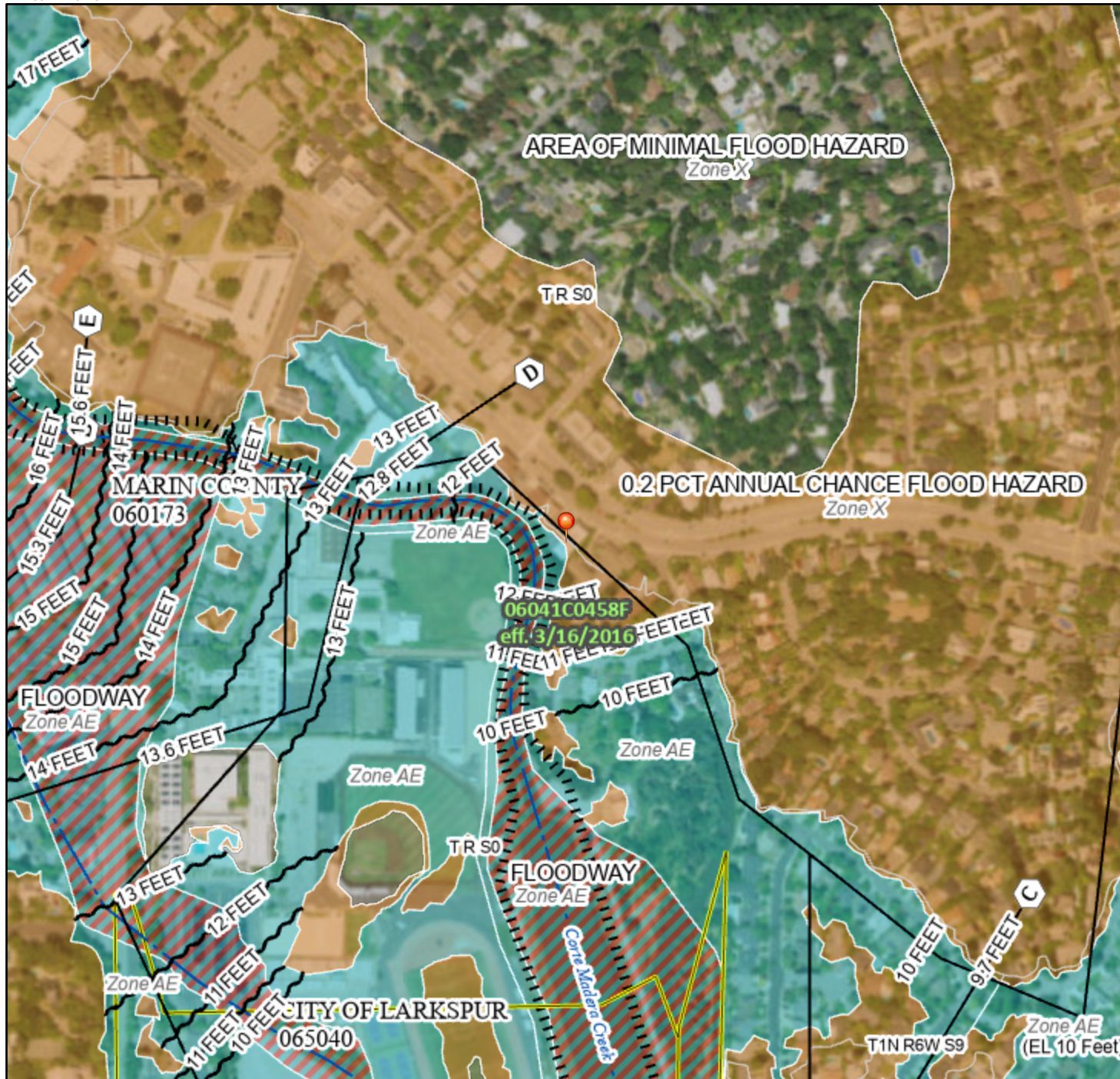
Total Operating Expenses - \$1,433,911

Net Operating Income - \$6,089

National Flood Hazard Layer FIRMMette



122°33'2"W 37°57'27"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D

OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall

OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance
		17.5 Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
MAP PANELS		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
		Digital Data Available
		No Digital Data Available
		Unmapped

N

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/31/2022 at 11:13 AM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

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

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

Fair Housing Advocates of Northern California

Mailing Address

1314 Lincoln Avenue, Suite A
San Rafael, California, 94901

Website

www.fairhousingnorcal.org

Organization DUNS#

362281065

Executive Director/CEO

Caroline Peattie

Email Address

peattie@fairhousingnorcal.org

Phone Number

(415) 483-7552

Project General Information

Program/Project Name

Fair Housing Counseling and Education

Program/Project Site Address

1314 Lincoln Avenue, Suite A
San Rafael, California, 94901

CDBG Year 1 Funding Amount Requested

75000

CDBG Year 2 Funding Amount Requested

79500

Application Contact Person

Caroline Peattie

Title of Contact Person

Executive Director

Email Address

peattie@fairhousingnorcal.org

Phone Number

(415) 483-7552

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

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.

	% of Services Provided
Novato	22
San Rafael	35
County Other	43

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

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 Northern California (FHANC) is "to ensure equal housing opportunity and to educate our communities on the value of diversity in our neighborhoods."

FHANC provides the following services: (1) housing counseling for individual tenants and homeowners; (2) intervention and case investigation; (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; and (11) foreclosure prevention.

In 2020-21, the organization served more than 2,000 clients (tenants and homeowners); provided counseling on 490 fair housing cases, assisted 107 clients with disabilities in requesting reasonable accommodations (87 of which were granted or are still pending); investigated 132 rental properties for

discriminatory practices; filed 13 administrative fair housing complaints and 2 lawsuits; garnered \$14,210 in settlements for clients and the agency; counseled 74 distressed homeowners to prevent foreclosure; educated 345 prospective homebuyers; trained and educated 1,839 people, including: 1,222 tenants, service agency staff, and housing providers on fair housing law and our services, 388 community members through Fair Housing and Reasonable Accommodation's conferences and a "Fair Housing in Times of COVID" panel, and 229 students through fair housing presentations for San Rafael High School; and distributed 6,280 pieces of literature. FHANC provides free fair housing 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).

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 Organizational Overview, above; all services are currently offered in Marin County and we propose to offer all but #10 (prepurchase) and #11 (foreclosure prevention) again in 2020-21. As the only HUD-certified Housing Counseling Agency in the county, as well as the only fair housing agency with a testing program in the county, Fair Housing Advocates of Northern California (FHANC) provides free services to residents protected under federal and state fair housing laws. FHANC helps people address discrimination they have experienced, increasing housing access and opportunity through our advocacy as well as by requiring housing providers to make changes in discriminatory policies. Historically, FHANC's fair housing services have been especially beneficial to Latinx households, Black households, people with disabilities, immigrants, families with children, female-headed households (including victims of domestic violence and sexual harassment), and senior citizens. Approximately 90% of our clients are low-income. FHANC'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 FHANC decreases incidences of discrimination and helps to protect the rights of members of protected classes.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

FHANC developed education and outreach materials in English and Spanish to inform residents of fair housing protections related to COVID-19. In addition, FHANC created a web page with COVID-19 resources and information useful to residents.

In December 2020, FHANC hosted a "Fair Housing in Times of COVID" Forum, featuring panelists from Canal Alliance, Marin County's Social Equity Program, California Department of Housing & Community Development, and Fair Housing Advocates of Northern California.

Due to COVID-19, FHANC had to adapt the delivery of some of its programs. FHANC offers annual conferences on Reasonable Accommodations for people with disabilities for public and private housing providers, advocates, and agency staff to better prepare them to work with people with special needs. The conference offers an opportunity to participate in small group discussions tailored to the participant's questions and experiences. Since COVID, we have offered this conference via Zoom, with breakout sessions to carry out the small group discussions, led by experienced and knowledgeable facilitators. In addition, FHANC offers an annual April Fair Housing Conference to discuss relevant and emerging fair housing issues, and pivoted to a virtual conference in April 2020.

FHANC staff have also advocated for policies to alleviate the negative impacts of COVID-19 on homeowners and tenants. For example, in June 2021, staff attended and provided comments at a Marin County Board of Supervisors' meeting in support of adopting an urgency ordinance barring evictions for nonpayment of rent due to COVID.

Since the beginning of the pandemic, FHANC received many calls from people experiencing COVID-

related housing hardships such as inability to pay rent/mortgage due to income loss; increased rents despite financial hardship; need for reasonable accommodations in order to protect from COVID infections and/or because of increases in stress; domestic violence exacerbated by quarantine/isolation; sexual harassment/exploitation of tenants unable to move/pay rent; neighbor-on-neighbor harassment related to increases in stress/prolonged proximity; and harassment/discrimination based on stereotypes about which groups are likely to have COVID. FHANC has seen an overall decrease in eviction cases during the pandemic. For example, a client with an autoimmune disease and is considered high-risk with regard to COVID-19 reached out to FHANC to prevent her landlord from unnecessarily entering her unit during the COVID-19 pandemic. She had had repeated issues with the landlord entering her unit often and on short notice, without taking proper precautions to prevent the spread of COVID-19. FHANC sent a letter detailing her condition, with verification from her doctor, and requested that the landlord not enter the unit except in case of emergency or for significant repairs. The landlord agreed to the request, and the issue has not persisted since it was granted.

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

Housing Support Services

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

The first part of our mission is “to ensure equal housing opportunity” and virtually all our services are in support of increasing access and opportunity in housing for tenants and homeowners. This includes providing services to all those protected under federal, state, and local fair housing laws. FHANC works to maximize housing opportunities for all persons regardless of race, color, religion, national origin, familial status, disability, gender, marital status, sexual orientation, age, ancestry, source of income, immigration status, or arbitrary reason.

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)

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

FHANC is committed to affirmatively furthering fair housing (AFFH) 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, FHANC 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, FHANC plans to address impediments to fair housing choice by engaging in a number of fair housing activities, from affirmatively changing discriminatory housing policies through education and enforcement, but also proactively advocating for changes in housing policy that AFFH. In addition, FHANC 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 and state mandates that jurisdictions receiving federal funds must Affirmatively Further Fair Housing (AFFH), given the regulations issued by the Department of Housing and Urban Development (“HUD”) in July 2015 and the new rule that the current administration is implementing (for which FHANC staff was invited to and provided input at three stakeholder meetings in October 2021). In addition, FHANC can offer its perspective on California’s AFFH rule (which took effect January 1, 2019) and the Marin County Housing Element, through which AFFH is implemented in California.

Virtually all of the agency’s clients are among groups of people protected by fair housing law, 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; 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 investigation, intervention, and/or the administrative complaint process or lawsuits. FHANC may file an administrative complaint or lawsuit in order to change discriminatory policies of housing providers and effect change for protected classes. FHANC will also provide fair housing education to 1) housing providers so they will understand their obligation to follow fair housing law and treat members of protected classes fairly; 2) service providers for better referrals; and 3) 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 attached AFFH Detail.)

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (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 Black populations are concentrated and live in segregated neighborhoods;
- Maintaining a website with information translated into Spanish and Vietnamese;
- Maintaining bilingual staff: 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 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, by 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, Latino Council of Marin, First 5 Marin, and the Marin Housing Authority.

(See also section under #7 above.)

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.)

	Number
Moderate Income	14
Low Income	25
Very Low Income	63
Extremely Low Income	248

Total Number of Persons by Income Demographic

350

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.)

FHANC's clients self-report income. They have no incentive to give inaccurate information as FHANC 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 FHANC's clients are survivors of domestic violence or a person living with a severe disability.

Ultimately, FHANC follows the same model required by Legal Services Corporation (LSC) 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.

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

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native	1	1
Asian	9	1
Black or African American	45	9
Native Hawaiian or Other Pacific Islander	1	0
White	262	82
American Indian and White	2	1
Asian and White	6	1
Black and White	6	1
American Indian and Black	1	0
Multi-Racial	17	10

Total Number of Persons

350

Total Number Identifying as Hispanic

106

Female-Headed Households (out of above total)

192

Persons with Disabilities (out of above total)

193

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

During FY2020-21, FHANC counseled 468 tenants and homeowners in Marin County, screening for fair housing issues and providing referrals for non-fair housing clients. Of those counseled, 137 alleged discrimination and were referred to a housing counselor for assistance (e.g. information on fair housing laws, interventions with housing providers), making 45 reasonable accommodation requests on behalf of disabled tenants, 11 referrals to HUD/DFEH (Ca. Dept. of Fair Employment & Housing) and representation of 3 of those cases in administrative complaints. FHANC also filed 2 additional administrative complaints on behalf of the agency in conjunction with client complaints. Though complaints received were on every federal and protected bases, the administrative complaints alleged discrimination on the basis of disability and on gender. In December 2021, after FHANC's investigation, FHANC and a Marin City couple filed a lawsuit alleging race discrimination against an appraiser and appraisal management company for undervaluation of their home by roughly \$500,000.

FHANC conducted systemic national origin/source of income discrimination investigations in 2020 and disability discrimination investigations in 2021 (see attachments) as well as complaint-based testing in Marin, testing for race, national origin, disability, gender, and familial status discrimination.

FHANC monitored Craigslist for discriminatory advertising, with the added state protection as of January 2020 for individuals using housing subsidies. FHANC notified 10 housing providers in Marin during the year regarding discriminatory language in their advertisements, on the basis of source of income and familial status.

FHANC engaged in education and outreach efforts to reach individuals most likely experience discrimination and least likely to contact FHANC, and also public and private providers to prevent discriminatory practices, through fair housing training to public and private housing providers, presentations to service providers and tenant groups, fair housing ads and e-blasts/social media posts, and literature distribution. FHANC 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. In addition, FHANC partnered with San Rafael High School to provide presentations on fair housing and the history of racial residential segregation in Marin to social studies classes.

Additionally, FHANC annually produced and hosted successful virtual Reasonable Accommodations conferences and April Fair Housing Month conferences, attended by Marin residents, elected officials, service providers, and Housing Authority staff.

See also attachment "AFFH Detail."

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 2021-22 and by the end of January will have billed the County for approximately half the grant funding allocated after 6 months of grant work.

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.)

FHANC 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.

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

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

FHANC's Executive Director, Caroline Peattie, with 35 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, Julia Howard-Gibbon, with 9 years fair housing experience and project manager on CDBG grants and FHANC's HUD's 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 26 years of fair housing experience and project manager on multiple grants including HUD's fair housing education grant, supervises education and outreach activities, organizes fair housing trainings and events, and conducts pre-purchase counseling and education.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

FHANC's Executive Director has been in her current position for nine years and has been with the agency since 1996. Of FHANC's two other managers, FHANC's Education Director has been with the agency for 26 years. FHANC's Supervising Attorney, though more recent to her position (September 2020), has been with the agency for five years and has worked on housing issues, including fair housing, since 2006. There are no upcoming leadership transitions.

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

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

N/A

For HOME projects: Describe your project's ability to pencil out with HOME Low Rents. (Limit to 3000 characters.)

N/A

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)

Describe any flexibility regarding your projects start/completion date. (Limit to 3000 characters.)

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.

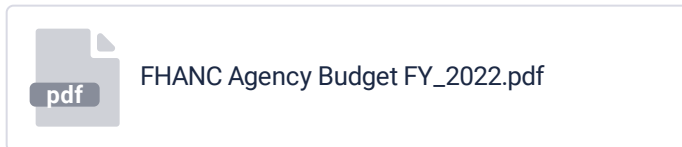
For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

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

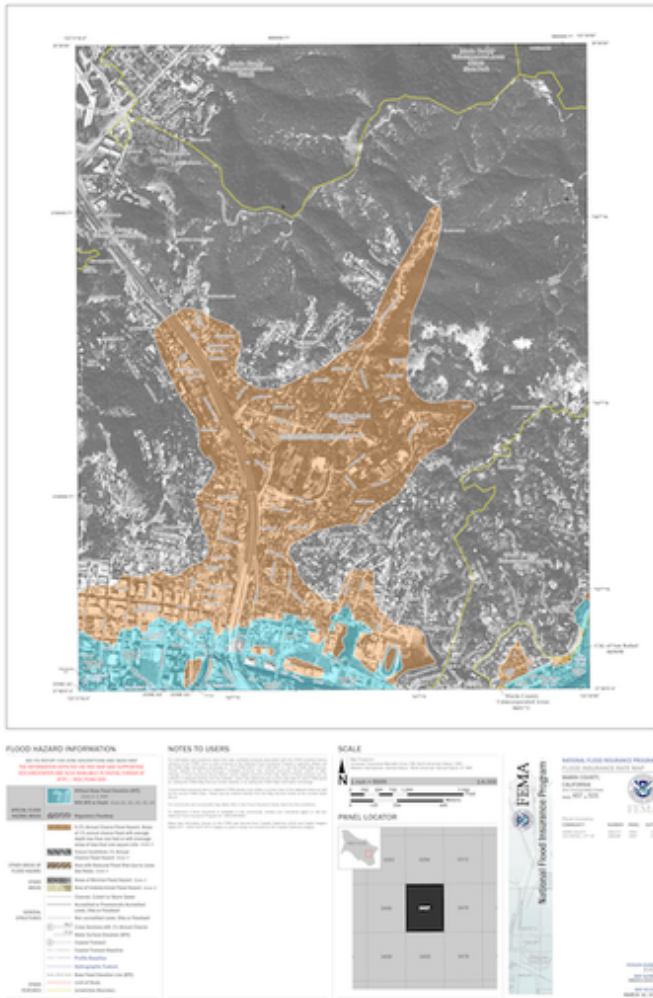
Attach Project Budget



Attach Organization Budget





Attach Dynamic Flood Map



Attach Miscellaneous

 AFFH Detail.pdf

 Audit Report-ESA.pdf

 Audit Report-NO and SOI .pdf

Signer Name

Caroline Peattie

Signer Title

Executive Peattie

Project Budget Template

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

Date: Prepared 1/18/2022 **Grant Period:** 7/1/2022 - 6/30/2023

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>				
Foundations:				
Marin Community Foundation		60,000		60,000
Government:				
HUD/Fair Housing Initiatives Program - Enforcement		125,000		125,000
HUD/Fair Housing Initiatives Program - Education		41,667		41,667
HUD/Fair Housing Initiative Program - Fair Housing Organization Initiative: Enforcement and Systemic Testing Project		62,500		62,500
Corporations:				
Individual Contributions: (list total):				
Earned Income:				
Other (specify):				
Subtotal, Committed Income	-	289,167	-	289,167
<u>Uncommitted</u>				
Other (specify):				-
Federal Grants Request				-
Marin County CDBG	75,000			75,000
Other Foundations:				
Wells Fargo Foundation		10,000		10,000
Union Bank		5,000		5,000
Bank of the West		5,000		5,000
Government:				-
				-
Corporations:				-
				-
Individual Contributions:				-
				-
Subtotal, Uncommitted Income	75,000	20,000	-	95,000
Other				-
Earned Income:				-
				-
Subtotal, Earned Income		-		-
Grand Total Income	75,000	309,167	-	384,167

EXPENSES	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Executive Director (% FTE: 0.12) CP	14,245	28,915		43,160
Investigations Coordinator/Staff Attorney (% FTE: 0.08 UL	6,120	17,176		23,296
Intake Coordinator (% FTE: 0.09) KC	5,769	8,833		14,602
Education Director (% FTE: 0.05) AA	4,690	20,617		25,306

Housing Counselor (% FTE: 0.06) JF	4,051	8,472		12,523
Housing Counselor (% FTE: 0.06) MC	4,016	14,839		18,856
Bilingual Staff Attorney (% FTE: 0.04) *TBD*	2,227	7,506		9,732
Investigations Coordinator/Bilingual Housing Counselor (% FTE: 0.04) *TBD*	2,629	16,170		18,799
Supervising Attorney (% FTE: 0.01) JHG	1,271	25,823		27,093
Bookkeeper/Accountant (% FTE: 0.01) JB	1,599	11,384		12,983
Education Assistant (% FTE: 0.00) EL		6,534		6,534
Bilingual Intake Counselor (% FTE: 0.00) *TBD*		2,846		2,846
Data Administrator (% FTE: 0.00) NT		13,208		
Executive Assistant (% FTE: 0.00) AM		7,811		7,811
Benefits (@ %: 18.70)	8,717	35,555		44,272
Subtotal Salaries and Benefits	55,333	225,689	-	281,022
Contracted Services				
Professional Fees (I.T. Support)	1,600	2,418		4,018
				-
Subtotal Contracted Services	1,600	2,418	-	4,018
Direct Project Related Expenses				
Occupancy (Rent, Utilities, Maintenance)	2,750	5,997		8,747
Equipment (Telephone / Copier)	936	1,900		2,836
Computer Software Services	1,050	1,449		2,499
Consumable Office Supplies	339	537		876
Marketing / Advertising		2,480		2,480
Non-consumable Supplies / Equipment		1,707		1,707
Travel		5,690		5,690
Other Direct Costs		8,309		8,309
Subtotal, Direct Project Related Expenses	5,075	28,069	-	33,144
Indirect Expense (specify % in column A below)				
ICR = 23.48%	12,992	52,992		65,984
Fiscal Sponsorship Fee (specify % in column A below)				
				-
Grand Total All Expenses	75,000	309,167	-	384,167

Agency Annual Budget Summary		
July 1, 2021 - June 30, 2022		
12/16/2021		
		FY 21/22 Budget
Ordinary Income/Expense		
Income		
	HUD PEI	\$ 362,500
	NEW FHIP PEI ARP	97,222
	HUD EOI Y1	125,000
	HUD EOI COVID	5,000
	NEW FHIP FHOI	125,000
	HUD Housing Counseling	22,000
	Sonoma County *UPDATED FOR ADD'L FUNDING*	77,000
	Marin Co-CDBG	64,441
	Contract Revenue-CAG/LAM	-
	Contract Revenue-CAG/LASC	30,000
	Fairfield	43,050
	Santa Rosa	36,000
	Marin Co-Other	20,000
	Vallejo	30,000
	Marin Co-Dispute Resolution	3,000
	Contract Revenue - PFI	-
	HAP	-
	Corp Grants-Union Bank	5,000
	Corp Grants-Bank of the West	5,000
	Corp Grants-Marine Comm Foundation	53,000
	Corp Grants-Wells Fargo	15,000
	Seminar income	2,000
	Individ. Contributions	10,000
	Board Contributions	2,000
	Special Event - Sponsorships	18,000
	Interest/Dividend Income	1,500
	Settlement income	-
	NFHA Reimbursement	-
	Accessibility Project	-
	Gain upon Debt Extinguishment	-
	Total Income	\$ 1,151,713
		-

		FY 21/22 Budget
Expense		
	Total Salaries Expense	\$ 814,060
	Payroll Taxes	68,524
	Benefits	55,345
	Total Personnel Costs	937,928
	Accounting Payroll Services	3,500
	Accounting Accounting Services - CPA	19,600
	Advertising	2,500
	Attorney Exp / Bar Dues	2,000
	Computer/Software Services	7,537
	Dues and Memberships	610
	Equipment Computer & Access. Purchases	7,467
	Equipment Copier lease	5,600
	Equipment Postage machine lease	965
	Food, cards, staff aprec.	1,000
	HAP pass thru expense	-
	HUD Sponsored Training	12,535
	Insurance (Liability)	6,000
	Interpreters / Translators	893
	Investigative Tools	353
	Merchant / bank fees	1,700
	OccupancyRent	41,268
	Occupancy Property Maintenance	5,060
	Occupancy Utilities	3,000
	Office Supplies	2,471
	Outreach (Adobe Imaging)	-
	Photocopies / Printing	2,254
	Postage	-
	Poster Contest	-
	Postering	565
	Prof. Svcs - Computer IT support	13,837
	Prof. Svcs - Pension Admin	500
	Program Subcontractors	7,528
	Research Tool (Online)	1,740
	Recruitment	1,092
	Retention	-
	Seminar Costs	1,555
	Special Event (FH Conf)	3,000
	Sponsorship / Donations	500
	Telephone / Internet	6,684
	Testing Wages	6,174
	Testing Payroll taxes (Budgeted w/ wages)	-
	Testing Cellphone minutes	120
	Testing Tester Background Checks	345
	Testing Tester Training / Fees / Practice tests	936
	Testing Tester Travel/Reimbursements	1,063
	Travel - Local, Reimb.	731
	Total Direct Costs	172,679
	Total Expense	1,110,606
	Net Surplus (shortfall)	\$ 41,107



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AFFH Detail

Furthering Marin's Fair Housing Goals: AFFH Detail

FHANC conducted the 2010 Analysis of Impediments to Fair Housing Choice (AI) for Marin County and provided input to the draft 2020 Marin County Assessment of Fair Housing. With the proposed project for 2022-24 in Marin County, FHANC plans to address impediments to fair housing choice by engaging in the activities as outlined in the proposal.

AFFH has historically been the focus of much of FHANC's work; FHANC has presented an annual fair 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. FHANC can offer information on the status of AFFH implementation and offer up-to-date guidance on the requirement of the Assessment of Fair Housing required by HUD and the California Housing and Community Development Dept. in coming years.

FHANC staff have undertaken advocacy and numerous activities to AFFH such as supporting the passage of local and state fair housing source of income laws (protecting low-income residents with housing subsidies from discrimination) through letter-writing, presentations, social media, and public comment. FHANC also successfully pushed for local and state laws on rent mediation and just cause eviction ordinances. In June 2021, successfully advocated for Marin County's Board of Supervisors to adopt an urgency ordinance barring evictions for nonpayment of rent due to COVID. FHANC plans to continue to work on local and state "Fair Chance" laws, requiring that landlords consider applicants for tenancy based on their own merits, rather than relying on assumptions based on their criminal history. And finally, FHANC has taken a lead role to introduce and pass state legislation that would allow fair housing testers to record conversations with housing providers in order to more easily prove when discrimination has occurred.

Such outcomes measure FHANC's efforts to further fair housing goals (e.g. meeting with representatives of jurisdictions, providing testimonials before elected officials, and educating the broader community about fair housing issues).

FHANC will undertake the following activities to Affirmatively Furthering Fair Housing:

- FHANC will maintain an accessible office where residents can come (once Covid restrictions are lifted and FHANC begins to provide services in person)
- FHANC will provide residents with materials on fair housing and equal opportunity, opportunities to participate in fair housing educational activities, and avenues to report or file complaints of suspected or perceived housing discrimination.
- FHANC will maintain its website and ensure that it details the advocacy, programs, complaint intake services, and counseling offered to residents by FHANC.
- FHANC will utilize its Spanish and Vietnamese 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 FHANC seeking assistance.
- FHANC 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.

- FHANC will continue to implement its fair housing education and outreach program.
- FHANC 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.
- FHANC 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.
- FHANC will continue to monitor online housing advertisements and provide education and advocacy that discourages discriminatory advertising, statements, and practices in all forms.
- FHANC will counsel complainants who have encountered illegal discrimination about available options and provide assistance to complainants in filing administrative complaints as well as lawsuits, as appropriate.
- FHANC will maintain its testing program in the County, conducting testing upon receiving complaints as appropriate and in audits for housing discrimination. FHANC will be an organizational complainant and initiate administrative complaints and/or lawsuits as appropriate, based upon evidence gathered from testing or other investigations.
- FHANC 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.
- FHANC 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.
- FHANC 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 safeguarding 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.



May 2021 AUDIT REPORT

AN INVESTIGATION OF DISABILITY DISCRIMINATION IN RENTAL HOUSING

IN MARIN, SONOMA & SOLANO COUNTIES



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FOREWORD

Housing is more than merely a roof over a person's head. The ability to freely seek out and choose one's housing, in any community, without facing actual or perceived barriers, is crucial in allowing a person to achieve independence, economic self-sufficiency, social acceptance, and professional and educational opportunities. Since 1923, the U.S. Supreme Court has recognized the right to "establish a home" as one of the fundamental liberties protected by the Due Process Clause of the U.S. Constitution.¹

The purpose of this audit was to assess the extent to which people with disabilities experience discrimination in the initial stages of the home seeking process and the extent to which housing providers are complying with or not complying with their obligations under the Fair Housing Act (FHA) and California's Fair Employment and Housing Act (FEHA), to ensure equal access to housing for people with disabilities and to grant reasonable accommodations to tenants and applicants with disabilities.

Federal and state fair housing laws prohibit discrimination in housing on the basis of disability and require that landlords grant reasonable accommodations to applicants and tenants with disabilities who need them. Where a housing provider's rule, policy or practice creates an unnecessary barrier to equal housing opportunity for a person with a disability, the housing provider is required to remove such barrier by making an exception to the policy or practice in order to accommodate the person's disability-related needs.

In 1968, Congress passed the FHA to prohibit discrimination in housing on the basis of race, color, religion, sex, and national origin; which was amended in 1988 to also include familial status and disability. However, despite legislative progress; disability discrimination in housing is still a reality for many individuals with disabilities. More than thirty years later, HUD still receives more disability-related housing discrimination complaints than any other protected class. From 2018 through 2020, 57% of the housing discrimination complaints filed with HUD for Marin, Sonoma and Solano counties alleged discrimination on the basis of disability; 84% of which were specifically filed against housing providers for failing to provide reasonable accommodations. During that same three-year period, 71% of the people who contacted Fair Housing Advocates of Northern California (FHANC) regarding a fair housing issue alleged discrimination on the basis of disability; 74% of which were related to reasonable accommodations.

Consequently, FHANC conducted a large-scale investigation of 111 rental properties in Marin, Sonoma and Solano counties in order to uncover potential barriers to equal housing opportunities for individuals with disabilities. The investigation, which is detailed in this report, uncovered significant evidence of widespread disability discrimination in the initial stages of the home seeking process.

Adults with disabilities, which make up 26% of the United States population, are more likely to live below the federal poverty level and are consequently disadvantaged when it comes to accessing equal housing.² Disability discrimination in housing exacerbates these conditions, resulting in further geographic segregation and limited opportunities for persons with disabilities to live independently in the community of their choice.

Thus, it is in the best interest of local jurisdictions to assess whether barriers to entry exist in their housing market for individuals with disabilities, and whether housing providers have the requisite knowledge of their legal obligations regarding housing discrimination. Based on such assessments, jurisdictions must, if necessary, take appropriate measures to eradicate obstacles and educate stakeholders, including landlords, tenants, and policy makers on fair housing protections for people with disabilities.

This audit was carried out from January through March 2021, by FHANC's Investigation Coordinators, Aura Aguilar, Ursula Lindsey, and John Froggatt, under the supervision of Supervising Attorney, Julia Howard-Gibbon, and Executive Director, Caroline Peattie. Ms. Howard-Gibbon analyzed the investigations and prepared this audit report, under the supervision of Ms. Peattie.

Those responsible for this report hope the results and recommendations contained herein will heighten awareness and encourage a cooperative effort by all segments of the communities in Marin, Sonoma, and Solano counties to eliminate discrimination on the basis of disability and to educate housing providers on their obligation to provide reasonable accommodations to people with disabilities under the law.

EXECUTIVE SUMMARY

This report details the results and subsequent recommendations following a large-scale systemic audit conducted by Fair Housing Advocates of Northern California (FHANC) in Marin, Sonoma, and Solano counties to assess barriers to housing opportunities for people with disabilities. The investigation focused on the ability of prospective renters with disabilities to access reasonable accommodations – specifically permission to have an emotional support animal – in the initial stages of the home seeking process.

A fair housing testing audit is a way to assess compliance or non-compliance with federal and state fair housing laws in a particular housing market by using testers who pose as home seekers to determine how people with protected characteristics are treated in the rental or homebuying process. An audit differs from a complaint-based investigation in that it gives a broad overview of housing provider behavior in a given market during a certain time period. Public governmental bodies and private agencies throughout the country routinely conduct audits as an effective educational and enforcement tool.

Between January and March 2021, FHANC investigated 111 rental properties in Marin, Sonoma and Solano counties for disability discrimination. FHANC chose properties with stated policies in their rental listings prohibiting or limiting animals on the property, such as “no pet” policies or policies restricting the type, breed or size of animals permitted. Testers posing as renters with disabilities called or emailed housing providers in response to such rental listings and asked if the provider would be willing to make an exception to their animal policy in order to accommodate an applicant who requires an emotional support animal because of a verified disability.

The investigation revealed significant barriers to equal housing opportunities for individuals with disabilities, finding evidence of discrimination at more than half (55%) of the 111 properties investigated. Of the 32 investigations conducted in Marin County, 59% revealed evidence of a discriminatory policy or less favorable treatment toward persons with disabilities. Similarly, in Sonoma County, 60% of the 40 investigations conducted revealed evidence of discrimination. Tests in Solano County uncovered the least evidence of discrimination, however, 46% of the 39 investigations conducted still showed some evidence of unequal treatment and/or discrimination toward people with disabilities.

One of the most significant findings revealed by the audit was the extremely high rate of discrimination uncovered at properties with less than 11 units (73%) versus the relatively low rate of discrimination at properties with more than 50 units (20%). This points to a clear need for increased education and outreach to “mom and pop” landlords regarding their obligation to provide reasonable accommodations under fair housing laws. Conversely, the fact that larger housing providers seem to be aware of their obligations is encouraging because larger properties represent a significantly greater portion of the units tested in this audit (4,413 total units at large properties versus 161 total units at small properties).

FHANC also compared rates of discrimination in urban areas versus rural areas. While the differences were not very significant, the data shows that people with disabilities tend to face slightly more barriers to equal housing opportunities in urban areas than rural areas (58% versus 54%), which may be explained, at least in part, by the fact that housing markets tend to be tighter in urban areas.

While both phone and email tests revealed high rates of discrimination, more evidence of discrimination was uncovered in email tests than in phone tests (62% and 51% respectively), indicating that at least some housing providers are likely unaware of their obligations under the law – given their willingness to discriminate in writing – and that there is a significant need for increased education and outreach to housing providers regarding reasonable accommodations and their obligations under the law.

The data speaks loudly and clearly: regardless of critical strides by advocates to increase legal protections for people with disabilities, there still exist significant barriers to housing opportunities for people with disabilities. Based on the results of its audit investigation, FHANC has proposed a number of recommendations for the housing industry and community at large to eliminate discrimination and help increase access to housing for people with disabilities. Considering the lack of affordable housing in the Bay Area, it is critical that we address the systemic discrimination faced by people with disabilities, who are disproportionately low-income, women and/or members of racial and/or ethnic minorities.³

I. INTRODUCTION

A. FAIR HOUSING ADVOCATES OF NORTHERN CALIFORNIA

Fair Housing Advocates of Northern California (FHANC), is a private nonprofit organization dedicated to assisting individuals experiencing housing discrimination and educating the community, including tenants, housing providers, and government employees, as to their rights and responsibilities under federal and state fair housing laws. The mission of FHANC is to ensure equal housing opportunity and to educate the community on the value of diversity in housing.

FHANC provides free comprehensive fair housing counseling services to individuals alleging housing discrimination in Marin County, Sonoma County (except the incorporated city of Petaluma), and the cities of Fairfield and Vallejo in Solano County. FHANC also provides other services, such as foreclosure prevention counseling and trainings to housing providers, in other neighboring counties.

In addition to counseling and education services, FHANC recruits, trains and employs fair housing testers in order to investigate claims of housing discrimination and to assist in conducting systemic investigations, such as the one described in this report.

B. BACKGROUND

One in four – or 61 million – adults in the United States lives with a disability.⁴ Disability is especially common for people age 65 or older (two in five adults), women (one in four adults), and non-Hispanic American Indians/Alaska Natives (two in five adults).⁵ Adults with disabilities are more likely to live below the federal poverty level and lack access to health care – both of which are associated with a higher occurrence of mental health conditions.⁶

A study from the Centers for Disease Control and Prevention (CDC) found that adults with disabilities report experiencing more mental distress than those without disabilities.⁷ An estimated 17.4 million (32.9%) adults with disabilities experience frequent mental distress, defined as 14 or more reported mentally unhealthy days in the past 30 days.⁸ Frequent mental distress is associated with adverse health behaviors, increased health services utilization, mental disorders, chronic diseases, and functional limitations.⁹ In addition to the mental distress caused by physical disabilities, about one in five adults suffer from a diagnosable mental illness in a given year.¹⁰

Emotional support animals can offer support and therapeutic benefits to individuals with mental or psychological disabilities and are, therefore, commonly prescribed by therapists and medical professionals to people with disabilities as tools for alleviating symptoms of mental illness and mental distress.¹¹ For certain types of mental health conditions, such as depression, some have found that caring for an animal can provide a sense of purpose to a person with a disability. For other conditions, such as post-traumatic stress disorder (PTSD) and/or anxiety, petting an animal can have a calming effect and/or provide other therapeutic benefits.

However, because housing providers often put restrictions on the size and/or breed of animals permitted in rental housing, or prohibit animals outright, these restrictions create barriers to housing opportunity for people with disabilities that require emotional support animals. In order for persons with disabilities to have equal access to housing, housing providers must make exceptions to such restrictive animal policies for people who require emotional support animals because of a disability.

The purpose of this investigation was to assess the extent to which housing providers are complying with their obligations under fair housing laws to remove such barriers for renters who need them in order to access equal housing.

C. LEGAL FRAMEWORK

a. Disability Discrimination

Individuals with disabilities are protected from housing discrimination in California under both federal and state law. The Fair Housing Act of 1968 (FHA),¹² Section 504 of the Rehabilitation Act of 1973,¹³ Title II of the Americans with Disabilities Act,¹⁴ California's Fair Employment and Housing Act (FEHA),¹⁵ and California's Unruh Civil Rights Act¹⁶ together prohibit discrimination in almost all housing, whether privately or publicly administered, funded, or subsidized. In addition, all parties associated with a property and/or real estate transaction must comply with fair housing laws. This includes, but is not limited to, landlords, management companies, agents of the landlord, and real estate brokers.

The FHA defines disability as a mental or physical impairment that substantially limits one or more major life activities. The term mental or physical impairment may include conditions such as blindness, hearing impairment, mobility impairment, HIV infection, mental retardation, alcoholism, drug addiction, chronic fatigue, learning disability, head injury, and mental illness. The term major life activity may include seeing, hearing, walking, breathing, performing manual tasks, caring for one's self, learning, speaking, or working. The Fair Housing Act also protects persons who have a record of such an impairment, or are regarded as having such an impairment.

It is unlawful under the FHA to withhold, deny, make unavailable, or refuse to rent, lease or sell a dwelling because of the disability of a tenant, prospective tenant, or someone associated with a tenant or prospective tenant.¹⁷ Specific examples of unlawful discriminatory conduct include:

- Making an untruthful representation that a dwelling is unavailable in order to avoid renting to a person with a disability;
- Making a statement in order to discourages a person with a disability from renting or purchasing a unit;
- Refusing to negotiate the sale or rental of a unit because of a person's disability;
- Steering individuals with disabilities to or away from certain neighborhoods, types of housing or specific dwellings;
- Imposing a different sales price, rent, deposit or fee on a person with a disability;
- Imposing different qualifications, conditions, application procedures, or screening and selection standards on a person with a disability;
- Refusing to rent to a person because of their association with an individual with a disability, such as a family member;
- Providing different services to an individual with a disability;

- Inquiring about the existence, nature or severity of a disability, unless occupancy of a particular unit is specifically tied to one's status as a person with a disability, as in certain publicly-funded housing programs;
- Segregating individuals with disabilities to certain areas of a building or apartment complex; and
- Refusing to provide a reasonable accommodation to an individual who needs an exception or change to a policy because of a disability.

b. Reasonable Accommodations

Antidiscrimination statutes prohibit housing providers from refusing "to make reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling."¹⁸ The only requirement is that there be a causal connection, or nexus, between the individual's disability and the need for the accommodation.¹⁹ So long as the requested accommodation does not constitute an undue financial or administrative burden, or fundamentally alter the nature of the housing or service, the housing provider must provide the accommodation.²⁰ Furthermore, a housing provider may not charge an extra fee or require an additional deposit as a condition of granting a reasonable accommodation.²¹

When evaluating a reasonable accommodation request, the landlord may request that the tenant provide verification from a knowledgeable third party, such as a doctor or social worker, that the tenant has a disability (i.e., a physical or mental impairment that limits one or more major life activities) and that there is a relationship between the person's disability and the need for the requested accommodation.²² However, the landlord may not deny the request or fail to respond to the request because the tenant did not initially supply verification.²³

Additionally, the housing provider must consider reasonable accommodation requests made in any manner, even if made orally and/or if the requester did not use the housing provider's preferred forms or method.²⁴ The housing provider may not require that the tenant or applicant make the request in writing or in any other manner and may not refuse a request because the tenant or applicant did not follow formal procedures that the provider has adopted.²⁵

Reasonable accommodations may be necessary at all stages of the housing process, including during a housing search, during the application process, during a tenancy, or to prevent eviction.²⁶ Housing providers must consider requests for reasonable accommodations during all stages of the process.

Examples of reasonable accommodations include:²⁷

- Waiving animal restrictions for a tenant who needs an assistance or support animal;
- Assigning an accessible parking space close to the entrance to a building or unit for a tenant with a mobility impairment, regardless of whether parking spaces are generally available on a first come, first served basis;
- Allowing a tenant with a mental impairment who is afraid to leave his unit to mail his rent check instead of paying his rent in person;
- Providing assistance in filling out a rental application form.

c. Assistance Animals

A tenant with a disability who requires an assistance animal in order to assist with or alleviate a symptom of a disability may not be denied the right to have an assistance animal in housing. An assistance animal is not a pet;²⁸ it is an animal that works, provides assistance, performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms of a person's disability.

There are two types of assistance animals: 1) service animals, and 2) emotional support animals. A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability, such as guiding individuals who are blind, alerting individuals who are deaf or hard of hearing to sounds, providing protection or rescue assistance, pulling a wheelchair, fetching items, and/or alerting persons to impending seizures.²⁹ The work or task a dog has been trained to provide must be directly related to the handler's disability.

Conversely, an emotional support animal is an animal that provides comfort to their owners but is not trained to perform a specific task. An emotional support animal is defined as an animal: 1) that alleviates one or more symptoms or effects of an individual's disability; 2) that is necessary to afford an individual with a disability an equal opportunity to use and enjoy a dwelling; and 3) for which there is an identifiable relationship between the disability and the assistance the animal provides.³⁰ Emotional support animals are also commonly referred to as companion animals. Support animals do not need to be any specific species or breed.

A housing provider must evaluate a tenant or applicant's request to have an assistance animal using the same general principles applicable to all reasonable accommodation requests. After receiving such a request, the housing provider must consider: 1) whether the person seeking to use and live with the animal has a disability (i.e., a physical or mental impairment that substantially limits one or more major life activities); and 2) whether the person making the request has a disability-related need for an assistance animal.

If both conditions are met, fair housing law requires the housing provider to modify or provide an exception to a "no pets" rule or policy to permit a person with a disability to live with and use an assistance animal in all areas of the premises where persons are normally allowed to go, unless doing so would impose an undue financial and administrative burden or would fundamentally alter the nature of the housing provider's services.

Restrictions and limitations that housing providers may apply to pets, such as breed, size, and weight limitations, may not be applied to assistance animals.³¹ Additionally, while housing providers may require applicants or residents to pay a pet deposit, they may not require applicants and residents to pay a deposit for an assistance animal.³² As is the case for all reasonable accommodation requests, housing providers may not require that an applicant or tenant make the request for an assistance animal in any particular manner or use any formal procedure adopted by the provider.

Like all reasonable accommodation requests, the determination of whether a person has a disability-related need for an assistance animal involves an individualized assessment. However, a housing provider may not have a blanket ban on assistance animals or a policy of refusing to make exceptions to animal policies for assistance animals. Furthermore, a request to have an assistance animal in housing may not be unreasonably denied or unreasonably delayed.³³

II. AUDIT GOALS AND METHODOLOGY

A. WHAT IS A FAIR HOUSING AUDIT?

A fair housing audit is a way to assess compliance or non-compliance with federal and state fair housing laws. It is a controlled measurement of the difference in quality, quantity, and content of information and services afforded to home seekers (testers) by housing providers. An audit differs from a complaint-based test in that it gives a broad overview of housing provider behavior in a given market during a certain time period. Fair housing organizations routinely conduct audits as an educational and enforcement tool.

B. AUDIT GOALS

The purpose and goals of the audit described in this report were as follows:

1. To identify discriminatory policies related to reasonable accommodations and/or instances of differential treatment towards people with disabilities at rental sites, including duplexes and larger multi-family complexes, thus indicating the extent to which people with disabilities face difficulty in securing rental housing in Marin, Sonoma, and Solano counties.
2. To create a list of target properties for future testing where results indicate potential discrimination and where results suggest that further investigation could yield stronger evidence of discrimination.
3. To bring violations to the attention of housing providers, in order to increase awareness of the potential consequences of engaging in discriminatory practices and prevent future transgressions.
4. To file enforcement actions, including administrative complaints with the Department of Housing and Urban Development (HUD) or California's Department of Fair Employment and Housing (DFEH) and/or lawsuits, in cases with strong evidence of discriminatory policies and/or differential treatment/discrimination.
5. To increase awareness of the difficulties renters with disabilities experience in securing rental housing.
6. To make tenants and home seekers with disabilities aware of discriminatory practices they may experience and the services provided by FHANC to secure housing rights.
7. To offer training to housing providers on fair housing laws and practices in order to forestall future discrimination.

C. GEOGRAPHIC SCOPE OF AUDIT

FHANC tested properties in Marin, Sonoma, and Solano counties, with 32, 40, and 39 investigations conducted in each county respectively. The number of tests conducted in each city or geographic area within each county was determined based on the availability of listings for the city/area that met the property selection criteria as well as the population and housing stock for that area as compared to the rest of the county.

In Marin County, tests were conducted at properties located in San Rafael, Novato, Southern Marin³⁴, West Marin³⁵, and Central Marin³⁶. The chart below shows the percentage of tests conducted in each area, corresponding approximately to the population in each area.

CITY / AREA	# OF PROPERTIES TESTED	% OF MARIN PROPERTIES TESTED IN AREA / CITY	% OF MARIN POPULATION
San Rafael	9	28%	27%
Novato	9	28%	26%
Southern Marin	4	13%	16%
<i>Mill Valley</i>	2		
<i>Sausalito</i>	2		
West Marin	1	3%	7%
<i>Lagunitas</i>	1		
Central Marin	9	28%	24%
<i>Greenbrae</i>	1		
<i>Corte Madera</i>	2		
<i>Kentfield</i>	2		
<i>Larkspur</i>	2		
<i>San Anselmo</i>	2		
Totals	32	100%	100%

In Sonoma County, tests were conducted at properties located in Santa Rosa, Petaluma, West Sonoma County³⁷, Northern Sonoma County³⁸, and Southern Sonoma County³⁹. The chart below shows the percentage of tests conducted in each area, corresponding approximately to the population in each area.

CITY / AREA	# OF PROPERTIES TESTED	% OF SONOMA PROPERTIES TESTED IN AREA / CITY	% OF SONOMA POPULATION
Santa Rosa	22	55%	45%
Petaluma	3	8%	20%
West Sonoma County	3	8%	6%
<i>Guerneville</i>	1		
<i>Sebastopol</i>	2		
Northern Sonoma County	5	12%	15%
<i>Healdsburg</i>	3		
<i>Windsor</i>	1		
<i>Cloverdale</i>	1		
Southern Sonoma County	7	17%	14%
<i>Sonoma</i>	3		
<i>Rohnert Park</i>	4		
Totals	40	100%	100%

In Solano County, tests were conducted at properties located in Fairfield, Vallejo, Vacaville, and Southern Solano County⁴⁰. The investigations coordinators were unable to find listings in Northern Solano County⁴¹ that met the property selection criteria. The chart below shows the percentage of tests conducted in each area, corresponding approximately to the population in each area.

CITY / AREA	# OF PROPERTIES TESTED	% OF SOLANO PROPERTIES TESTED IN AREA / CITY	% OF SOLANO POPULATION
Vallejo	14	36%	29%
Fairfield	11	28%	27%
Vacaville	6	15%	18%
Northern Solano County	0	0%%	10%
Southern Solano County	8	21%	16%
<i>Suisun City</i>	2		
<i>Benicia</i>	6		
Totals	39	100%	100%

These locations represent both the most densely populated cities in Marin, Sonoma, and Solano counties (Novato, San Rafael, Santa Rosa, Petaluma, Vallejo, Fairfield, and Vacaville), as well as more suburban and rural areas with lower population densities (West Marin and West Sonoma County).

D. AUDIT METHODOLOGY

a. Tester Screening, Recruitment, and Training

The audit was carried out by FHANC's investigations coordinators, under the supervision of FHANC's supervising attorney and executive director.

The investigations coordinators recruited, screened and selected 10 testers for this audit, not including 2 of the investigations coordinators who also conducted tests. Only testers with voices identifiable as white non-Latinx were selected in order to avoid indication of any other protected characteristics other than disability. All testers received training on testing and investigations procedures as well as specialized training regarding disability and emotional support animals.

b. Sampling Technique

The investigations coordinators selected properties within the geographic area from advertisements posted online that included at least one restrictive policy related to animals, such as a no pets policy, a pet weight restriction, a breed restriction, and/or a mandatory pet deposit or pet rent. Online listing sources included but were not limited to Craigslist.com, Trulia.com, Hotpads.com, Apartments.com, Zillow.com, Facebook.com, and Zumper.com. Shared homes, vacation homes, and short-term rentals were deliberately not included.

c. Determining Test Type

Once a property was selected, the investigations coordinator then determined whether the test would be an email or a phone test, depending on the contact information that was provided for the agent in the rental listing as well as other logistical considerations.

For each phone test, the coordinator either conducted the test themselves or assigned a tester to the investigation. All email tests were conducted by the investigations coordinators.

d. Profiles

For both email and phone tests, the investigations coordinators created protected profiles that included a disability and the need for an emotional support animal. All protected profiles were designed to avoid any indication of protected class characteristics other than disability. The race and ethnicity for all profiles were white non-Latinx and none of the profiles included children. All profiles included employment and income information. Each profile also included an email address, which testers could provide to the agent if asked. The email accounts were created and managed by the investigations coordinators.

Each protected profile included an emotional support dog and information about the dog's breed, size, and age. The investigations coordinators deliberately chose larger dogs and less desirable breeds, such as pit bulls, in order to ensure that if a housing provider did agree to make an exception to an animal policy, it would be to accommodate the applicant's disability and not because the agent was inclined to do so anyway based on the size and/or breed of the dog. For example, a housing provider may be willing to make an exception to a no pets policy for a small dog, even if the applicant does not have a disability, because a smaller dog is perceived as more desirable and less disruptive..

e. Phone Tests

For each phone test conducted by a tester, the investigations coordinator created a test assignment based on the information collected from the rental listing. Test assignments included information about the listing (ie: the phone number of the agent and the address of the property), instructions for conducting the test, the tester's profile, and a copy of the rental listing.

Prior to starting the phone tests, the investigations coordinator briefed each tester and sent each tester their test assignment. Testers were instructed to review their test assignment, acknowledge receipt and understanding of the test instructions, and discuss any questions or concerns about their assignment with the investigations coordinator prior to starting the test. After receiving and reviewing their test assignments, testers were instructed to call the rental agent posing as a home seeker and follow the instructions in the assignment.

If the tester reached an answering machine, the tester was instructed to leave a message stating their name, phone number and their interest in the listed property. Testers were instructed not to reveal their protected characteristic (ie: disability) or include any other information about their profile in the message other than their name and phone number.

If the tester successfully reached a person associated with the listed property (e.g.: the landlord or an agent of the landlord), the tester was instructed to introduce themselves and state that they were calling about the advertised unit. Testers were instructed to seek information from the rental agent about the property and the application process, including the rent, the security deposit, the application fee, the credit check, whether any utilities and/or amenities were included, and any other information about the advertised unit. Testers were instructed to answer any of the agent's questions according to the tester's profile.

During the test, testers were instructed to ask if the landlord accepted dogs. If the answer was "no" or if the agent said they did accept dogs but only if the animal met certain restrictions, such as weight or breed restrictions, then the tester was instructed to ask if the agent would make an exception to such a policy for

emotional support animals. The tester was also instructed to tell the agent that they could provide a letter from a doctor regarding their need for the emotional support animal if necessary.

Within 24 hours of completing the test, testers were instructed to debrief with the investigations coordinator during which they provided the coordinator with a description of what happened during the test and discussed any issues or concerns that may have arisen. In some cases, when the investigations coordinator determined that additional information was needed, testers were instructed to call the agent back and obtain the additional information.

After each test, the person conducting the test (either a tester or investigations coordinator) completed a Phone Test Report Form in which they documented the agent's response to their questions regarding emotional support animal policies, as well as any additional information they gathered during the test, including the agent's name/title, the address of the unit, the number of bedrooms, the monthly rent amount, the security deposit amount, any lease options, the date of availability; plus any other information that the agent may have provided or sought from the tester (e.g: the tester's income, employment, family size, etc.). In addition to the Report Form, each tester (or investigations coordinator) wrote and submitted a narrative description of what happened during the test, including a description of all interactions with the rental agent.

f. Email Tests

For each email investigation, the investigations coordinator emailed the rental agent from the protected profile's email address, posing as a prospective renter. Emails included an acknowledgement of the landlord's existing pet policy (as stated in the rental listing) and an inquiry as to whether the agent would consider making an exception to such policy for someone who requires an emotional support animal.

If after a reasonable amount of time the protected profile received no response, the investigations coordinator sent an additional email from a control profile, which did not include a disability or an emotional support animal, asking if the unit was still available. If the control profile received a response and the protected profile did not, that was considered some or potential evidence of discrimination. If neither profile received a response, the investigation was considered a failed test and was not counted in the results, except in two instances where the test coordinator made additional attempts to reach the agent from a third profile which were successful. For investigations with multiple test parts, investigations coordinators compared the experiences of the protected profiles to that of the control profiles to determine which profiles were treated more or less favorably.

III. AUDIT ANALYSIS

For single-part investigations FHANC reviewed the experiences of the protected testers and determined whether there was evidence that the housing provider had any discriminatory policies or practices related to emotional support animals and/or whether they made any discriminatory statements related to disability.

For multi-part investigations, FHANC reviewed the experiences of all testers and determined whether there was evidence that the housing provider had any discriminatory policies or practices related to emotional support animals, whether the housing provider made any discriminatory statements related to disability, and/or whether the housing provider treated the protected profile(s) more or less favorably than the control profile(s).

When analyzing results, investigations coordinators considered multiple factors, including but not limited to the following:

1. The housing provider's willingness to rent to each tester/profile;
2. Whether the housing provider offered different rental terms and/or conditions (including amenities and special offers) to the protected tester/profile versus the control tester/profile;
3. Whether the housing provider followed up with either tester/profile after the test was complete;
4. How the housing provider responded (or failed to respond) to initial contact or subsequent contacts by testers;
5. Information provided to the testers about applicant qualifications, eligibility, or rental criteria; and
6. The housing provider's comments and/or general treatment of testers indicating encouragement, discouragement, and/or steering.

After analyzing all 111 investigations, FHANC categorized each investigation as either: 1) showing no significant evidence of disability discrimination, 2) revealing some or potential evidence of disability discrimination, or 3) showing clear evidence of disability discrimination.

For the purposes of this report, "clear evidence of disability discrimination" refers to statutory violations of the Fair Housing Act, including but not limited to:

- Refusing to make a necessary reasonable accommodation for a person with a disability, such as refusing to make an exception to a pet policy and/or refusing to waive a pet deposit or pet rent for an emotional support animal;
- Refusing to rent to or negotiate with a person because they have a disability and/or require a reasonable accommodation;
- Making a false representation about rental availability to a person because of their disability and/or their need for a reasonable accommodation;
- Offering inferior terms, conditions, privileges or services to a person because of their disability and/or their need for a reasonable accommodation;
- Suggesting another neighborhood or property would be more suitable because of a person's disability and/or need for a reasonable accommodation (steering); and/or
- Making discriminatory statements against people with disabilities and/or discriminatory statements related to reasonable accommodations.

For the purposes of this report, "some/ potential evidence of disability discrimination" refers to some but not clear evidence of a discriminatory policy; statutory violations that do not materially affect the housing transaction; and/or other less significant types of discriminatory policies or practices, such as:

- Responding to an inquiry from someone with no stated disability after failing to respond to an inquiry from someone with a stated disability and/or need for a reasonable accommodation;
- Implying that a person’s application will likely be denied and/or discouraging the person from applying because they require a reasonable accommodation;
- Requiring an applicant who needs a reasonable accommodation to submit to additional screening and/or requiring that reasonable accommodation requests be made in a particular manner or procedure;
- Causing delays in the application process by failing to answer questions related to reasonable accommodations, and/or providing confusing or unclear answers to such questions, and/or deferring such questions to another person who is unavailable;
- Refusing to provide information about whether a reasonable accommodation would be granted until after the person submits an application (and pays an application fee); and/or
- Making negative comments about emotional support animals and/or negative comments about a housing provider’s obligation to allow emotional support animals and/or grant other reasonable accommodations.

For the purposes of this report, “no significant evidence of disability discrimination” refers to tests where: the agent did not make any discriminatory statements; the agent did not make any statements indicating that a discriminatory practice or policy exists; and, for multi-part tests, all testers received substantially similar information and/or treatment by the agent.

IV. AUDIT RESULTS

A. TEST OUTCOMES

Of the 111 investigations conducted in the tri-county area, 61 (55%) showed some/potential or clear evidence of disability discrimination and 50 (45%) revealed no significant evidence of disability discrimination.

a. Clear Discrimination

Of the 111 total investigations conducted, 36 (32%) showed clear evidence of disability discrimination. Responses from housing providers that demonstrated clear evidence of discrimination included the following:

- We only accept cats and dogs under 25lbs with a \$400 pet deposit; we do not make exceptions for emotional support animals.
- The owner looks negatively at people with dogs, including emotional support animals; please find another rental property.
- We have a no pets policy and we only make exceptions for service animals, not emotional support animals.
- We might make an exception for an emotional support animal, but not for a large German Sheppard.

- We will make an exception to the no pets policy but we will not waive the \$500 pet deposit.
- We only allow animals under “special circumstances” and only for very well qualified applicants who are willing to pay an increased security deposit.
- We would consider waiving the monthly pet rent and/or make an exception for certain breeds, but we will not waive the pet deposit.
- We might consider making an exception for an emotional support animal, but it would “depend on the person and the animal;” we would have to meet you and your dog before we would consider your application.
- We have a no pets policy and we do not make exceptions for emotional support animals.
- We have only ever made exceptions for cats with a large pet deposit; we have never had a dog on the property and “it probably wouldn’t work.”
- We do not allow pets and we cannot make exceptions for emotional support animals because if we do other tenants will say they need one too.
- Pets for emotional support are not allowed.
- We are legally required to accept emotional support animals, but we still require that the animal be licensed by the Humane Society; and you should know that the property is old and run down and “stuck in the 70s” (implying that the tester should not apply).
- I do not think the owner will make an exception because we recently allowed a dog that caused extensive damage to the property.
- I am legally required to let you apply but I do not think it would be a “good fit.”
- A large dog would not be a good fit for a second-floor apartment, but I can show you other units that may work better for you.
- The owner has not allowed emotional support animals in the past; the unit would not be appropriate for a dog because there is no backyard.
- I would potentially consider making an exception for an emotional support animal, but I would rather refer you to other properties that would be a better fit.
- Unfortunately, we do not make exceptions for emotional support animals; there is not enough space for dogs.
- The apartment would probably be too small for a dog; I can check with the owner but I would suggest you look into renting a house instead.
- You would need to provide more than just a doctor’s note because with so many scams going on I have to protect my interest.

- You can apply but the ad says no pets and the application fee is non-refundable.

b. Some/ Potential Discrimination

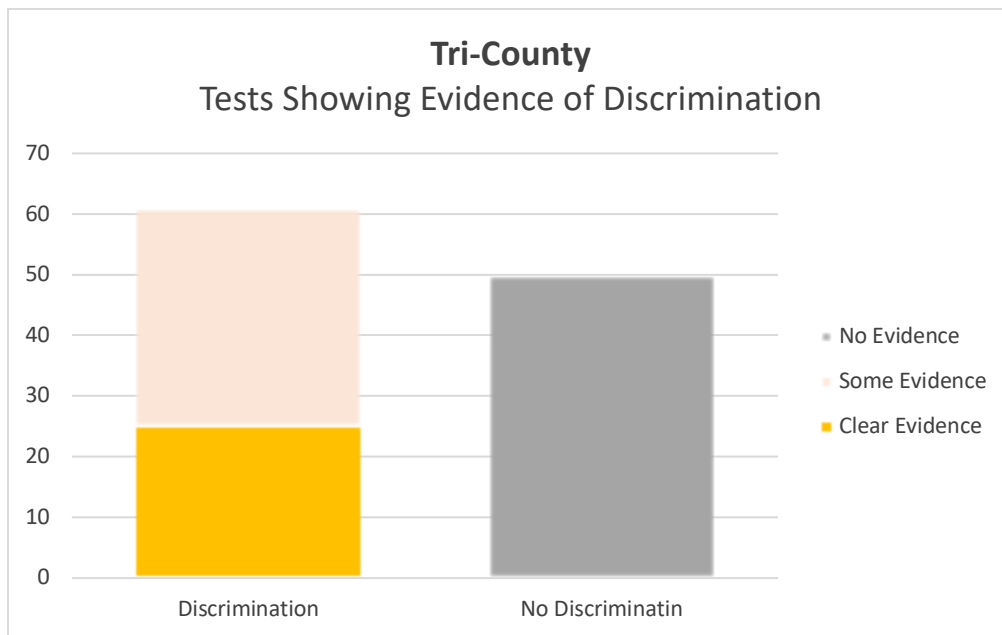
25 (23%) revealed some or potential evidence of disability discrimination. Tests that were categorized as showing some or potential evidence of discrimination included the following:

- The tester emailed the agent multiple times asking if they make exceptions for emotional support animals; the agent responded to the emails but avoided answering the question until he finally responded saying he is not involved in processing applications and does not make decisions about eligibility; he just shows the apartment.
- The agent said they accept emotional support animals but applicants are required to submit a pet application through petscreening.com in order for the request to be considered.
- The tester was told that the landlord will make an exception to the no pets policy if the applicant provides a doctor's note plus "certification" for the animal; certification was not defined.
- The protected tester sent an email asking if the unit was still available and whether they would make an exception to the no pets policy for an emotional support animal but received no response; subsequently, the control tester sent an email asking about availability and received a response stating that the unit was still available.
- The tester was told that in order for the request to be considered an applicant must submit a request for an emotional support animal using the housing provider's reasonable accommodation form.
- The owner said he would make an exception for an emotional support animal and would waive the pet deposit but stated that he is nervous about pit bulls and would like to meet the dog first.
- When the tester asked if the owner would make an exception for an emotional support animal the agent said "yes, if it's a service animal its ok;" the agent implied that they considered an emotional support animal to be service animal (despite that being incorrect) but said that the animal would also have to go through an additional "pet screening" process, which was not explained.
- When asked about availability via email, the landlord responded to the control profile but not to the protected profile which also asked about emotional support animal policies.
- The agent initially responded to the tester's emails but when the tester revealed that his emotional support animal was an 80lb German Shepard the agent stopped responding.
- The agent stated that she was not sure about their emotional support animal policy and that she would look into it, but then never called tester back.
- The agent said he could not answer questions about emotional support animals because only the owners could make that decision; the tester was told he would have to "move to the application process for that."
- The agent said she would have to look up the laws regarding emotional support animals, but that they generally do not allow pets; the agent never called the tester back.

- The agent said she did not know whether an emotional support animal would be accepted by the owner; she said she would check with the landlord and then call the tester back but then never contacted the tester again.
- The agent said they make exceptions for emotional support animals because they are required to by law but when tester asked to schedule an appointment the agent said she had been exposed to Covid-19 and would not be showing it for 14 days.
- The agent could not say if they accept emotional support animals; he told the tester they had to apply first and then owner would decide.
- The agent said they accept "certified service pets;" when the tester explained that she has an emotional support animal the agent said "any certified animal" is fine; she did not explain what she meant by "certified" or "service pets" but implied emotional support animals are included.
- The agent never answered whether they would make an exception for an emotional support animal; instead, she kept repeating that service animals are different than pets; it is unclear whether she meant that they only make exceptions for service animals and not emotional support animals or whether she erroneously believes emotional support animals are service animals.

B. STRENGTH OF EVIDENCE BY GEOGRAPHIC REGION

Of the 111 investigations conducted in the tri-county area, 61 (55%) showed at least some evidence of disability discrimination; with 36 (32%) of the tests revealing clear evidence of discrimination and 25 (23%) of the tests revealing some or potential evidence of discrimination. Only 50 (45%) tests conducted revealed no significant evidence of disability discrimination.

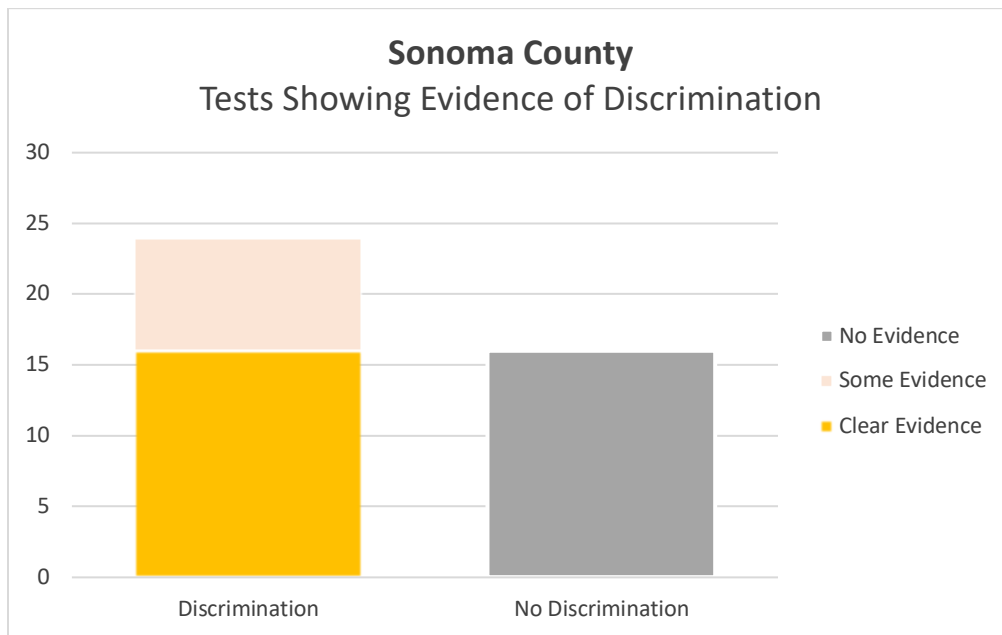


Evidence of Discrimination	Number of Tests	Percent of Total Tests
Clear Evidence of Discrimination	36	32%
Some/ Potential Evidence Discrimination	25	23%
Total Discrimination	61	55%
No Significant Evidence of Discrimination	50	45%
Total	111	100%

a. Sonoma County

Of the 40 tests conducted in Sonoma County, 16 (40%) showed clear evidence of disability discrimination and 8 (20%) revealed some or potential evidence of disability discrimination. Only 16 (40%) revealed no significant evidence of disability discrimination.

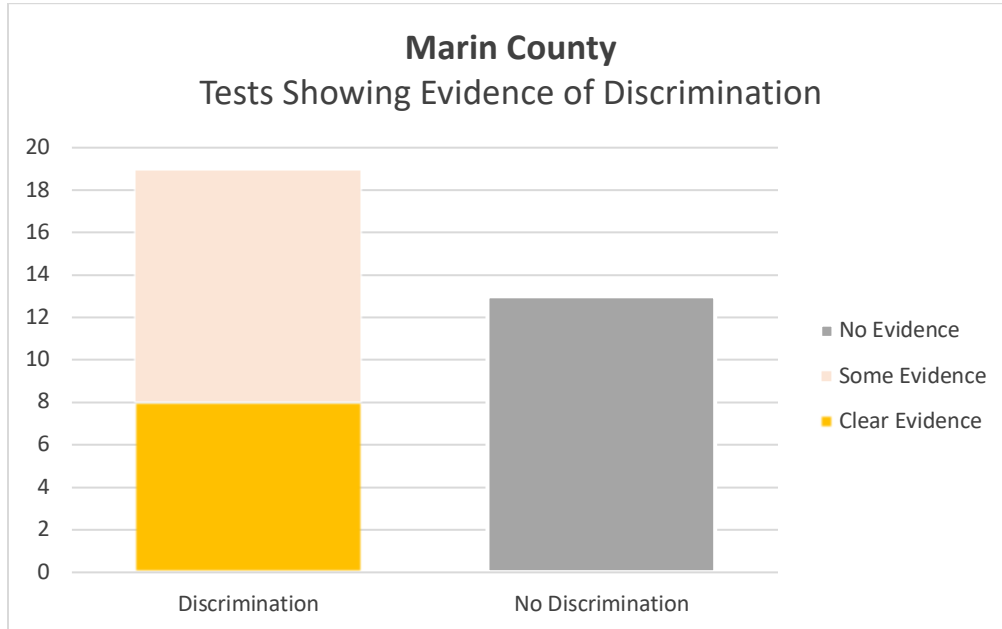
Sonoma County not only had the highest percentage of investigations revealing evidence of discrimination (60%), a significantly higher proportion of the tests indicating discrimination were based on clear evidence of discrimination (as opposed to only some or potential evidence of discrimination), than to the other two counties.



Evidence of Discrimination	Number of Tests	Percent of Total Tests
Clear Evidence of Discrimination	16	40%
Some/ Potential Evidence Discrimination	8	20%
Total Discrimination	24	60%
No Significant Evidence of Discrimination	16	40%
Total	40	100%

b. Marin County

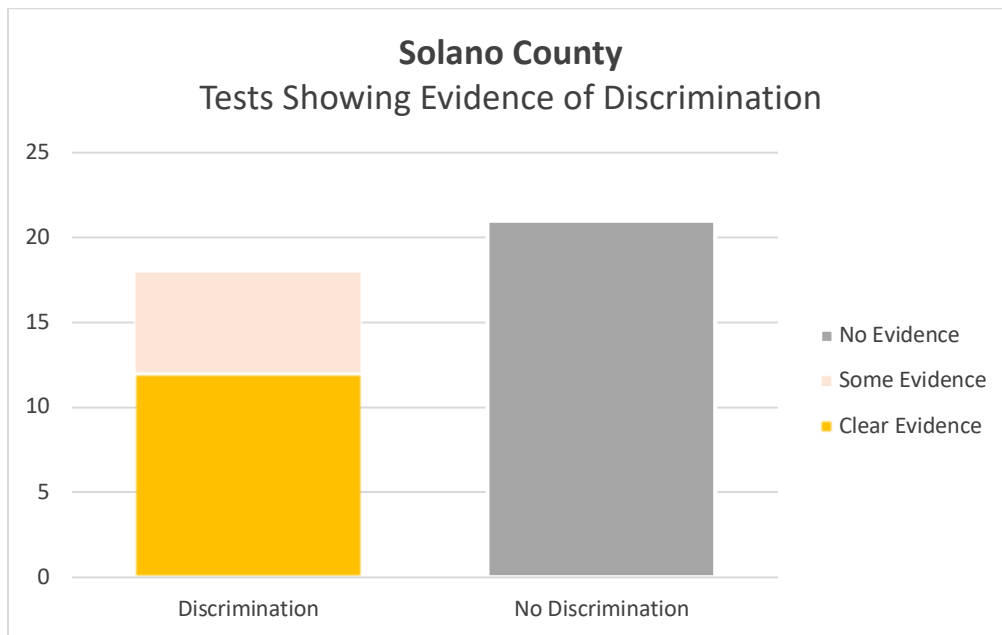
While Marin County showed similar overall evidence of disability discrimination (59%) as Sonoma County, most of the tests supporting this finding revealed only some or potential evidence of discrimination, as opposed to clear evidence. Of the 32 investigations conducted in Marin County, only 8 (25%) revealed clear evidence of disability discrimination while 11 (34%) revealed some or potential evidence of disability discrimination. Only 13 (41%) of the 32 investigations conducted revealed no significant evidence of disability discrimination.



Evidence of Discrimination	Number of Tests	Percent of Total Tests
Clear Evidence of Discrimination	8	25%
Some/ Potential Evidence Discrimination	11	34%
Total Discrimination	19	59%
No Significant Evidence of Discrimination	13	41%
Total	32	100%

c. Solano County

Solano County revealed the lowest levels of disability discrimination (46%) of the three counties. However, like in Sonoma County, twice as many of the tests revealing evidence of discrimination in Solano County were based on clear evidence (31%) as opposed to some or potential evidence (15%). Unlike Marin and Sonoma Counties, however, more than half of the properties investigated in Solano County (54%) revealed no significant evidence of disability discrimination.



Evidence of Discrimination	Number of Tests	Percent of Total Tests
Clear Evidence of Discrimination	12	31%
Some/ Potential Evidence Discrimination	6	15%
Total Discrimination	18	46%
No Significant Evidence of Discrimination	21	54%
Total	39	100%

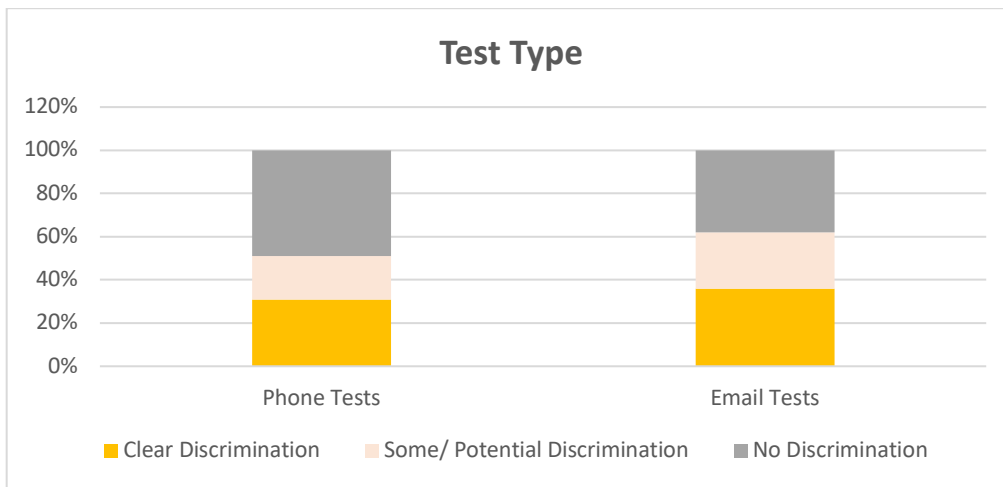
C. RESULTS BY TEST TYPE

a. Phone Tests

FHANC conducted 69 phone investigations, 68 of which were single tests and 1 of which was a three-part test. Of the phone investigations conducted, 35 (51%) revealed evidence of disability discrimination: 21 (31%) based on clear evidence and 14 (20%) based on some or potential evidence.

b. Email Tests

FHANC also conducted 42 email tests, 36 of which were single part tests, 5 of which were paired tests, and 1 of which was a three-part test. Of the email tests conducted, 26 (62%) revealed evidence of disability discrimination: 15 (36%) based on clear evidence and 11 (26%) based on some or potential evidence.



The fact that email tests revealed such a high rate of discrimination is a significant finding because it points to the fact that housing providers are willing to make discriminatory statements in writing. This suggests, at least in part, that some housing providers are likely unaware of their obligations to provide reasonable accommodations under the law, which underscores the substantial need for increased education and outreach, in addition to enforcement efforts.

D. RESULTS BY PROPERTY SIZE

For the purpose of this audit, a “small property” refers to a property with 10 units or less, a “medium property” refers to a property with 11 to 50 units, and a “large property” is a property with more than 50 units. Of the 111 properties tested, 56 are small properties (comprising 161 total units), 30 are medium properties (comprising 747 total units), and 25 are large properties (comprising 4,413 total units).

a. Small Properties

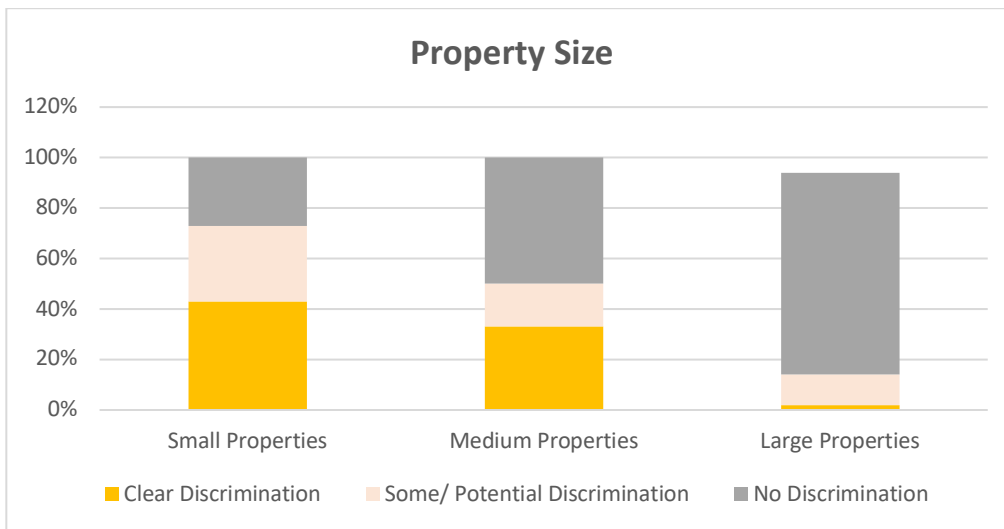
Of the 56 tests conducted at small properties, 41 (73%) showed evidence of disability discrimination; with 24 (43%) of the tests revealing clear evidence of discrimination and 17 (30%) of the tests revealing some or potential evidence of discrimination. Only 15 (27%) of the 56 tests conducted revealed no significant evidence of disability discrimination.

b. Medium Properties

Of the 30 tests conducted at medium properties, 15 (50%) showed evidence of disability discrimination; with 10 (33%) of the tests revealing clear evidence of discrimination and 5 (17%) of the tests revealing some or potential evidence of discrimination. Only 15 (50%) of the tests 30 conducted revealed no significant evidence of disability discrimination.

c. Large Properties

Of the 25 tests conducted at large properties, 5 (20%) showed evidence of disability discrimination; with 2 (8%) of the tests revealing clear evidence of discrimination and 3 (12%) of the tests revealing some or potential evidence of discrimination. 20 (80%) of the 25 tests conducted revealed no significant evidence of disability discrimination.

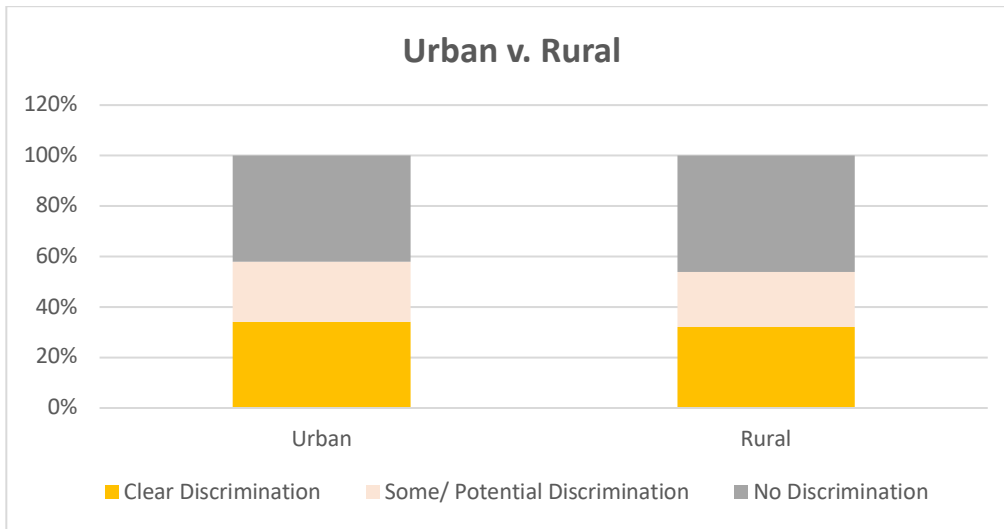


The extremely high rate of discrimination at small properties points to a clear need for increased education and outreach to “mom and pop” landlords. Conversely, the low rate of discrimination at large properties suggests that larger players in the housing market seem to be aware of their obligations under the law, and, at least at the initial stages of the home seeking process, are complying with their obligations. This is an encouraging finding because larger properties represent a significantly larger portion of the units effected (4,413 total units at large properties versus 161 total units at small properties).

E. RESULTS BY URBAN AND RURAL CLASSIFICATIONS

The U.S. Census Bureau classifies "urban" as all territory, population, and housing units located within an urbanized area or an urban cluster. Urbanized areas and urban clusters are densely settled areas, which consist of core census block groups or blocks that have a population density of at least 1,000 people per square mile and surrounding census blocks that have an overall density of at least 500 people per square mile. The Census Bureau's classification of "rural" consists of all territory, population, and housing units located outside of urbanized areas and urban clusters.

According to the 2000 Census, the following 7 cities within the tri-county area are considered urban: Novato and San Rafael in Marin County, Petaluma and Santa Rosa in Sonoma County, and Vacaville, Fairfield, and Vallejo in Solano County, all of which have a population of more than 50,000 residents. The remaining cities and towns within the tri-county area are considered rural.



a. Urban Areas

Of the 74 tests conducted in urban areas, 41 (58%) showed evidence of discrimination; 24 (34%) based on clear evidence of discrimination and 17 (24%) based on some or potential evidence of discrimination. Only 30 (42%) of the tests conducted in urban areas revealed no significant evidence of discrimination.

b. Rural Areas

Of the 37 tests conducted in rural areas, 20 (54%) revealed evidence of discrimination. 12 (32%) tests revealed clear evidence of discrimination and 8 (22%) revealed some evidence of discrimination. Only 17 (46%) of the tests conducted in rural areas showed no significant evidence of discrimination.

While the differences were not very significant, these results show that people with disabilities tend to face slightly more barriers to equal housing opportunities in urban areas than in rural areas. This could be explained in part by the fact that tighter housing markets allow housing providers to choose prospective tenants from a larger pool of applicants, with less market forces pushing them to accept an applicant they may otherwise exclude based on the applicant’s disability and/or need for a reasonable accommodation.

V. CONCLUSIONS

Of the 111 tests conducted in the tri-county area, 55% showed at least some evidence of disability discrimination; with 32% of the tests revealing clear evidence of discrimination plus another 23% revealing some or potential evidence of discrimination. Only 45% tests conducted revealed no significant evidence of disability discrimination.

Tests conducted in Sonoma County revealed the most evidence of disability discrimination (60%), the majority of which were based on clear evidence. While Marin County showed similar overall evidence of disability discrimination (59%), most of the tests supporting this finding revealed only some or potential evidence of discrimination, as opposed to clear evidence. Tests in Solano County revealed the lowest levels of disability discrimination (46%) of the three counties.

Of the phone tests conducted, 51% revealed evidence of disability discrimination, while 62% of the email tests revealed evidence of discrimination. Of the tests conducted at small properties, 73% showed evidence of disability discrimination, while only 20% of tests conducted at large properties showed evidence of

discrimination. Finally, tests revealed evidence of discrimination at slightly higher rates in urban areas (58%) than in rural areas (54%).

These findings point to the need for increased education and outreach to property owners and managers of smaller properties and properties in urban areas. Additionally, greater efforts should be made to educate housing providers and enforce fair housing laws in Sonoma and Marin counties where instances of discrimination were the highest.

VI. LIMITATIONS AND LESSONS

A. PRE-APPLICATION TESTING UNDERESTIMATES THE DEGREE OF DISCRIMINATION

By virtue of its very design and purpose, this audit does not identify the full scope of discriminatory conduct. This audit sought to measure only the degree of discrimination an individual could encounter at the pre-application stage. Because testers did not submit applications, this audit cannot identify housing providers who dispense information and applications freely but discriminate later in the tenant selection process. This suggests the need to perform follow-up tests and monitoring. Completed application tests could yield evidence of housing providers turning down qualified applicants because of their disability and/or need for a reasonable accommodation. However, even application tests would not detect the full extent of discrimination against in-place tenants with disabilities, as opposed to applicants.

B. DIFFICULTIES LOCATING ELIGIBLE PROPERTIES

There were a number of difficulties in locating eligible properties in the target areas, especially in less populated areas with smaller housing stocks, that met the sampling criteria. In some markets, including Petaluma and Northern Solano County, it was particularly difficult to find listings that included at least one policy prohibiting or restricting pets. The investigations coordinators expanded their online searches to include multiple rental listing sites, such as Zillow, Trulia, Hotpads, Zumper, and even Facebook Marketplace. But when even that was unsuccessful, the investigations coordinators were forced to test additional properties in other areas with more available listings.

VII. RECOMMENDATIONS

Disseminate audit results to Marin County, Sonoma County, and Solano County officials, the general public, media, and advocacy groups as an important educational tool. Meet with local elected officials and partner organizations to inform them of the results of the audit and what steps need to be taken to combat disability discrimination in rental housing. Social media posts and press releases should focus on informing the public about barriers faced by people with disabilities even in the pre-application stage. Media efforts should also be devoted to try to counteract housing providers' views regarding emotional support animals and to inform the public of housing providers' obligations under the law.

Monitor sites where there was an indication of discrimination and/or differential treatment. FHANC may take further enforcement action.

Offer fair housing training seminars to the owners, managers, and agents audited in this report. The audit points out the need for continuous training in fair housing laws for all owners and managers of rental property, with an emphasis on the legal obligation of housing providers to grant reasonable accommodation requests. Training should also focus on the subtleties of differential treatment and the need to supply uniform information and treatment to all potential applicants. FHANC has conducted Fair Housing Law and Practice

seminars throughout the North Bay for many years. Such educational endeavors should be supported by public officials and aggressively marketed to housing industry providers through housing associations and elected officials. It is important to ensure that all housing providers and their staffs receive fair housing information and training.

Work with housing providers to ensure that they are following fair housing laws and that they understand the laws. Send flyers and/or notifications to properties where testing showed some differential treatment. Flyers and/or notices should inform housing providers that they are obligated to provide reasonable accommodations to tenants and applicants with disabilities; and, specifically they must make exceptions to pet policies for assistance animals, including emotional support animals. Ask members of the housing industry, such as property management firms in the area and local rental housing associations, to take a positive stance that fair housing is good business and good for business. Recommend that these organizations publicly declare their support with a statement on their letterhead, outreach materials, and forms. Ask that rental property owners and real estate offices check to make sure that the required HUD equal opportunity housing provider logo is posted in plain view for applicants.

Conduct additional audits. Because discrimination is so often subtle or cloaked as helpful suggestions, it may go undetected. Comparative studies such as this one are the best way to bring such practices to light. We recommend that Marin County, Sonoma County, and Solano County consider funding similar studies in the future.

Thus, it is in the best interest of local jurisdictions to assess whether barriers to entry exist in their housing market for individuals with disabilities, and whether housing providers have the requisite knowledge of their legal obligations regarding housing discrimination. Based on such assessments, advocates and elected officials must, if necessary, take appropriate measures to eradicate obstacles and educate stakeholders, including landlords, policy makers and people with disabilities, on fair housing protections for people with disabilities.

Spread the word to potential targets. Work with other agencies serving people with disabilities, to inform their clients of their fair housing rights and available services.

REFERENCES

- ¹ See *Meyer v. Nebraska*, 262 U.S. 390, 399 (1923).
- ² Okoro CA, Hollis ND, Cyrus AC, Griffin-Blake S. Prevalence of Disabilities and Health Care Access by Disability Status and Type Among Adults – United States, 2016. MMWR Morb Mortal Wkly Rep 2018;67:882-887. DOI: <http://dx.doi.org/10.15585/mmwr.mm6732a3external icon>
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- ⁴ <https://www.cdc.gov/ncbddd/disabilityandhealth/infographic-disability-impacts-all.html>
- ⁵ <https://www.cdc.gov/ncbddd/disabilityandhealth/infographic-disability-impacts-all.html>
- ⁶ Okoro CA, Hollis ND, Cyrus AC, Griffin-Blake S. Prevalence of Disabilities and Health Care Access by Disability Status and Type Among Adults – United States, 2016. MMWR Morb Mortal Wkly Rep 2018;67:882-887. DOI: <http://dx.doi.org/10.15585/mmwr.mm6732a3external icon>
- ⁷ Cree RA, Okoro CA, Zack MM, Carbone E. Frequent Mental Distress Among Adults, by Disability Status, Disability Type, and Selected Characteristics – United States, 2018. MMWR Morb Mortal Wkly Rep 2020;69:1238-1243. DOI: <http://dx.doi.org/10.15585/mmwr.mm6936a2>
- ⁸ Cree RA, Okoro CA, Zack MM, Carbone E. Frequent Mental Distress Among Adults, by Disability Status, Disability Type, and Selected Characteristics – United States, 2018. MMWR Morb Mortal Wkly Rep 2020;69:1238-1243. DOI: <http://dx.doi.org/10.15585/mmwr.mm6936a2>
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- ¹⁰ Mental Health Disorder Statistics, Johns Hopkins Medicine, <https://www.hopkinsmedicine.org/health/wellness-and-prevention/mental-health-disorder-statistics#:~:text=An%20estimated%2026%25%20of%20Americans,substance%20abuse%20and%20anxiety%20disorders.>
- ¹¹ Ann Tran-Lien, JD, *The Therapist*, January/February 2013, <https://www.camft.org/Resources/Legal-Articles/Chronological-Article-List/reasonable-accommodations-and-emotional-support-animals#:~:text=Emotional%20support%20animals%20can%20offer,purposes%20of%20housing%20and%20travel>
- ¹² 42 U.S. Code § 3604.
- ¹³ 29 U.S.C. § 794.
- ¹⁴ 42 U.S. Code § 12131.
- ¹⁵ Cal Gov Code § 12940.
- ¹⁶ Cal Civ Code § 51.
- ¹⁷ 42 U.S.C. § 3604(f).
- ¹⁸ See, 42 U.S.C. § 3604(f)(3)(B).
- ¹⁹ See Joint Statement of the Department of Housing and Urban Development and the Department of Justice, Reasonable Accommodations Under the Fair Housing Act (“Joint Statement”), (May 17, 2004), at <https://www.hud.gov/sites/documents/huddojstatement.pdf>.
- ²⁰ See Joint Statement (May 17, 2004), at <https://www.hud.gov/sites/documents/huddojstatement.pdf>.
- ²¹ See Joint Statement (May 17, 2004), at <https://www.hud.gov/sites/documents/huddojstatement.pdf>.
- ²² See Joint Statement (May 17, 2004), at <https://www.hud.gov/sites/documents/huddojstatement.pdf>.
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- ²⁴ See Joint Statement (May 17, 2004), at <https://www.hud.gov/sites/documents/huddojstatement.pdf>.
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- ²⁷ See Joint Statement (May 17, 2004), at <https://www.hud.gov/sites/documents/huddojstatement.pdf>.
- ²⁸ HUD Office of Fair Housing and Equal Opportunity Notice (FHEO Notice): FHEO-2020-01 (January 28, 2020).
- ²⁹ 28 USC 36.104
- ³⁰ 42 USC 3601; HUD Regulations, 24 CFR 5

³¹ FHEO Notice: FHEO-2020-01 (January 28, 2020); See e.g., *Bhogaita v. Altamonte Heights Condo. Ass'n*, 765 F.3d 1277 (11th Cir. 2014) (reasonable accommodation to a housing provider's rule that all dogs must be under 25 pounds).

³² See Joint Statement (May 17, 2004), at <https://www.hud.gov/sites/documents/huddojstatement.pdf>; See also, *Fair Hous. of the Dakotas, Inc. v. Goldmark Prop. Mgmt.*, 778 F. Supp. 2d 1028 (D.N.D. 2011).

³³ See Joint Statement (May 17, 2004), at <https://www.hud.gov/sites/documents/huddojstatement.pdf>.

³⁴ Southern Marin includes the incorporated and/or unincorporated cities/ towns of Marin City, Sausalito, Mill Valley, Tiburon, and Belvedere.

³⁵ West Marin includes the incorporated and/or unincorporated cities/ towns of Woodacre, San Geronimo, Lagunitas, Forest Knolls, Lucas Valley, Stinson Beach, Bolinas, and Point Reyes Station.

³⁶ Central Marin includes the incorporated and/or unincorporated cities/ towns of Corte Madera, Larkspur, Kentfield, Ross, San Anselmo, and Fairfax.

³⁷ West Sonoma County includes the incorporated and/or unincorporated cities/ towns of Jenner, Guerneville, Monte Rio, Occidental, Sebastopol, Valley Ford, Bodega Bay, Timber Cove, Cazadero, Sea Ranch, Graton, and Forestville.

³⁸ Northern Sonoma County includes the incorporated and/or unincorporated cities/ towns of Cloverdale, Geyserville, Healdsburg, Windsor, Larkfield-Wikiup, and Fulton.

³⁹ Southern Sonoma County includes the incorporated and/or unincorporated cities/ towns of Roseland, Penngrove, Eldridge, Sonoma, Kenwood, Cotati, and Rohnert Park.

⁴⁰ Southern Solano County includes the incorporated and/or unincorporated cities/ towns of Benicia, Suisun City, and Rio Vista.

⁴¹ Northern Sonoma County includes the incorporated and/or unincorporated cities/ towns of Cloverdale, Geyserville, Healdsburg, Windsor, Larkfield-Wikiup, and Fulton.



NATIONAL ORIGIN AND SOURCE OF INCOME DISCRIMINATION IN RENTAL HOUSING

IN MARIN, SONOMA, & SOLANO COUNTIES



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FORWARD

DISCRIMINATION IN RENTAL HOUSING ON THE BASIS OF NATIONAL ORIGIN IS ILLEGAL UNDER STATE AND FEDERAL LAW. IN ADDITION, IN THE STATE OF CALIFORNIA IT IS UNLAWFUL TO DISCRIMINATE ON THE BASIS OF SOURCE OF INCOME.

Until January 1, 2020, California was one of a few states with an exception excluding Housing Choice Vouchers (HCVs) from source of income protections. In California, source of income had been defined as lawful verifiable income, interpreted by the courts as being paid directly to the tenant. This definition thereby excluded individuals who received housing subsidies, as the local Public Housing Authority pay subsidies directly to the housing providers.

In 2019, Senate Bill (SB) 329 amended the Fair Employment and Housing Act (FEHA) to expand the definition of source of income to include federal, state, and local public assistance and housing subsidies, effective January 1, 2020. While numerous city and county governments in California had already enacted similar ordinances (including some jurisdictions in Marin County), SB 329 expanded source of income protections for HCV holders throughout the state of California.

The purpose of this audit was to assess the extent to which Latinx Housing Choice Voucher holders experience discrimination or differential treatment in the initial stages of home seeking process based on their national origin. This audit follows a prior audit in 2018-2019 that assessed the extent to which Housing Choice Voucher holders experience race discrimination.

Those responsible for this report hope the results and recommendations contained herein will heighten awareness and encourage a cooperative effort by all segments of the communities in Marin County, Sonoma County, and Solano County to eliminate discrimination of persons by virtue of their national origin. Local Public Housing Authorities should pay close attention to the lessons learned and relevant recommendations.



The audit was carried out by Julia Howard-Gibbon and Abraham Ramirez, Investigation Coordinators for Fair Housing Advocates of Northern California, under the supervision of Executive Director Caroline Peattie. Under the supervision of Ms. Peattie, Supervising Attorney Casey Epp analyzed the investigations and prepared this audit report.

EXECUTIVE SUMMARY

This report details the results and subsequent recommendations following an investigation of discrimination against prospective renters who are Latinx and/or Housing Choice Voucher (HCV) holders in Marin, Sonoma, and Solano Counties. While discrimination on the basis of a renter's source of income has been illegal in California, until only recently have these protections extended to HCV holders, who are individuals who have historically experienced a number of barriers to housing opportunity.

The Fair Housing Advocates of Northern California (FHANC) 2019-2020 investigation ("the investigation") examined sixty-three (63) rental properties in the tri-county area through 139 individual site, phone, and email tests. The investigation tested rental properties advertised online that were within the payment standard (or very close to it) for the relevant bedroom size and jurisdiction for the property in question. In addition, the investigation excluded any advertisements that made any statement related to the housing providers willingness to rent to voucher holders, whether it was positive or negative. The investigation followed a similar investigation conducted in early 2019 that assessed the extent to which prospective renters who are Black and/or HCV holders experienced discrimination in the tri-county area (67% of tests showed at least some level of discrimination based on race and/or source of income).

In 2019-20, FHANC conducted 139 individual investigations, 45 in Marin County, 49 in Solano County, and 45 in Sonoma County. Over the course of its investigation, FHANC found that housing providers discriminated on the basis of national origin and/or source of income in approximately **eighty-three percent (83%)** of the time, either demonstrating an outright refusal to rent to HCV holders or requiring an improper application of the minimum income requirement (which effectively prohibits voucher holders from accessing housing) and/or providing inferior terms/conditions and general treatment to Latinx voucher holders as compared to non-Latinx White voucher holders. **Of the 83% of investigations revealing discrimination, 69% were based on source of income, 17% were based on both source of income and national origin, and 13% were based on national origin¹.** Even in some instances within the 17% of investigations that did not reveal any significant difference indicating discrimination, housing providers still demonstrated reticence to engage in the voucher program, noting that they are required to consider voucher holders following the passage of the new law, referring to SB329.

Marin and Solano Counties showed the lowest levels of discrimination of the tri-county area; however, they were still strikingly high at 81%, particularly considering the local source of income ordinances in place in Marin County (since 2016) and various towns/cities in Marin County since (2018). Sonoma County showed the most discrimination at approximately 86%. Solano County showed the highest levels of national origin discrimination with 29% of landlords discriminating either on the basis of national origin or both national origin and source of income. However, Marin and Solano Counties were not far behind at 24%. The highest level of source of income discrimination was in Sonoma County with 62% of landlords discriminating against HCV holders; followed by Marin County at 57% and Solano County at 52%.

¹ Please note that these percentages have been rounded and are approximate.

The data speaks loudly and clearly: regardless of local ordinances in place in Marin County and the recent expansion of the Fair Employment and Housing Act's definition of source of income, voucher holders still face significant barriers in housing, even when advertisements are seemingly neutral toward voucher holders and refrain from including language such as "No Section 8."

Based upon the results of its investigations, including the results of FHANC's audit looking at race and source of income discrimination in 2019, FHANC has proposed a number of recommendations for the housing industry and community at large to help remove the barriers in housing that exist for voucher holders, particularly those who are racial/ethnic minorities. Considering the lack of affordable housing in the Bay Area, the HCV system is a crucial means for low-income families to access areas of high opportunity and it is critical that we address the systemic discrimination these families face in their housing search.

NATIONAL ORIGIN AND SOURCE OF INCOME DISCRIMINATION IN RENTAL HOUSING

AUDIT REPORT

I. INTRODUCTION

This report presents results of an audit for national origin discrimination against Latinx renters in Marin, Sonoma, and Solano Counties in California. The audit took place between December 2019 and March 2020.

A. FAIR HOUSING ADVOCATES OF NORTHERN CALIFORNIA

Fair Housing Advocates of Northern California (FHANC), is a private nonprofit agency dedicated to assisting individuals experiencing housing discrimination and educating the community, including tenants, managers, property owners, and residents, as to their rights and responsibilities under federal and state fair housing laws. The mission of FHANC is to ensure equal housing opportunity and to educate the community on the value of diversity in our neighborhoods.

FHANC provides free comprehensive fair housing counseling services to individuals alleging housing discrimination in Marin County, Sonoma County (except the incorporated city of Petaluma), and the cities of Fairfield and Vallejo in Solano County. FHANC also provides other services, such as foreclosure prevention counseling and trainings to housing providers, in other neighboring counties.

B. LEGAL BACKGROUND

1. Federal Fair Housing Laws

Housing discrimination based on race, color, religion, national origin, sex/gender, disability, or familial status (the presence of children in the household) is illegal under Title VIII of the Civil Rights Act of 1968, as amended in 1988, commonly known as the Fair Housing Act (FHA).

The FHA as enacted by Congress in 1968 prohibited discrimination based on national origin, race, color, or religion in the sale, rental or financing of housing. In 1974, Congress expanded the FHA to prohibit discrimination based on sex/gender. In 1988, Congress passed the Fair Housing Amendments Act (FHAA), which added families with children and persons with mental and physical disabilities to the categories of people protected from housing discrimination.

The FHAA specifically states that because of national origin, race, color, religion, sex/gender, disability or familial status, it is illegal to:

- a. Refuse to sell or rent after the making of a bona fide offer, or refuse to negotiate for the sale or rental of, or otherwise make unavailable or deny, a dwelling;

- b. Discriminate in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities;
- c. Make, print, or publish, or cause to be made, printed, or published, any notice, statement, or advertisement with respect to the sale or rental of a dwelling that indicates discrimination, preference, or limitation;
- d. Represent that any dwelling is not available for inspection, sale, or rental when such dwelling is in fact available;
- e. For profit, to induce or attempt to induce any person to sell or rent any dwelling by representations regarding the entry or prospective entry into the neighborhood of a person or persons of a particular race, color, religion, sex, handicap, familial status, or national origin; and
- f. A refusal to make reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford such person equal opportunity to use and enjoy a dwelling.

2. California/Local Fair Housing Laws

The two primary state fair housing laws are the Fair Employment and Housing Act (FEHA) and the Unruh Civil Rights Act. These laws incorporate the same protected classes of persons as federal law, and also prohibit discrimination based on marital status, sexual orientation, source of income, ancestry, immigration status, citizenship, primary language and arbitrary factors such as age or occupation.

In late 2016, Marin County passed a local fair housing ordinance that established protections for renters based upon source of income, including renters using third-party housing subsidies such as Housing Choice Vouchers (HCVs). While California state law provided that it was unlawful to discriminate based upon one's source of income, at that time the definition was narrow and did not include third-party housing subsidies such as HCVs, Veterans Affairs Supportive Housing (VASH), Housing Opportunities for People with Aids (HOPWA), and Shelter Care Plus vouchers. The ordinance made it unlawful for housing providers in the unincorporated parts of Marin County to refuse to consider renters using housing subsidies, to offer different terms and conditions, such as higher security deposits, or to make discriminatory statements, such as "No Section 8."

Following the County, a number of other jurisdictions also adopted similar policies in order to address some of the barriers to housing choice faced by individuals using these subsidies, who are often members of other protected classes. In April 2018, the town of Fairfax implemented a similar ordinance, followed by the city of Novato in September 2018, and the cities of San Anselmo and San Rafael in December 2018. During the period in which audit testing was conducted, all local ordinances in the County of Marin were in effect.

Then in 2019, in response to the severe shortage of affordable housing in the state and barriers preventing low-income, vulnerable families from accessing housing of their choice, the California Legislature passed Senate Bill (SB) 329. SB 329 is a bill that amended the Fair Employment and Housing Act (FEHA) to clarify that HCVs and other types of housing

subsidies and third-party rental assistance are included within the definition of source of income. Effective January 1, 2020, nearly all housing providers in the state of California are required to accept applicants or tenants who have Section 8 or other housing subsidies, the only exception being owner-occupied single-family dwellings with only one renter in the same shared living space.

Housing providers may still deny the ability to rent to someone with Section 8, but not because they have a voucher; furthermore, they may not use more stringent requirements or have different eligibility criteria for such applicants. In addition, while housing providers may require that an applicant meet an income threshold based on the rent for a particular unit in order to qualify for the rental, income requirements must be assessed for voucher holders in accordance with California state law. Pursuant to Cal. Govt. Code §12955(o), if such applicant is a voucher holder, that income threshold must be calculated based on the amount of rent that will be paid by the tenant (i.e. the tenant's portion), rather than the entire contract rent. Unfortunately, housing providers seem to be unaware of the proper applicability of income requirements with voucher holders or intentionally misapplying the income requirement to make voucher holders ineligible.

While California has now expanded the definition of source of income, and other jurisdictions enacted similar local ordinances over the past couple of years, there has been and still remains significant opposition from the landlord community. FHANC monitors advertisements online with potentially discriminatory statements and sends notification letters, sharing its fair housing concerns. Since the enactment of these local ordinances and SB329, FHANC has made concerted efforts to focus its education efforts on source of income protections, highlighting the change in the law and how income requirements work. The response from housing providers has varied from hostility to appreciation.

C. OVERVIEW OF HOUSING CHOICE VOUCHER PROGRAM

The Housing and Community Development Act of 1974 developed Section 8 rental housing assistance programs to assist low-income families, seniors, and people with disabilities to access safe, affordable housing. The Quality Housing and Work Responsibility Act of 1988 combined the Section 8 voucher and certificate programs under the HCV program. The HCVP is the Department of Housing and Urban Development (HUD)'s largest rental assistance program, providing assistance to more than 2.2 million low-income families². HUD funds Public Housing Authorities (PHAs) nationwide; the PHAs administer the HCV program and pay funds directly to private landlords, with the HCV recipient paying the remaining portion of contract rent, which is an amount determined based upon the household income. HCV holders pay approximately 30% of the household income toward rent (but it may be up to 40%) and the PHA covers the balance, and in order to be eligible their income must not exceed 50% of the Area Median Income. Local payment standards based upon HUD Fair Market Rents set a cap for contract rent, which limits the pool of available housing where participants may use their HCVs.

While housing providers are not obligated to consider HCVs – that is, unless a state or local

² U.S. Department of Housing and Urban Development, Office of Policy Development and Research, September 20, 2018. <https://www.huduser.gov/portal/sites/default/files/pdf/Landlord-Acceptance-of-Housing-Choice-Vouchers.pdf>

government passes a law that provides such a protection, as California recently did – refusal to accept HCVs is often a pretext for discrimination based upon race (tested in early 2019) or national origin (the focus of the 2020 audit). There are many barriers in housing faced by HCV holders, who often represent members of protected classes, such as people with disabilities, families with children, and racial and ethnic minorities. These barriers and concerns of disparate impact discrimination are some reasons why certain jurisdictions (such as the state of California) have enacted local ordinances that establish additional source of income protections including HCV holders.

Over 300,000 families in California receive an HCV to help make rent more affordable and ensure that lower-income families can afford to rent in a variety of neighborhoods, including those with higher opportunity, with the goal of limiting segregation and homelessness. However, to date, the voucher program has been unable to accomplish its goals in many jurisdictions due in large part to private landlords' refusal to consider renting to such individuals. In order for the HCV program to function as it was intended and provide safe, stable housing for low-income individuals and families in a manner that promotes racial/ethnic integration, greater participation is required from a broader range of housing providers. In theory, this should happen as a result of the passage of SB329; however, it is evident that continued education and testing are necessary to address and assess the extent of the problem.

D. AUDIT BACKGROUND

Real estate transactions, including rentals, purchases, and obtaining mortgage loans and homeowner's property insurance, are often conducted in whole or part over the telephone. For more than 20 years, FHANC has conducted multiple telephone, in-person, and email audits in several Bay Area counties designed to measure the extent of discrimination in rental housing against members of protected classes, particularly ethnic and racial minorities. While FHANC has found significant discrimination through phone testing, in-person site testing is likely to reveal further details of unintentional and intentional discriminatory practices. In addition, FHANC also has experience conducting email audit testing based upon national origin, using email addresses with common, ethnically identifiable names. Historically, the results of these audits suggest that unlawful discrimination based on national origin continues to be pervasive.

1. Previous National Origin Audits Conducted by FHANC in Marin/Sonoma/Solano

In 2004-20005, 2013, and 2015-2016, FHANC conducted national origin audit testing in Marin, Sonoma, and/or Solano Counties. Results of this testing indicated discrimination against Latinx renters whether the testing was conducted over the telephone or in person. In 2004-2005, FHANC found that Latinx testers encountered less favorable treatment than White testers 55% of the time in Marin County and 80% of the time in Sonoma County. In 2013, FHANC conducted a Latinx Voice Identification audit in Solano County, revealing that Latinx testers received less favorable treatment in the rental housing market 50% of the time. In 2016-2017, FHANC conducted a national origin/familial status audit in Marin and Sonoma Counties, indicating significant discrimination in both counties, with 42% of tests conducted in Marin County and 57% of tests conducted in Sonoma County indicating less favorable treatment toward Latinx testers (including families with children).

II. AUDIT GOALS AND METHODOLOGY

A. WHAT IS A FAIR HOUSING AUDIT?

A fair housing audit is a way to assess compliance or non-compliance with federal and state fair housing laws. It is a controlled measurement of the difference in quality, quantity, and content of information and services accorded to paired applicants (testers) by housing providers. An audit differs from a complaint-based test in that it gives a broad overview of housing provider behavior in a given market during a certain time period. Public governmental bodies and private agencies throughout the country routinely conduct audits as an educational and enforcement tool.

B. AUDIT GOALS

1. **To identify instances of differential treatment/discrimination at available rental sites**, including duplexes and larger multi-family complexes, thus indicating the extent to which Latinx renters using HCVs face difficulty in securing rental housing in Marin, Sonoma, and Solano Counties due to national origin discrimination.
2. **To conduct additional on-site tests** (or other types of investigations as appropriate given COVID-19) where results indicate potential discrimination, and to conduct additional investigations at sites where results suggest that further investigation could yield stronger evidence of discrimination.
3. **To bring minor violations to the attention of housing providers**, in order to increase awareness of the potential consequences of engaging in discriminatory practices and prevent future transgressions.
4. **To file enforcement proposals** in cases with strong evidence of differential treatment/discrimination.
5. **To increase awareness by housing providers** of the difficulties Latinx renters and HCV holders experience in securing rental housing.
6. **To make Latinx home seekers, including HCV holders, aware of discriminatory practices** they may experience and the services provided by FHANC to secure housing rights.
7. **To offer training to housing providers** on fair housing laws and practices in order to forestall future discrimination.

C. GEOGRAPHIC SCOPE OF AUDIT

FHANC tested properties in Marin, Sonoma, and Solano Counties, with 48, 45, and 46 investigations conducted in each county, respectively. The audit consisted of a combination of site, phone, and email investigations throughout the tri-county area, without any differences in geographic scope. (As opposed to the race/source of income audit conducted in early 2019 in which email testing was only conducted in areas of Marin County with local source of income ordinances).

In Marin County, tested properties were located in the cities of Fairfax, Kentfield, Lagunitas, Larkspur, Mill Valley, Nicasio, Novato, San Anselmo, San Rafael, Sausalito, and Tiburon³. The audit also included properties in the Sonoma County cities of Glen Ellen, Healdsburg, Penngrove, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, and Windsor⁴. In addition, the audit also included properties in Benicia, Dixon, Fairfield, Rio Vista, Vacaville, and Vallejo in Solano County⁵. These locations represent both the most densely populated cities in Marin, Sonoma, and Solano Counties (e.g. Novato, San Rafael, Santa Rosa, and Vallejo), as well as more suburban and rural communities with lower population densities.

D. AUDIT METHODOLOGY

1. Types of Investigations

Investigations coordinators conducted a total of one hundred and thirty-nine (139) individual email, phone or site investigations within the target geographic areas. Phone and site investigations consisted of two-part tests⁶ and email investigations consisted, as appropriate, of three-part tests.

For each site/phone investigation, the investigations coordinator selected two testers – a “protected tester” and a “control tester” – to carry out each test part. The investigations coordinator selected a White Latinx tester (hereafter “Latinx tester”) as the protected tester and a White non-Latinx tester (hereafter “White tester”) as the control tester⁷. Each tester was given a profile that included an HCV. Each tester called or visited the selected property posing as a prospective renter.

For each email investigation, the investigations coordinator created three separate profiles – a “protected profile,” a “control profile” and a “vacancy-check profile” – and created corresponding email addresses for each profile. The protected profile included a Latinx-sounding name and an HCV, the control profile included a White-sounding name and an HCV, and the vacancy-check profile included a White-sounding name but did not include an HCV. The investigations coordinator then emailed the listed agent from each profile’s email account, posing as prospective renters, utilizing the vacancy-check profile as appropriate to help determine whether there is source of income discrimination (for instance, when neither the Latinx tester nor the White tester received a response and the advertisement was still posted).

3 The audit did not include the smaller unincorporated townships such as Inverness or Bolinas in Marin County because of the smaller population and lack of available rental housing, particularly complexes with more than 2-3 units. In addition, some larger cities were not tested due to lack of eligible availabilities (for instance, the contract rent was significantly above the relevant payment standard).

4 The audit did not include the smaller cities and unincorporated townships such as Monte Rio and Guerneville in Soma County because of the smaller population size and lack of eligible properties for the reasons noted in Footnote 2.

5 The audit did not include the smaller cities and unincorporated townships of Elmira and Birds Landing because of the smaller population size and lack of available rental housing, particularly complexes with 2-3 units and those within the eligibility requirements for Section 8 (relevant payment standards).

6 On three occasions, investigations consisted of only one test part (for instance, because one tester failed to make contact with the housing provider), but the investigation was still considered complete because of the information gathered.

7 FHANC acknowledges that the term “Latinx” refers to an ethnicity (not a race) and the term “White” refers to a race (not an ethnicity), however, for the purpose of this Methodology the term “Latinx” will refer to a White person of Latinx origin and the term “White” will refer to a White person of non-Latinx origin.

2. Sampling Techniques

Investigation coordinators selected appropriate properties to test within the target geographic areas from advertisements posted on online sources (including but not limited to Craigslist.com, Trulia.com, Hotpads.com, Apartments.com, and Zillow.com) and sign postings. Shared homes were not tested, nor were vacation homes or short-term rentals.

The investigations coordinators did not select any properties where the advertisement included any statement as to whether the housing provider accepts or does not accept HCV subsidies. For example, listings that advertised either “no Section 8” or “Section 8 welcome” were not selected for testing.

The investigations coordinators selected properties where the advertised rent did not exceed the maximum payment standard for the size of the unit, pursuant to the Housing Authority’s payment standards for each jurisdiction. However, if no such property could be identified in a particular geographic area, the investigations coordinators selected properties in the target area that were as close to the payment standard as possible⁸.

3. Recruitment, Screening, and Training of Testers

a. Tester Training

All testers received fair housing tester training and training in investigations procedures. All testers also received specialized training in the HCV program so they were able to competently speak about the program with rental agents.

b. Tester Selection

For site tests, only testers whose physical appearances are clearly identifiable as Latinx were selected as protected testers and only those whose physical appearances are clearly identifiable as White were selected as control testers. For phone tests, only testers with voices clearly identifiable as Latinx were selected as protected testers and only testers with voices clearly identifiable as White Non-Latinx were selected as control testers.

4. Site/Phone Investigations Procedure

a. Property Selection

For each investigation, the investigations coordinator conducting the investigation identified a rental property in the target geographic area, pursuant to the sampling techniques set forth above.

b. Tester Selection

The investigations coordinator assigned two testers to the investigation – one Latinx tester

⁸ Please note one investigation (A1920-69) involved a property where the rent was \$25 above the payment standard; however, FHANC deemed the property still eligible for testing given the negligible difference and the fact that HCV holders can pay the difference out of pocket, provided that their payment is no more than 40% of household income (which was the case given the tester’s specific profile).

as the protected tester and one White tester as the control tester. Each tester was matched to their counterpart as closely as possible in age, gender and temperament. However, a tester may be matched with a person of the opposite gender if both testers' profiles include spouses. Neither of the testers selected would have visible or obvious disabilities.

c. Profiles

The investigations coordinator created a profile for each tester. If a protected tester's name is not clearly identifiable as Latinx, the tester may be given an alias. The matched profiles were designed to avoid any indication of difference in protected class characteristics other than national origin. For example, if the protected profile included a spouse, it was matched with a control profile that also included a spouse. None of the profiles included children or disabilities. None of the profiles had a race other than White and all profiles had an ethnicity/national origin of either Latinx or non-Latinx.

All profiles included participation in the HCV program and information about the voucher, such as the applicable housing authority, the payment standard for the jurisdiction, the voucher size (i.e. number of bedrooms), the expiration date of the voucher, and an approximation of the tenant's monthly rent portion. All profiles included employment and income information. Household employment incomes were low enough to qualify for the HCV program but high enough to cover basic monthly expenses. No profiles included any source of income other than employment and HCVs.

Matched profiles included roughly equivalent rental credentials, including similar household incomes and similar rental histories. However, the protected profiles had slightly higher incomes and slightly more stable rental histories than their control counterparts. Both testers were instructed to express identical housing needs, such as the number of bedrooms and price range.

Each profile included an email address, which testers may provide to the housing provider. The email accounts were created and managed by the investigation coordinators. The email address assigned to each tester corresponded with the tester's name or alias (if an alias is used).

d. Test Assignments

The investigations coordinator created a test assignment for each tester based on the information collected from the rental listing. The test assignments included information about the listing (i.e. the phone number of the agent and the address of the property), instructions for conducting the test, the tester's profile, and a copy of the rental listing.

Prior to starting the test, the investigations coordinator briefed each tester via phone and/or email and sent each tester their test assignment.

e. Site Tests

For site tests, each tester started the test by calling the rental agent and asking to schedule an appointment to view the advertised unit or, in the event that the listing did not include a phone number, the test coordinator posed as the tester and contacted the housing provider

from the profile's email account in order to get a phone number or to set up an appointment for the tester.

The protected tester was instructed to start the test (i.e. schedule an appointment) as soon as possible after reviewing the assignment. The control tester was instructed to start the test after the protected tester (generally after the protected tester has already scheduled an appointment). The control tester was instructed to schedule their appointment for a time after the protected tester's scheduled appointment (ideally within 24 hours, if possible).

Each tester then visited the property at the date and time of their scheduled appointment and sought information from the rental agent about the rental unit and the rental process, including the rent, the security deposit, the application process, the application fee, the credit check process, whether any utilities and/or amenities are included, and any other information about the rental.

If the tester was asked any questions about themselves by the agent, the tester answered according to the tester's profile. During the test, the tester disclosed that they have an HCV and asked if the landlord accepts vouchers. If the tester was told that the landlord does not accept vouchers, the tester was instructed to ask why not. If the tester was told that the landlord does accept vouchers, the tester was instructed to ask for a rental application (provided they had not already been offered one by the rental agent).

While testers were instructed to obtain a rental application, testers will never be instructed to submit a completed rental application nor agree to a credit check. If a tester was asked to complete a rental application during the test, the tester provided a reason consistent with their profile for why they would not submit an application at that time (e.g. "I need to speak to my wife first").

f. Phone Tests

For phone tests, each tester started the test by calling the listed rental agent. The protected tester was instructed to start the test as soon as possible after reviewing the assignment. The control tester was generally instructed to start the test within a reasonable amount of time after the protected tester completes the test (ideally within 24 hours, if possible).

If the tester reached an answering machine, the tester was instructed to leave a message stating their name, phone number and their interest in the listed property. Testers were instructed not to include any other information about their profile in the message other than their name and phone number.

If the tester reached a person associated with the listed property (e.g. the owner or agent), the tester introduced themselves and stated that they are calling about the advertised unit. Each tester sought information from the rental agent about the rental unit and the rental process. If the tester was asked any questions about themselves by the agent, the tester answered according to the tester's profile.

During the test, the tester disclosed that they have an HCV and asked if the landlord accepts vouchers. If the tester was told that the landlord does not accept vouchers, the tester was instructed to get more information about the policy (e.g. "Can I ask why not?" or "Is that

management’s policy or the owner’s policy?”). If the tester was told that the landlord does accept vouchers, the tester stated their interest in viewing the property.

However, phone testers did not schedule appointments to view the property (unless otherwise instructed by the investigations coordinator), nor would they submit a completed rental application or agree to a background check. If the agent asked to schedule a viewing during the test, the tester would give a reason consistent with their profile for why they could not schedule a viewing at that time (e.g. “I have to check with my wife about her availability first and then call you back”).

g. Debriefs

After each test, the investigations coordinator would debrief the tester in person, via phone, or email within twenty-four (24) hours of completing the test. During the debriefing, the tester gave the investigations coordinator a description of what happened during the test and discussed any issues or concerns that may have arisen. If the investigations coordinator determined that additional information was needed, they may have instructed the tester to call the agent back or the investigations coordinator may have emailed the agent from the tester’s email, posing as the tester.

h. Test Reports

After each test, the tester completed a Report Form in which the tester documented all the information gathered during the test, including the agent’s name/title, the address of the unit, the number of bedrooms, the monthly rent amount, the security deposit amount, any lease options, the date of availability, plus any other information that the agent may have provided or sought from the tester (e.g. the tester’s income, employment, family size, etc.). In addition to the Report Form, each tester wrote and submitted a narrative description of what happened during the test, including all interactions with the rental agent(s).

5. Email Investigations Procedure

a. Property Selection

For each email investigation, the investigations coordinator searched online listings within the target geographic area and selected a listing that met the sampling techniques set forth above and that also included an email address for the rental agent or an online form used to contact the rental agent electronically.

b. Profiles

The investigations coordinator then created three separate profiles – a protected profile, a control profile, and a vacancy-check profile. The protected profile had a Latinx-sounding

name⁹ while the control and vacancy-check profiles had White-sounding names¹⁰. Only names that were clearly identifiable as Latinx were used for the protected profiles and only names that were clearly identifiable as White were used for the control profiles and the vacancy-check profiles.

All profiles were designed to avoid any indication of difference in protected class characteristics other than national origin and source of income. For example, if a protected profile included a spouse, it was matched with a control and a vacancy-check profile that also included spouses. None of the profiles included children or disabilities. None of the profiles had a race or national origin other than White Latinx or White non-Latinx.

Both the control and protected profiles included participation in the HCV program and information about the voucher, such as the applicable housing authority, the payment standard for the jurisdiction, the voucher size (i.e. number of bedrooms), the expiration date of the voucher, and the tenant's monthly rent portion. The vacancy-check profile did not include a voucher.

All profiles included employment and income information. For the protected and control profiles, household employment incomes were low enough to qualify for the HCV program but high enough to cover basic monthly expenses. For the vacancy-check profile, the monthly household income was equal to at least three times the monthly rent. No profiles included any source of income other than employment and/or an HCV.

The protected profile and the control profile had roughly equivalent rental credentials, including similar household incomes and similar rental histories. However, the protected profiles had slightly higher incomes and slightly more stable rental histories than their control counterparts. All profiles included identical housing needs (e.g. number of bedrooms, date of availability, etc.).

The investigations coordinator created an email address for each profile. The email address for each profile included some variation of either the first, last or full name of the name associated with the profile. The investigations coordinator also assigned a Google Voice phone number to each profile, which was linked to the email account for the profile. The investigations coordinator had control over the Google Voice accounts and the email accounts for each profile.

c. Email Tests

The investigations coordinator then emailed the rental agent from each profile's email address, posing as prospective renters. The investigations coordinator first emailed the agent from the protected profile stating his/her interest in the property, his/her household

⁹ For "Latinx-sounding" names, the investigations coordinators will likely choose first names from a list of the 200 most popular Mexican names, which can be found at https://www.momjunction.com/articles/mexican-baby-names-for-girls-and-boys_00401444/#gref, and pair them with last names from a list of the most common surnames for "Hispanics," based on the United States Census, which can be found at <https://names.mongabay.com> and is based on the 2000 U.S. Census.

¹⁰ For "White-sounding" names, the investigations coordinator will likely choose first names from a list of the twenty (20) "Whitest" first names, based on a large data set of birth-certificate information for every child born in California since 1961, which can be found at <https://abcnews.go.com/2020/top-20-whitest-blackest-names/story?id=2470131>, and pair them with last names from a list of the most common surnames for "Whites" based on the United States Census, which can be found at <https://names.mongabay.com> and is based on the 2000 U.S. Census.

size (e.g. “My husband and I are interested at the apartment you have listed on craigslist...”), and that he/she has an HCV (e.g. “We have Section 8”).

The investigations coordinator then, after an appropriate amount of time, sent an email to the agent from the control profile, which included the same information as the email from the protected profile, except the wording of the email was changed enough to avoid detection that the email was a test.

If either the protected or the control profile received no response, or if either profile received a response stating that the unit is no longer available, or if for some other reason determined by the investigations coordinator, the investigations coordinator may, at any reasonable time during the investigation, have sent an email from the vacancy-check profile stating his/her interest in the property and asking if the unit was still available.

The investigations coordinator regularly checked the email accounts and the Google Voice accounts associated with each profile. If after a reasonable amount of time an email from either the protected profile or the control profile received no response from the listing agent, the investigations coordinator sent a follow up email. If at any time during an email test the rental agent requested information about the sender, the investigations coordinator responded according to the profile for that test.

6. Audit Analysis

For site and phone investigations, FHANC compared the Report Forms and narratives for each test to assess whether matched testers received the same or different treatment from each other. For email investigations, FHANC compared the email exchanges between the agent and the matched profile(s) and any follow up from the housing provider to see whether the matched profiles received the same or different treatment from each other. Please note that given the differing number of email, phone, and site investigations that were conducted in each county, FHANC is presenting results from the tri-county area rather than differentiating by county.

For each investigation, FHANC prepared a comparison and analysis sheet, and recommended follow-up where appropriate. FHANC compared information in the following areas to assess whether the testers received the same treatment and information from the housing provider, including the following:

- a. Refusal to rent or negotiate for rental;
- b. Offering different rental terms and conditions (including amenities and special offers);
- c. Screening and follow up;
- d. Response (or failure to respond) to initial contact or subsequent contacts;
- e. Unit availability;
- f. Information about applicant qualifications, eligibility, or rental criteria; and

- g. Comments, encouragement, steering, and general treatment.

Tests showing discriminatory statements or differential treatment on the basis of national origin or voucher status may form the basis of further investigations.

III. RESULTS

Between December and March 2020, FHANC conducted **139 individual tests** in Marin, Sonoma, and Solano Counties. The tests fell into several broad groups: those showing no significant difference indicating discrimination, those revealing some differential treatment/discrimination, and those evincing clear differential treatment/discrimination.

“Clear differential treatment/discrimination” means there was a demonstrable discrepancy in the amount, quality, or substance of the information received by the testers, to the disadvantage of the protected tester. “Clear differential treatment/discrimination” refers to statutory violations, such as:

- a. Refusing to rent or negotiate;
- b. Making a false representation about availability;
- c. Offering different terms, conditions, privileges or services;
- d. Otherwise making housing unavailable; or
- e. Making discriminatory statements

“Some differential treatment/discrimination” means there was a discrepancy in the information received by each tester. The discrepancies favored the control tester, but not to the clear detriment of the protected tester, or there was no significant difference in treatment between the protected and control testers but the housing provider’s responses to the testers’ disclosure of their voucher was problematic in some fashion. In some cases, the differences involved factors characterized as less significant than those counted in the “clear differential treatment/discrimination” category. “Some differential treatment/discrimination” includes statutory violations that do not materially affect the housing transaction and other less significant types of differential treatment/discrimination, such as:

- a. Offering information that varies in quality/quantity;
- b. Encouraging a caller to apply; and
- c. Following up with a caller after his or her initial inquiry.

For purposes of this report, “no significant difference in treatment” means each paired or three-part tester received substantially similar information and there were no demonstrable differences, or if there were demonstrable differences, they benefitted the protected tester.

A. TEST OUTCOMES

FHANC conducted **139 tests** for the 2019-2020 Marin, Sonoma, and Solano County National Origin/Source of Income audit. Forty-five (45) individual site/phone/email tests were conducted in Marin county; forty-five (45) individual site/phone/email tests were conducted in Sonoma County; and forty-nine (49) individual site/phone/email tests were conducted in Solano County.

1. Site Testing

Twenty-three (23) individual site tests out of the thirty (30) conducted showed at least some discrimination based on source of income and/or national origin discrimination in the tri-county area. 7% of the site tests conducted showed discrimination based on national origin; 20% of the site tests conducted showed discrimination on both national origin and source of income and 53% showed discrimination based on source of income. At twelve (12) out of the fifteen (15) properties that were site tests (80%), there was at least some discrepancy or disadvantage in treatment for the Latinx tester and/or for testers using HCVs, which is considered a protected class in the state of California.

Responses from housing providers unwilling to consider HCVs or offering inferior terms/conditions to HCV holders included the following:

- We require that voucher holders meet the income requirement based on the full contract rent **in case they ever lose their voucher**, so that we know they can still afford the rent. However, the housing provider offered preferential terms to the control tester, saying the amount of the voucher would be included in the determination for income eligibility (still improper but it gave the non-Latinx voucher holder a chance at qualifying).
- We **already rented out our allotted 10%** of our units for people with Section 8 but I will try to advocate for you with the owners (neither tester heard back).
- **I'm not sure how the income requirement works with Section 8.** I would have to speak with the owners about this (neither tester heard back).
- We used to rent to voucher holders but I'm not sure. **Housing was paying the rent late.**

Results of Site Tests in Tri-County Area*

	<u>Source of Income</u>	<u>Source of Income & National Origin</u>	<u>National Origin</u>	<u>TOTAL</u>
Differential Treatment/ Discrimination	8/15 (53%)	3/15 (20%)	1/15 (7%)	12/15 (80%)

*Please note: All percentages have been rounded to the nearest whole number.

2. Phone Testing

Forty-two (42) individual phone tests out of the forty-six (46) conducted showed at least some discrimination based on source of income and/or national origin discrimination in the tri-county area. 17% of the phone tests conducted showed discrimination based on national origin; 13% of the phone tests conducted showed discrimination on both national origin and source of income and 61% showed discrimination based on source of income. At twenty-one (21) out of the twenty-three (23) properties that were phone tests (91%), there was at least some discrepancy or disadvantage in treatment for the Latinx tester and/or for testers using HCVs, which is considered a protected class in the state of California.

Responses from housing providers unwilling to consider HCVs or offering inferior terms/conditions to HCV holders included the following:

- To the protected tester, the housing provider said (twice during the same phone call), **“I don’t want someone kicking in my doors,”** or words to that effect. To the control tester, she said the property **“was not eligible for Section 8”** or words to that effect.
- In response to a question about why the housing provider would not take Section 8, she responded that she **did not know**, but they are a small building and it was the **owners’ policy**.
- **I can’t make exceptions for voucher holders because of discrimination issues**, so still need to make \$5500/month to meet our income requirement.
- **We are just the management company** and the owners don’t accept vouchers, **don’t know why**.
- **Because of the virus we are no longer accepting Section 8, as the owner does not want to be dealing with too many people...Won’t deal with any third parties until the Coronavirus is over.**

Results of Phone Tests in Tri-County Area*

	<u>Source of Income</u>	<u>Source of Income & National Origin</u>	<u>National Origin</u>	<u>TOTAL</u>
Differential Treatment/ Discrimination	14/23 (61%)	3/23 (13%)	4/23 (17%)	21/23 (91%)

*Please note: All percentages have been rounded to the nearest whole number.

3. Email Testing

Forty-nine (49) individual email tests out of the sixty-three (63) conducted showed at least some discrimination based on source of income and/or national origin discrimination in the tri-county area. 8% of the email tests conducted showed discrimination based on national origin; 12% of the email tests conducted showed discrimination on both national origin and source of income and 56% showed discrimination based on source of income. At nineteen (19) out of the twenty-three (25) properties that were email tests (76%), there was at least some discrepancy or disadvantage in treatment for the Latinx tester and/or for testers using HCVs, which is considered a protected class in the state of California.

Some housing providers failed to respond to the protected and/or control tester(s)' multiple contacts, despite the advertisement continuing to run. Even more frequently, housing providers misapplied minimum income requirements, requiring that testers with vouchers make a specific amount of income based on the contract rent rather than based on the testers' portion of rent (thereby making the testers ineligible for the rental). In addition, numerous housing providers flat out refused to consider renting to testers whose profiles included a voucher. This misapplication of income requirements, or a refusal to consider a tester with a voucher, resulted in clear differential treatment/discrimination based on source of income in twenty-nine individual email tests (49%). Six additional individual email investigations revealed some level of differential treatment/discrimination based on source of income – for instance, telling testers with HCVs that any special promotion or discount on rent would not apply to voucher holders.

As noted above, some email investigations revealed discrimination based on both national origin and source of income and some revealed discrimination based on national origin alone. However, the large majority of email investigations revealing at least some level of differential treatment/discrimination included source of income discrimination, despite the protections that exist on the state and – to some extent – local level (parts of Marin County).

Results of Email Tests in Tri-County Area*

	<u>Source of Income</u>	<u>Source of Income & National Origin</u>	<u>National Origin</u>	<u>TOTAL</u>
Differential Treatment/Discrimination	14/25 (56%)	3/25 (12%)	2/25 (8%)	19/25 (76%)

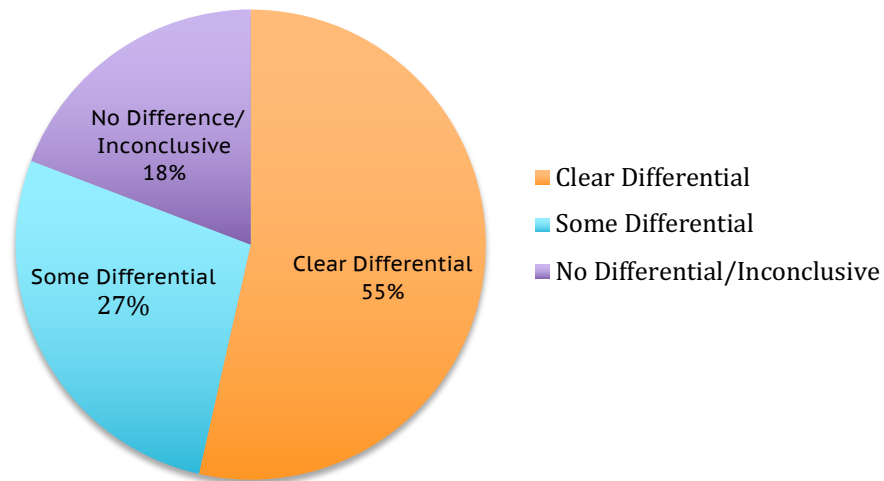
*Please note: All percentages have been rounded to the nearest whole number

Results of Site/Phone/Email Tests in Tri-County Area*

	<u>Source of Income</u>	<u>Source of Income & National Origin</u>	<u>National Origin</u>	<u>TOTAL</u>
Differential Treatment/Discrimination	36/63 (57%)	9/63 (14%)	7/63 (11%)	52/63 (82%)

*Please note: All percentages have been rounded to the nearest whole number

Types of Differential Treatment Based on National Origin and/or Source of Income (Site/Phone/Email)



B. TYPES OF DISCRIMINATION OR DIFFERENTIAL TREATMENT BASED ON NATIONAL ORIGIN/SOURCE OF INCOME

The following is a description of types of discrimination encountered by testers during the audit, as well as a chart indicating the frequency of the types of differential treatment by test.

1. Refusal to Rent or Negotiate for Rental

A housing provider's explicit refusal to rent or to negotiate for the rental of a dwelling to a person in a protected class, including a refusal to engage in conversation or respond to multiple attempts to communicate, wholly forecloses an individual's ability to access housing opportunities.

2. Offering Different Rental Terms and Conditions

Differences in rental terms offered may indicate a housing provider's desire to discourage – or encourage – specific types of prospective tenants. The terms and conditions of a rental unit may have a significant impact on an applicant's interest in pursuing a unit and financial ability to procure a rental unit. Rental terms and conditions include the amount of rent or deposits, the manner of payment of deposits, and minimum income requirements.

Minimum income requirements can be particularly important, as a minimum income standard acts as an inflexible threshold question for an applicant: a caller who does not meet an income standard will be immediately discouraged from applying. It may also include a move-in special or discount off the monthly rent, which can provide both access and encouragement.

3. Making False Representations About Availability

The number of current and future units offered to an applicant may indicate whether a housing provider is seriously interested in making housing opportunities available. In addition, the number of current and future units offered to an applicant may indicate whether a housing provider is seriously interested in making housing opportunities available.

4. Otherwise Making Housing Unavailable

A housing provider who, through either words or actions – for example, refusing to confirm whether the housing provider accepts vouchers or how the minimum income requirement would work with vouchers – arbitrarily restricts the availability of a housing opportunity for a member of a protected class, and may be engaging in a practice of otherwise making housing unavailable.

5. Comments, Steering, and General Treatment

The manner in which an owner or manager communicates regarding units for rents is often an important indication of their interest – or lack thereof – in a potential tenant. Discouraging remarks directed at an applicant from a protected class may be evidence of an attempt to discourage that applicant from pursuing a housing opportunity. Discriminatory statements are illegal under both federal and state fair housing laws. Given the specific manner in which income requirements are supposed to be applied to voucher holders (applied to their portion of rent rather than the contract rent), improperly applying an income requirement is likely to make voucher holders otherwise ineligible and was prevalent in this audit.

Steering speaks to the practice of arbitrarily restricting an applicant's choice of available units, based on their membership in a protected class; for example, steering in the national origin context might include directing a caller to a different complex based on the housing provider's assumptions about appropriateness of an applicant's tenancy in a particular location. General treatment may also include encouraging only one tester by providing additional information on the application process or having a more positive response to the disclosure of the voucher profile.

6. Quality/Quantity of Information

Differences in the amount and/or type of information a housing provider gives to callers about who will qualify for tenancy may indicate a housing provider's desire to discourage or encourage specific types of prospective tenants. Selective provision of information about minimum income requirements, minimum credit scores, documentation of income, and the application process may indicate that a housing provider employs different standards for evaluating prospective tenants based on their membership in a protected class.

7. Screening & Follow-Up

The decision to accept a potential applicant's call or to follow up with a potential applicant after his or her initial inquiry may indicate whether a housing provider is excluding people

in protected classes from their tenant selection process or arbitrarily restricting an applicant's choice of available units and information received based on their membership in a protected class. In addition, a housing provider's decision not to return a potential applicant's voicemail message or follow up with a potential applicant after his or her initial inquiry speaks to the practice of arbitrarily restricting an applicant's choice of available units and information received, based on their membership in a protected class.

D. OTHER TYPES OF DISCRIMINATION OR DIFFERENT TREATMENT REVEALING A NEED FOR FUTURE TESTING

1. Familial Status

While children were not included within the profiles of any testers, FHANC uncovered one instance of familial status discrimination during a paired investigation, where the housing provider indicated that the property was best for only one occupant. In addition, in a few investigations, only the Latinx tester was asked if s/he had a child, which could indicate possible screening for Latinx families with children. In response, when feasible, FHANC will conduct follow up investigations testing for familial status discrimination.

2. Disability

In addition to familial status discrimination, FHANC uncovered at least one example of a discriminatory statement that raised concerns of disability discrimination. In this instance, the housing provider told FHANC's control tester that he was looking for someone who was the "right fit" and "did not want anyone crazy," or words to that effect. In response, when feasible, FHANC will conduct follow up investigations testing for disability discrimination (mental disability).

E. DIFFERENTIAL TREATMENT/ DISCRIMINATION BY TEST & PROTECTED CLASS

Test #	Type	City	County	Refusal to Rent	Different Terms & Conditions	False Denial of Vacancy	Otherwise Make Housing Unavailable	Comments, Steering, & General Treatment	Quantity, Quantity of Info	Follow-Up	TOTAL
A1920-01	Site (2)	Novato	Marin								
A1920-02	Site (1)	Novato	Marin	SOI			SOI	SOI			SOI
A1920-03	Site (2)	San Rafael	Marin	SOI			SOI	SOI			SOI
A1920-04	Site (2)	Santa Rosa	Sonoma	NO	NO		NO	NO, SOI			NO, SOI
A1920-06	Site (2)	Vallejo	Solano								
A1920-07	Email (3)	San Anselmo	Marin	FS			FS	NO, FS			NO, FS
A1920-08	Email (2)	Novato	Marin								
A1920-09	Site (2)	Fairfax	Marin					SOI			SOI
A1920-10	Email (3)	San Rafael	Marin								
A1920-11	Site (2)	Mill Valley	Marin	SOI			SOI	SOI			SOI

A1920-12	Phone (2)	Kentfield	Marin	SOI			SOI	SOI			SOI
A1920-13	Email (3)	Novato	Marin	SOI		SOI	SOI	SOI		SOI	SOI
A1920-14	Site (2)	Fairfield	Solano	SOI			SOI	SOI			SOI
A1920-15	Phone (2)	Sebastopol	Sonoma	SOI			SOI	SOI			SOI
A1920-16	Phone (2)	San Anselmo	Marin	SOI			SOI	NO, SOI			NO, SOI
A1920-17	Site (2)	Santa Rosa	Sonoma				SOI	SOI			SOI
A1920-18	Phone (2)	Santa Rosa	Sonoma								
A1920-19	Site (2)	Santa Rosa	Sonoma	NO	NO		NO	NO	NO		NO
A1920-20	Site (2)	Santa Rosa	Sonoma								
A1920-22	Phone (2)	Fairfield	Solano					SOI			SOI
A1920-24	Site (2)	Mill Valley	Marin		NO			NO, SOI			NO, SOI
A1920-25	Phone (2)	Tiburon	Marin								
A1920-26	Site (2)	San Rafael	Marin	SOI	NO		SOI	SOI			NO, SOI
A1920-28	Phone (2)	Rio Vista	Solano					NO			NO
A1920-29	Phone (2)	San Rafael	Marin	SOI			SOI	SOI			SOI
A1920-30	Site (3)	Nicasio	Marin	SOI			SOI	SOI			SOI
A1920-31	Phone (2)	Rohnert Park	Sonoma	SOI			SOI	SOI			SOI
A1920-32	Phone (2)	Santa Rosa	Sonoma					NO, SOI			NO, SOI
A1920-33	Email (3)	Benicia	Solano				SOI	NO, SOI		NO	NO, SOI
A1920-34	Phone (2)	Benicia	Solano	SOI			SOI	SOI			SOI
A1920-35	Email (3)	Dixon	Solano	SOI			SOI	SOI			SOI
A1920-36	Email (2)	Fairfield	Solano					SOI			SOI
A1920-37	Email (2)	Fairfield	Solano								
A1920-38	Phone (2)	Vallejo	Solano	SOI			SOI	SOI			SOI
A1920-40	Email (3)	Vacaville	Solano					NO			NO
A1920-41	Email (3)	Vallejo	Solano	SOI			SOI	SOI			SOI
A1920-42	Phone (2)	Fairfield	Solano	SOI			SOI	SOI			SOI
A1920-43	Email (3)	Vacaville	Solano	SOI			SOI	SOI			SOI
A1920-44	Email (3)	Fairfield	Solano	SOI			SOI	SOI			SOI
A1920-45	Email (3)	Vacaville	Solano								
A1920-47	Email (2)	Healdsburg	Sonoma	SOI			SOI	SOI			SOI
A1920-48	Email (2)	Rohnert Park	Sonoma	SOI			SOI	SOI			SOI
A1920-49	Email (2)	Penngrove	Sonoma	NO			NO	NO, SOI		NO	NO, SOI

A1920-50	Phone (2)	Rohnert Park	Sonoma				SOI	SOI			SOI
A1920-51	Email (2)	Novato	Marin		SOI			SOI			SOI
A1920-52	Site (2)	Windsor	Sonoma	SOI			SOI	SOI			SOI
A1920-53	Phone (2)	Petaluma	Sonoma					SOI			SOI
A1920-54	Email (2)	Santa Rosa	Sonoma								
A1920-55	Email (3)	Healdsburg	Sonoma	SOI			SOI	SOI			SOI
A1920-57	Phone (2)	San Rafael	Marin		SOI						SOI
A1920-58	Email (3)	Santa Rosa	Sonoma		NO			NO, SOI			NO, SOI
A1920-62	Phone (2)	Sausalito	Marin				SOI	SOI			SOI
A1920-63	Phone (2)	San Rafael	Marin					NO		NO	NO
A1920-64	Phone (2)	Vallejo	Solano	NO	NO		NO, SOI	NO, SOI			NO, SOI
A1920-66	Email (3)	Petaluma	Sonoma	SOI			SOI	SOI			SOI
A1920-67	Email (2)	Vallejo	Solano								
A1920-68	Phone (2)	Glen Ellen	Sonoma					SOI			SOI
A1920-69	Phone (2)	Vacaville	Solano	NO			NO	NO			NO
A1920-70	Phone (2)	Santa Rosa	Sonoma	SOI			SOI	SOI			SOI
A1920-71	Email (2)	Santa Rosa	Sonoma	SOI			SOI	SOI			SOI
A1920-72	Email (2)	Larkspur	Marin	SOI			SOI	SOI			SOI
A1920-73	Phone (2)	Vallejo	Solano					NO			NO
A1920-74	Email (2)	Vallejo	Solano					SOI			SOI
Property Totals	63	63	63	33	8	1	37	51	1	4	52
Subtotals	Email: 25		Sonoma: 21	NO: 5	NO: 6	SOI: 1	NO: 4	NO: 6	NO: 1	NO: 3	NO: 6
	Phone : 23		Solano: 21	SOI: 27	SOI: 2		SOI: 31	SOI: 36		SOI: 1	SOI: 36
	Site: 15		Marin: 21	FS: 1			NO, SOI: 1	NO, SOI: 8			NO, SOI: 9
							FS: 1	NO, FS: 1			NO, FS: 1
Test Part Totals	139	139	139	74	17	2	68	86	1	5	87
Subtotals	Email: 63		Sonoma: 45	NO: 5	NO: 13	SOI: 2	NO: 4	NO: 6	NO: 1	NO: 3	NO: 6
	Phone : 46		Solano: 49	SOI: 61	SOI: 4		SOI: 62	SOI: 71		SOI: 2	SOI: 71
	Site: 30		Marin: 45	FS: 1			NO, SOI: 1	NO, SOI: 8			NO, SOI: 9
							FS: 1	NO, FS: 1			NO, FS: 1

****Please note some tests revealed more than one type of discrimination and on the basis of more than one protected class. The total provides the number of paired tests with each prohibited activity noted above.***

Key:

National Origin = NO
Source of Income = SOI
Familial status = FS
Disability = D*

1. Tests Indicating Clear Differential Treatment

74 individual tests (53%) showed evidence of **clear differential treatment** based on national origin and/or source of income. The chart above details the significant number of tests where housing was denied, otherwise made unavailable, and/or there were discriminatory comments, steering, and inferior general treatment for Latinx testers and/or testers with HCVs – 33, 37, and 51 tests, respectively – in addition to false denial of availability in two individual tests.

In one case (email test A1920-13) in Novato (Marin County), for example, the housing provider told both testers who disclosed a voucher that the unit had already been rented and he refused to confirm whether he accepted Section 8 vouchers. In contrast, he told the non-voucher control (vacancy check) to call him to discuss the matter and reached out to the non-voucher control two weeks later to confirm the unit was still available. His statement that the unit had been rented (when in fact it had not) and his refusal to confirm whether he accepts vouchers demonstrates false denial of availability, a refusal to rent or negotiate and otherwise making housing unavailable based on source of income; in addition, it also indicates inferior general treatment and lack of follow up based on source of income.

In another case (site test A1920-19) in Santa Rosa (Sonoma County), the agent told the protected tester that he must make \$5,000 per month and that the income requirement was the same for voucher holders; in contrast, she told the control tester that the income requirement would be applied to the portion of rent they pay, thereby making the control eligible to rent the premises while discouraging the protected tester and indicating he was not qualified to rent. In addition, the agent offered an additional move-in special only to the control, told only the control about a free carport/storage, provided greater information/availability, and encouraged the control to submit an application soon.

In another case (phone test A1920-64) in Vallejo (Solano County), the agent told the protected tester who has an ethnically identifiable Latinx voice and name that he did not qualify based on his income, improperly applying the minimum income requirement to the contract rent. In contrast, the agent told the control tester whose voice and name are identifiable as White was told that the amount of the voucher could be applied toward the income requirement; although this was still an improper application of the income requirement, it permitted the control tester to qualify for the unit while the protected tester was discouraged and told he did not qualify (though his household income was just higher than the control tester's).

In one more case (phone test A1920-16) in San Anselmo (Marin County) the agent told the protected tester who has an ethnically identifiable Latinx voice and name that she did not want someone who would be “kicking in her doors,” or words to that effect, repeating the statement twice during the phone call, stating she just wants “good tenants.” In contrast,

the made no such similar statement to the control tester, though she told her the property was not eligible for Section 8 because the kitchen lacked a sink. The housing provider in question refused to allow either tester to negotiate for the rental but treated them both differently based on national origin and source of income.

Numerous other tests resulted in evidence of clear differential treatment with respect to refusal to rent/negotiate, otherwise make housing unavailable, and making discriminatory statements.

2. Tests Indicating Some Differential Treatment

38 individual tests (27%) showed evidence of **some differential treatment** based on national origin and/or source of income. While the majority of the tests showing evidence of differential treatment based upon national origin and/or source of income showed clear discrimination, a significant number demonstrated at least some differential treatment, most often related to general treatment and misapplication of the income requirement (but in a manner that did not clearly make the specific voucher profile ineligible for the rental). A number of email tests showed evidence of some differential treatment based upon source of income due to the response to the voucher disclosure and refusal to answer follow up questions, particularly questions regarding how the minimum income requirement would work for a voucher holder. In the tight rental market that exists in the Bay Area, delays that are a number of days long can mean the difference in whether an individual is able to access a property.

In one case (email test A1920-07) in San Anselmo (Marin County), the agent's general treatment of the Latinx tester was notably inferior to that toward the White tester, particularly with regard to the response to the disclosure of the HCV. The agent refused to answer the Latinx tester's question regarding whether she accepts Section 8, while telling the White tester that she does accept Section 8, noting that she "can't discriminate" but she "can require good credit score, rental history [and] income verification," or words to that effect. In addition, despite the Latinx tester contacting the agent first, she responded to the White tester sooner. General treatment is a consistent difference in national origin discrimination tests conducted, indicating a reticence to fully engage with the Latinx testers or encourage them to apply.

In another case (email test A1920-33) in Benicia (Solano County), the agent refused to answer whether he accepts vouchers and merely said they could "go through the process"; however, after the Latinx tester asked for clarification, he said that the income is three times the contract rent and that questions could be answered in person, refusing to discuss or negotiate. The agent also called both White testers (the voucher control and non-voucher control), while he never called the Latinx tester; in addition, he only told the Latinx tester that no felonies were permitted. In another case (email test A1920-51), the agent told one of the testers who had a voucher that the free rent special listed in the advertisement does not apply to vouchers.

3. Tests Indicating No Significant Differential Treatment

27 individual email, phone, and/or site tests (19%) did not show evidence of differential treatment or were tests where the control tester received inferior treatment. In tests with

no differential treatment, testers received similar treatment and were given the same substantive information regarding acceptance of the voucher and income requirement application, availability, rent, security deposit, and other terms. These tests also included those where mitigating factors might explain certain differences. For instance, in one test (A1920-01), the housing provider told the control tester more available units, but the control tester inquired while the protected tester did not; in addition, the agent told the protected tester about an included parking space while refraining from sharing such information with the control.

D. DIFFERENTIAL TREATMENT/ DISCRIMINATION BY GEOGRAPHIC AREA

Of the twenty-one (21) properties tested in Marin County, 2 (10%) showed discrimination on the basis of national origin, 3 (14%) showed discrimination on the basis of national origin and source of income, and 12 (57%) showed discrimination on the basis of source of income. In San Rafael, at five (5) out of the (6) properties tested (83%), there was at least some discrepancy or disadvantage in treatment for the Latinx tester and/or for testers using HCVs. Similarly, in central and southern Marin (San Anselmo, Fairfax, Mill Valley, Kentfield, Tiburon, Sausalito, and Larkspur), eight (8) of the nine (9) properties tested (89%) showed evidence of discrimination. Novato was the area in Marin county with the least discrimination toward Latinx renters and HCV holders; however, even in Novato 60% of the properties tested showed evidence of either source of income discrimination, national origin discrimination or both.

Of the twenty-one (21) properties tested in Sonoma County, 1 (5%) showed discrimination on the basis of national origin, 4 (19%) showed discrimination on the basis of national origin and source of income, and 13 (62%) showed discrimination on the basis of source of income. While 86% of the tests in Sonoma County revealed evidence of discrimination, in Santa Rosa, the largest and least rural city in Sonoma County, that number was only 70%. However, 40% of the properties tested in Santa Rosa showed evidence of discrimination on the basis of national origin.

Of the twenty-one (21) properties tested in Solano County, 4 (19%) showed discrimination on the basis of national origin, 2 (10%) showed discrimination on the basis of national origin and source of income, and 11 (52%) showed discrimination on the basis of source of income. In Vallejo, two (2) of the seven (7) landlords tested showed favorable treatment toward the White tester as compared to the Latinx tester. Additionally, four (4) of the properties tested in Vallejo showed evidence of discriminatory treatment and/or a discriminatory policy as applied to HCV holders.

IV. CONCLUSIONS

A. GENERAL

Of the 63 different properties tested Marin, Sonoma, and Solano Counties (21 properties in each county), 52 housing providers (83%) showed some differences in treatment favoring the White tester and/or problematic policies for testers using HCVs (such as an improper application of the minimum income requirement). Only 11 housing providers tested (17%) showed no significant differential treatment or discriminatory policy. **In 112 out of 139 individual tests - or 81% of all tests - there were at least some discrepancies or**

disadvantages in treatment for the Latinx tester or based on source of income.

The data is striking: Despite having a number of local ordinances in place in Marin County for over a year, and the recent expansion of the definition of source of income throughout the state of California (providing protections for HCV holders), housing providers are either freely discriminating on the basis of source of income or they are doing so in a manner where the voucher holder might not realize they are being discriminated against – for instance, by quoting an improper application of the minimum income requirement, which would preclude the voucher holder from being eligible for the rental while they are still clever enough not to say “we don’t accept Section 8”. In addition, housing providers are making exceptions to discriminatory policies for White HCV holders, granting them access into areas of high opportunity and low poverty.

It is already incredibly difficult to access affordable housing in the Bay Area. For a voucher holder who has likely waited years – sometimes decades – to receive their housing subsidy, the realities of navigating the housing search process can be devastating. Housing providers have found a number of ways to discriminate on the basis of source of income, and it is clear that if the voucher holder is Black or Brown, the likelihood of receiving inferior treatment preventing one access to the housing of their choice is much greater. Every time a housing provider gives incorrect information regarding the voucher holder’s income requirement, it is likely to discourage them from following through; in addition, while the testers’ profiles in this audit included income from employment, it is often the case that a voucher holder may not be employed and rely on other means of income, or the sole support of the voucher. Anecdotally, the results of the audit indicate that whether a voucher holder is employed may make a difference in a housing provider’s willingness to consider them for tenancy and whether they would meet an improperly applied minimum income requirement.

Furthermore, even in the case when FHANC determined there was no significant evidence of discrimination, housing providers can still engage in behavior that is problematic for a voucher holder applicant, particularly in a tight rental market. For instance, in one three-part email investigation, the housing provider’s agent informed both voucher holder testers that they accepted Section 8, but she did not know how the income requirement would work with a voucher and could not confirm they would be eligible to apply. She suggested the voucher holder contact the manager of the premises directly and provided her contact information; however, the manager never responded to the voucher holders. When they contacted the agent they had communicated with initially again, she said that the unit had already been rented.

Because FHANC used a third tester whose profile did not include a voucher, and who was also told the unit was already rented, FHANC determined there was no significant evidence of discrimination. With that being said, had the agent been familiar with the voucher process or indicated to the voucher holder testers that they could apply, they may have had an opportunity to rent the premises before it was no longer available. Particularly in tight rental markets, even a couple of days can make the difference in whether someone has an opportunity to rent.

The results of this audit are striking, but what is even more concerning is that this is likely to be just the tip of the iceberg. If data were available showing how many applications

voucher holders actually received and how many housing providers rented to voucher holders, the landscape is likely to be even more dismal than the 81% of tests that indicated some level of discrimination here.

B. LESSONS AND FEEDBACK FOR PUBLIC HOUSING AUTHORITIES

In addition to the barriers faced by HCV holders related to the private landlord's behavior, FHANC encountered additional difficulties in even locating eligible properties to test in Solano County and more remote parts of Sonoma County. Given the methodology, FHANC excluded advertisements that made any statement regarding Section 8 (either a refusal or willingness to accept), which limited the housing stock available to search; however, this is just one piece of the picture. **One major lesson learned from the last audit and remained relevant in the current audit is that the payment standards for rental units in Solano County are far too low given the current market.** Two FHANC staff members devoted countless hours searching for properties online within the eligibility criteria and with availabilities in Solano, and it was incredibly difficult locating eligible properties, let alone finding a landlord who would actually consider renting to an HCV recipient.

One must remember that HCV holders are often people with disabilities, families with children, and racial/ethnic minorities, and therefore are likely to experience discrimination and other barriers in housing aside from the difficulties faced navigating the voucher program. Consistent across the tri-county area was a clear message that landlords would prefer not to rent to individuals using HCVs, and this was the case for a variety of alleged reasons ranging from concern about requirements under the government program to concern about stereotypes of the holders themselves. Most often, the housing provider indicated that they were unsure how the minimum income requirement would work or they provided an incorrect income requirement that deemed the voucher holders ineligible. There must be greater outreach to a wider variety of landlords to encourage participation and to provide necessary education, and not just among smaller housing providers.

The difficulties faced by these individuals in securing housing is exponentially worse for residents in Solano County given the combination of landlord antipathy and artificially low payment standards. Finding new housing, particularly if one has specific needs in their housing, is becoming increasingly difficult, especially following the loss of available housing stock after the fires in Sonoma and Solano Counties. Given these difficulties, it is incumbent upon Public Housing Authorities (PHAs) to share data with the Department of Housing and Urban Development (HUD) and try to help achieve higher payment standards for the various jurisdictions it serves or to consider alternatives.

In addition to working to increase the payment standards or use more appropriate standards for the market, PHAs must assess the length of the search times they are providing their participants to find new housing, as the results of this investigation indicate search times should be increased given the lack of available housing, discrimination and general refusal to participate in the program by landlords, and often disability-related needs of the HCV holders. Taking into account the current pandemic, this need is even greater.

The need to assess and increase voucher search time is not limited to Solano County, as it is evident that the majority of Marin and Sonoma County landlords are not inclined to

participate in the voucher program. While locating properties within the payment standard was less of a hurdle in Marin County and the majority of Sonoma County, finding housing providers willing to consider an HCV recipient in any parts of the tri-County area tested was a difficulty. Accordingly, PHAs should continue outreach to different types of landlords so that it can effect necessary changes within the program that will increase greater landlord participation and should support local efforts to implement legal protections for HCV holders.

C. AUDIT LIMITATIONS AND LESSONS

1. Pre-Application Testing Underestimates the Degree of Discrimination

By virtue of its very design and purpose, this audit does not identify the full scope of discriminatory conduct. This audit sought to measure only the degree of discrimination an individual could encounter at the pre-application stage. Because testers did not submit applications, this audit cannot identify housing providers who dispense information and applications freely but discriminate later in the tenant selection process. This suggests the need to perform follow-up site visits and application tests in addition to the site tests conducted to date, especially in those instances where initial tests suggest differential treatment. Completed application tests could yield evidence of housing providers turning down qualified Latinx applicants because of their national origin; in addition, it could demonstrate whether housing providers are truly willing to consider HCVs.

Even application tests would not detect the full extent of discrimination against in-place Latinx tenants, as opposed to applicants. Latinx renters report discrimination based on national origin, for instance, in the terms, conditions, privileges or services associated with their housing (e.g. a housing provider's failure to respond to Latinx tenants' repair requests, or delayed responses, while White tenants requests are responded to promptly). This audit cannot purport to examine evidence of that kind of discrimination.

2. Scheduling Factors May Have Influenced the Audit Results

The audit coordinators opted to alleviate unreasonable delays between the first and second testers' contacts by having them call at specified times. Although that solution reduced the volume of failed tests, the resultant pattern of calling may have subtly affected the test results.

In some of the tests, for example, the two testers spoke with different agents. Although the most direct comparison takes place in instances where each member of a paired test has contact with the same agent, a test remains valid under generally recognized principles of testing if testers speak with different agents representing the same housing provider.

3. Difficulties Locating Eligible Properties

As discussed, there were a number of difficulties in locating eligible properties to test given the methodology and specifics related to the HCV program. In addition, once an eligible property was located, FHANC experienced a number of difficulties that led to some paired tests being deemed failed or attempted.

For example, some properties required applications to be submitted in person prior to any

information being provided regarding the unit or any other available units; in addition, there were difficulties with call centers and being able to access the same agent/property. Given the difficulties encountered in locating eligible properties, at times FHANC had to pick a property that was slightly above the payment standard; and in this case, the housing provider refused to negotiate with FHANC's protected tester because the property was \$25 above the payment standard.

D. RECOMMENDATIONS

- 1. Disseminate audit results** to Marin County, Sonoma County, and Solano County officials, the general public, media, and advocacy groups as an important educational tool. Meet with local governments and partner organizations to inform them of the results of the audit and what steps need to be taken to combat national origin and source of income discrimination. Social media posts and press releases should focus on informing the public about barriers faced by Latinx people and people with even in the pre-application stage. Media efforts should also be devoted to try to counteract housing providers' views regarding the HCV program and its holders.
- 2. Monitor sites** where there was an indication of differential treatment. FHANC may take further action.
- 3. Offer Fair Housing training** seminars to the owners, managers, and agents audited in this report. The audit points out the need for continuous training in fair housing laws for all owners and managers of rental property, with an emphasis on the subtleties of differential treatment and the need to supply uniform information and treatment to all potential applicants, whether in person, over the phone, or by email. FHANC has conducted Fair Housing Law and Practice seminars throughout the North Bay for many years. Such educational endeavors should be supported by public officials and aggressively marketed to housing industry providers through housing associations and elected officials. It is important to ensure that all housing providers and their staffs receive fair housing information and training. Furthermore, training is necessary for Public Housing Authorities and voucher holders so that they can be educated and trained about how income requirements work, and PHAs should play a large role, both with tenants and private landlords. Voucher holders should be provided with information and referrals for how to proceed with a complaint if they are denied or given incorrect information and this should be included as part of their voucher briefing.
- 4. Work with housing providers** to ensure that they are following fair housing laws and that they understand the laws. Send flyers to properties where testing showed some differential treatment. Flyers should inform housing providers that source of income laws have changed and inform them of the new protections for people with HCVs. Ask members of the housing industry, such as property management firms in the area and local rental housing associations, to take a positive stance that fair housing is good business and good for business. Recommend that these organizations publicly declare their support with a statement on their letterhead, outreach materials, and forms. Ask that rental property owners and real estate offices check to make sure that

the required HUD equal opportunity housing provider logo is posted in plain view for applicants.

5. **Conduct additional audits.** Because discrimination is so often subtle or cloaked as helpful suggestions, it may go undetected. Comparative studies such as this one are the best way to bring such practices to light. We recommend that Marin County, Sonoma County, and Solano County consider funding similar studies in the future.
6. **Public Housing Authority action.** Assess whether payment standards are at appropriate levels for your jurisdiction, perhaps considering alternatives, particularly in Solano County. Increase search times for HCV holders given the barriers faced and limited housing options for holders. Improve communication with participants and landlords to have a better appreciation of the difficulties faced on both sides.
7. **Spread the word to potential targets.** Work with other agencies serving the Latinx community, as well as HCV holders, to inform their clients of their fair housing rights and available services.

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

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

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

Family & Children's Law Center

Mailing Address

1401 Los Gamos Dr., Suite 200
San Rafael, California, 94903

Website

www.faclcmarin.org

Executive Director/CEO

Abby Lucha

Email Address

alucha@faclc.org

Phone Number

(415) 492-9230

Project General Information

Program/Project Name

Domestic Violence Legal Services for Low Income Families

Program/Project Site Address

1401 Los Gamos Dr., Suite 200
San Rafael, California, 94903

CDBG Year 1 Funding Amount Requested

30000

CDBG Year 2 Funding Amount Requested

30000

Application Contact Person

Abby Lucha

Title of Contact Person

Executive Director

Email Address

alucha@faclc.org

Phone Number

(415) 492-9230

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

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.

	% of Services Provided
Novato	40
San Rafael	40
County Other	20

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

Yes

Funding Source

Marin DA's Office-Underserved Victim Advocacy and Outreach Program

Funding Amount

24000

Date Funding Received

Friday, December 31, 2021

Is your organization receiving any other County of Marin funding for this project?

No

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

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 to child custody and support. We are advocates for the needs and rights of children and serve all forms of families.

FACLC has a history that mirrors the growth and development of Marin County. It was born from the spirit of our diverse community members and has grown and flourished because of their commitment

to our mission. Founded by Bonnie Hough (Managing Attorney with Judicial Council of California), Judge Verna A. Adams (Marin County Superior Court Judge), pioneer family law attorney, Ann Diamond, as a means to close the justice gap for legal services in Marin.

At the time of its inception, our organization was named the Family Law Center and was our response to the issues presented by the Marin County Women's Commission. In 2003, we reassessed our community and decided to broaden our scope. Because of our dedication to helping low-income families navigate the legal system, and our increasing focus and support of children, we changed our name to The Family & Children's Law Center, which reflects the services we provide today.

We serve low-income residents of Marin County who are unable to afford the services of a private attorney. In our 37-year history, we have served thousands of clients. In 2021, FACLC served 850 clients, almost 60% of whom received full legal representation.

FACLC is the only legal services organization that will help a victim of domestic violence obtain a restraining order, regardless of income or ability to pay. We prepare the paperwork to obtain a temporary restraining order and will accompany them to court.

We understand how traumatic a family crisis can be and our approach is designed to make the process simple and clear to give our clients the peace of mind they need.

Over the past several years, in partnership with Canal Alliance, FACLC has provided specialized family law services required for pursuit of Special Immigrant Juvenile Status predicate orders (SIJS) to 50 Unaccompanied Minors in 2021.

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 70 low-income clients in our county as they go public with a very private matter, domestic violence. The support of CDBG will allow FACLC 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. Restraining Orders can be life changing and potentially lifesaving, breaking the cycle of violence.

To request a Domestic Violence Restraining Order, with children involved, a litigant must prepare 38 pages of forms including a 12 pages Request, write a declaration explaining the facts of the case, and organize and attach any photos or text message. This process is overwhelming to those who recently escaped an abusive situation. This is even more challenging if a client is in a shelter and is displaced without access to documents or technology. Further, if there are criminal charges pending, the criminal defense attorney will represent the abuser in the civil trial and cross examine the victim, further intimidating the survivor. This can often result in multiple continuances and the likelihood of a long cause hearing evidentiary hearing. FACLC's attorneys represent survivors through the restraining order process until completion of the custody order, ensuring the survivor has equal footing in court as their abuser. FACLC attorneys have a 90% success rate in obtaining Domestic Violence Restraining Orders in court.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

The pandemic has increased the need for our vital legal services in all areas of practice including domestic violence, family law, and SIJS.

DV- Shelter in place orders, job loss, school closures, and changing court procedures have created a Shadow Pandemic and increased needs for domestic violence services. As an example, in pre-

pandemic years FACLC provided 300 hours of domestic violence services to our community. In 2020 this number increased to 340. 2021 was another record year where we provided 380 hours in domestic violence services. This increased demand was met without any additional staff or resources. Additionally, while pre-pandemic a Restraining Order would need nine attorney hours from start to finish, it is now taking 12-15 hours to fully process. This is due to the issues in serving the abuser, the frequent continuances, and the additional administrative tasks.

Family Law- It has been challenging for our seasoned attorneys to navigate this new legal world and it is almost impossible for self-represented litigants to navigate on their own. Add in mental health issues, literacy issues, or language barriers, and many of our clients would not be able to access the courts but for FACLC. Further, our clients often do not have the benefit of technology to assist them in printing documents, scanning signatures, or reliable WiFi to log in to Zoom hearings. These are challenges we have been working around for the past two years. We believe that this is why our clients are needing direct representation more than ever. As an example, in previous years we provided direct representation in 45%-55% of cases. In 2021 this number increased to 60%.

SIJS- Marin is experiencing a surge in Unaccompanied Minors that have been released to the county. This initially began in 2021 as indicated by the Marin IJ article <https://www.marinij.com/2021/04/18/marin-organizations-prepare-for-swelling-youth-migrant-influx/> Currently, more Unaccompanied Minors have been released to Marin than much larger counties including San Francisco, San Bernardino, and Sacramento counties. <https://www.acf.hhs.gov/orr/grant-funding/unaccompanied-children-released-sponsors-county> This has increased the demand for the SIJS predicate orders FACLC prepares. In 2021 FACLC prepared 50 SIJS predicate orders compared to 40 in previous years.

FACLC has taken on the brunt of additional administrative work while not seeing clients for in person appointments. We have not increased costs, and in many cases, reduced cost. FACLC has taken on these additional administrative tasks without additional staffing. Our team has shown up day after day ready to help clients in a time when they are dependent upon our support more than ever.

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

Basic Health Services

Children, Youth and Parent Services

Housing Support Services

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

Basic Health Services- Obtaining a Domestic Violence Restraining Order is a preventive means to ensure both the survivor and children cease exposure to trauma and the subsequent mental health issues that accompany that exposure. Additionally, seeking a protective order stops the cycle of violence and prevents future physical and mental injury.

Children, Youth, and Parent Support Services – When a Domestic Violence Restraining Order is granted there is an accompanying child custody and visitation order. FACLC advocates for the survivor to have sole custody of the children. This allows the survivor to enroll the children in school or therapy and make all decisions regarding the health, welfare, and safety of the children. This provides safety for the children involved in a domestic violence situation as well as provide the abused parent the autonomy to make decisions without the abuser's influence and control.

Housing Support Services – When requesting a Domestic Violence Restraining Order FACLC attorneys will request Move Out Orders in most cases. This ensures the family can remain in the home, providing housing security. However, in other cases the family is displaced due to the violence in the home. In these circumstances FACLC provides case management with Center for Domestic Peace to place the family in housing.

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

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

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

In years past survivors of domestic violence were subjected to housing discrimination due to domestic violence, a form of gender discrimination. There is now housing law in California that allows the tenant to terminate the lease before it expires if the tenant has experienced domestic violence. There is also protection against retaliation for contacting law enforcement or being evicted because of domestic violence.

FACLC informs our domestic violence clients with these laws to ensure they do not experience housing discrimination. If they do, FACLC makes referrals to Legal Aid of Marin if FACLC is not able to resolve the matter with the landlord directly.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (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 for many years to come.

We will be conducting affirmative marketing to members of protected classes through our strategic partnerships with the Marin County Courts, the Center for Domestic Peace, The Marin County District Attorney, Children and Family Services, Marin Community Clinics, Canal Alliance, and the DA's Office. FACLC routinely provides trainings to these partners to ensure our community is aware of FACLC's services.

In 2021 FACLC created an Instagram account to have more of a social media presence in our community. Our account is now followed by: Marin Community Cooperation Team, Marin City Strong, Bloom Marin, Center for Domestic Peace, Community Action Marin, Community Violence Solutions, Huckleberry Youth, Legal Aid of Marin, Marin Health and Human Services, Marin County CASA, Marin County Gov, Marin County Bar Association, Marin County Foster Care, Marin Homeless in Action, Marin Latino Leaders, Multicultural Marin, Ritter Center, Marin Youth Against Abuse. Having these social media presences allows for instant circulation of important information such as how to access services and special events.

In 2021 FACLC was also interviewed by the Marin IJ for an article on Unaccompanied Minors. Additionally, FACLC was featured by Giving Marin to spread the word about our services and how to obtain assistance.

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.)

	Number
Moderate Income	2
Low Income	4
Very Low Income	16
Extremely Low Income	48

Total Number of Persons by Income Demographic

70

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

Our application is for battered spouses and abused children and therefore are clients that are presumed benefit by HUD.

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

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native	1	
Asian	4	
Black or African American	6	
Native Hawaiian or Other Pacific Islander		
White	55	45
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	4	

Total Number of Persons

70

Total Number Identifying as Hispanic

45

Female-Headed Households (out of above total)

54

Persons with Disabilities (out of above total)

1

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (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 disenfranchised due to low income, minimal resources, and misinformation regarding the legal system. By providing these services, FACLC 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.

We have far exceeded our previous expectations of providing 300 hours of domestic services by 80 hours. Additionally, we have provided representation for 60% of clients. In 2021 we provided assistance to 850 clients.

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.

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.

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

This program is supervised and managed by our Executive Director, Abby Lucha, who is also a practicing attorney. Ms. Lucha has successfully managed the project since 2019.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

Ms. Lucha took over the role of Executive Director from her predecessor, Kristine Cirby. Ms. Lucha was a Senior Staff Attorney with FACLC for many years before taking over the position. There are no expected leadership transitions.

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)

Required Attachments:

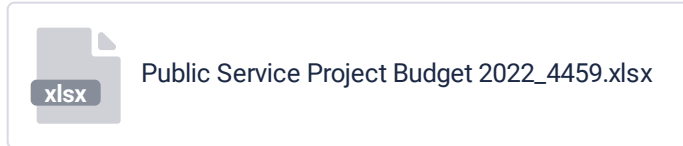
A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project 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.

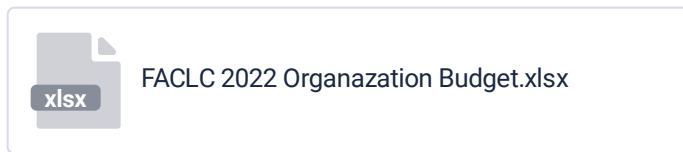
For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

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

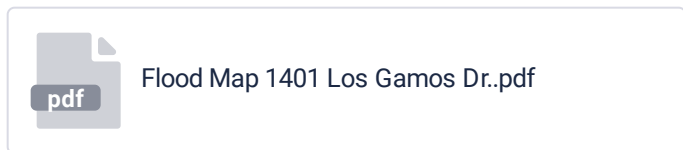
Attach Project Budget



Attach Organization Budget



Attach Dynamic Flood Map



Signer Name

Abby Lucha

Signer Title

Executive Director

Signer Affirmation

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

Public Services Project Budget Template

Organization Name: Family & Children's Law Center

Project Title: Domestic Violence Legal Services for Low Income Families

Date: 1/21/22

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>				
Foundations:				
Maisin		\$15,000		\$ 15,000.00
<i>(Add rows)</i>				
Government:				
DA victims of crime		\$ 24,000.00		\$ 24,000.00
<i>(Add rows)</i>				
Corporations:				
<i>(Add rows)</i>				
Individual Contributions: (list total):				
Earned Income:				
Fees		\$ 31,000.00		\$ 31,000.00
<i>(Add rows)</i>				
Other (specify):				
<i>(Add rows)</i>				
Subtotal, Committed Income		\$70,000	\$ -	\$ 70,000.00
<u>Uncommitted</u>				
Federal Grants Request	\$ 30,000.00			\$ 30,000.00
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	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00
Other:				
Earned Income:				
<i>(Add rows)</i>				
Subtotal, Earned Income		\$ -	\$ -	\$ -
Grand Total Income	\$ 30,000.00	\$ 70,000.00	\$ -	\$ 100,000.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Executive Director (% FTE: 16% for DV services)	\$ 6,000.00	\$ 11,000.00		\$ 17,000.00
Staff Attorney (% FTE: 25% for DV services)	\$ 6,000.00	\$ 11,000.00		\$ 17,000.00
Admin Staff (% FTE: 35% of DV)	\$ 10,000.00	\$ 25,000.00		\$ 35,000.00
Benefits (@ %: _____)	\$ 2,500.00	\$ 4,500.00		\$ 7,000.00
Subtotal Salaries and Benefits	\$ 24,500.00	\$ 51,500.00	\$ -	\$ 76,000.00
Contracted Services				
Professional Fees				
Project Consultant				
<i>(Add rows to list other contracted expenses)</i>				
Subtotal Contracted Services	\$ -	\$ -	\$ -	\$ -
Direct Project Related Expenses				
Rent	\$ 3,500.00	\$ 10,000.00		\$ 13,500.00
Utilities	\$ 500.00	\$ 1,500.00		\$ 2,000.00
Supplies	\$ 500.00	\$ 2,500.00		\$ 3,000.00
Equipment	\$ 500.00	\$ 2,500.00		\$ 3,000.00
Travel				
Professional Development	\$ 500.00	\$ 2,000.00		\$ 2,500.00
Marketing				
<i>(Add rows to list other direct project expenses)</i>				
Subtotal, Direct Project Related Expenses	\$ 5,500.00	\$ 18,500.00	\$ -	\$ 24,000.00
Indirect Expense (specify % in column A below)				
				\$ -
Fiscal Sponsorship Fee (specify % in column A below)				
				\$ -
Grand Total All Expenses	\$ 30,000.00	\$ 70,000.00	\$ -	\$ 100,000.00

2022 FACLC Budget	
Income	
Grants Marin Community Foundation regular (committed)	\$125,000
Individual contributions	\$20,000
Maisin Foundation (committed)	\$15,000
VWLackey & Don S Fund (committed)	\$5,000
Canal Alliance Special Immigrant Juvenile Status Support (committed)	\$37,500
Bigglesworth Foundation - General Operating Support (Pending)	\$17,500
Fees (pending)	\$110,000
Marin County District Attorney Grant (committed)	\$24,000
Board Give/Get (committed)	\$30,000
Fundraising Events (pending)	\$25,000
County Community Development Block Grant (pending)	\$30,000
Marin County Non-Profit Community Partnership Program (pending)	\$40,000
van Loben Sels/rRembeRock Foundation (pending)	\$20,000
Peter J. Haas Family Foundation (pending)	\$10,000
Legal Aid and Innovation Grant (pending)	\$100,000
Ethel & Joseph Spatz Foundation (pending)	\$15,000
TOTAL	\$624,000
Expenses	
Accounting/Payroll	\$13,000
Bank Charges	\$5,000
Conf/Education	\$1,000
Dues/Books/Subscription	\$1,500
Health Insurance	\$50,000
Insurance	\$12,000
Miscellaneous/Other	\$1,100
Office Equipment	\$5,000
Postage	\$1,200
Printing & Copying	\$2,500
Rent	\$70,000
Salaries	\$320,000
Supplies	\$10,000
Telephone/Internet/Computer	\$19,000
TOTAL	\$511,300

National Flood Hazard Layer FIRMette



122°32'53"W 38°1'5"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
OTHER FEATURES		Levee, Dike, or Floodwall
		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
MAP PANELS		17.5 Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
		Digital Data Available
		No Digital Data Available
		Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **1/11/2022 at 7:55 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

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

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

Legal Aid of Marin

Mailing Address

1401 Los Gamos Drive, Suite 100
San Rafael, California, 94903-1839

Website

www.legalaidmarin.org

Organization DUNS#

0529612570

Executive Director/CEO

Doug Roberts

Email Address

droberts@legalaidmarin.org

Phone Number

(415) 858-8516

Project General Information

Program/Project Name

Keeping Marin Residents in their Homes

Program/Project Site Address

1401 Los Gamos Drive, Suite 100
San Rafael, California, 94903-1839

CDBG Year 1 Funding Amount Requested

40000

CDBG Year 2 Funding Amount Requested

40000

Application Contact Person

Doug Roberts

Title of Contact Person

Interim Executive Director

Email Address

droberts@legalaidmarin.org

Phone Number

(415) 858-8516

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

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.

	% of Services Provided
Novato	20
San Rafael	50
County Other	30

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

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 (“LAM”) mission is to create an equitable Marin by empowering the community through legal representation, advocacy, and education. We envision an inclusive Marin with equal justice and opportunity for all.

Founded in 1958, LAM provides civil legal services to extremely low and very low-income families in Marin County. LAM’s three core programs are legal housing support services, employment law and senior legal services. Our legal housing support services provide direct legal services including eviction defense, habitability complaints, tenant education and organizing, security deposit recovery, and homelessness prevention. Our employment law program provides direct legal representation in wage theft actions, employment discrimination cases, wrongful termination matters, and retaliation actions. LAM’s senior legal services provides direct legal services to seniors in matters relating to housing, employment, trusts, wills and estates, consumer protection, and protection from financial elder abuse.

LAM’s services also include Marin Community Court, a monthly restorative justice court that gives Marin residents the opportunity to have fines and late fees arising out of poverty-related civil infractions, such as camping, jaywalking, and parking tickets waived in exchange for completing

community service hours. In its tenth year of operation, Community Court is a collaboration between Marin County Superior Court, St. Vincent de Paul Society of Marin, and LAM.

LAM also provides Marin residents with access to legal services through the Marin Pro Bono Network, an innovative collaboration between Canal Alliance and LAM founded to enhance pro bono engagement of the private bar in the provision of high need civil legal services.

In 2021, LAM conducted 134 outreach events, a majority of which were in-person, that reached approximately 17,000 community members. LAM responded to 4,787 calls for service during 2021. This resulted in LAM opening 759 new client matters and closing 1,155 matters; impacting 2,877 Marin residents. Of the 759 new client matters or cases, 299 involved housing legal services, 243 were employment law cases, 157 involved senior legal services, and 148 were Marin Community Court matters.

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 threat of eviction, especially with the expiration of the COVID eviction moratorium and related tenant protections, creates an immediate threat to the families we support. The LAM Housing Team's primary goal is to increase housing stability through advocacy, pre-eviction negotiations, and litigation. In 2022, The LAM Housing Team will provide expanded legal housing support assistance to extremely low-income clients, as defined by the 2021 HUD income limits. Our Housing Team, to be staffed in 2022 by four attorneys (up from three in 2021!) and three legal assistants, represents Marin tenants in eviction defense matters, including pre-eviction advice of rights, counseling, negotiations with landlords, and litigation. Additionally, the Housing Team heads off illegal and retaliatory rent increases.

The Housing Team collaborates with Marin Superior Court to provide pro bono assistance to pro per litigants facing unlawful detainer mandatory settlement conferences. Through this program, the Housing Team, along with pro bono attorneys recruited and trained by LAM, provides assistance to some 75 self-represented litigants each year, oftentimes securing settlement agreements on the eve of trial that allow tenants to stay housed, protect their credit, or secure time and funds to move.

All of our housing clients live in Marin County. Many are Latino and without legal status. We focus a majority of our outreach efforts in Marin City, where there is a large African American community, the Canal Neighborhood of San Rafael, where there is a large immigrant population, and encampments of unhoused people in Novato and San Rafael. We also provide legal services outreach to farmworkers in West Marin, a rural ranching and agricultural community.

The communities we serve, as described above, do not have the financial resources necessary to engage private legal representation. Additionally, LAM is the only qualified civil legal services provider with an office in Marin, so there is often no other legal services organization able to assist with housing matters in Marin County. Many of our clients are without legal status and are often unfamiliar with how to utilize the legal system to enforce their rights. Additionally, fear of deportation or housing instability can prevent the communities we serve from taking action against their landlords. These issues converge with a deep distrust of legal and government systems that inhibits tenants from asserting their rights, pushing already vulnerable communities even farther into the margins. The communities we serve have been generationally and systematically marginalized, resulting in large-scale inequity threatening access to stable and safe housing. LAM works to break down these barriers and provide legal services that would not otherwise be available to Marin tenants.

In 2021, we expanded our services by increasing staff capacity, and we will grow again in 2022 with the addition of another full-time attorney.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

COVID-19 impacted LAM in two major ways. The initial shelter-in-place orders and subsequent public health orders caused LAM to close its office, forcing us to reconsider how we deliver legal services. Accordingly, LAM shifted to remote outreach activities, travelling across Marin to offer services to new clients where they live, work and gather. LAM quickly shifted to rapid-response communication through web-based audio and video conferencing. The second way LAM was impacted was the need to respond to the quickly changing and expanding legislative responses to the crisis. Unemployment benefits were temporarily enhanced, and moratoriums on evictions were imposed and extended. Emergency rental relief for tenants and landlords was established, and PPP loans were made to support employee retention for struggling businesses. These changes not only changed existing legal processes and procedures, but they created uncertainty and anxiety for our clients, most of whom are indigent and suspicious of legal and governmental systems. We had to figure out ways to effectively reach the communities we serve to raise awareness about their rights in an ever-shifting legal landscape. We did this through the use of social media platforms (like Facebook and Instagram Live), in-person education events, and distribution of legal resources through partner organizations.

LAM conducted 134 outreach events in 2021, reaching approximately 17,000 Marin residents. These resulted in 4,787 calls for service. LAM's Housing Team conducts weekly outreach events and new client intake at North Marin Community Services in Novato, The Phoenix Project in Marin City, Canal Alliance in the Canal neighborhood of San Rafael, and St. Vincent de Paul dining room in Downtown San Rafael. LAM Housing also conducts outreach and new client intake twice per month at St. Rafael's Church in San Rafael and monthly outreach at West Marin Community Services in Pt. Reyes Station.

Housing law and process has been rapidly evolving since March 2020, when COVID-19 erupted. The closure of many industries and businesses created a surge of unemployment. The convergence of housing insecurity, economic instability, and health emergencies disproportionately affected Marin County's very low income, immigrant and BIPOC (black, indigenous, and people of color) communities, further exposing systemic inequities. The LAM Housing Team provided the pillar of legal housing support that was so desperately needed by Marin's less fortunate families.

LAM is addressing these continuing challenges in 2022 and beyond by re-doubling its efforts to proactively reach our clients where they live, work, and gather. A California State Bar grant will fund the hiring of a new COVID-related homelessness prevention staff attorney, bringing the team to seven, full-time employees (as compared with five at the start of COVID-19).

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

Housing Support Services

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

LAM's project aligns with the national objectives for CDBG funding. Our work in keeping Marin families in their homes benefits the extremely low and very low-income persons who are exclusively eligible for our services. Our housing work often includes cases involving habitability legal issues, such as leaking roofs and plumbing, mold, and other repair issues that are created or ignored by property owners for economic and coercive reasons. Unless addressed through LAM's legal services, these conditions generally worsen deterioration of rental properties and result in slum-like conditions. Keeping Marin Families in their Homes addresses the urgent need to keep marginalized, low-income families housed; a far superior outcome than shelters and encampments that would be a dangerous and inevitable alternative. The high cost of rental housing in Marin makes the need for legal housing support services greater than ever, and our services help to mitigate this threat to the health and welfare of our community.

LAM's project aligns with the Priority Setting Committee's local thresholds for funding. Keeping Marin families in their homes affirmatively furthers fair housing by improving and protecting housing access

and stability for members of protected classes in Marin, including BIPOC communities. Almost 79% of Marin’s population identifies as White, but only 56% of LAM’s clients identify as such, reflecting our commitment to prioritizing our services to immigrant and BIPOC families.

LAM has demonstrated the commitment and capacity to engage in affirmative marketing since its start in 1958. Since the COVID-19 pandemic erupted in March 2020, LAM has expanded this commitment and capacity by conducting our outreach and new client intake in the Marin communities that disproportionately lack financial resources to obtain legal representation. Most of these communities are also largely comprised of Latino families, who, because of cultural background or immigration status, are unfamiliar with or intimidated by the legal system. LAM provides accessible legal services, advocacy and education in both English and Spanish to enhance and strengthen its affirmative marketing.

Keeping Marin Residents in their Homes is a housing support services project that serves members of protected classes, as defined by HUD, and as described in this application, and is directed almost exclusively to extremely low and very low-income persons.

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

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

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

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

This project will affirmatively further fair housing by improving and protecting housing access for members of protected classes in Marin, including BIPOC families. Many tenant-housing issues are difficult to solve, as they are deeply rooted in a historical lack of housing supply and vast income disparities in Marin County. Access to excellent legal services and representation provides historically marginalized families the opportunity to make informed choices and maintain housing stability. Keeping Marin Residents in their Homes will affirmatively help diverse families stay in Marin.

The U.S. Census Bureau reports that as of July 1, 2021, 71.1% of the population identifies as White, 2.8% identifies as Black, 16.3% identifies as Latino, 1% identifies as Native American, and 8.8% identifies as “Other” or two or more races. LAM’s housing client data through December 31, 2021 shows our clear commitment to serving people in protected classes; 52.1% of our clients identify as White, 6.5% of our clients identify as Black, 32.3% identify as Latino, and 8.8% identifies as “Other” or two or more races. In 2021, almost 17% of our clients were monolingual Spanish-speakers. The percentage of LAM’s clients who identify as Black or Latino is almost twice the percentage these two groups represent as a portion of Marin’s population. LAM housing services protect Marin’s diversity and provide access to opportunity by improving housing stability on behalf of minorities.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

LAM has transformed its client intake model from a reactive one, where we serve persons who come to our office seeking out help, to a proactive one where we now conduct weekly outreach in the communities where our extremely low-income families live, work, and gather. These extremely low-income families are disproportionately members of protected classes when compared to Marin County’s racial and ethnic demographics. While 2.7% of the Marin County population identifies as Black, 14% of LAM’s clients identify as Black, and while 16.3% of the population identifies as Latino, 23% of LAM’s clients identify as Latino.

LAM’s Housing Team will conduct Housing Support Services intake at Canal Alliance, serving the predominately Latino immigrant Canal neighborhood of San Rafael. LAM conducts these bilingual

housing outreach efforts three days per month, where we counsel immigrant tenants and often provide representation in eviction defense and habitability cases. LAM's experience is that its Latino clients, largely because of cultural background or immigration status, are frequently unfamiliar with or intimidated by lawyers and the legal system, and are unlikely to take legal action on their own. The LAM Housing Team will also travel to The Phoenix Project in Marin City, where many Black families reside in low-income, public housing. Much of our activity in Marin City is taking applications for our Marin Community Court (fines and fees relief) program. While Community Court does not directly affect housing, its strong nexus to employment stability indirectly enhances housing stability for all of its participants. The LAM Housing Team will be available on a monthly basis at West Marin Community Services in Pt. Reyes Station where many Latino farmworkers live and work. LAM Housing will also conduct bi-monthly intake sessions at North Marin Community Services in Novato and at St. Rafael's Church in San Rafael, organizations that many extremely low-income families turn to for support. The LAM Housing Team will use all of these opportunities to connect with extremely low-income families to offer legal Housing Support Services.

The LAM Housing Team plans to conduct at least 150 outreach events in Marin County in 2022, making special efforts to reach BIPOC communities who are extremely distrusting of legal and governmental systems.

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.)

	Number
Moderate Income	0
Low Income	0
Very Low Income	25
Extremely Low Income	600

Total Number of Persons by Income Demographic

625

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 provided to very low and extremely low-income individuals, as measured by the 2021 HUD Income Limits, and published by the U.S. Department of Housing and Urban Development. LAM uses intake forms to determine client eligibility that are printed in both English and Spanish. The form requires gross monthly income and household size. The household income includes the individual's income, the individual's spouse's income where applicable, Cal WORKS, General Assistance, SSI, Pension & Retirement and "Other" income. Each applicant for services is asked to sign and attest to the truth of the information being provided.

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

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native	1	0
Asian	12	0
Black or African American	33	0
Native Hawaiian or Other Pacific Islander	0	0
White	430	167
American Indian and White	0	0
Asian and White	0	0
Black and White	0	0
American Indian and Black	0	0
Multi-Racial	84	0

Total Number of Persons

560

Total Number Identifying as Hispanic

167

Female-Headed Households (out of above total)

100

Persons with Disabilities (out of above total)

106

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

This project is an expansion of LAM’s efforts to help extremely low and very low income Marin families fight against eviction. These efforts have been funded since 2019. In 2021, LAM opened 507 new housing cases and closed 455 cases, using CDBG funds. Our goal was to open 445 cases. Our goals were to help clients preserve scarce affordable housing, address management issues such as reasonable accommodation requests and security deposit recovery, secure needed repairs to uninhabitable housing conditions, and head off unlawful and retaliatory rent increases and evictions. Our activities included providing legal advice, full service representation, and education. Tenant education has been critical to preventing homelessness and LAM’s housing support services conducted over 100 community outreach events in 2021 for this purpose. Tenant education has been particularly important over the past year because of the changing legal landscape, including the expiration of a series of statewide eviction moratoriums that were been largely cushioned, temporarily, by federal and state funded COVID-related rental assistance. LAM Housing conducted all of its outreach events at our nonprofit community partner locations, which helped promote holistic services for extremely low-income families to offset not only housing instability, but also make accessible food

stability, general assistance, seniors services, and other public benefits.

LAM housing support services, through CDBG funding, has served Marin's extremely low-income residents by securing additional time to vacate rental housing and funds to subsidize moving costs. Success sometimes means preventing an eviction all together, but it also includes facilitating a less stressful housing transition by providing tenants with more time to find their next and access to financial support. Most LAM housing support services cases can be characterized as successful, even if a client ends up having to leave their current home.

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

Not applicable

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 has received and administered federal funding through the Marin County Department of Health and Human Services, Area Agency on Aging ("AAA") since at least 2013.

LAM has also received and administered federal funding as a "subrecipient" through California Office of Emergency Services, Governor's Office of Emergency Services, Legal Assistance Program, Victims of Crime Award ("VOCA").

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

The project will be overseen by Chris Cabral, LAM's Executive Director and George "Josh" Sullivan, Supervising Housing Attorney. Chris Cabral joined LAM in January 2022 and was previously Chief Administrative Officer of Nation's Finest, a veterans' services nonprofit organization. There she managed federal and state contracts totaling more than \$50 million annually. She was also responsible for timely compliance reporting for these federal grant and contract awards.

Josh Sullivan joined LAM in 2019 and, as Supervising Housing Attorney, he directly manages LAM's legal housing support services team of four attorneys and two bilingual law clerks. Mr. Sullivan has practiced law since 1997 and has managed the Housing Team since 2019. He serves as LAM's primary litigator for housing matters.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

Stephanie Haffner, LAM's Executive Director since 2018, resigned in July 2021 filling a judicial appointment as an Administrative Law Judge for the State of California. Since that time, a volunteer Interim Executive Director, Doug Roberts, has led LAM. Mr. Roberts is retired and served as Vice President and General Counsel for a large, multinational wine company for more than 20 years. LAM conducted an executive search process and hired Chris Cabral as Executive Director, effective January 18, 2022. Due to a family emergency, Chris will serve in a part-time capacity, assisted by Mr. Roberts, until early July 2022, when she will become a full-time employee.

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

Not applicable

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

Not applicable

For HOME projects: Describe your project's ability to pencil out with HOME Low Rents. (Limit to 3000 characters.)

Not applicable

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)

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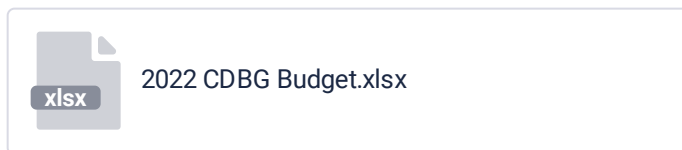
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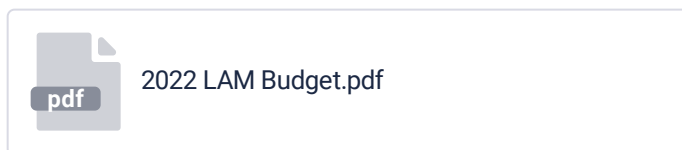
For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

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

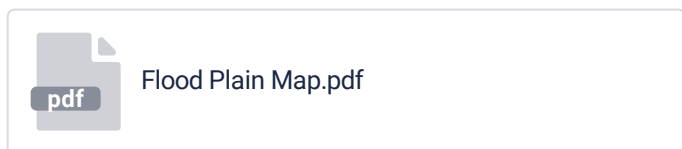
Attach Project Budget



Attach Organization Budget



Attach Dynamic Flood Map



Signer Name

Doug Roberts

Signer Title

Interim Executive Director

Signer Affirmation

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

Public Services Project Budget Template

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

Date: December 21, 2021

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>				
Foundations:				
<i>(Add rows)</i>				
Government: State		\$ 237,500.00		\$ 237,500.00
Marin County		\$ 43,055.00		\$ 43,055.00
<i>(Add rows)</i>				
Corporations:				
<i>(Add rows)</i>				
Individual Contributions: (list total):				
Earned Income:				
<i>(Add rows)</i>				
Other (specify): MCF		\$ 256,500.00		\$ 256,500.00
Private Foundations		\$ 39,553.00		\$ 39,553.00
<i>(Add rows)</i>				
Subtotal, Committed Income		\$ 576,608.00	\$ -	\$ 576,608.00
<u>Uncommitted</u>				
Federal Grants Request	\$ 40,000.00			\$ 40,000.00
Other Foundations:				
<i>(Add rows to list other Foundations)</i>				
Government:				
Marin County		\$ 163,610.00		\$ 163,610.00
<i>(Add rows to list other Government agencies)</i>				
Corporations:		\$ 10,800.00		\$ 10,800.00
<i>(Add rows to list other corporations)</i>				
Individual Contributions:		\$ 24,039.00	\$ 146,444.00	\$ 170,483.00
<i>(Add rows to list other contributions)</i>				
Other (specify):				
<i>(Add rows to list others)</i>				
Subtotal, Uncommitted Income	\$ 40,000.00	\$ 198,449.00	\$ 146,444.00	\$ 384,893.00
Other:				
Earned Income:				

<i>(Add rows)</i>					
Subtotal, Earned Income		\$ -	\$ -	\$ -	
Grand Total Income	\$ 40,000.00	\$ 775,057.00	\$ 146,444.00	\$ 1,001,501.00	

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Executive Director (% FTE: <u>.007</u>)	\$ 1,000.00	\$ 29,000.00		\$ 30,000.00
Program Director (% FTE: <u>.02</u>)	\$ 2,061.00	\$ 106,589.00		\$ 108,650.00
Staff Attorney .18 FTE	\$ 15,364.00	\$ 240,407.00		\$ 255,771.00
Bilingual Law Clerk .17 FTE	\$ 9,353.00	\$ 157,733.00		\$ 167,086.00
Benefits (@ %: <u>20</u>)	\$ 5,556.00	\$ 106,746.00		
Subtotal Salaries and Benefits	\$ 33,334.00	\$ 640,475.00	\$ -	\$ 673,809.00
Contracted Services				
Professional Fees	\$ 1,126.00	\$ 29,574.00	\$ 146,444.00	\$ 30,700.00
Project Consultant				
<i>(Add rows to list other contracted expenses)</i>				
Subtotal Contracted Services	\$ 1,126.00	\$ 29,574.00	\$ 146,444.00	\$ 177,144.00
Direct Project Related Expenses				
Rent	\$ 2,593.00	\$ 67,931.00		\$ 70,524.00
Insurance	\$ 267.00	\$ 7,023.00		\$ 7,290.00
Supplies	\$ 893.00	\$ 23,407.00		\$ 24,300.00
Equipment	\$ 393.00	\$ 10,407.00		\$ 10,800.00
Travel	\$ 60.00	\$ 1,560.00		\$ 1,620.00
Professional Development	\$ 387.00	\$ 9,873.00		\$ 10,260.00
Marketing	\$ 247.00	\$ 6,503.00		\$ 6,750.00
Telecommunications	\$ 373.00	\$ 9,721.00		\$ 10,094.00
Memberships	\$ 327.00	\$ 8,583.00		\$ 8,910.00
Subtotal, Direct Project Related Expenses	\$ 5,540.00	\$ 145,008.00	\$ -	\$ 150,548.00
Indirect Expense (specify % in column A below)				
				\$ -
Fiscal Sponsorship Fee (specify % in column A below)				
				\$ -
Grand Total All Expenses	\$ 40,000.00	\$ 815,057.00	\$ 146,444.00	\$ 1,001,501.00

Legal Aid of Marin
2022 Budget approved 12/15/2021

12/15/2021	2021 Projected	2021 Budget	2022 Budget	Increase / (Decrease)
Income				
Individual donations	\$ 67,529	\$ 100,000	\$ 100,000	0%
Corporate contributions	14,350	50,000	20,000	-60%
Client/Other Donations	3,265	5,500	1,000	-82%
Marin County Division of Aging	30,333	28,000	55,000	96%
CalOES (workers' rights)	206,000	200,000	206,000	3%
County of Marin CDBG	32,640	30,000	33,082	10%
County of Marin - Housing -\$310,000 - 18 months	-	207,000	207,000	0%
Attorney Fees/Referral Fees	2,222	25,000	5,000	-80%
PPP SBA Loan	150,000	-	-	
Events	162,465	120,000	175,000	46%
California Access to Justice	-	-	27,213	
State Bar of CA: IOLTA	65,160	93,220	65,160	-30%
State Bar of CA: EAF	106,770	39,450	106,770	171%
State Bar: Comm Stabilization	-	71,437	-	-100%
State Bar: Partnership Grant	160,000	80,000	220,000	175%
State Bar: EAF Homelessness Prevention	150,000	25,000	360,000	1340%
MCF - Op. Support	529,000	191,000	475,000	149%
MCF - Marin Pro Bono Network		113,000	-	-100%
MCF - Strategic planning/Capacity		25,000	-	-100%
MCF - Public Charge	50,000	40,000	-	-100%
Bank of Marin		5,000	15,000	200%
Lockhart Bequest		10,000	-	-100%
Hobson/Lucas Family Fund		5,000	10,000	100%
Maisin Foundation	15,000	20,000	15,000	-25%
Bigglesworth Family Foundation	22,500	20,000	22,500	13%
Peter E. Haas Jr. Family Fund	35,000	35,000	35,000	0%
Van Loben Sels	25,000	25,000	25,000	0%
SVB Foundation	15,000	30,000	15,000	-50%
VW Lackey Fund		5,000	-	-100%
First 5 Marin		25,000	-	-100%
Additional applications TBD	50,000	80,000	18,000	-78%
<i>Less Discount for Uncertainty (25% on Pending Items)</i>		<i>(146,250)</i>		
Total Income	\$ 1,892,234	\$ 1,557,357	\$ 2,211,725	42.0%
Expenses				
Salaries, Taxes and Benefits	\$ 1,217,781	\$ 1,269,768	\$ 1,631,900	29%
Audit fees	20,760	19,000	22,000	16%
Bookkeeping & Accounting	81,295	95,000	-	-100%
Consultant, pro bono	-	42,000	-	-100%
Consultant, grant writer	-	5,000	15,000	200%
Consultant, IT	42,200	35,000	35,000	0%
Consultant , Other	69,515	-	10,000	
Security Improvements	11,616	5,000	-	-100%
Client case costs (was: litigation costs)	4,230	5,000	4,000	-20%
Rent	74,315	105,600	130,600	24%
Supplies	5,888	15,000	34,000	127%
Telecommunications	17,346	15,000	18,963	26%
Postage and delivery	2,366	3,000	2,000	-33%
Printing and copying	7,964	10,000	9,000	-10%
Equipment Rent/Maintenance	4,887	11,000	20,000	82%
Advertising/Marketing/Web	3,634	15,000	12,500	-17%
Local travel	2,666	8,000	3,000	-63%
Meetings	2,514	3,000	3,000	0%
Conferences/prof. dev.	9,155	8,000	7,000	-13%
Books & publications (subscriptions, legal library)	47,979	7,000	9,000	29%
Payroll Processing	5,233	4,500	6,000	33%
Insurance	12,205	11,300	13,500	19%
Online Credit Card Fees	5,096	6,000	6,000	0%
Interest Expense/On-line Fees				0%
Membership & Fees	8,341	17,800	16,500	-7%
Taxes and Other Expenses		1,000	-	-100%
Event Expenses	54,429	35,000	65,000	86%
Contingency		20,000	20,000	0%
Total Expenses	\$ 1,711,415	\$ 1,771,968	\$ 2,093,963	18.2%
Surplus/(Deficit)	\$ 180,819	\$ (214,611)	\$ 117,762	
Ratio of personnel to total expenses (Target = 70%)	71%		78%	

National Flood Hazard Layer FIRMette



122°32'53"W 38°1'5"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
OTHER FEATURES		Levee, Dike, or Floodwall
		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
MAP PANELS		17.5 Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
		Digital Data Available
		No Digital Data Available
		Unmapped

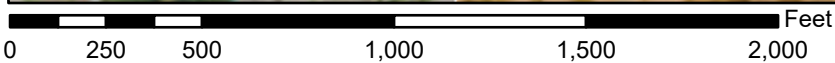


The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **1/11/2022 at 3:48 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



1:6,000 Page 139 of 244

122°32'15"W 38°0'36"N

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

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

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

FAIRFAX-SAN ANSELMO CHILDREN'S CENTER

Mailing Address

199 Porteous Avenue
Fairfax, California, 94930

Website

www.fsacc.org

Executive Director/CEO

Heidi Tomsy

Email Address

hstomsy@comcast.net

Phone Number

(415) 454-1811

Project General Information

Program/Project Name

School Age Transportation Program

Program/Project Site Address

199 Porteous Avenue
Fairfax, California, 94930

CDBG Year 1 Funding Amount Requested

17250

CDBG Year 2 Funding Amount Requested

17250

Application Contact Person

Heidi Tomsy

Title of Contact Person

Executive Director

Email Address

hstomsky@comcast.net

Phone Number

(415) 454-1811

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

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.

	% of Services Provided
Novato	0
San Rafael	0
County Other	100%

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

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 87 low-income children in the Upper Ross valley. All of the 64 families we serve fall in the “Extremely Low Income” category used in this 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 safe and healthy learning environment, enhance family well-being and foster parent leadership within our community. We believe in creating an equitable and inclusive community for all children, families and staff through our early care and education programs. As an agency we provide child care to low-income families through funding contracts from the California State Department of Education and the California Department of Health and Human Services. These contracts have strict eligibility for services tied to them that we must follow in order for a family to receive child care. Families are certified by agency staff bi-annually for income eligibility as well as need for services.

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 transportation project, is an essential service that the Fairfax-San Anselmo Children’s Center provides and is intended to support extremely low-income families to continue to work and attend vocational training activities throughout the day. We have the objective of safely transporting the children enrolled in our school age program, from their schools and back to our childcare program

each school day. Meeting this objective creates a support for families in which they are then not concerned about the care and supervision of their children once school is out for the day, thus providing them the ability to continue to work and the peace of mind that their child is safe. These two outcomes support our goal of providing services that help families towards achieving family self-sufficiency.

Grant funds would be used to fund four part-time driver positions and maintain our four vans used to transport children. The driver positions have been combined with classroom positions to create jobs that will attract qualified staff to work in our school age program. To accomplish this project, it also requires a morning receptionist to receive calls regarding absences, changing schedules and various other important details, an afternoon dispatcher for two hours and a person to regularly monitor and schedule maintenance on the vehicles. Our school age program currently provides care to 52 school-age children who attend the local elementary schools in the Upper Ross Valley area. All of the school-age children in our program need transportation after school from their school campuses to our campus in at Deer Park School in Fairfax. We drive to the children's schools at different times throughout the afternoon. The scheduling requires us to be flexible as each school and grade have differing release times. Families are unable to provide transportation due to conflicting work and or training schedules. Our transportation program helps alleviate traffic congestion at the schools since we are picking up several children in one vehicle. In addition to the after school transportation, we also use our transportation program to take our children on field trips on non-school days.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

The biggest impact has been the reduced number of children we care for in each program classroom. We have been gradually increasing our enrollment in our school-age program and then in early January we experienced an outbreak in the school-age program and had to close for ten days. We are now holding off on any more enrollment at this time and re-evaluating our COVID protocol and practices. Our agency was able to receive testing kits to distribute to families distributed by Marin Child Care Council and we also have conducted testing onsite for staff and families with group testing kits we were given by Marin County Health Department. Staff share COVID related information with families such as the benefits of vaccinations and where vaccination and testing sites are located throughout the county. In the vans the children are masked and given hand sanitizer upon entering the van.

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

Children, Youth and Parent Services

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

Our transportation project aligns with the priority "Children, Youth and Parent Services". The project has a positive impact on the current children and families enrolled in our program by providing access to subsidized child care that provides after school transportation, quality educational learning opportunities along with nutritious snack or meals.

This transportation project, is an essential service that the Fairfax-San Anselmo Children's Center provides and is intended to support extremely low-income families to continue to work and attend vocational training activities throughout the day. We have the objective of safely transporting the 60 children enrolled in our school age program, from their schools and back to our childcare program each school day. Meeting this objective creates a support for families in which they are then not concerned about the care and supervision of their children once school is out for the day, thus providing them the ability to continue to work and the peace of mind that their child is safe. These two outcomes support our goal of providing services that help families towards achieving family self-sufficiency.

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

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

This project provides access to quality child care (currently at no cost) for extremely low-income families. This service enables these families to become employed, continue being employed or participate in vocational training programs without having to be concerned about the well-being of their children. The Fairfax-San Anselmo Children’s Center will continue to outreach to families identified to be in one of the protected classes throughout Marin County. Outreach will continue to be in partnership with other entities that have contact with these families who might not otherwise contact our agency. The intent of this ongoing outreach is to inform families of our services and that these services are provided regardless of race, color, religion, national origin, sex, familial status, or disability.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

The Fairfax San Anselmo Children’s Center operates on a non-discriminatory basis, admitting families without regard to race, color, national origin, citizenship status, creed, religion, religious affiliation, national origin, ethnicity, age, sex, marital status, sexual orientation, gender identity, disability, or veteran status. This same non-discriminatory policy exists for hiring staff, as long as their status or disability does not pre-empt them from performing the duties of their job. The Center has a current Affirmative Marketing plan (previously submitted the Marin Community Development Agency) that is used to dictate our outreach efforts.

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.)

	Number
Moderate Income	0
Low Income	0
Very Low Income	0
Extremely Low Income	179

Total Number of Persons by Income Demographic

179

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

The Fairfax-San Anselmo Children’s Center conducts a required income and need certification as part of the process to enroll a family and re-certifies each family bi-annually as per our funding terms and conditions. To be eligible for state subsidy, the family must be income-eligible and qualify under a need category (parents working or in training, homeless, parents seeking employment, or family services referral). Income is verified with, pay stubs, federal tax fillings, bank statements and in some cases self-declarations that are required to be written to include, “under penalty of perjury”.

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

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native	0	0
Asian	5	0
Black or African American	12	0
Native Hawaiian or Other Pacific Islander	0	0
White	146	107
American Indian and White	1	0
Asian and White	2	0
Black and White	9	0
American Indian and Black	0	
Multi-Racial	2	0

Total Number of Persons

177

Total Number Identifying as Hispanic

107

Female-Headed Households (out of above total)

31

Persons with Disabilities (out of above total)

7

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

We have safely and successfully transported children, during the COVID pandemic, throughout the past school year and into the current school year. The Center manages several different school pick-up times and work closely with the families and schools to ensure the safety of all the children. Our COVID protocol requires masking and hand sanitizer upon entry into the vehicle as well as daily sanitation of the vehicle.

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 remaining funds

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 Fairfax-San Anselmo Children’s Center has received and successfully managed funds from CDBG,

the California State Department of Education, California Child Care Food Program for numerous years.

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 these grant funds. She oversees the morning administrative assistant/receptionist, dispatcher and the coordinator. Program Director, Erik Schweningen, is responsible for the daily supervision of the transportation office staff and drivers to ensure the success of the daily transportation activities as well as health and safety of all children being transported. It is our goal to provide safe and reliable transportation for all of our school age children enrolled at the Center. Both Ms. Tomsy and Mr. Schweningen have been in the above-described roles since 2007 so they are able to provide extensive knowledge and experience. The schedule for transportation services follows the school calendar. The income and expenses for grants are tracked using QuickBooks.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

There will be no upcoming leadership transitions

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

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

N/A

For HOME projects: Describe your project's ability to pencil out with HOME Low Rents. (Limit to 3000 characters.)

N/A

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)

Describe any flexibility regarding your projects start/completion date. (Limit to 3000 characters.)

There is no flexibility regarding the start date of our School Age Transportation Program. This program follows the local school calendar including the non-school days in which we have children on-site for the entire day and transport on local field trips. Our most recent field trip was to Samuel P. Taylor Park to see the salmon run in the creek.

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

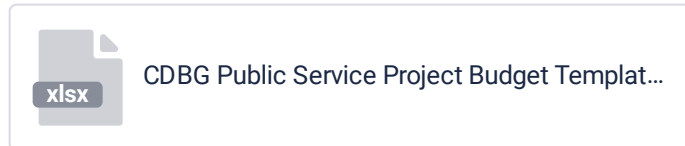
just the CDBG/HOME request.

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.

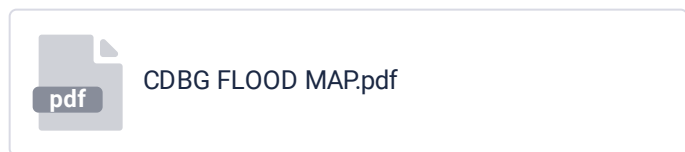
Attach Project Budget



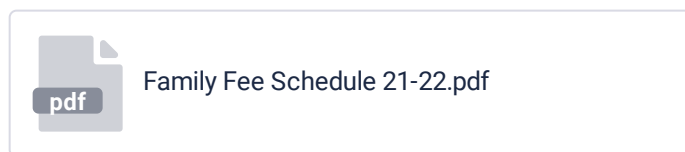
Attach Organization Budget



Attach Dynamic Flood Map



Attach Miscellaneous



Signer Name

Heidi Tomsky

Signer Title

Executive Director

Signer Affirmation

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

Public Services Project Budget Template

Organization Name: FAIRFAX-SAN ANSELMO CHILDREN'S CENTER
Project Title: AFTER SCHOOL TRANSPORTATION PROJECT

Date:

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>				
Foundations:				
<i>(Add rows)</i>				
Government:				
CA Department of Health & Human services				
Corporations:				
<i>(Add rows)</i>				
Individual Contributions: (list total):				
Earned Income:				
<i>(Add rows)</i>				
Other (specify):				
<i>(Add rows)</i>				
Subtotal, Committed Income		\$ -	\$ -	\$ -
<u>Uncommitted</u>				
Federal Grants Request	\$ 20,634.00			
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	\$ 20,634.00	\$ -	\$ -	\$ 20,634.00
Other:				
Earned Income:				

<i>(Add rows)</i>					
Subtotal, Earned Income		\$ -		\$ -	\$ -
Grand Total Income	\$ 20,634.00	\$ -		\$ -	\$ 20,634.00

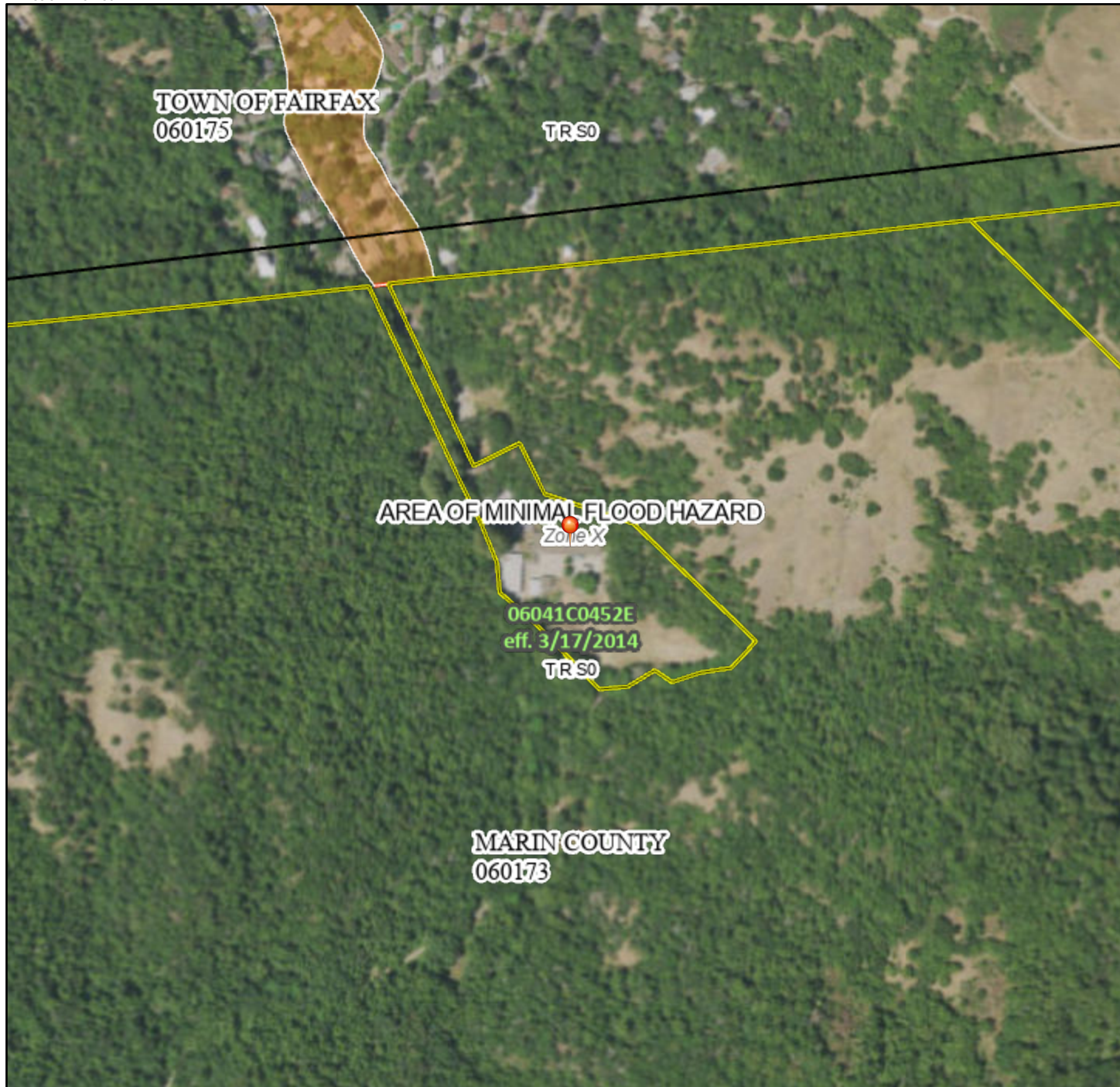
EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Program Director (% FTE: 12.5)		\$ 13,156.00		\$ 13,156.00
Coordinator, AM (% FTE: 33%)	\$ 2,091.00	\$ 4,247.00		\$ 6,338.00
Coordinator, PM (% FTE: 50 %)	\$ 6,339.00	\$ 6,339.00		\$ 12,677.00
Drivers (% FTE: 31.25 %)	\$ 12,204.00	\$ 26,848.00		\$ 39,052.00
(Add rows)				
Benefits (@ % 0)				\$ 11,944.00
Subtotal Salaries and Benefits	\$ 20,634.00	\$ 50,590.00	\$ -	\$ 71,224.00
Contracted Services				
Professional Fees				
Project Consultant				
(Add rows to list other contracted expenses)				
Subtotal Contracted Services	\$ -	\$ -	\$ -	\$ -
Direct Project Related Expenses				
Rent		\$ 1,035.00		\$ 1,035.00
Utilities				
Vehicle Supplies		\$ 10,575.00		\$ 10,575.00
Vehicle Maintenance		\$ 12,000.00		\$ 12,000.00
Travel				
Professional Development				
Marketing				
(Add rows to list other direct project expenses)				
Subtotal, Direct Project Related Expenses	\$ -	\$ 23,610.00	\$ -	\$ 23,610.00
Indirect Expense (specify % in column A below)				
				\$ -
Fiscal Sponsorship Fee (specify % in column A below)				
				\$ -
Grand Total All Expenses	\$ 20,634.00	\$ 74,200.00	\$ -	\$ 94,834.00

EXPENDITURES	2021-22	EXPENDITURES	2021-22	INCOME	2021-22
SALARIES		OPERATIONS		SDE (CCTR & CSPP)	1,370,551.00
Certificated Salaries	568,531.00	Computer Services	4,500.00	CDBG Transportation	15,000.00
Classified Salaries	464,895.00	Website	2,000.00	CCFP	60,000.00
		Training/Conference	1,000.00	Contract COLA?	55,000.00
TOTAL SALARIES	1,033,426.00	Dues/Subs/Memberships	1,000.00	MCF-Infant/toddler	21,000.00
Employment Taxes	51,000.00	Liability Insurance	26,000.00	QRIS	2,800.00
Unemployment	15,000.00	Utilities	51,100.00	County/MCF(MC3)	
Health Insurance	40,000.00	Rent	92,700.00	Parent Fees / Full Cost	-
Worker's Comp	18,500.00	Legal & Licenses	5,000.00	FIRST5	
LiveScan	1,000.00	Audit	14,000.00	Donations	15,000.00
Payroll Expense	2,500.00	Summer Program	2,500.00	Foundation Grants	
Sub-total Benefits	128,000.00	Garden	2,000.00	Fundraising	14,500.00
SUPPLIES		Accounting	45,000.00	Materials / Field Trip Fees	-
Instructional Materials	10,000.00	Fundraising Expenses	2,000.00		
Other Supplies	1,000.00	Marketing/Advertising	-	Interest income	-
Office Supplies	6,500.00	Reserve for Contingencies	35,000.00	TOTAL INCOME	1,553,851.00
Advertising	750.00	Sub-Total Operations	283,800.00		
Postage	300.00	Program Equipment-Van		Total Income	1,553,851.00
Repair/Replace	15,000.00	Sub-Total Sites/Bldg.Equip.		Total Expenditures	1,553,851.00
Janitorial Supplies	2,000.00			Surplus / <Deficit>	-
Equipment	6,500.00	TOTAL EXPENDITURES	1,553,851.00		
Transportation Supplies	10,575.00				
Transportation Maintenance	12,000.00				
Food	44,000.00				
Sub-Total Supplies	108,625.00				

National Flood Hazard Layer FIRMMette



122°35'37"W 37°58'42"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) <i>Zone A, V, A99</i>
		With BFE or Depth <i>Zone AE, AO, AH, VE, AR</i>
		Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile <i>Zone X</i>
		Future Conditions 1% Annual Chance Flood Hazard <i>Zone X</i>
		Area with Reduced Flood Risk due to Levee. See Notes. <i>Zone X</i>
		Area with Flood Risk due to Levee <i>Zone D</i>

OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard <i>Zone X</i>
		Effective LOMRs
		Area of Undetermined Flood Hazard <i>Zone D</i>

GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall

OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5 Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature

MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **1/17/2022 at 5:12 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

Family Monthly Fee Schedule

California Department of Education – Effective: July 1, 2021

State enrollment cutoff = 85 percent (%) of 2019 State Median Income (SMI) from California (CA) Department of Finance (DOF) (2 Family Fee Schedule

Monthly Part-time Fee	Monthly Full-time Fee	Family Size 1 or 2	Family Size 3	Family Size 4	Family Size 5	Family Size 6	Family Size 7	Family Size 8 or more
\$34	\$68	2,702	2,987	3,414	3,961	4,507	4,609	4,712
\$42	\$83	2,771	3,064	3,502	4,062	4,623	4,727	4,833
\$50	\$99	2,840	3,141	3,589	4,164	4,738	4,846	4,953
\$58	\$116	2,910	3,217	3,677	4,265	4,854	4,964	5,074
\$75	\$149	2,979	3,294	3,764	4,367	4,969	5,082	5,195
\$84	\$168	3,048	3,371	3,852	4,468	5,085	5,200	5,316
\$94	\$187	3,118	3,447	3,940	4,570	5,201	5,318	5,437
\$104	\$207	3,187	3,524	4,027	4,671	5,316	5,437	5,557
\$114	\$228	3,256	3,600	4,115	4,773	5,432	5,555	5,678
\$125	\$249	3,325	3,677	4,202	4,875	5,547	5,673	5,799
\$136	\$272	3,395	3,754	4,290	4,976	5,663	5,791	5,920
\$147	\$294	3,464	3,830	4,377	5,078	5,778	5,909	6,041
\$159	\$318	3,533	3,907	4,465	5,179	5,894	6,028	6,161
\$171	\$342	3,603	3,983	4,552	5,281	6,010	6,146	6,282
\$175	\$349	3,672	4,060	4,640	5,382	6,125	6,264	6,403
\$178	\$355	3,741	4,137	4,727	5,484	6,241	6,382	6,524
\$181	\$362	3,810	4,213	4,815	5,585	6,356	6,500	6,645
\$185	\$369	3,880	4,290	4,903	5,687	6,472	6,618	6,766
\$196	\$391	3,949	4,366	4,990	5,789	6,587	6,737	6,886
\$199	\$398	4,018	4,443	5,078	5,890	6,703	6,855	7,007
\$203	\$405	4,087	4,520	5,165	5,992	6,819	6,973	7,128
\$206	\$412	4,157	4,596	5,253	6,093	6,934	7,091	7,249
\$209	\$418	4,226	4,673	5,340	6,195	7,050	7,209	7,370
\$213	\$425	4,295	4,749	5,428	6,296	7,165	7,328	7,490
\$216	\$432	4,365	4,826	5,515	6,398	7,281	7,446	7,611
\$220	\$439	4,434	4,903	5,603	6,499	7,396	7,564	7,732
\$223	\$446	4,503	4,979	5,690	6,601	7,512	7,682	7,853
\$227	\$453	4,572	5,056	5,778	6,703	7,628	7,800	7,974

\$230	\$460	4,642	5,132	5,866	6,804	7,743	7,919	8,094
\$233	\$466	4,711	5,209	5,953	6,906	7,859	8,037	8,215
\$237	\$473	4,780	5,286	6,041	7,007	7,974	8,155	8,336
\$240	\$480	4,850	5,362	6,128	7,109	8,090	8,273	8,457
\$244	\$487	4,919	5,439	6,216	7,210	8,205	8,391	8,578
\$251	\$501	5,057	5,592	6,391	7,413	8,437	8,628	8,819
\$257	\$514	5,196	5,745	6,566	7,616	8,668	8,864	9,061
\$264	\$528	5,334	5,898	6,741	7,820	8,899	9,100	9,303
\$271	\$542	5,473	6,052	6,916	8,023	9,130	9,337	9,544
\$278	\$556	5,612	6,205	7,091	8,226	9,361	9,573	9,786
\$285	\$569	5,750	6,358	7,266	8,429	9,592	9,810	10,027
\$292	\$583	5,889	6,511	7,441	8,632	9,823	10,046	10,269

Information provided by California Department of Finance, May 2021
Based on 2019 American Community Survey (2019ACS)
California Department of Education
July 1, 2021

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

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

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

Performing Stars of Marin (PSoM)

Mailing Address

271 Drake Avenue
Marin City, California, 94965

Website

performingstars.org

Executive Director/CEO

Felecia Gaston

Email Address

performingstars@sbcglobal.net

Phone Number

(415) 637-0563

Project General Information

Program/Project Name

Robust Social Services for Southern Marin Residents Including Children, Youth and Families

Program/Project Site Address

271 Drake Avenue
Marin City, California, 94965

CDBG Year 1 Funding Amount Requested

15000

CDBG Year 2 Funding Amount Requested

15000

Application Contact Person

Felecia Gaston

Title of Contact Person

Founder and Executive Director

Email Address

performingstars@sbcglobal.net

Phone Number

(415) 637-0563

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

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.

	% of Services Provided
Novato	0
San Rafael	0
County Other	100

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

Yes

Funding Source

Probation Department - School Bus Transportation

Funding Amount

10000

Date Funding Received

Thursday, July 1, 2021

Is your organization receiving any other County of Marin funding for this project?

Yes

Funding Source

County of Marin Department of Health and Human Services - COVID outreach

Funding Amount

57500

Date Funding Received

Monday, March 1, 2021

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

Performing Stars of Marin (PSoM) was founded in 1990 to give diverse, often marginalized, low-income children in Marin the opportunity to “reach for the stars” by participating in arts. Across over three decades, Performing Stars has become one of the region’s leading youth arts programs, transforming the lives of low-income, primarily youth-of-color throughout Marin County by using enrichment programs to build pride, character, discipline, and self-esteem.

Throughout the years, PSoM has also extended our reach & impact significantly beyond arts enrichment. Increasingly, PSoM prepares young people for the “stage of life”, helping them build self-confidence & organizing & advocacy skills through our Social Justice Youth Initiative for teens & young adults which includes extensive citizenship training such as get-out-the-vote & census efforts, community advocacy, & climate change & environmental activism.

In addition, since 2009 PSoM has spearheaded the Phoenix Project to provide support & life skills development to young men with, or at-risk of, involvement in the criminal justice system. Phoenix has led to a significant drop in the number of young Marin City men on probation.

Finally, PSoM has steadily & substantially increased our role supporting the wellbeing & vibrancy of Southern Marin through broad community service & engagement efforts. PSoM has played a central role in many community issues in recent years (e.g. educating residents on the housing redevelopment process, organizing neighborhood clean-ups, working with law enforcement on improving policing in the community, conducting outreach for the Census 2020 & Voter Registration). However, PSoM’s impact has perhaps never been more significant than it has in the face of Covid-19 beginning in 2020. PSoM launched into action very early to support the community by distributing basic needs essentials, promoting mask-wearing & distributing masks, promoting testing opportunities, creating alternative enrichment activities such as the Marin City Victory Garden project, & importantly, channeling emergency cash grants for safety net services for families throughout Southern Marin. PSoM’s efforts continued throughout 2021, leading vaccination efforts including targeted education efforts, distributing food, holding community events (e.g., Halloween & Thanksgiving events & giveaways & a Christmas toy giveaway, as well as online children’s book readings), & stepping up to meet pressing needs such as transportation for young students with the newly integrated School District.

PSoM has increasingly served as one of Marin City’s primary culture keepers, partnering with Dominican University to archive decades of news coverage & oral histories, & storing artifacts donated by residents. In recognition of the enclave’s 80th anniversary, PSoM is driving #MarinCity80, a year-long celebration of Marin City’s history which will culminate in the establishment of the Marin City Historical Preservation Society.

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 of Marin (PSoM) seeks funding to continue to provide a broad array of children, youth and parent support services as we have in recent years. Programming to be offered will include:

Youth enrichment - A core of PSoM’s offering, as possible given Covid realities, PSoM will continue to offer enrichment opportunities including afterschool arts classes (e.g., baton twirling, dance, etc.), music classes for young children in partnership with the Magic Flute music store, the Marin City Victory garden project giving students gardening and crafting experiences, and scholarship facilitation and transportation to enrichment program partners primarily during the summer but also during the year on a case-by-case basis such as facilitating individual students’ music lessons.

PSoM will also involve older Marin City youth in our Social Justice Youth Initiative. Sample activities may include get-out-the-vote efforts and door-to-door education and advocacy efforts (e.g., COVID vaccinations, supplies, community activities, etc.) and will participate in many aspects of the #MarinCity80 celebrations helping create awareness, support events and archival efforts. Older youth have already been involved in creating original rap songs about Marin City’s history through the Marinovators project (see attachments).

Safety Net Services - Case Management - With support from the Marin Community Foundation, PSoM has expanded our safety net services program to provide both financial and case management support. PSoM now has a formal intake process in which we assess client's short-term needs and acts immediately to provide one-time support to address time-sensitive issues creating an inflection point for Marin City residents (e.g., phone or utilities about to be cut off, car payment to avoid repossession, traffic fines, etc.). Importantly, PSoM has also added Case Managers for both men and women who support residents to navigate situations of hardship (e.g. domestic abuse, custody issues, housing and food insecurity, etc.). PSoM supports residents and connects them to other available services throughout the County.

Transportation - The 2021-22 integration of the Sausalito Marin City School District into one TK-8th school on two campuses brought many unforeseen issues, including the need for transportation support particularly for younger students to the Sausalito campus (formerly Willow Creek). Witnessing both scheduling problems and a lack of student oversight, PSoM stepped up to fill this need, providing breakfasts and chaperones for approximately 60 students in the morning as well as in the afternoon. This issue remains largely unresolved with the School District and PSoM anticipates needing to be involved on an ongoing basis.

Emergent Community Needs - Food & Health - PSoM will continue to serve as a conduit for food donations for the population (ExtraFood, Target and others), and will continue to actively support COVID-19 response efforts.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

In addition to the COVID-19 efforts summarized above, Performing Stars is proud to have been able to support our Southern Marin Community through a vaccination drive & education effort that ran through the fall. In this effort, we coordinated a Vaccine Buddy effort in which 12 volunteers worked with Performing Staff to: a) answer people's questions about vaccination, b) reach out directly to residents having a hard time securing vaccination appointments & get them scheduled (the provider's website was fairly confusing), c) drive those in need to appointments, d) create a warm & welcoming environment at the vaccine clinics (heat lamps, music, warm beverages), & e) provide goodie bags for those who got. In the summer, these same Vaccine Buddy volunteers worked with Performing Stars to put together care packages for community members who contracted COVID-19. Paid for by the Vaccine Buddies, packages included food & cleaning supplies.

In addition to directly supporting community-wide vaccination clinics, Performing Stars also worked with the County of Marin & vaccine provider Curative to hold vaccine clinics at two of Performing Stars' community events – our June Fashion Show & our September Car Show, both of which brought out the community. ~17 people were vaccinated at these two events combined.

In parallel with our direct support of vaccination efforts, Performing Stars was carrying out grassroots education efforts. We repeatedly canvasses/flyered door-to-door, always leaving educational information along with additional important supplies (e.g., individually wrapped masks, soap & or hand sanitizer). We created outreach materials in English, Spanish, Farsi & Vietnamese to address different community constituencies. We also invested significant time & resources in creating a sizable brochure highlighting African American celebrities who have been vaccinated, many of whom actively promoted others getting vaccinated. Performing Stars did this as we identified particularly strong hesitancy/skepticism from this community based on deeply problematic medical history with the US government. This document was well received. All educational materials & event announcements were distributed both directly by Performing Stars as well as through our church, community & school partners.

To further address community questions, issues & concerns, Performing Stars hosted three separate

educational forums. Beyond the above efforts, Performing Stars also played an important role during the outbreak that occurred during summer 2021. The County was having a very difficult time getting through to some households hesitant to answer calls from “County of Marin”. However, since Performing Stars staff are so well known in the community, once the County told us who they were trying to reach, we were able to contact those people to explain what was going on & to facilitate communication between the residents & County personnel, improving the contact tracing process.

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

Basic Health Services

Children, Youth and Parent Services

Food Security

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

Performing Stars of Marin (PSoM) offers an array of services primarily meeting “Children, Youth and Parent Services” through youth enrichment programs as well as safety net support and case management for parents, as well as necessary community services such as transportation oversight for the Sausalito Marin City School District.

To a lesser extent, PSoM’s work aligns with “Basic Health Services” specifically in the context of COVID-19 with our support of testing, and our work to educate about vaccination and facilitate vaccination in the community as much as possible, as well as our distribution of masks and other needed supplies. PSoM will continue to meet COVID-19 emerging needs as long as variants remain a problem.

Finally, while it is not the core of our services, increasingly PSoM has played a role in supporting Food Security in Marin City as a trusted partner to both Extra Food and Target, Both organizations donate food to PSoM, confident in our ability to get it distributed throughout the community.

Also, regarding the HUD objectives below, while not mentioned elsewhere in the proposal due to space constraints, PSoM addresses community blight by running periodic community cleanups in which our Social Justice Youth Initiative (SJYI youth) play a major role.

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

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

While not focused on “fair housing,” Performing Stars of Marin (PSoM) is located with Golden Gate Village, Marin City’s primary public housing community, and the majority of people 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 are opportunity.”

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and

scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (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 directly from schools and from within Golden Gate Village based on our on-site presence and prominent role in the community. PSoM is truly a community anchor, well known to all. A great deal of our participants across programs 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.

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.)

	Number
Moderate Income	0
Low Income	25
Very Low Income	50
Extremely Low Income	50

Total Number of Persons by Income Demographic

125

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 of Marin (PSoM) does not have a formal process for verifying client income. However, as a community-based organization, PSoM staff knows most of the families served and has a sense for their financial status. PSoM is also aware of many students' free-and-reduced-priced lunch status, which is a metric of financial situation.

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

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native		
Asian	1	
Black or African American	64	
Native Hawaiian or Other Pacific Islander		
White	50	38
American Indian and White		

	Total Number of Persons	Number Identifying as Hispanic
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	10	

Total Number of Persons

125

Total Number Identifying as Hispanic

38

Female-Headed Households (out of above total)

94

Persons with Disabilities (out of above total)

19

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

Performing Stars (PSoM) is fortunate to have received multiple rounds of funding in past years to support our youth enrichment programming. Unfortunately, due to COVID-19, our enrichment programming in FY20, FY21 and the current FY22 has necessarily been more limited than in the past as many, if not most, camps and classes were cancelled or held virtually.

Nevertheless, PSoM worked hard to continue to provide enrichment opportunities even in the face of COVID-19 restrictions. Sample activities included:

Distribution of enrichment kits with children’s activities when shelter-in-place occurred
 Marin City Victory Garden Project - as soon as outdoor in-person activities were allowed, PSoM launched a gardening project with our youth in which they planted, did crafts and some made jam to sell.

Fashion Show - in fall 2021 PSoM worked with a group of young people on comportment and presentation to boost self-confidence after all the COVID-19 disruption.

Virtual Reality Storytelling and Marinovators - In summer 2021 PSoM partnered to offer a virtual reality development program telling the stories of Marinship. This grew into an original rap development and performance initiative called Marinovators, featured among the attachments.

One-on-one music classes - while group classes could not take place during much of the pandemic, PSoM did help facilitate one-on-one classes for several young people.

Community Events - PSoM has sponsored a number of community events throughout the pandemic in which young people have participated (e.g. family movie nights) and which our older Social Justice Youth Initiative young people have helped to run.

George Floyd Memorial - PSoM worked with some of our SJYI teens and young adults to create a powerful memorial as part of the one-year anniversary.

In-person classes - With the return to in-person learning, PSoM has begun partnering with the Sausalito Marin City School District to offer enrichment in their afterschool programming starting with baton twirling.

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

No funds remaining.

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 29 years. Performing complies with all prevailing wage requirements.

Additional note to the information above regarding other county grants. Those included in this online form are only the County grants that pertain to the proposed programming for which Performing Stars seeks funding. PSoM has been awarded other grants from the Board of Supervisors Community Service Grants as well as through the Non Profit Partnership Fund, but they cover different activities.

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 PSoM and its expansion since its inception. To expand organizational capacity, Felecia has brought on several staff members, all current or former Marin City residents, to assist with programmatic and administrative activities. Felecia has the support of highly experienced organizational development and grants consultants and regularly utilizes pro-bono services from Catchafire.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

There are no anticipated leadership transitions, though Performing Stars has brought on additional programmatic and administrative staff to support growing operations.

For HOME projects: Are you applying as a Community Housing Development Organization (CHDO)?

No

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)

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 - PSo...


Attach Organization Budget

 PSoM - Projected 2021-22 Organizational Bu...

Attach Dynamic Flood Map

 FIRMETTE_232ab942-ab0d-4966-bb23-07bc...

Attach Miscellaneous

 Performing Stars - Supplemental Materials - ...

Signer Name

Felecia Gaston

Signer Title

Founder and Executive Director

Signer Affirmation

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

Public Services Project Budget Template

Organization Name: Performing Stars of Marin (PSoM)

Project Title: Robust Social Services for Southern Marin Residents Including Children, Youth, and Families (Youth Enrichment, Safety Net Services, Transportation, Emergent Community Needs - Food and Health)

Date: 1/24/2022

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>				
Foundations:				
Marin Community Foundation		\$ 125,000.00		\$ 125,000.00
Miranda Lux		\$ 10,000.00		\$ 10,000.00
Manzanita Foundation		\$ 10,000.00		\$ 10,000.00
Marin Charitable		\$ 5,000.00		
Government:				\$ -
<i>County of Marin Health and Human Services</i>		\$ 52,000.00		\$ 52,000.00
<i>Probation Department</i>		\$ 10,000.00		\$ 10,000.00
Corporations:				\$ -
<i>(Add rows)</i>				\$ -
Individual Contributions: (list total):		\$ 15,000.00		\$ 15,000.00
Earned Income:				
<i>(Add rows)</i>				
Other (specify):				
<i>(Add rows)</i>				
Subtotal, Committed Income	0	\$ 227,000.00	\$ -	\$ 227,000.00
<u>Uncommitted</u>				
Federal Grants Request				
Other Foundations:				
Morris Stulsaft Foundation		\$ 20,000.00		\$ 20,000.00
Tupac Amaru Foundation		\$ 10,000.00		\$ 10,000.00
Government:				
CDBG	15000			\$ 15,000.00
<i>Supervisors</i>		\$ 10,000.00		
Corporations:				
Wells Fargo		\$ 10,000.00		\$ 10,000.00
<i>(Add rows to list other corporations)</i>				
Individual Contributions:		\$ 10,700.00		\$ 10,700.00
Niantic Trust		\$ 2,500.00		\$ 2,500.00
<i>(Add rows to list other contributions)</i>				
Other (specify):				
Monterey Pop Festival		\$ 2,500.00		\$ 2,500.00
<i>(Add rows to list others)</i>				

Subtotal, Uncommitted Income	\$ 15,000.00	\$ 65,700.00	\$ -	\$ 80,700.00
Other:				
Earned Income:				
<i>Food and Supply Distributions</i>			\$ 15,000.00	
Subtotal, Earned Income		\$ -	\$ 15,000.00	\$ 15,000.00
Grand Total Income	\$ 15,000.00	\$ 292,700.00	\$ 15,000.00	\$ 322,700.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Executive Director (% FTE: 35)	\$ 5,000.00	\$ 30,000.00		\$ 35,000.00
Operations Manager (% FTE: 75)		\$ 25,875.00		\$ 25,875.00
Program Coordinator (%FTE: 85)	\$ 3,000.00	\$ 30,600.00		\$ 33,600.00
Administrative Coordinator (%FTE: 55)				
Program Support - Driver (%FTE: 55)		\$ 2,765.00		\$ 2,765.00
(Add rows)				\$ -
Benefits (@ %: 28.5)	\$ 1,000.00	\$ 25,433.40		\$ 26,433.40
Subtotal Salaries and Benefits	\$ 9,000.00	\$ 114,673.40	\$ -	\$ 123,673.40
Contracted Services				
Professional Fees (instructors)		\$ 31,290.00		\$ 31,290.00
Outreach Workers (2)	\$ 2,000.00	\$ 18,000.00		\$ 20,000.00
Subtotal Contracted Services	\$ 2,000.00	\$ 49,290.00	\$ -	\$ 51,290.00
Direct Project Related Expenses				
Rent	\$ 2,000.00	\$ 2,200.00		\$ 4,200.00
Utilities		\$ 3,570.00		\$ 3,570.00
Supplies		\$ 30,000.00		\$ 30,000.00
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

Safety Net Emergency Grants		\$ 50,000.00		\$ 50,000.00
Bus transportation costs		\$ 25,000.00		\$ 25,000.00
Food and Supply Distribution			\$ 15,000.00	\$ 15,000.00
Subtotal, Direct Project Related Expenses	\$ 4,000.00	\$ 128,449.00	\$ 15,000.00	\$ 147,449.00
Indirect Expense (specify % in column A below)				
				\$ -
Fiscal Sponsorship Fee (specify % in column A below)				
				\$ -
Grand Total All Expenses	\$ 15,000.00	\$ 292,412.40	\$ 15,000.00	\$ 322,412.40

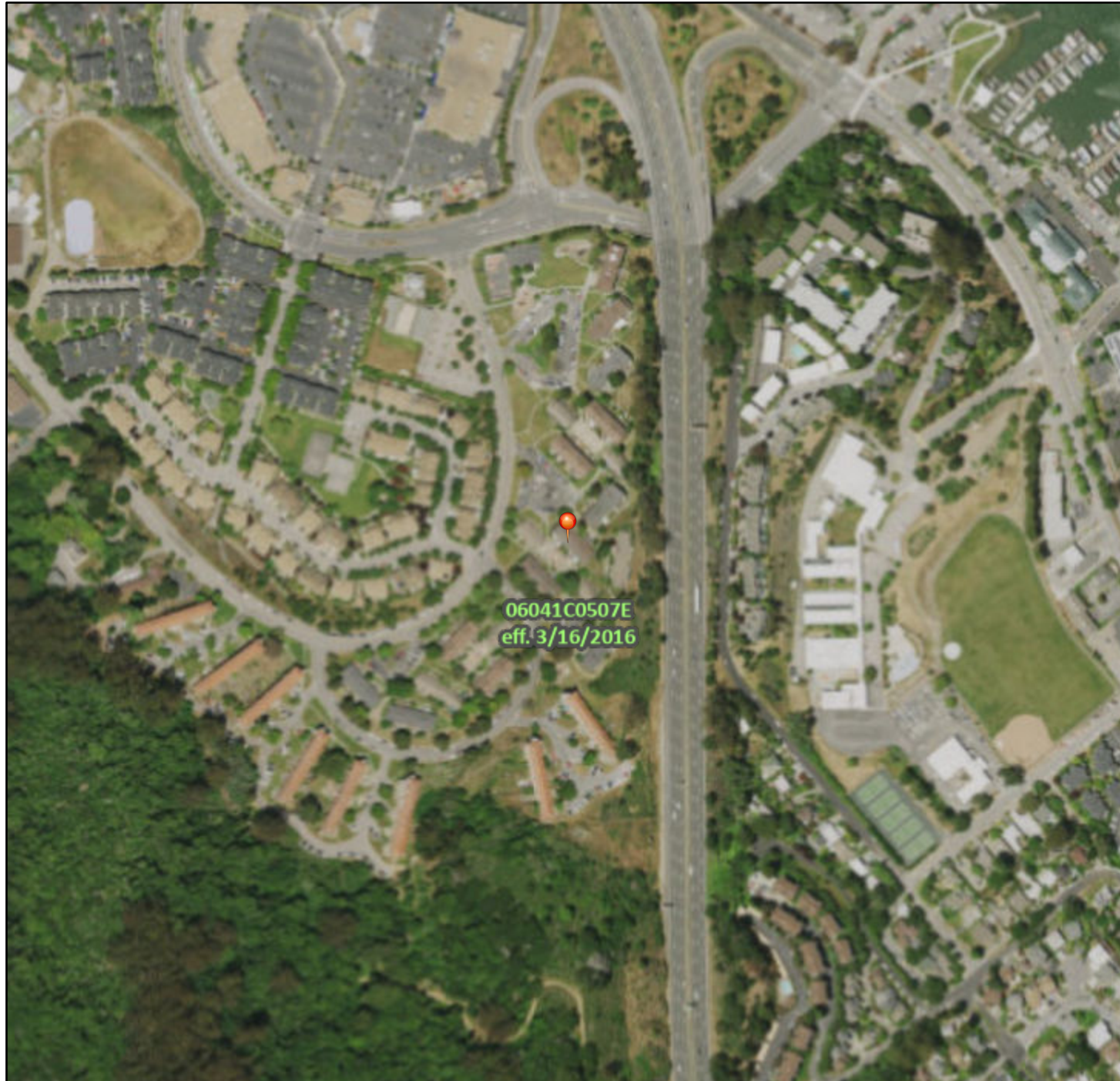
Projected 2021-22 Performing Stars of Marin Organizational Budget*	
Ordinary Income/Expense	
Income	
Total 4000 · Direct Public Contributions	78,987.68
Total 4200 · Non-Government Grants (Foundations)**	128,000.00
Total 4500 · Government Grants	480,799.57
5300 · Erned Income - Investments	
Total Income	687,787.25
Expense	
7200 · Staff Salary & Benefits	
7210 · Executive Director Fees	100,000.00
7240 · Benefits	2,313.18
7250 · Payroll Taxes - Employer	14,069.30
Total 7200 · Staff Salary & Benefits	116,382.48
7500 · Contract Services	
7520 · Bookkeeping / Accounting	
7521 · Payroll Processing Fees	3,206.52
7520 · Bookkeeping / Accounting - Other	8,000.00
Total 7520 · Bookkeeping / Accounting	11,206.52
7540 · Professional Fees	
7541 · Administration	64,726.28
7542 · Facility Maintenance labor	4,000.00
7546 · Project Planning / Grant Writer	13,811.46
7547 · Communications - Graphics	22,104.00
7548 · Instructors & Chaparones	33,783.33
Total 7540 · Professional Fees	138,425.07
7550 · Temporary Help - Contract	21,752.00
7500 · Contract Services - Other	200.00
Total 7500 · Contract Services	160,377.07
7549 · Consulting	20,500.00
8100 · Non Personnel Expenses	
8110 · Supplies	
8111 · Office Supplies	3,379.17
8112 · Events/FT & Program Supplies	148,268.16
8113 · Software & Web Supplies	1,211.40
8115 · Office Equipment Purchase	1,500.00
8110 · Supplies - Other	
Total 8110 · Supplies	154,358.73
8130 · Telephone & Internet	5,881.92
8140 · Postage, Mailing Service	1,258.58
8170 · Printing and Copying	23,401.62
8180 · Books, Subscriptions	9.98
8190 · Nutrition	2,594.04
Total 8100 · Non Personnel Expenses	187,504.87
8200 · Facilities and Equipment	

Projected 2021-22 Performing Stars of Marin Organizational Budget*	
8220 · Utilities	2,591.56
8261 · Equip Rental and Maintenance	623.04
8262 · Repair & Maintenance - Property	1,456.96
Total 8200 · Facilities and Equipment	4,671.56
8300 · Travel and Meetings	
8310 · Transportation	
8312 · Gas	2,994.06
8313 · Vehicle Maintenance & Reg	2,659.32
8316 · Parking / Tolls	1,006.00
Total 8310 · Transportation	6,659.38
8350 · Meals & Entertainment	582.18
8360 · Lodging	1,965.12
Total 8300 · Travel and Meetings	2,547.30
8500 · Other Types of Expenses	
8520 · Insurance - Non Employee	
8521 · Exec Director Insurance	1,651.86
8522 · Property, Liability Insurane	10,479.34
8523 · Vehicle Insurance	4,573.16
Total 8520 · Insurance - Non Employee	16,704.36
8570 · Advertising	
Total 8500 · Other Types of Expenses	16,704.36
8600 · Business Operations	
8605 · Bank / Merchant Charges	403.46
8650 · Tax - State	20.00
Total 8600 · Business Operations	423.46
90001 · 2016 -2017 Past Event Cost	
Total Expense	681,335.73
Net Ordinary Income	6,451.51
<p>*Performing Stars has been overwhelmingly busy responding to pandemic needs in Southern Marin. As a result, we have not conducted a thorough, formal budgeting process for the year. However, the above represents an informed projection as it extrapolates from last fiscal year. Significantly, this budget does NOT include revenue or costs associated with the #MarinCity80 historical initiative that Performing Stars is driving in 2022 as these are still being mapped out and will flow into FY23.</p>	
<p>Foundation support projected from the following funders, all renewal funders: The Marin Community, Sato, Morris Stulsaft, Wells Fargo, the Tupak Amaru Shakur, TomKat and Milagro Foundations and the Niantic Trust.</p>	
<p>Government support comes from: Marin County Health and Human Services, Marin County Probation Department, Marin County Community Development Block Grant, and the Marin County Board of Supervisors.</p>	

National Flood Hazard Layer FIRMette

























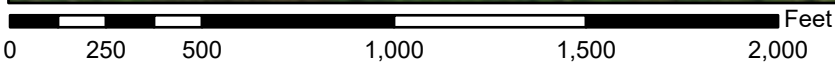
122°30'48"W 37°52'24"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

- | | | |
|---|--|--|
| SPECIAL FLOOD HAZARD AREAS |  | Without Base Flood Elevation (BFE)
<i>Zone A, V, A99</i> |
| |  | With BFE or Depth <i>Zone AE, AO, AH, VE, AR</i>
Regulatory Floodway |
| OTHER AREAS OF FLOOD HAZARD |  | 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile <i>Zone X</i> |
| |  | Future Conditions 1% Annual Chance Flood Hazard <i>Zone X</i> |
| |  | Area with Reduced Flood Risk due to Levee. See Notes. <i>Zone X</i> |
| |  | Area with Flood Risk due to Levee <i>Zone D</i> |
| OTHER AREAS |  | NO SCREEN Area of Minimal Flood Hazard <i>Zone X</i> |
| |  | Effective LOMRs |
| GENERAL STRUCTURES |  | Area of Undetermined Flood Hazard <i>Zone D</i> |
| |  | Channel, Culvert, or Storm Sewer |
| OTHER FEATURES |  | Levee, Dike, or Floodwall |
| |  | 20.2 Cross Sections with 1% Annual Chance
17.5 Water Surface Elevation |
| MAP PANELS |  | Coastal Transect |
| |  | Base Flood Elevation Line (BFE) |
| |  | Limit of Study |
| |  | Jurisdiction Boundary |
| |  | Coastal Transect Baseline |
| |  | Profile Baseline |
| MAP PANELS |  | Digital Data Available |
| |  | No Digital Data Available |
| |  | Unmapped |
|  | The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location. | |



1:6,000 Page 169 of 244

122°30'11"W 37°51'55"N

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **1/24/2022 at 5:20 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



271 Drake Avenue • Marin City, CA 94965 • 415-332-8316 • PerformingStars.org

MarinCity80 and Marinovators Media and Other Materials

PERFORMING STARS

Thriving Kids, Parents and Communities™

A graphic featuring the year '2020' in a large, glowing, cursive font. The numbers are surrounded by vibrant purple and blue fireworks exploding against a dark background. Below the year, the words 'in Review' are written in a smaller, elegant, cursive font, also glowing with a purple and blue gradient.

2020
in Review

WHAT A YEAR!

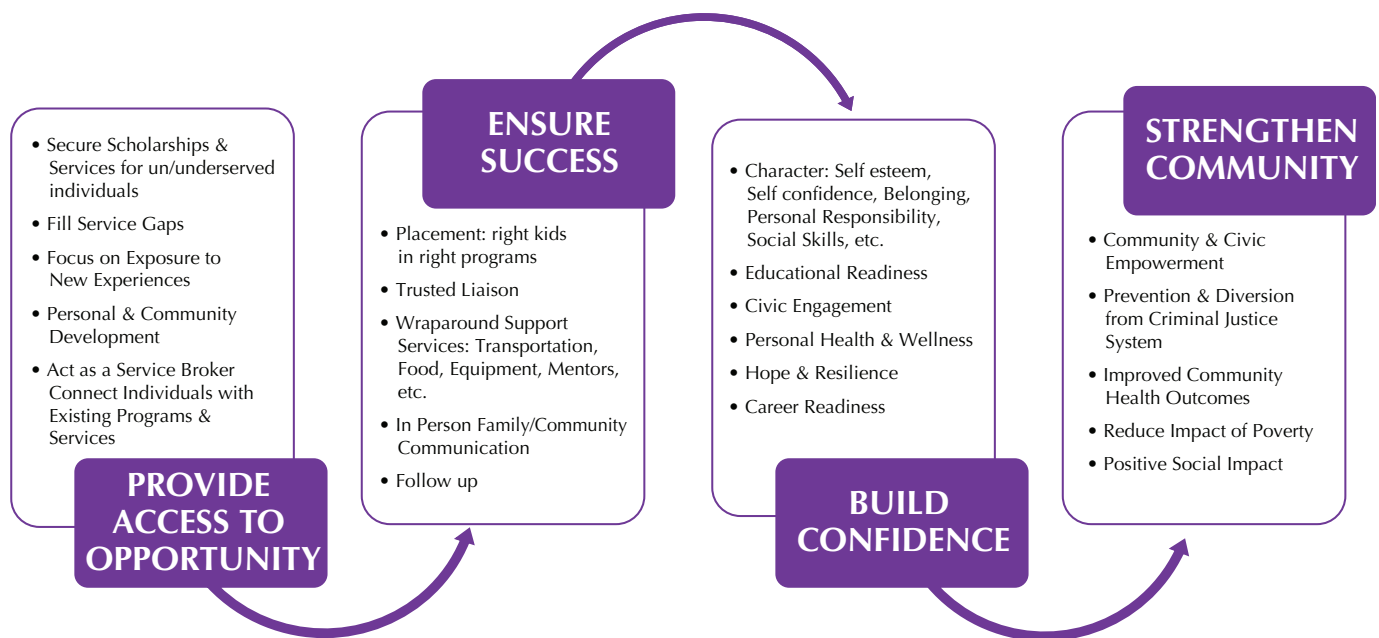
In a year unlike any other in our 30 year history, Performing Stars (PS) is proud to have been able to step-up to serve our community in ways we couldn't even imagine as the decade dawned.

During this year, we responded to an escalated demand of services, managed growth and absorbed spikes in revenues and expenses, while balancing our existing programs; all done with a sense of balance, joy and enthusiasm in being able to serve our community.

Highlights of service over the past year include:

JANUARY

Our Theory of Change



FEBRUARY



Black History Month

Performing Stars in partnership with Lucasfilm Ltd. sponsored a Black History Month celebration in honor of the Tuskegee Airmen with a viewing of Redtails, a thrilling and educational movie produced by George Lucas. After viewing the movie, the children were treated to an opportunity to meet Professional Blacks in Aviation. A speaker series was held, a chance to get personal autographs and a reception was held to meet and greet with Performing Stars donors.

MARCH-APRIL –ONGOING

Covid-19 and Stay-at-Home Orders Arrive



Diaper Drive – PS secured donations to provide 100 families with a month supply of diapers, and we distributed another 50,000 plus baby essentials and books provided by the Marin City Library.

Mask Drive – PS rallied to get Marin City masked up early, securing & distributing over 3,000 handmade masks & creating a social media campaign to encourage mask wearing.



Self-care packages – Recognizing the stress families faced with the onset of Covid-19, PS distributed self-care packages for the men & women caregivers/parents from Bayside MLK Jr. Academy.

Arts enrichment packages for kids – PS delivered packages to 200 kids, including puzzles & activity books & art supplies.

MAY - ONGOING

Efforts currently underway, many of which will run throughout the winter and ongoing for as long as needed include:

Financial Assistance

In response to both donations & community members pleading for support as their financial pressures increased, PS established a system to vet callers' needs to ensure they were Covid-19 related, & then to pay up to \$500 in expenses, almost always in the form of third-party payments. Then MCF approached PS to serve as the Southern Marin intermediary for distribution of Family Independence Initiative (FII) funds, vetting & distributing 400 codes granting \$500 for basic needs! To date, PS has distributed \$150,000 in direct funds and allocated \$450,000 to 450 people.

Covid-19 Testing Outreach – The County reached out to Performing Stars to encourage community testing participation. Performing Stars actively promoted testing clinics through social media.



As direct outreach and numbers increased we had to increase our help. While 15 people who participated in the initial testing day, participation has grown to an average of 100 people in subsequent testing.

The Revival of the Victory Gardens of Marin City

PS has had to re-envision our summer and after school programs. In light of this, PS has launched a Victory Garden program. PS registers people with their choices of vegetables, flowers, herbs and/or succulents and recycled items for planters which are made as art projects by local children.



Brightening Holidays – In order to boost residents' spirits and create somewhat of a sense of celebration and normalcy, Performing Stars has organized several holiday events, most recently a Halloween Drive-in Movie event for a family outing. Performing Stars partnered with the Salvation Army & local volunteers to provide 500 food baskets that included turkeys and other specific items. We partnered with the Mill Valley School District & Sausalito Marin City School District to ensure the annual Christmas toy drive would take place.



SEPTEMBER - ONGOING
Nutritional Food Surplus Give-A-Way – Target Store in Marin City & ExtraFood.org has been providing surplus food from their shelves to be distributed to community residents. These items include proteins, vegetables, canned food and juices. Our staff bags up the items and delivers door to door to local residents.

DECEMBER



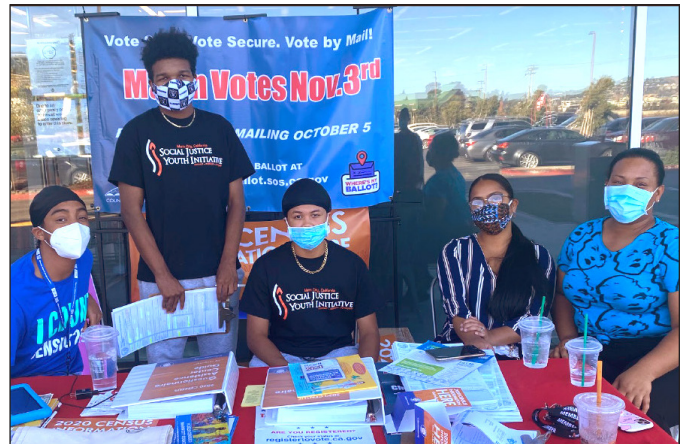
Conscious Kitchen & Cavallo Point Restaurant initiated a pilot project over the Holidays from Dec. 22nd to Jan. 11th to provide prepared organic meals to 50 Marin City residents. The focus will be on senior citizens and disabled residents because most of them may not be able to visit with family. A lot of at-risk seniors who

live by themselves are concerned about COVID and are not going to gather this year. So this would be a hot meal just in time for the holidays. Michael Garcia, executive chef at the Cavallo Point Lodge, will lead the food and beverage team in helping Conscious Kitchen prepare the meals using ingredients purchased from Bay Area ranchers and farmers. The meals are being delivered by program coordinator, volunteers and Social Justice Youth middle school students.



Civic Development Activities

Get-out-the-vote efforts high school and college students involved with the Social Justice Youth Initiative provided outreach in the community, going door to door with Civil Rights materials, including posting information on Social Media and providing registration at our community partner Target Stores.



Census Mobilization

Dominican’s University Service-Learning program partnered with Performing Stars of Marin and Bayside Martin Luther King Jr. Academy on “Marin City Counts,” a public art project designed to raise awareness about the census. Together they created public art that visualizes the area’s values, stories, and history. Newly-released census data shows the self-response rate in Marin City jumped nearly nine percentage points to 68%. Nonprofit leaders attribute this jump to local outreach, including the “Marin City Counts” campaign.

Documentary Development Marin City, CA

In Pursuit of Survival

The proposed 90-minute work will use archival video footage, newspaper articles and oral histories to document Marin City's founding as a ship-building community during WWII, creating Marin County's first primarily African-American community with emigrants from the American South. The work will highlight both how the community has flourished, contributing significantly to local and regional infrastructure efforts, and how the community has struggled for recognition and equity in an otherwise primarily white, affluent county. The documentary will focus particularly on housing challenges throughout the years and up until present day, showing the community's fierce strength and resilience.

Fundraising Efforts

Performing Stars started planning for our long anticipated fundraiser to celebrate our many successes. We worked with volunteers from the platform CatchAFire that matches non-profits with professionals to support their efforts.

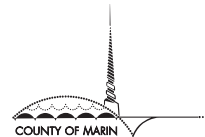
30th Anniversary Virtual Gala Celebration Fundraiser raised \$118,000 as our community rallied to celebrate 30 years of service to Marin County children, families and communities.



Where do we go from here!

Our board , advisory council will continue to lay out our strategic planning process to enable our organization to advance our mission. We are committed to measurable goals, approving priorities for implementation, and commitment to revisiting the organization's strategies on an ongoing basis.

2020 FUNDERS



2020 EVENT VIDEOS

“Oh Baby” 2020 Diaper Drive

<https://youtu.be/88HBD8ZJWOI>

Youth COVID19 Safety Tips

<https://youtu.be/ETMQ4aIWJDE>

Drive In Movie Night-Halloween Celebration

<https://youtu.be/LN6d54NU80>

“Thanksgiving 2020 Food Basket Drive”

<https://youtu.be/WqgcGs0r5o>

30 Year Anniversary Virtual Gala Celebration

<https://youtu.be/ZILM4yft7tl>

Holiday Toy Drive

<https://youtu.be/9y1JS8nuny8>

Holiday Dinners

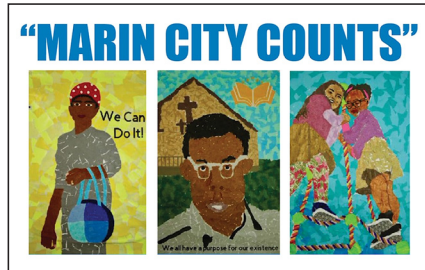
<https://youtu.be/NTDoneXpBfk>

VIDEOS BY



ART CREATED
—EVOLUTION—

Celebrating The census 2020 in Marin City



By GODFREY LEE Post News Group
Jan. 9, 2020 ([READ ARTICLE](#))

Performing Stars celebrates 30 years of changing lives

By LORENZO MOROTTI



Marin Independent Journal
PUBLISHED: Jan. 31, 2020
UPDATED: Oct. 22, 2020
([READ ARTICLE](#))

Marin City census art project ready for rollout Dominican, Bayside MLK students unveil project

By KERI BRENNER



Marin Independent Journal
PUBLISHED: Jan. 14, 2020
UPDATED: Jan. 15, 2020
([READ ARTICLE](#))

Marin city looks to raise its profile and get people to participate in the census through new banners



abc7news.com | Feb. 8, 2020
([WATCH VIDEO](#))

Black History Month: Performing Stars, aviation nonprofit encourages students to 'reach for the skies'



By JOBINA FORTSON abc7news.com
Feb. 21, 2020 ([WATCH VIDEO](#))

Sausalito Marin City Schools, volunteers gather thousands of masks for community

By JOBINA FORTSON



abc7news.com | Apr. 23, 2020
([WATCH VIDEO](#))

Editorial: Marin City residents vulnerable but resolute during pandemic



BY MARIN IJ EDITORIAL BOARD
Apr. 26, 2020 ([READ ARTICLE](#))

Marin groups help residents offset pandemic income losses



By LORENZO MOROTTI
Marin Independent Journal
June 22, 2020 ([READ ARTICLE](#))

Marin City group revives victory garden tradition - Marin Independent Journal



June 29, 2020 ([READ ARTICLE](#))

Marin Community Foundation offers more cash pandemic aid



By RICHARD HALSTEAD
Marin Independent Journal
Aug. 29, 2020 ([READ ARTICLE](#))

Marin's overall census response improves despite challenges

By RICHARD HALSTEAD
Marin Independent Journal
PUBLISHED: Nov. 11, 2020
([READ ARTICLE](#))

Community Art Project Impacts census 2020 campaign

Nov. 12, 2020 ([READ ARTICLE](#))



Marin city nonprofit holds 30,000-diaper giveaway



By LORENZO MOROTTI
Marin Independent Journal
Nov. 11, 2020 ([READ ARTICLE](#))

Nonprofit to serve 500 Thanksgiving meals across Marin county



By NOELLE BELLOW | KRON4.com
Posted: Nov 22, 2020
Updated: Nov 22, 2020
([WATCH VIDEO](#))

Marin city volunteers pack up Thanksgiving meals for needy



Marin Independent Journal
Nov. 23, 2020 ([READ ARTICLE](#))

Marin's overall census response improves despite challenges



By RICHARD HALSTEAD
Marin Independent Journal
PUBLISHED: Nov. 11, 2020
UPDATED: Nov. 12, 2020
([READ ARTICLE](#))

Stars come out for virtual gala to Benefit Marin Performing Arts Group2



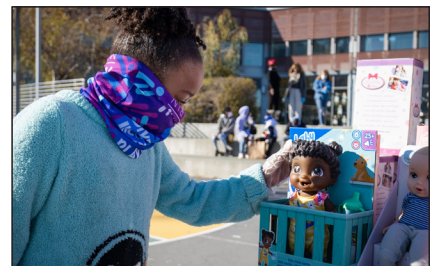
By CHARLIE SWANSON | Pacific Sun
Dec. 8, 2020 ([READ ARTICLE](#))

Performing stars: Building a Better Bay Area



ABC7 All Good | Dec. 12, 2020
([WATCH VIDEO](#))

Marin city toy drive stays alive with volunteer support



By LORENZO MOROTTI
Marin Independent Journal
Dec. 21, 2020 ([READ ARTICLE](#))

Marin collaboration keeps residents well-fed for holidays

By LORENZO MOROTTI
Marin Independent Journal
Dec. 24, 2020 ([READ ARTICLE](#))

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

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

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

San Geronimo Valley Community Center

Mailing Address

PO BOX 194
San Geronimo, California, 94963

Website

sgvcc.org

Executive Director/CEO

Dave Cort

Email Address

dcort@sgvcc.org

Phone Number

(415) 488-8888

Project General Information

Program/Project Name

Human Service Program

Program/Project Site Address

6350 Sir Francis Drake Blvd PO Box 194
San Geronimo, California, 94963

CDBG Year 1 Funding Amount Requested

61098

CDBG Year 2 Funding Amount Requested

61098

Application Contact Person

Nicole Ramirez

Title of Contact Person

Director of Human Services and Youth Programs

Email Address

nramirez@sgvcc.org

Phone Number

(415) 488-8888

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

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.

	% of Services Provided
Novato	0%
San Rafael	0%
County Other	100%

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

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 organization offers programming, services, and referrals for community members of all ages. The Human Services Program at the San Geronimo Valley Community Center provides assistance to low income, unemployed, disabled individuals, seniors, and homeless individuals and families in the San Geronimo Valley, Nicasio, and surrounding areas. The programs provide safety net 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 Basic Health Services and ensures Food Security for 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 also offer Senior, Youth and Arts and Events programs.

Our Senior Programs include a once-a-week drive thru grab and go Senior Lunch. Because of the Covid 19 pandemic gathering restrictions we are unable to congregate to provide lunch in our regular Senior Lunch format. Working diligently with the county we have insured our seniors can still access a healthy meal. Our in person senior programs include exercise classes, Zumba, ping pong, peer counseling, and Mahjong. Due to the pandemic, we have had to minimize our in-person Senior program offerings to

ensure the safety of the community. During the pandemic our online senior programs grew to include book clubs, classes, panels, art shows, and more.

Our youth programs include a 0-5 Playgroup, after school childcare for grades K-8, Mountain Biking, after school tutoring, sports 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 non-profits, law enforcement, and school districts that addresses underage substance abuse in West Marin. The WMCHY has offered parent education on the various trends in substance abuse with youth and prevention strategies. All of the WMCHY parent education workshops are open to all in the community and are free of charge.

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 project supported by CDBG funding is our weekly Food Bank. This project directly benefits the community by providing free accessible food to people who are in need. Due to the Covid 19 pandemic the Food bank is opened once a week, providing a safe no contact drive thru pick-up. Our numbers close to doubled during the pandemic and the need remains higher than pre-pandemic days. We provide a table with food for our walk-up patrons that include people experiencing homelessness or those who don't drive. During the Food Bank distribution we hand out our grab and go Senior Lunch. In partnership with Marin County Adult and Aging Services we provide a nutritionally balanced frozen lunch that seniors can eat at home. Seniors picking up lunch also receive a bag of groceries. In addition to providing on site free food distribution, our Human Services staff delivers groceries to isolated seniors living in our rural community. We work closely with West Marin Senior Services to identify seniors who need access to free food but do not have transportation. For many seniors in our community our Food Bank serves their only source of fresh fruits, vegetables and proteins. The 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 by our community and increases food security for all.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

The COVID-19 pandemic has impacted our organization throughout all of our programs. Upon the reopening of our youth and senior programs we implemented several safety protocols to resume our programming. Our youth and senior in person programs follow the Marin County Public Health guidelines and all participants are masked at all times and vaccinated if eligible. We have canceled our Senior Congregate Lunch for over two years now. We now offer a Grab and Go lunch to seniors once a week. Our Food Bank has endured the greatest impact due to the pandemic. We had to shift our farmer's market style of food distribution to a no contact drive thru food bank. We were unable to remain on site because of the increased demand for food due to the pandemic. We have been located at the former San Geronimo Golf Course since March of 2021 which is now called The Commons. Trust for Public Lands is currently the proprietor of the property and has allowed us to operate on site as long as needed. Prior to the pandemic we served on average 150 families and individuals at our food bank that was open twice a week. We are currently serving up to 300 cars that include multiple families and individuals. Our numbers have doubled and continue to fluctuate month to month, however the increased need is evident. Beginning in December 2021 in collaboration with Marin County Public Health our staff has been providing pop-up COVID testing, and vaccine clinics on site at The Commons. Our organization continues to navigate the constant changes that the COVID 19 pandemic brings. We have become very versatile with our programs and offerings and continue to adjust if needed to ensure that our staff and community remain safe and healthy.

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

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

Our project aligns with both Basic Health Service and Food Security priorities set. Our Basic Health Services include medical referrals, information and updates about Covid protocols, restrictions, and mandates. In partnership with Marin County Public Health and California Department of Public Health-CDPH we have offered our community access to Covid vaccines, testing and pertinent information about the new surges, isolation and safe practices. Aligning with Food Security priorities that are in line with our mission of providing health and wellness to our community members. Free access to food provides families and individuals the Food Security needed during these difficult times. Food access is a right all people should have and we provide that access. We are dedicated to providing Food Security to our community in rural West Marin.

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

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

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 CLAM- Community 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.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

The San Geronimo Valley Community Center continuously conducts affirmative marketing to members of the protected classes by offering announcements in both Spanish and English. We are practicing 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 walks 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 non-judgmental 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 socio-economic status or race. We strive to serve the protected class as we foster a healthy community. Finally, our communications team is exploring texting or whatsapp services that will allow us to communicate better with folks who do not have internet or computer access.

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.)

	Number
Moderate Income	483
Low Income	483
Very Low Income	1932
Extremely Low Income	1932

Total Number of Persons by Income Demographic

4830

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 client income because we serve the elderly, adult persons with disabilities, and migrant farm workers. We have posted information about income requirements to qualify for the Food pantry, however we never turn away anyone. We acknowledge 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.

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

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native	45	30
Asian	20	5
Black or African American	75	15
Native Hawaiian or Other Pacific Islander	15	0
White	2100	1550
American Indian and White	15	5
Asian and White	10	0
Black and White	35	5
American Indian and Black	15	5
Multi-Racial	2500	1500

Total Number of Persons

4830

Total Number Identifying as Hispanic

3115

Female-Headed Households (out of above total)

1610

Persons with Disabilities (out of above total)

250

PROJECT MANAGEMENT & FINANCIAL DATA**If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (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.

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 are in our final fiscal year for the FY 2021 and FY 2022 Public Service Funding and we will be requesting any remaining funds in spring 2022.

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.

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 twelve 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 our communication staff 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, as well as offer translation services if needed.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

Our long time Executive Director, Dave Cort is now entering his 31st year and we have developed a strong leadership team which includes Nicole Ramirez as Director of Human Services and Youth Programs, Michele McCourtney as Director of Operations, Alexa Davidson as Director of Fund Development and Strategic Initiatives, and Helen Ferlino as Finance Manager. In June 2021 David Bernard became our Board President.

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)

Required Attachments:

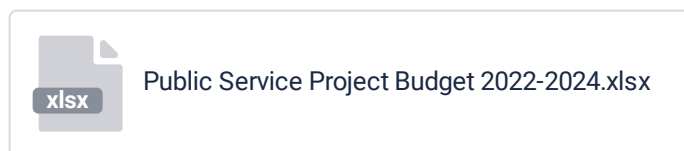
A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project 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.

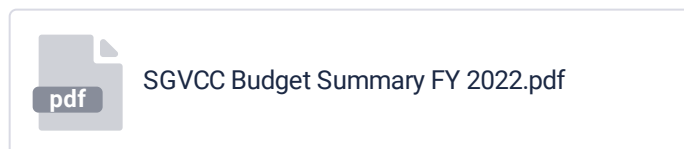
For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

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

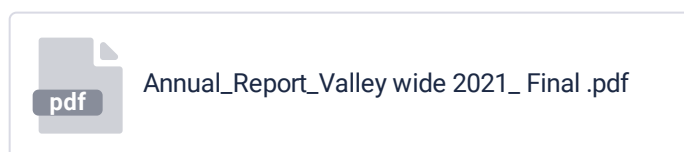
Attach Project Budget



Attach Organization Budget



Attach Miscellaneous



Signer Name

Nicole Ramirez

Signer Title

Director of Human Service and Youth Programs

Signer Affirmation

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

Public Services Project Budget Template

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

Date:

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>				
Foundations:				
MCF		\$ 75,000		
Anonymous		\$ 25,000		
<i>(Add rows)</i>				
Government:				
County of Marin CRT		\$ 20,000		
<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		\$ 120,000	\$ -	\$ 120,000
<u>Uncommitted</u>				
Federal Grants Request	\$ 61,098			
Other Foundations:				
Potential		\$ 68,000		
<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:				
Donations		\$ 40,000		
<i>(Add rows to list other contributions)</i>				
Other (specify):				
<i>(Add rows to list others)</i>				
Subtotal, Uncommitted Income	\$ 61,098	\$ 108,000	\$ -	\$ 169,098
Other:				

Earned Income:					
<i>(Add rows)</i>					
Subtotal, Earned Income		\$ -	\$ -	\$ -	
Grand Total Income	\$ 61,098	\$ 228,000	\$ -	\$ 289,098	

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Executive Director (% FTE: 15)		\$ 19,865		
Program Director (% FTE: 65)	\$ 32,163	\$ 32,163		
Human Services Staff	\$ 15,956	\$ 106,373		
Food Bank Staff Hours	\$ 1,554	\$ 10,357		
(Add rows)				
Benefits (@ %23)	\$ 11,425	\$ 36,432		
Subtotal Salaries and Benefits	\$ 61,098	\$ 205,190	\$ -	\$ 266,288
Contracted Services				
Professional Fees				
Project Consultant				
(Add rows to list other contracted expenses)				
Subtotal Contracted Services	\$ -	\$ -	\$ -	\$ -
Direct Project Related Expenses				
Rent				
Utilities				
Supplies		\$ 5,000		
Equipment				
Auto		\$ 1,755		
Professional Development				
Marketing		\$ 16,055		
(Add rows to list other direct project expenses)				
Subtotal, Direct Project Related Expenses	\$ -	\$ 22,810	\$ -	\$ 22,810
Indirect Expense (specify % in column A below)				
				\$ -
Fiscal Sponsorship Fee (specify % in column A below)				
				\$ -
Grand Total All Expenses	\$ 61,098	\$ 228,000	\$ -	\$ 289,098

San Geronimo Valley Community Center
Budget Summary

Revised 7-07-21

	FY 2018 actual	FY 2019 actual	FY 2020 actual	FY 2021 projections	FY 2022 budget	'21-'22 % chg.
Revenue						
Government Grants	329,845	322,979	291,854	272,929	290,551	6%
Government State and Federal				198,920	178,153	-10%
Foundation/Agency Grants	437,475	375,491	477,364	438,338	349,000	-20%
Donations	266,583	376,968	260,356	360,000	417,600	16%
Tuition & Field Trip	129,696	156,475	124,319	9,500	102,000	-35%
Arts Events & Admission	31,047	20,377	16,499	1,225	13,300	-35%
Rental	41,560	35,201	27,577	4,900	23,000	-35%
Other	22,547	16,715	10,151	700	3,820	-77%
Interest/Dividend	1,620	7,520	10,536	8,000	8,500	6%
Endowment Distribution	-	-	-	161,068	99,076	-38%
Unrealized Gain/Loss	(940)	(200)	14,800	-		
Total Revenue	1,259,433	1,311,526	1,233,456	1,455,580	1,485,000	3%
Expenses						
Salaries & Benefits	765,133	866,959	949,076	959,875	1,071,012	12%
Subcontractors	106,258	107,798	76,968	70,000	131,000	87%
Buildings & Grounds/Utilities	81,348	90,184	91,987	155,000	57,700	-63%
Printing and Postage	34,908	24,876	23,224	20,925	27,100	30%
Accounting & Insurance	53,545	57,676	90,217	65,000	70,800	9%
Food & Supplies	66,447	48,555	28,494	13,000	50,000	3%
Direct Event Expenses	52,233	69,064	28,961	7,000	42,900	-38%
Other & Misc.	46,536	59,411	53,160	28,858	34,487	20%
Total Expenses	1,206,408	1,324,523	1,342,086	1,319,658	1,485,000	13%
Change in Net Assets	53,025	(12,997)	(108,630)	135,922	0	-100%

National Flood Hazard Layer FIRMette



122°40'48"W 38°1'14"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS	<ul style="list-style-type: none"> Without Base Flood Elevation (BFE) Zone A, V, A99 With BFE or Depth Zone AE, AO, AH, VE, AR Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD	<ul style="list-style-type: none"> 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X Future Conditions 1% Annual Chance Flood Hazard Zone X Area with Reduced Flood Risk due to Levee. See Notes. Zone X Area with Flood Risk due to Levee Zone D
OTHER AREAS	<ul style="list-style-type: none"> NO SCREEN Area of Minimal Flood Hazard Zone X Effective LOMRs Area of Undetermined Flood Hazard Zone D
GENERAL STRUCTURES	<ul style="list-style-type: none"> Channel, Culvert, or Storm Sewer Levee, Dike, or Floodwall
OTHER FEATURES	<ul style="list-style-type: none"> 20.2 Cross Sections with 1% Annual Chance Water Surface Elevation 17.8 Coastal Transect Base Flood Elevation Line (BFE) Limit of Study Jurisdiction Boundary Coastal Transect Baseline Profile Baseline Hydrographic Feature
MAP PANELS	<ul style="list-style-type: none"> Digital Data Available No Digital Data Available Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of

Public Service Project...2-24.xlsx

Public Service Project...plate.xlsx

Grants

Canon Links

CDBG-2022

ZOILAS & LOFT Schedule

Human Services

SAN GERONIMO VALLEY COMMUNITY CENTER

Donate TODAY!

RESPONSE

With swift and decisive action, our team adapted our programs and services to meet the new and growing needs of our most vulnerable residents.



Every Thursday, our drive-through food pantry provided groceries to 150-300 families, distributing an average of four tons each week.



Throughout the pandemic, our Covid-19 Emergency Fund distributed \$400,000 in financial assistance to those most impacted by Covid-19. One recipient who lost 90% of their business in March 2020 shared:

"This funding has allowed me to buy groceries, put gas in my car, and pay bills that I would have not have otherwise been able to. I don't know where I'd be without it. Thank you for this support."



You Belong Here.

RESILIENCE

From the students in our virtual tutoring program to artists who participated in our incredible virtual shows, or the seniors and families who zoomed into over 50 events, book clubs, and shows, our team witnessed incredible stories of resilience every day.



Testimony from a Valley Afterschool Tutoring (VAST) Parent

"When I found out that we were doing 'At Home' learning for her 2nd-grade year, I thought 'we have this!' I was so so wrong. I quickly called up VAST and they saved us. They were able to help her complete her homework every week, whether it was math worksheets, science, or reading comprehension. My child did not fall behind during the pandemic. Her confidence in her school work actually increased.



By the end, she was zooming with her VAST tutor and had all her work out ready to start the session without any help or persuasion from me. We are excited to continue with VAST this year to continue her journey.

THANK YOU!"

-Heather Bates, mother of

3rd Page 191 of 244

RETURNING

As local schools returned to in-person learning in Spring 2021, many families scrambled to navigate the new hybrid school day with abbreviated hours and partial weeks. Working families were hit the hardest by this, unsure of how to maintain employment and meet the demands of their child's schedule.



One family, with six children and two working parents was met with immense relief when our Zoila's aftercare program expanded our hours to match the new school hours. Each day, the children arrived in our programs and got to decompress, play, craft, and settle into their new routine. This family relied on our affordable child care and trusted us to support them as they navigated new challenges.



DONATE TODAY AT
SGVCC.ORG

or mail a check using
the enclosed remit



November 15, 2021

Dear Community member,

For 52 years, the San Geronimo Valley Community Center has served as the heart and hub of the Valley, a place where everyone belongs. In a year full of unpredictable moments and unprecedented collective hardship, the Community Center remained a stable source of critical programs, services, and support. We are proud of our immediate and swift **response**, we are inspired by the **resilience** of our residents, and we are hopeful as we **return** to our historic building for all of our favorite programs and services.

Today, I am reaching out with an exciting ask for support - one that can double your impact in our Community! With a bold goal of raising \$250,000 by December 31st, our Council of Major Donors has generously come together to offer \$65,000 in matching funds! If you make a donation before year-end, your contribution will be matched by these generous contributors! A donation to the Community Center contributes to sustaining the health and wellbeing of our community through critical safety net services, youth programs, arts and events, senior programs, wellness and recreation activities, and so much more! **Donate today to double your impact!**

Throughout the pandemic, our Community Center filled the gap for so many families and provided trusted information that allowed our community to thrive. The other side of this letter illustrates in words, photos, and stories the journey we have taken together as a community as we navigated the Covid-19 pandemic. Donating to the Community Center bolsters our community recovery and allows us to creatively expand our work to meet the changing needs of our residents. We have exciting new opportunities on the horizon to expand our visual and performing arts programs as well as our wellness and recreation programs that support the mental and physical wellbeing of all we serve.

It is a powerful time to support the Community Center and we hope you will join us! With a deep honoring of our history and a commitment to our mission, we excitedly look towards the future, returning together, stronger than ever before!

Sincerely,

A handwritten signature in black ink that reads 'Dave Cort'.

Dave Cort

P.S. Please make your annual contribution by mailing your check in the enclosed envelope or online at sgvcc.org. *We also accept gifts of stock - check out the ways to give section on our website.

P.P.S. Join us for our Annual Holiday Art Faire on December 4th at the Community Center.

Board of Directors

David Bernard *President*

John Beckerley
Sarah Brewster
Owen Clapp
Maria Cristina Criollo
Buddy Faure
Steve Granville
Barbara Hoeffle
David Lakes
Kelly Mason
Alexander McQuilkin
Carol Rebscher
Claudia Salgado
Gina Smith
Liora Soladay
Bonny White

Staff

Dave Cort
Executive Director

Alejandro Alvarado
Zoila Berardi
Buck Chavez
Anne Darragh
Alexa Davidson
Helen Ferlino
Danielle Fogel
Marta Galvez
Poko Giacomini
Samantha Giron
Michele McCourtney
Lori Ramirez
Nicole Ramirez
Larry Rippee
David Russ
Amber Smith-Dulin
Cory VanGelder
Julie Young

Founder

Jean Berensmeier

San Geronimo Valley Community Center

PO Box 194
San Geronimo, CA 94963
Phone: 415-488-8888
www.sgvcc.org

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

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

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

North Bay Children's Center, Inc.

Mailing Address

932 C Street
Novato, California, 94949

Website

www.nbcc.net

Organization DUNS#

186540712

Executive Director/CEO

Susan Gilmore

Email Address

sgilmore@nbcc.net

Phone Number

(415) 883-6222

Project General Information

Program/Project Name

Child Care Scholarships

Program/Project Site Address

932 C Street
Novato, California, 94949

CDBG Year 1 Funding Amount Requested

20000.00

CDBG Year 2 Funding Amount Requested

20000.00

Application Contact Person

Susan Gilmore

Title of Contact Person

President and CEO

Email Address

sgilmore@nbcc.net

Phone Number

(415) 883-6222

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

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.

	% of Services Provided
Novato	100
San Rafael	0
County Other	0

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

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 34 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 30 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 fourth grade in before- and after- school programs at 14 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.

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 1988 to provide the highest quality child care and early childhood development programs – 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 safety net services, daily hot meals for children and scholarships for low-income families. In fact, approximately 85% 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 so they can start school prepared and ready to learn. 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 164 children in Novato of which 87% 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.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

Like many nonprofits, NBCC has endured extraordinary challenges these past few years. From the North Bay wild fires to PSP shut downs, and now the pandemic — we have been there to ensure that children of our essential workers are cared for in a safe, nurturing environment so that their parents can respond to the crisis at hand.

The unprecedented impact COVID-19 has had on our education system further highlights the inequities our low-income families face every day. Inequities in education, technology, health care, job flexibility, -- and child care. It is estimated that we have lost more than 60% of our nation's licensed child care capacity leaving millions of working parents stranded. Sadly, that number will go up as this crisis continues. According to a survey conducted by the Marin Child Care Council in March 2021, child care centers in Marin reported a 40% reduction in child care slots during the pandemic.

In addition, doctors and clinics nationwide are reporting an alarming increase in childhood obesity linked to the pandemic. This is due to a lack of outdoor physical activity, limited access to healthy foods, family stress, and isolation.

As an essential service provider, NBCC has been there as a safety-net providing child care since the

March 2020 shelter-in-place began. NBCC's locations are open to help meet the child care needs of parents who are desperate to get back to work. We have been able to keep our doors open thanks to government subsidies, the PPP loan, and generous support from the community.

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

Children, Youth and Parent Services

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

At North Bay Children's 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 and safety net services align with the public service project priorities for children, youth, and parent services which targets low-income families and address the disparities in access to early childhood education, the high costs of childcare county wide, and family self-sufficiency.

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)

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

Child care scholarships for 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.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (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.

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.

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.)

	Number
Moderate Income	2
Low Income	2
Very Low Income	8
Extremely Low Income	152

Total Number of Persons by Income Demographic

164

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 verifies client income using the following process.

- A. Family Selection for Enrollment (Waitlist)
 - 1. NBCC maintains and updates the waitlist with income eligible applicants. Waitlist must contain Source, Date added to List, Child's name, Parent's name, child's birthdate, Phone #, Family Size, Income, Pre-Qualified for Subsidy, Full Fee, and/or Scholarship and Rank per Income Ranking Table. (extra information columns are a nice to have)
 - 2. NBCC follows the CDE Management Bulletin 18-07 which contains 2018-2019 Income Ranking Table.xlsx at the bottom of the bulletin.

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

3. Enter the information per the screenshot below:

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, 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. 4year olds
- c. 3year 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 Certification or (85 % SMI) for Recertification tables.

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

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native		
Asian	9	0
Black or African American	7	0
Native Hawaiian or Other Pacific Islander		
White	148	122
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		

	Total Number of Persons	Number Identifying as Hispanic
Multi-Racial		

Total Number of Persons

164

Total Number Identifying as Hispanic

122

Female-Headed Households (out of above total)

65

Persons with Disabilities (out of above total)

15

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

For more than 33 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:

- 20-21 Project: Funded \$10,025 to support child care scholarships for 6 Novato children
- 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

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

From July 1, 2020 to June 30, 2021 child care scholarships were given to 6 students with 17 associated family members that reside in Novato and are within the CDBG 2020 Income Limits for Marin County ranging from Extremely Low to Very Low income This scholarship allowed for children to have access to childcare during the fiscal year 2020-2021. Due to the Covid-19 pandemic our actual numbers resulted lower then our stated goal due to limited capacity in our classrooms per the restrictions from Public Health and Community Care Licensing (CCL). Because of this a balance of \$4,975 in approved funding for the fiscal year end 06/30/2021 is remaining. NBCC requested in its report dated July 8, 2021 using the remaining balance during fiscal year 2021-2022.

In addition, on July 30, 2021 NBCC received Conditional Approval from CDBG of 2021-2022 in funding for Child care scholarships in the amount of \$15,441. Following approval of the prior year’s final invoice and reporting updates, NBCC would request these funds be made available for reimbursement during 2022.

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 33 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.

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 Director of Finance and Administration, VP of Programs, and Marin Area Director 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 14 years.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

November 5, 2021 Business Director Nella Ruffinelli resigned her position at NBCC to start a new role at the Marin County Office of Education. NBCC welcomed Director of Finance and Administration, Eva Kirsch on November 29, 2021.

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)

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

 2022 - 2024 NBCC Public Service Project Bud...

Attach Organization Budget

 fye 06.30.22 Exec Budget Summary.pdf

Attach Dynamic Flood Map

 FIRMETTE_f559b66e-c0d1-429c-972e-5e97...

Signer Name

Susan Gilmore

Signer Title

President and CEO

Signer Affirmation

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

Public Services Project Budget Template

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

Date: 01/24/22

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):				
<i>(Add rows)</i>				
Subtotal, Committed Income		\$ -	\$ -	\$ -
<u>Uncommitted</u>				
Federal Grants Request	\$ 20,000.00			
Other Foundations:				
<i>(Add rows to list other Foundations)</i>				
Government:				
State Contracts		\$ 2,427,633.00		
Childcare Food Program		\$ 68,400.00		
<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	\$ 2,476,033.00	\$ -	\$ 2,496,033.00

Other:							
Earned Income:							
Family Fees		\$	255,540.00				
<i>(Add rows)</i>							
Subtotal, Earned Income		\$	255,540.00	\$	-		
Grand Total Income	\$	20,000.00	\$	2,731,573.00	\$	-	
					\$	255,540.00	
						\$	2,751,573.00

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__)		\$ 49,280.00		
Program Director (% FTE: _26__)		\$ 39,270.00		
Teaching Staff	\$ 15,603.00	\$ 1,982,162.60		
Benefits (@ %: __1.2__)	\$ 954.89	\$ 99,542.29		
Subtotal Salaries and Benefits	\$ 16,557.89	\$ 2,170,254.89	\$ -	\$ 2,186,812.78
Contracted Services				
Professional Fees				
Project Consultant				
(Add rows to list other contracted expenses)				
Subtotal Contracted Services	\$ -	\$ -	\$ -	\$ -
Direct Project Related Expenses				
Rent	\$ 112.93	\$ 126,329.93		
Utilities	\$ 237.98	\$ 26,678.98		
Supplies	\$ 1,860.17	\$ 236,323.17		
Equipment	\$ 90.50	\$ 4,590.50		
Travel	\$ 20.48	\$ 2,295.48		
Professional Development	\$ 280.89	\$ 31,490.89		
Marketing	\$ 23.94	\$ 2,683.94		
Janitorial	\$ 759.52	\$ 85,150.52		
Liability Insurance, Licenseing Fees, Taxes	\$ 55.71	\$ 6,245.71		
Depreciation	\$ 1.00	\$ 39,529.00		
Subtotal, Direct Project Related Expenses	\$ 3,442.11	\$ 561,318.11	\$ -	\$ 564,760.22
Indirect Expense (specify % in column A below)				
				\$ -
Fiscal Sponsorship Fee (specify % in column A below)				
				\$ -
Grand Total All Expenses	\$ 20,000.00	\$ 2,731,573.00	\$ -	\$ 2,751,573.00

NORTHBAY CHILDREN'S CENTER
FYE 6/30/22 Budget Approved Budget
Executive Summary

Income

Parent Fees	295,540
CDE Contracts	6,694,674
Food Program	68,400
Grants	391,000
Contributions	0
Events	405,000
Other Income	0
	<hr/>

Total Income \$ 7,854,614

Expense

Personnel	\$ 6,176,610
Curriculum Supplies	453,944
Staff Training	89,515
Services/Other Operating	560,233
Fundraising	127,130
Misc [Interest/Bank Fees]	121,060
Facility Repairs/Contingency	131,992
	<hr/>

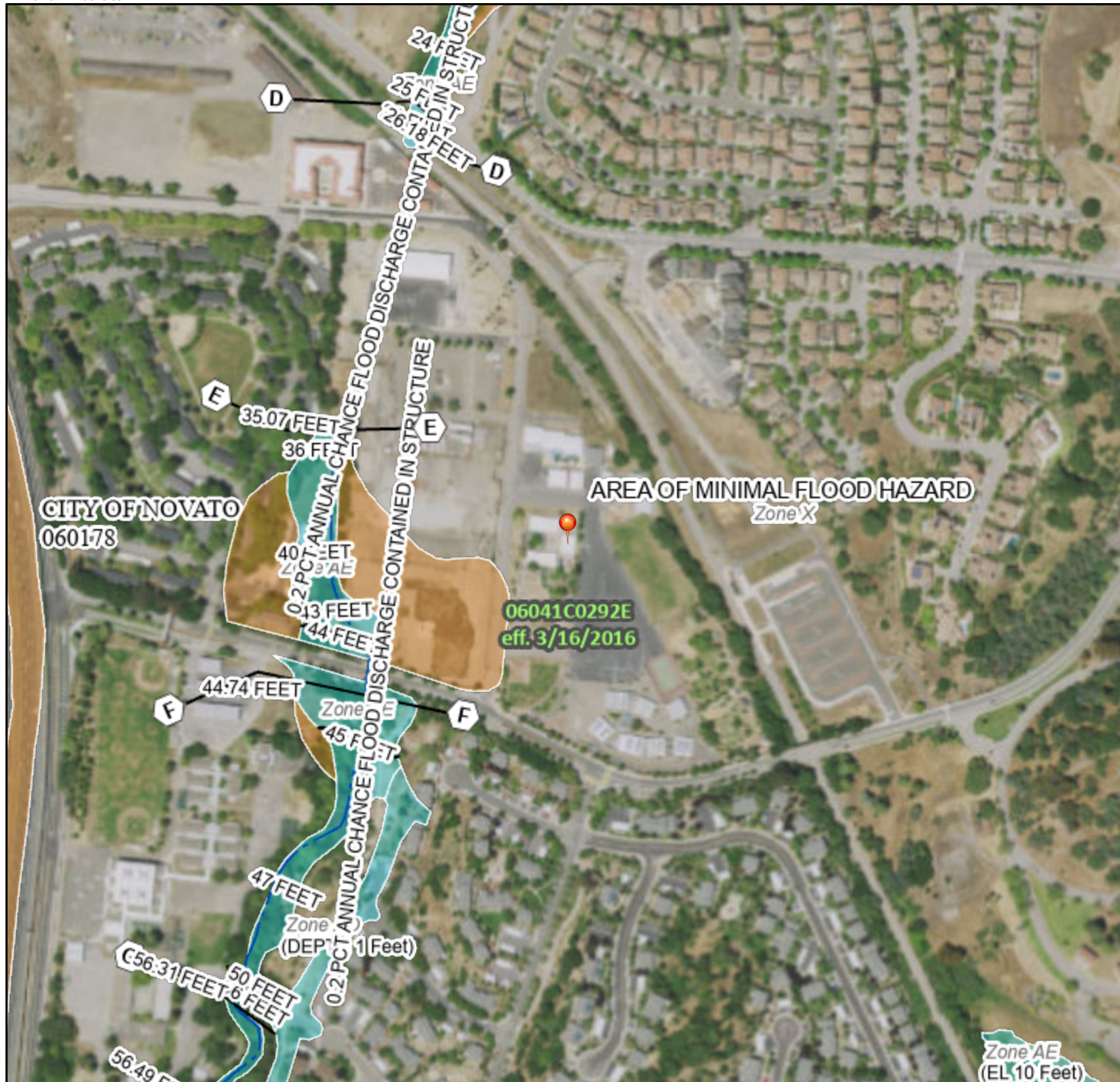
Total Operating Expense \$ 7,660,484

Net Income/Loss \$ 194,130

National Flood Hazard Layer FIRMMette



122°31'51"W 38°3'39"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS	Without Base Flood Elevation (BFE) Zone A, V, A99	With BFE or Depth Zone AE, AO, AH, VE, AR	Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD	0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X	Future Conditions 1% Annual Chance Flood Hazard Zone X	Area with Reduced Flood Risk due to Levee. See Notes. Zone X	Area with Flood Risk due to Levee Zone D

OTHER AREAS	NO SCREEN Area of Minimal Flood Hazard Zone X	Effective LOMRs	Area of Undetermined Flood Hazard Zone D

GENERAL STRUCTURES	Channel, Culvert, or Storm Sewer	Levee, Dike, or Floodwall

OTHER FEATURES	20.2 17.5 Cross Sections with 1% Annual Chance Water Surface Elevation	Coastal Transect	Base Flood Elevation Line (BFE)	Limit of Study	Jurisdiction Boundary	Coastal Transect Baseline	Profile Baseline	Hydrographic Feature

MAP PANELS	Digital Data Available	No Digital Data Available	Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/18/2022 at 8:50 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

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

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

North Marin Community Services

Mailing Address

680 Wilson Avenue
Novato, California, 94947

Website

www.northmarincs.org

Organization DUNS#

118178391

Executive Director/CEO

Cheryl Paddack

Email Address

cpaddack@northmarincs.org

Phone Number

(415) 892-1643

Project General Information

Program/Project Name

NMCS Teacher Workforce Stabilization

Program/Project Site Address

680 Wilson Avenue
Novato, California, 94947

CDBG Year 1 Funding Amount Requested

20000

CDBG Year 2 Funding Amount Requested

20000

Application Contact Person

Cheryl Paddack

Title of Contact Person

CEO

Email Address

cpaddack@northmarincs.org

Phone Number

(415) 892-1643

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

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.

	% of Services Provided
Novato	100
San Rafael	0
County Other	0

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

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

North Marin Community Services (NMCS) provides trauma informed, integrated and culturally appropriate services annually to 11,174 people in need. Our person-centered approach to care offers individuals a chance to achieve a better quality of life. NMCS evolved as a 501(c)(3) on January 1, 2018 through a merger between the Novato Youth Center and Novato Human Needs Center. As the anchor human services nonprofit organization serving North Marin, our multi-service organization is called upon to address health disparities for children, adults, families, seniors and immigrants. 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 team of 378 (63 staff members and 315 volunteers) work to deliver the following programs: 1 Child Development for youth ages 3-14 years (165 served); 2. Case Management (7,579); 3. Mental Health & Wellness (1,853); 4. Latinx Services (1,577). We are proud that over half of our staff members are bilingual, enabling us to serve a culturally and socio-economically diverse mix of families in a manner that integrates and unites our community. In 2020-21, our diverse clientele’s ethnicity included: 80% Latinx, 11% White 3% Black, 2% Asian/Pacific Islander, 1% Native American, 3% multi-racial/other. The majority of those we serve are from extremely and very low-income families. For example, the median income of Novato households (\$101,342 in 2019) is \$82,142 higher than the median income (\$19,200 in 2020) for households participating in our safety net case management programs.

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.)

As one of the largest licensed childcare centers in Marin County, NMCS offers year-round childcare and currently serves 101 youth, ages 24-months to 14-years, 57% of whom are from low to extremely low-income households and receive childcare scholarships. This project will ensure that NMCS can stabilize its teacher workforce so that low-income working families can remain in essential jobs, and children can receive high quality care. This project would ensure NMCS can maintain consistency for children in low income working families by providing competitive wages and benefits for three key staff positions, ECE Assistant Manager, School Age Assistant Manager and Middle School Head Teacher. If granted, NMCS can ensure our childcare remains affordable in Marin where 35% of families cannot afford basic living expenses. Childcare is the second highest cost in the family home (next to housing) and is an essential safety net service that allows parents to work or continue their education (CA Budget & Policy Center).

Prior to the pandemic, the SEQUAL study of 131 childcare centers in Marin noted a turnover rate of 26% amongst teachers in CSPP programs (Center for the Study of Child Care Employment). As a result of the pandemic, 78% of open childcare centers have fewer staff than before pandemic (CA COVID-19 Impact Study). Staff stability is linked to overall program quality as it allows for continuity of care and the solidifying of important attachment relationships. Allocating CDBG funds to NMCS teacher workforce stabilization helps with teacher retention for our School Age and ECE Assistant Managers who work directly with children and families and support and supervise program staff, and our Middle School Head Teacher. The ECE Assistant Manager is also responsible for planning and implementing a Developmental Playgroup for children and families in the community who do not have access to childcare. The School Age Assistant Manager and Middle School Head Teacher provide after-school care, enrichment activities, homework/academic support, and student and parent workshops.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

During the COVID-19 pandemic, NMCS stepped up to serve as the lead of the Novato Community Response Team in partnership with the County of Marin, public and private partners. Given Marin County experienced the largest disparity by race in the Bay Area, our outreach efforts focused on ensuring communities of color had access to COVID testing and vaccinations. With a focus on serving people in need, it is noteworthy that in 2020-21 NMCS served 89% people of color (11% White), which is a vast contrast to the ethnicity demographics for the City of Novato (62,000 residents; 65% white, 35% people of color). As the largest safety net provider in North Marin, we have experienced a dramatic increase in demand for services by the Latinx community and people of color, with majority from extremely and very low-income households (98.6%).

During the pandemic, all NMCS services have remained open to children and families, either on-site or hybrid. All Child Development families were and will continue to be prioritized and receive access to regular COVID testing and vaccination clinic information in English and Spanish. Within the Child Development industry overall, COVID-19 has potentially caused a widening achievement gap for students who experienced learning loss during the pandemic. Studies show that children with special needs, children of color and those experiencing poverty and trauma are most impacted by school closures, which magnify existent educational disparities (Dorn, Hancock, Sarakatsannis, and Viruleg, 2020; Singh, Roy, Sinha, Parveen, Sharma, and Joshi, 2020). Our teachers continue to provide academic support, as well as support across all developmental domains, in order to lessen the opportunity gap exacerbated by the pandemic. Additionally, students are dealing with the lasting impacts of social distancing as COVID-19 led to potential disruption in attachment relationships and social connections. These are crucial to young children's social-emotional well-being and help lay the foundation for early learning and academic success. Our educators continue to provide consistent, responsive care, including access not only to childcare, but to educational and mental health support and nutritious

food. They act in caregiving capacities that help to ease the emotional and academic impacts of COVID-19 on children and families in our community.

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

Children, Youth and Parent Services

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

NMCS Teacher Workforce Stabilization projects aligns with CDBG priorities in the following ways: Our ECE Assistant Manager leads a developmental playgroup for children from low-income families who qualify for but are not yet receiving access to subsidized childcare. This playgroup is led weekly in a hybrid format, involving both virtual and in-person sessions at a local park. Children and families are provided with a variety of developmentally appropriate materials to engage in activities and enhance skill-building across all developmental domains. All of our teachers work with children receiving childcare scholarships; retaining those teachers through this project allows us to continue providing consistent care and maintaining significant attachment relationships between teachers and children, which we know serve as a foundation for learning and success. Each of these 3 positions participates in parent engagement in training. The ECE Assistant Manager assists in facilitating a quarterly Parent Advisory Committee, conducts parent-teacher conferences twice a year, and provides weekly journals for preschool families about their child's learning and development. The Middle School Head Teacher hosts parent workshops around a number of topics, including digital citizenship (social media, cyberbullying, mental health, and other topics) and A-G college requirements. All children receiving childcare scholarships, as well as those in the developmental playgroup, also receive case management services and are screened for basic needs support.

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

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

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

Our project benefits members of protected classes, as virtually all participants have minor children in the home. Additionally, the far majority of participants belong to a racial group that has been subject to a legacy of discrimination, many are immigrants, and some 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.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

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 with known congregation

members of color (Novato list developed as part of COVID response efforts). We also continue to ensure that our services are culturally appropriate and effective; we are in the sixth year of implementing our agency-wide cultural competency and equity plan that includes, among many things, at least two cultural competency trainings annually for all staff.

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.)

	Number
Moderate Income	8
Low Income	7
Very Low Income	22
Extremely Low Income	42

Total Number of Persons by Income Demographic

79

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.)

All families seeking funding assistance, for childcare, through the CDBG funding must meet with Alicia Yopez, 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 parent certification of income if no record of employment; 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 every two years for every family who is awarded the funding.

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

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native	41	41
Asian	4	
Black or African American	2	1
Native Hawaiian or Other Pacific Islander		
White	28	15
American Indian and White		
Asian and White		
Black and White		

	Total Number of Persons	Number Identifying as Hispanic
American Indian and Black		
Multi-Racial	4	

Total Number of Persons

79

Total Number Identifying as Hispanic

57

Female-Headed Households (out of above total)

35

Persons with Disabilities (out of above total)

0

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

NMCS has received CDBG Public Service funding for childcare scholarships from July 1, 2018 through June 30, 2022. Previous CDBG received through Novato Youth Center prior to our merger and name change. For the 20-21 and 21-22 year, the \$15,000 in CDBG funds were allocated to childcare staff salaries.

Past/current CDBG funding allowed us to provide affordable, quality childcare to low-income families of protected classes to remain in the workforce so they are either stable or upwardly mobile. Very low- and extremely low-income families often have access to state subsidized care, 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 programs ensure that preschool students increase in all eight of their developmental domains; school age students increase their social and emotional development skills and identify career pathways; middle schoolers are 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 graduate college. 100% of the families served reported that they gained new skills/knowledge to better support their children.

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 funding will be expended by June 30, 2022.

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

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

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

Emily Bugos, NMCS' Child Development Program Manager, oversees the childcare program. Emily has 13 years experience in early childhood education programs and 5 years of experiencing supervising

child development staff. She oversees projects and grants related to NMCS' Child Development Program and Developmental Playgroup. She consults for Early Care Educators of San Francisco as a lead planner and facilitator of their ongoing teacher focus group project. She has experience around workforce development and support, with particular focus around early education workforce wages. For CDBG and all scholarships, NMCS Case Manager Alicia Yepez income-qualifies families through a family certification interview using the CDBG income limits as described in question 11. Angelina Susmani, NMCS' Child Development Program Assistant Manager, provides administrative assistance on contracts and grants, tracking scholarship expenditures and supports Emily in submitting CDBG quarterly reports. NMCS' Finance Office uses both Excel and Abila MIP Fund Accounting software in support of the financial tracking and reporting.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

No transitions. The organization's management team is very stable, with a 13-year working relationship for CEO/CFO.

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

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

n/a

For HOME projects: Describe your project's ability to pencil out with HOME Low Rents. (Limit to 3000 characters.)

n/a

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)

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 2022-223.xlsx

Attach Organization Budget

 NMCS Mid-Year 2021-2022 Org Budget.pdf

Attach Miscellaneous

 NMCS Annual Report 2020-21.pdf

Signer Name

Cheryl Paddack

Signer Title

CEO

Signer Affirmation

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

Child Development Program Project Budget: Annual Budget 2022-23

Organization Name: North Marin Community Services

Project Title: Childcare Scholarships

Date: 01/24/22

INCOME:	Federal Grants Request	Other Funding Sources	In Kind
<u>Committed</u>			
No funding is committed yet, as it is still early in 2022-2023			
<u>Uncommitted</u>			
Federal Grants Request	20,000.00		
Foundations:			
Duckworth/Dixon Family Fund		39,000.00	
Medronic		6,000.00	
Brayton Purcell		4,700.00	
Marin Charitable		4,000.00	
Crescent Porter Hale Foundation		41,695.00	
MCOE QRIS		9,953.00	
Other foundation		20,000.00	
Government:			
CA Dept Of Ed-Childcare Contract		304,941.00	
CA Dept Of Ed-Food Program Contract		36,000.00	
Corporations:			
Umpqua		3,500.00	
Bank of Marin		5,000.00	
Rotary Club		2,000.00	
Marin Childcare Council		20,000.00	
Bradley Electric		10,000.00	
Biomarin		5,000.00	
Albertsons		5,000.00	
Individual Contributions:		85,790.00	
Earned Income:			
Program fees		677,021.00	
Enrollment Fees		5,180.00	
Other (specify):			
Fundraising Events		57,243.00	
Subtotal, Uncommitted Income	20,000.00	1,342,023.00	-
Grand Total Income	20,000.00	1,342,023.00	-

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind
Personnel Expenses			
Staff salaries	20,000.00	894,987.00	
Benefits (@ %)		224,345.00	
Subtotal Salaries and Benefits	20,000.00	1,119,332.00	-
Contracted Services			
Professional Fees		20,778.00	
Project Consultant			
<i>(Add rows to list other contracted expenses)</i>			
Subtotal Contracted Services	-	20,778.00	-
Direct Project Related Expenses			
Rent		4,701.00	
Utilities		15,468.00	
Supplies		66,236.00	
Equipment		5,257.00	
Travel/Van transportation to/from schools		27,032.00	
Professional Development		7,815.00	
Marketing and advertising		1,550.00	
Postage & Printing		5,138.00	
Property Tax/Repairs & Maintenance		29,403.00	
Insurance		21,636.00	
Other: Bad Debt expense; Contract Fees; Permit & License Renewal Fees		17,677.00	
Subtotal, Direct Project Related Expenses	-	201,913.00	-
Indirect Expense (specify % in column A below)			
Fiscal Sponsorship Fee (specify % in column A below)			
Grand Total All Expenses	20,000.00	1,342,023.00	-

North Marin Community Services
Fiscal year July 1, 2021-June 30, 2022
Agency Operating Budget



FY22

Revenue

Program Fees, tuition	\$762,251	12.5%
Foundation grants	\$2,504,867	41.1%
Government grants and contracts	\$2,058,345	33.7%
Individuals	\$517,372	8.5%
Business, Service Clubs	\$229,050	3.8%
Special Events	\$25,000	0.4%
Misc funding: rental income; interest income	\$3,750	0.1%
	<u>\$6,100,635</u>	100%

Expenses

Salaries/Wages	\$3,642,016	59.7%
Taxes and benefits	\$821,530	13.5%
Building Costs, Utilities, Overhead	\$190,377	3.1%
Insurance	\$69,970	1.1%
Postage/Shipping, Print/Copying, Marketing, Advertising	\$41,867	0.7%
Supplies	\$203,200	3.3%
Travel & Transportation	\$37,939	0.6%
Professional Development	\$32,491	0.5%
Professional Services (Clinical Supervisors, evaluation and marketing consultants, janitorial)	\$391,599	6.4%
Other Expenditures (admin, rental assistance & other programs, bank fees, misc)	\$668,743	11.0%
	<u>\$6,099,732</u>	100%

Deficit to be fundraised for

903.48

Fundraising/Admin Costs (gross)

20%



Life-Changing Impacts



NORTH MARIN COMMUNITY SERVICES

2020-2021 Annual Report



About Us

North Marin Community Services provides life-changing, comprehensive services to people in need in North Marin. This spring we will celebrate our 50th year in the community.

Mission

Our mission is to empower youth, adults and families in our diverse community to achieve well-being, growth and success.

Vision

We envision a strong community with opportunities for all.



Board of Directors

President, Rick van Adelsberg

Vice-President, Jim Correa

Treasurer, Uday Wagle

Secretary, Kate Shilvock

Nikki Collins

Jim Duckworth

Karen Dillon Gifford

Cathy Janigian

Cris Jones

Alberto Lopez

Rafelina Maglio

Aileen McGoldrick

Alejandro Menacho Molina, San Marin High

Isaac Munene

Karen Smail Poksay

Karen Robertson Strain

Rosa Velasquez, Novato High School

Chief Executive Officer, Cheryl Paddack



In your neighborhood

Our programs are available at:

- 680 Wilson Ave. Center
- 1907 Novato Blvd. Center
- Novato Teen Clinic at 6090 Redwood Blvd. (in partnership with Marin Community Clinics)
- On Novato Unified School District campuses and in the community

A Challenging and Rewarding Year

To Our Caring and Compassionate Supporters,

This has been a challenging and rewarding year for communities locally, nationally and globally. In North Marin, your tremendous support helped elevate the mission of North Marin Community Services (NMCS) and allowed us to quickly expand to be there for 11,000 people in need this year.

Life-changing events — illnesses, job losses, relocations, divorce, domestic abuse and the passing of loved ones — happened for thousands of people. To navigate these stressful life events, people turned to NMCS for help with rent and housing, finances, food, childcare and mental health support for depression, anxiety and feelings of hopelessness.

Fortunately, with your partnership, our team of 378 (63 staff members and 315 volunteers) was strategically positioned and ready to provide trauma informed, integrated and culturally appropriate services. Our 2020-21 Annual Report describes how impactful and life-changing our four program areas have been.

- Case Management (7,579 served)
- Mental Health and Wellness (1,853 served)
- Latinx Services (1,577 served)
- Child Development (165 served)

As the anchor safety-net provider in North Marin, we experienced a dramatic increase in the demand for our services from communities of color, underserved individuals and families adversely affected by traumatic childhood and life experiences. Our approach also includes correcting systems of inequity; when all people receive fair treatment and access to education, housing, employment and health care, we all succeed.

This year, our advocacy will focus on reducing poverty, basic needs access (rental assistance, food and childcare), preparing for public health and disaster response, voter registration, guaranteed income programs, and income tax credits. As an employer, we are committed to hiring and retaining experienced staff, offering an inclusive workplace to attract bilingual, bicultural staff, offering ongoing professional development and competitive wages and benefits. We are proud this year to have been named one of the North Bay Business Journal's Best Places to Work.

There are thousands of participant successes this year. For example, Angel, who did not join a gang and instead now aspires to go to UC Berkeley and Tiffany, who moved from living in a shelter to finding full employment, getting out of debt, and purchasing her first home (read these stories and more on pages 6 and 7). Throughout our 49 years, we have supported 100,000+ people, and this spring we will celebrate 50 years of service. We are all stewards of this grassroots anti-poverty nonprofit, which was originally founded by our caring community through the Novato Youth Center and Novato Human Needs Center.

Whether you are a long-time supporter, a founding board member, or have recently joined us, thank you for your generosity. You fuel this work and together we are creating a stronger community with opportunities for all.

In gratitude,



Cheryl Paddack
Chief Executive Officer



Rick van Adelsberg
Board President



Programs That Make a

Case Management • 7,579 participants

Providing comprehensive safety net services for vulnerable families and adults that help people work towards greater self-sufficiency.

1) Community Support Services include: basic needs support (rental assistance, food pantry, holiday share, employment services, financial literacy), case management, parenting education, and life skills training; 2) Intensive Care Coordination to help strengthen the health and wellness for North Marin's low-income residents and connect people to resources. Programs include: Amigos de la Familia, Thriving Families Initiative, School Works Initiative (prevention services for underserved students 4th-8th grade).

- Rental assistance prevented homelessness for 1,098 low-income seniors, adults and children (\$754,659 distributed)
- Food pantry prevented hunger and food insecurity for 5,079 people (1,464 households)



Mental Health and Wellness 1,853 participants

Promoting health, wellness and resiliency for individuals, groups and families. Programs include: Community and School-based Mental Health Services; Mental Health clinical training and supervision; and the Novato Teen Clinic, which offers no-cost reproductive and behavioral health services for youth ages 12-25.





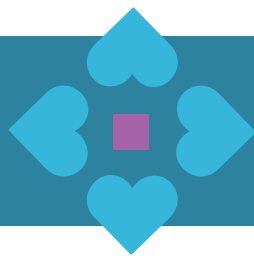
Latinx Services 1,577 participants

Providing leadership development, skill building, workshops and connection to health resources for the Latinx community through a Promotores/community health worker model. In addition, we support Newcomer students in fostering a sense of community and connection through assessment, outreach and engagement.



Child Development • 165 participants

Offering Early Childhood Education and School Age enrichment programs that support the developmental growth of children ages 2 to 14 years old, while assisting parents/guardians in the workforce through childcare scholarships and affordable fees. An inclusive and safe environment, including skill building, academic support, healthy food, and mindfulness practices. After-school/summer programs for youth K-8th grade to strengthen foundational academic practices, foster resiliency, and increase social-emotional skills and motivation, including for those who have experienced trauma or have high needs, so that each child can be successful. Developmental Playgroup for ages 2-5 years and their parent/guardian through virtual learning experience or local park meet-ups.



Life-Changing



Angel

"I'm proud of who I have become because of the support that School Works Initiative has given me. Now I wake up every day with confidence and motivation to tell myself that I can do this. I can and will accomplish my goals and go to UC Berkeley." Angel

Angel was fourteen years old when he was referred to NMCS' new School Works Initiative Program by his school's Vice Principal. Angel was trying to distance himself from a group of youth that were gang affiliated. Through this new NMCS program, Angel was connected to a specialty youth case manager and began to work with one of our mental health counselors weekly. His parents received parenting coaching and support from Isaura Resendiz, NMCS Intensive Care Coordination Manager. Through these integrated services, Angel and his family have a stronger relationship and Angel has developed new coping strategies, new friends, and his grades have improved. We also connected him to other partners including 10,000 Degrees. Angel now has a plan for college and a new path to take!



Patricia

Patricia and her husband both work and have three children. When Patricia was laid off from her job in a restaurant, the family could not make ends meet. They turned to NMCS for help with emergency financial assistance and food. Patricia's case manager, Ana Rivera, provided the couple with tools to move from financial insecurity and debt to

financial security. Patricia is now employed, has a savings account for their children's future education, and aspires to be a chef.



Tiffany

"I came from domestic violence. Me and my son tried to get away, moving from shelter to shelter just trying to make it... If it weren't for NMCS there would be no Christmas...so grateful for Isaura, the donors and the support!" Tiffany

NMCS Intensive Care Coordination Manager, Isaura Resendiz, enrolled Tiffany in our Thriving Family Initiative (TFI) program, which is a longer-term program that builds self-sufficiency. Through TFI and the help of community partners, Tiffany found housing, employment, got out of debt and became fully self-sufficient. Tiffany is now a family advocate for the Center for Domestic Peace and recently purchased her first home.



Maria

NMCS' emergency financial assistance was "a Godsend."

Maria fled her home with her four children, who ranged from newborn to 17 years old. Children and Family Services referred Maria to NMCS' Intensive Care Coordination Case Manager, Ana Rivera. Ana connected Maria to Welcoming Home, who furnished her apartment. Maria was struggling financially and we provided her with two emergency distributions of

\$500 dollars and connected her to CalFresh for food. Ana recently connected Maria to Lawyers at the Library and Bay Area Legal Aid so that she can begin securing a divorce and receive child support. Maria is out of crisis, but her journey continues as she aims to return to school to gain skills and support her family. She is proud that her oldest child was just accepted to Marin Academy and received a full scholarship.

Participant Demographics

Known demographics, duplicated count for participants who used multiple programs.

80% Latinx • **11%** White • **3%** Black

Impacts



Sylvia

"When I met Isaura (NMCS' Intensive Care Coordination Manager) she immediately became an advocate for my son and I, as well as very passionate about helping. She made it her duty to make sure my son and I had what we needed to feel safe and empowered to get through a low time in my life. I was battered emotionally and physically. I had no place to live ...

Through the sacrifice and efforts of our community in Marin county I was able to maneuver and take courage and find God...I find it valuable to be rooted in my faith to forgive and the courage to change any situation that tries to take my life. As well as help others along the way." Sylvia

Isaura supported Sylvia throughout her journey and connected Sylvia to needed emergency housing and financial assistance and to our Holiday Share Program and emergency rental assistance when she lost her job due to the pandemic.

Support for Teens

A high school student, Janelle (name changed) called the Novato Teen Clinic to ask for a reproductive health appointment. During the intake process, Janelle confided that she had thoughts of suicide, and had made a suicide attempt that she had not disclosed to anyone. Our Teen Clinic staff immediately developed a Care and Safety Plan with Janelle and her mother. Janelle began weekly therapy and art activities that helped increase her sense of self-esteem. Thanks to timely and comprehensive support, Janelle reports feeling happier and more confident.



Peavler Family

"COVID hit half way through our son's 1st grade year. The months that followed were some of the worst emotionally and academically. It was also the most emotionally taxing time for us as parents, trying to work and teach, and losing our jobs at different points.

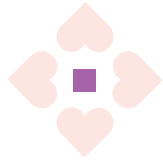


Our saving grace was when NMCS' Child Development Program opened back up. We will be eternally grateful that both our boys were able to go back. It meant so much for their

mental health. It provided a sense of normalcy and routine. It enabled our son to have the "school" structure he needed in order to have any kind of academic progress at all.

We are two working parents and for years I had long commutes. It was peace of mind knowing my children were incredibly well cared for and the staff at NMCS has my eternal gratitude."

2% Asian/Pacific Islander • **1%** Native American • **3%** multiracial/other



Award-Winning Work



Recent Recognitions

- 2021 North Bay Business Journal's Best Places to Work
- 2021 Look Who's Getting It Done Award, presented by District 5 Supervisor Judy Arnold
- 2021 Jefferson Silver Award to Cheryl Paddack, CEO, presented by KPIX and Multiplying Good
- 2021 Community Pandemic Assistance Award to Lead Food Pantry Volunteer, Cindy Stern
- 2020 Outstanding Child Abuse Prevention Award from The Marin Child Abuse Prevention Council
- 2020 Marin Quality Counts Consortia's Mastering High Quality Standards to Early Child Development Program (4 years, since 2017)
- 2019 North Bay Business Journal's CFO Recognition Award to Vanshika Nachnani

Management Team



Administration, Finance and Development

Chief Executive Officer, Cheryl Paddack; Chief Financial Officer, Vanshika Nachnani; Development Director, Stephanie Williams; Director of Operations, Paul Russell; HR Generalist, Alaine Kalder

Wellness Programs

Director of Wellness Programs, Alaina Cantor; Wellness Program Manager, Chelsea Fenton; Community Support Services Manager, Liliana Palu; Intensive Care Coordination Manager, Isaura Resendiz

Latinx Services

Director of Latinx Services, Berta Campos-Anicetti

Child Development Programs

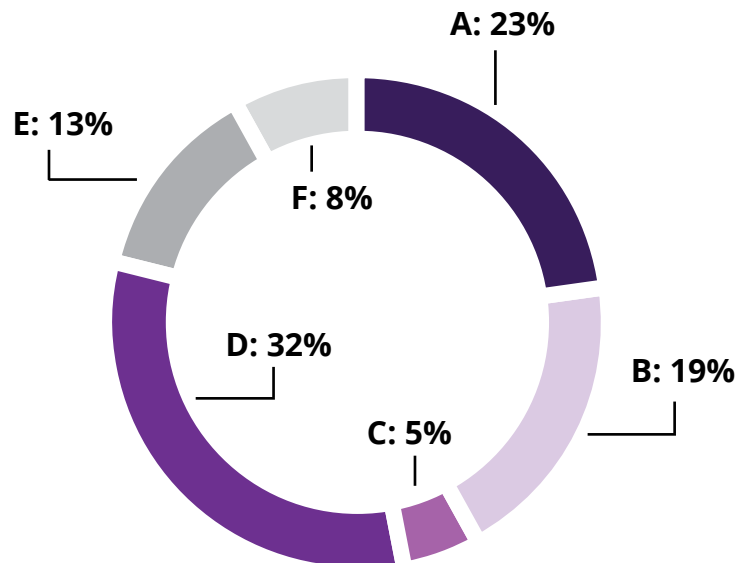
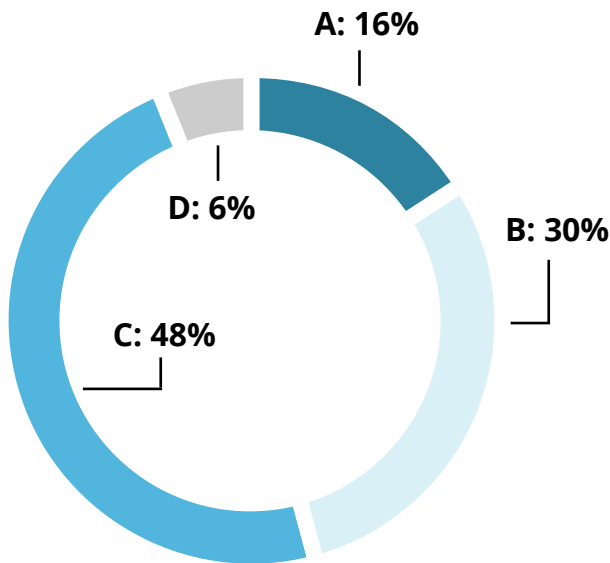
Program Manager, Emily Bugos; Assistant Manager, Angelina Susmani; Early Childhood Education Assistant Manager, Michelle Keane; School Age Assistant Manager, Anne Varner

A Model for Transparency

Financials

Fiscal Year 2021/22 Operating Budget:

\$5,385,993



INCOME

- A: 16%** Program Fees
- B: 30%** Government Grants & Contracts
- C: 48%** Foundation Grants/Individual Donor-Advised Funds
- D: 6%** Community & Other Funding

EXPENSES

- A: 23%** Child Development
- B: 19%** Mental Health & Wellness
- C: 5%** Latinx Services
- D: 32%** Case Management, Health & Safety
- E: 13%** Admin & Facilities
- F: 8%** Fundraising



Our Caring

Impact Circle

\$100,000+

California Department of Education
City of Novato
County of Marin
Crescent Porter Hale Foundation
Ginnie and Peter E. Haas Jr.
HCA Family Fund
Marin Community Foundation



Leadership Circle

\$50,000-99,999

Bob Brown and Angela Streheli
Dean and Michele Moser
Duckworth-Dixon Charitable Fund
Gruber Family Foundation
Margaret E. Haas
Sandro and Jeannie Sangiacomo
Together Toward Health, a program of the
Public Health Institute

\$10,000-49,999

A.O. Dragge Foundation
Anonymous Donors (3)
Bank of Marin
Beso Bistro LLC
Donald O. & Ronald R. Collins Fund
Elizabeth and Martin Sleath
First 5 Marin Children and Families Commission
Fullerton Family Foundation
Gary and Toni Bramon
George and Virginia Jurkovich
George H. Sandy Foundation
Greg Beyer and Bridgit Lappin
Jeffrey and Kathy Johnson
Jonas Family Foundation
Kaiser Permanente Northern CA Community
Benefits Program
Kira and Bradley J. Haas
Leslie and Mike Murphy
Marin Health Medical Center
Presbyterian Church of Novato
Rotary Club of Ignacio
Scott MacLeod and Linda Kislungbury
The Boris and Vera Bogart Foundation
The Isabel Allende Foundation
The Village Fund
Ultragenyx Pharmaceutical
W. Bradley Electric, Inc.
Walter & Elise Haas Fund
Wells Fargo Foundation

Heart of Community Circle

\$1,000-9,999

Alaina and Ian Cantor
Alan Brickman
Aleka Seville
All Bay Vehicle Donations
Allensby Charity Fund Trust
Amy Wright and Ed Batista
Ann and Andrew Mathieson
Anne Reed
Anonymous Donors (7)
Bay Builders, Inc
Bay City Capital Foundation
Ben and Kathy Kibbe
Betty Jo and David Rasmussen
BioMarin
Bonner-Ring Charitable Fund
Brayton Purcell LLP
California Family Resource Association
Cameron Coffey & Kaye Prof. Corp.
Carol Preisig
Carole Bennett

"NMCS has played a vital role in our community helping those who otherwise would fall through the cracks. It is important to us that this doesn't happen here. So we are happy to support you as much as we can."

Jeffrey and Nancy Amen

Catherine Skinner
Cecilia Brunner-Pierce
Cheryl and Mark Paddack
Cheryl Lind
Chevron Corporation
Chris Skinnell
Christopher and Sarah Kujawa
Col. William Cope
Denis Carrade
Diane and Scott Patterson
Dick and Fran O'Brien
Donald and Gail Schreuder
Dorothy and F. Robert Kuchem
Edward J. Boracchia Foundation
Edwin and Miriam Kaegi
Eleanor and Robert Thiel
Elfi and Charles Bakken
Eric and Karen Andresen
Eric and Marianna Nickel
Farhad Mansourian, remembering *Mariam Mansourian*
Francesca Bell
Frank and Lauren Puliafico
Front Porch Realty Group
George and Sheila Bertram
Ghirardo, CPA
Good Stuff Partners
Hanna and Adam Sicker
Hannah and Bryan Stitt

Harvest Market
Hein Family Fund for Marin
Hennessy Funds
Hobson/Lucas Family Foundation
Hugh and Elizabeth Fullerton Full Circle Fund
Isaac and Annie Munene
James Cleaves
Jami Davis
Jean Gunn
Jeanne and Patrick MacLeamy
Jeanne Dinkelspiel
Jeff Borders
Jeff Doar
Jeff Qvale
Jeffrey and Nancy Amen
Jennifer Goldfinger
Jennifer Thayer
Jennifer Vraney
Jerry and Shirley Etemadfar
Jim Henderson (Legacy Gift)
Joan Ciabattari
John Musser
John Sestak
Judith and Robert Harms
Karen Robertson Strain and Jim Strain
Kate and Matthew Shilvock
Katherine Dirkes
Kathrin Dellago and Doug Dossey
Kathy Dean/Dean Family Fund
Kent and Lisa Webber
Kuvara Law Firm
Laura and Peter Meier
Laurence and Mary Mazzotta
Lisa and George Bousquette
Lisa Cimarelli
Lorne and Susan Magnone
Lydia and Kevin O'Riordan
Marin Charitable
Marin Professional Women's Network
Mark and Mary Gire
Mary Lou Coyle
Medtronic Foundation
Michael Rosenthal, DDS and Raj Anand, DDS
Molly and James Roth
Nikki Collins
Novato Grove Druids #113
Novato Unified School District - Chapter 312 CSEA
Pamela Rand-Barzakov
Paul and Jenny Miller Family Fund
Paul Lopez
Rasmussen Construction
Rick and Gail van Adelsberg
Riezman Family Philanthropic Fund
Robert and Sheryl Perez
Robert Anderson and Lois Stevens
Robert Kuste
Robert Monsour
Roberta and Mark Hoffman
Roberto and Barbara Hernandez
Roberts-Hansen Gratitude Fund
Rotary Club of Novato
Rotary Club of Novato Sunrise
Rotasa Family Fund
Sel and Nancy Eddy
Sharon Ebner

Community

Heart of Community Circle

\$1,000-9,999, continued

Sidney Stern Memorial Trust
Soroptimist International-Novato
St. Francis of Assisi Episcopal Church
Stacey Kelly-Egide
Stephanie and Benjamin Williams
Steve and Michele Rempe
Sutter Instrument Company
Suzanne Lacey
Sylvia and Zachary Mastroyannakis
Teresa and Mitchell Nilsen
The Albertsons Companies Foundation
The Frankie Poulos Foundation
The Mathews Gilkerson Family Fund
The San Francisco Foundation
Uday and Sharmila Wagle
Umpqua Bank
Vanshika Nachnani and Mandeep Singh
Wambach Family Charitable Account
Wednesday's Gift
Westamerica Bank
William and Virginia Schultz
Zelia Fernandes and Brad Arnold

Guardian Circle

Donors that make monthly contributions

Aleka Seville
Anonymous Donors (3)
Betsy Guthrie
Carol and Rich Riboli
Chris Skinnell
Col. William Cope
Cristine and Brad Jones
Dean and Michele Moser
Diane Kelley
Doris and Paul Schnur
Eric and Karen Andresen
Eric and Marianna Nickel
Evelyn Thoma
HCA Family Fund

Jacob Darby
Jeff Borders
Jeffrey and Kathy Johnson
Jennifer Kilpatrick
Jon McDowell
Leland Yee
Leslie and Jeff Belingheri
Lighthouse Christian Church
Lynne Bannen
Mark Miller and Madeline Martin
Robin and Chris Diederich
Sharon Fertitta
Susan and Michael Alvarado
Terrence and Jeaneen Whistler
William Stephenson
Zelia Fernandes and Brad Arnold

Loyalty Circle

Individual & business donors that have given faithfully for 25+ years

Bill and Vicki McDill
Brayton Purcell LLP
Brian Brady
Charlotte and Dexter Shell
Col. William Cope
County of Marin
Dave and Lynn Durbin
Dean and Michele Moser
Gail Enos
Gary and Judi Joseph
Ginnie and Peter E. Haas Jr.
Jeanne and Patrick MacLeamy
Jeanne Dinkelspiel
Jennifer Goldfinger
Jenny Chingon
Joseph and Barbara Basso
Kathy and Larry Gondola
Kathy Dean/Dean Family Fund
Larry and Myra Aronson
Laurence and Mary Mazzotta
Marin Charitable
Marin Community Foundation
Mary Jane Burke
Rich and Edith Scarpa
Richard and Nancy Kuhn
Rotary Club of Novato
Sandy Williams, *remembering Brian Williams*
Shirley Sokolowski
Steve and Michele Rempe
The Frankie Poulos Foundation
Thomas Bales
Tommie and Svetlana Whitener
Veronica and Gary Reed
Vince and Gerri Chisholm
W. Bradley Electric, Inc.
Walter & Elise Haas Fund
Westamerica Bank
William and Virginia Schultz

"It is exciting to enhance the Diversity, Equity and Inclusion program started by the diligent staff at NMCS. It is to their credit that this pebble can be dropped in the pond to reverberate throughout the community for years to come. May this program contribute by leading us into a more peaceful and aware world."

Jennifer L Miller

In-Kind Donors

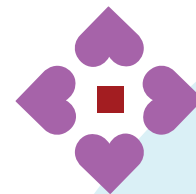
\$1,000+

Cagwin and Dorward
Candra Canning and Matt Glerum
Charlotte and Dexter Shell
Cheryl and Mark Paddock
College of Marin
Dory Weston
Frank and Lauren Puliafico
Girl Scouts of Northern California
Hanna and Adam Sicker
Josh and Kate Chassman
Kaiser Permanente Public Affairs
Karen and Robert Gifford
Kate and Matthew Shilvock
Marin Independent Journal
Microsoft
Mission Committee of the Presbyterian Church of Novato
Nicasio Valley Farm
Redwood Credit Union
Rotary Club of Novato
Sparkle Foundation, Inc.
The Principal
Ultragenyx Pharmaceutical
Unicorn Group
Vintage Oaks Shopping Center
Vintage Wine Estates
W. Bradley Electric, Inc.



"We are long-time supporters of NMCS, as their work encompasses the issues that matter most to us in our community: food insecurity, healthcare for uninsured and underinsured people, and education."

Martin and Elizabeth Sleath





Help Us Make More Life-Changing Impacts

Make a donation today

Your contribution makes a tremendous difference in our ability to provide educational, enrichment and support services to those in need. Donors who contribute \$1,000 or more annually will become Heart of the Community members. Donors that give monthly at any level are warmly welcomed into our Guardian Circle.

Make a Celebration or Memorial Gift

Honor a friend or a relative by making a contribution in their name.

Invest in our future by joining our Legacy Circle

Make a lasting commitment by naming North Marin Community Services in your will, trust, or as a life insurance policy beneficiary.

The Legacy Circle

"The idea that we should love our neighbor is embraced by all the major faith traditions and even by those who are not religious. I wanted to give a lasting gift to do just that for my neighbors, here in this community that's become my home, and I can see no better way to do that than by a Legacy gift to North Marin Community Services." Anonymous Legacy Circle Member

Please call (415) 892-1643, ext. 261 for more information.

www.northmarincs.org | donate@northmarincs.org

Mailing address: 680 Wilson Ave, Novato, CA 94947

Tax ID: 94-1735064

Thank you for fueling this work and enabling life-changing impacts for people in North Marin. Together we are strengthening our community and creating opportunities for all.

Mark Your Calendar

Thriller Thursday, October 21

Join us for our free, virtual Halloween fundraiser on October 21st, 6-7pm. A benefit to support the increased demand for our mental health care and case management services. Register now at www.northmarincs.org.

Holiday Share and Toy Drive Campaign, December 18

Continuing this 49-year tradition, please join our efforts to ensure low-income youth and families enjoy the benefit of the holiday season. Contact us to become a Holiday Share sponsor.

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

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

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

City of San Rafael/Pickleweed Preschool

Mailing Address

618 B Street
San Rafael, California, 94901

Website

www.cityofsanrafael.org

Organization DUNS#

946000424

Executive Director/CEO

Susan Andrade Wax, Library and Recreation Director

Email Address

susan.andrade-wax@cityofsanrafael.org

Phone Number

(415) 485-3340

Project General Information

Program/Project Name

Preschool/Pickleweed Preschool

Program/Project Site Address

Preschool/Pickleweed Preschool
50 Canal Street, California, 94901

CDBG Year 1 Funding Amount Requested

44424

CDBG Year 2 Funding Amount Requested

45624

Application Contact Person

kelly Albrecht

Title of Contact Person

Senior Recreation Supervisor

Email Address

kelly.albrecht@cityofsanrafael.org

Phone Number

(415) 497-6933

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

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.

	% of Services Provided
Novato	0
San Rafael	100
County Other	0

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

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

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

The Child Care Division serves 950 families each year. Our mission is to offer a program that is focused on the whole child. We offer developmentally, age appropriate curriculum providing opportunity for cognitive, social emotional, physical and linguistic growth. We offer opportunities to meet challenges, experience success and develop confidence in a safe environment.

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.)

Pickleweed Preschool provides preschool programming for 68 children in the Canal neighborhood. The need for quality preschool programming is essential for all communities. We give parents the tools to be their child's best advocate in moving into the elementary school system. We educate parents with

several parent evenings highlighting the importance of reading, healthy eating, and extending everything we learn in preschool to the home. If we see a child who needs additional support for success, it is our policy to collaborate with the parent 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 with all families and community liaisons to ensure every child receives the support they need.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

At Pickleweed Preschool, we follow all guidelines and regulations pertaining to COVID with Public Health and Community Care Licensing. We closed our classroom two times due to COVID activity in the program. When the classroom closes due to COVID we continued our program via zoom for the children. It is important to stay up to date on COVID related changes in the preschool program. Guidance changes daily and as an organization we pride ourselves on relating correct information and guidance to our families, and provide resources on vaccinations and COVID testing. Our main challenge during COVID is keeping the teachers healthy, since we have very limited subs in our programs due to the teaching shortage in preschool programming. Our leadership staff are filling in when needed. We are happy to have all staff vaccinated and boosted and look forward to moving towards an endemic protocols.

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

Basic Health Services

Children, Youth and Parent Services

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

Pickleweed Preschool aligns with Children and families. Families are given the opportunity for their child to attend a high-quality preschool program. They are given the opportunity to further their child's academic success at an early age with two years of preschool. Part of our Pickleweed program is referring families to the necessary services like mental health, Early intervention, parent services project and Marin Community Clinic. We work closely with all families to ensure they are given the resources to raise a healthy thriving child.

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)

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

This project supports the 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 they can remain in the community.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

Pickleweed Preschool primarily serves Latino Families. Our affirmative marketing plan consists of

reaching out to various organizations to inform families of our open-enrollment period for all eligible families. The following activities include: posting on Marin Child Care Council, resource and referral agency, distribute flyers to the various classes that use the Boro Community Center, post flyers at Health and Human Services, post at leasing center at Pilgrim apartments, post at American Asian Alliance of Marin. Our affirmative marketing plan is constantly evolving and we are always looking for news ways to develop our plan. It is always a work in progress.

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.)

	Number
Moderate Income	0
Low Income	0
Very Low Income	5
Extremely Low Income	63

Total Number of Persons by Income Demographic

68

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.)

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

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

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native		
Asian	3	
Black or African American		
Native Hawaiian or Other Pacific Islander		
White	65	65
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial		

Total Number of Persons

68

Total Number Identifying as Hispanic

65

Female-Headed Households (out of above total)

1

Persons with Disabilities (out of above total)

2

PROJECT MANAGEMENT & FINANCIAL DATA**If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)**

Pickleweed Preschool continues to have so many accomplishments to be proud of each year. We continue our development in teaching pyramid practices. Our strength each year is identifying children early on who are have learning challenges and get them the help and support they need. Our partnership with San Rafael City Schools, Marin County Office of Education, California Department of Education and First 5 Marin strengthen each year. We are committed to providing the best preschool experience for all children, and continue our work with our partnerships. The teachers especially worked hard in creating a safe learning environment during our pandemic year. It was especially important to continue our work with social emotional development for the children. Staying in touch with families who had to isolate with COVID was so critical in reaching out to them daily and still provide learning for them via zoom or video.

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

no remaining funds

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 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.

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

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

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

Pickleweed Preschool has been recruiting for a Preschool Center Director for 2 years now. We are hopeful that we can fill the position for next school year. It has been very challenging to fill positions in the preschool field as not many people are applying for preschool positions. We are looking forward to finding a great person to work in our wonderful community at Pickleweed Preschool.

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

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

n/a

For HOME projects: Describe your project's ability to pencil out with HOME Low Rents. (Limit to 3000 characters.)

n/a

For HOME projects: Are you applying as a Community Housing Development Organization (CHDO)?

No

For HOME projects: Have you been previously certified as a CHDO?

No

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

Describe any flexibility regarding your projects start/completion date. (Limit to 3000 characters.)

n/a

Required Attachments:

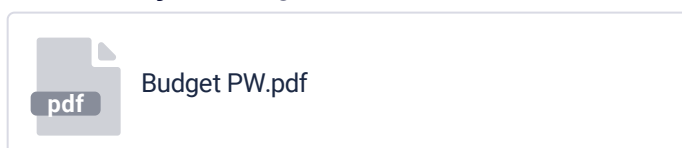
A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project 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



Attach Organization Budget



Signer Name

Kelly albrecht

Signer Title

Senior Recreation Supervisor

Signer Affirmation

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

Public Services Project Budget Template

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

Date: 1/28/2022

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>				
Foundations:				
First 5 of Marin		\$ 101,000.00		
<i>(Add rows)</i>				
Government:				
Department of Education		\$328,967		
<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		\$ 429,967.00	\$ -	\$ 429,967.00
<u>Uncommitted</u>				
Federal Grants Request	\$ 44,424.00			
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	\$ 44,424.00	\$ -	\$ -	\$ 44,424.00
Other:				
Earned Income:				

<i>(Add rows)</i>					
Subtotal, Earned Income		\$ -		\$ -	\$ -
Grand Total Income	\$ 44,424.00	\$ 429,967.00		\$ -	\$ 474,391.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Head Teacher (% FTE: ____100)	\$ 44,424.00			
Classified Personnel			\$ 210,636.00	
<i>Senior Supervisor 20%</i>			\$ 23,936.00	
<i>Benefits Supervisor 20%</i>			\$ 20,647.00	
Fringe benefits			\$ 130,000.00	
Subtotal Salaries and Benefits	\$ 44,424.00	\$ -	\$ 385,219.00	\$ 429,643.00
Contracted Services				
Professional Fees				
Project Consultant				
<i>(Add rows to list other contracted expenses)</i>				
Subtotal Contracted Services	\$ -	\$ -	\$ -	\$ -
Direct Project Related Expenses				
professional dues			\$ 1,000.00	
Maintenance buildings			\$ 10,395.00	
Maintenace repair			\$ 7,000.00	
Contractual Services			\$ 7,150.00	
Insurance			\$ 400.00	
Recreation Supplies			\$ 19,000.00	
Utilities			\$ 2,400.00	
<i>Internal Chgs-Libility Ins</i>			\$ 1,990.00	
Subtotal, Direct Project Related Expenses	\$ -	\$ -	\$ 49,335.00	\$ 49,335.00
Indirect Expense (specify % in column A below)				
				\$ -
Fiscal Sponsorship Fee (specify % in column A below)				
				\$ -
Grand Total All Expenses	\$ 44,424.00	\$ -	\$ 434,554.00	\$ 478,978.00

Expenditure Group Budget Report
 CITY OF SAN RAFAEL
 12/1/2021 through 12/31/2021

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Pct Used
260-66-72003-8100	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					
260-66-72003-8106	Bilingual Pay	720.00	60.00	360.00	360.00	50.00
260-66-72003-8107	I.O.D./4850 Pay	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
260-66-72003-8111	Classified Personnel	36,378.33	2,561.80	13,320.39	23,057.94	36.62
260-66-72003-8112	Temporary Help	12,000.00	0.00	0.00	12,000.00	0.00
260-66-72003-8113	Overtime Pay	948.71	69.53	446.05	502.66	47.02
260-66-72003-8116	Insurance Pay-Back	0.00	90.00	360.00	-360.00	0.00
260-66-72003-8118	Employee Vacation Cash Out	0.00	0.00	0.00	0.00	0.00
260-66-72003-8159	Fixed Term-Non Compensable	54,057.49	2,816.10	17,136.65	36,920.84	31.70
	Total Salaries & Wages	104,104.53	5,597.43	31,623.09	72,481.44	30.38
260-66-72003-8300	Fringe Benefits					
260-66-72003-8321	Group Life/Health Insurance	5,549.80	511.98	2,858.05	2,691.75	51.50
260-66-72003-8323	P.A.R.S	2,477.84	141.37	781.09	1,696.75	31.52
260-66-72003-8324	Medicare Tax	1,442.29	75.57	424.94	1,017.35	29.46
260-66-72003-8325	Internal Service Chgs-Workers Comp	1,296.45	61.35	346.02	950.43	26.69
260-66-72003-8326	Retirement	11,434.56	952.98	5,610.30	5,824.26	49.06
260-66-72003-8328	Internal Service Chgs-Dental Insurance	542.40	45.20	271.19	271.21	50.00
260-66-72003-8331	Internal Service-Chgs-Leave Payout	5,287.76	486.43	2,933.44	2,354.32	55.48
260-66-72003-8332	Vision Plan	0.00	0.00	0.00	0.00	0.00
	Total Fringe Benefits	28,031.10	2,274.88	13,225.03	14,806.07	47.18

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 12/1/2021 through 12/31/2021

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance Available	Unexp. Avbl. Bal.	Unall. Avail. Bal.
260-66-72003-9433 Utilities - Gas	0.00	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	0.00	0.00	0.00
Total Utilities/Communication	1,200.00	0.00	0.00	0.00	0.00	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	0.00
260-66-72003-9522 Other Charges	0.00	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	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	0.00
260-66-72003-9712 Equipment Other	0.00	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	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	0.00
260-66-72003-9924 Internal Service Chgs-Liability Ins.	0.00	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	0.00
Total Transfer Out & Internal Srv Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Non-Personnel Services	12,835.00	476.87	2,278.61	0.00	0.00	0.00	0.00
Total Childcare Preschool Grant Fund	144,970.63	8,349.18	47,126.73	0.00	0.00	0.00	0.00
Grand Total	144,970.63	8,349.18	47,126.73	0.00	0.00	0.00	0.00

Expenditure Group Budget Report

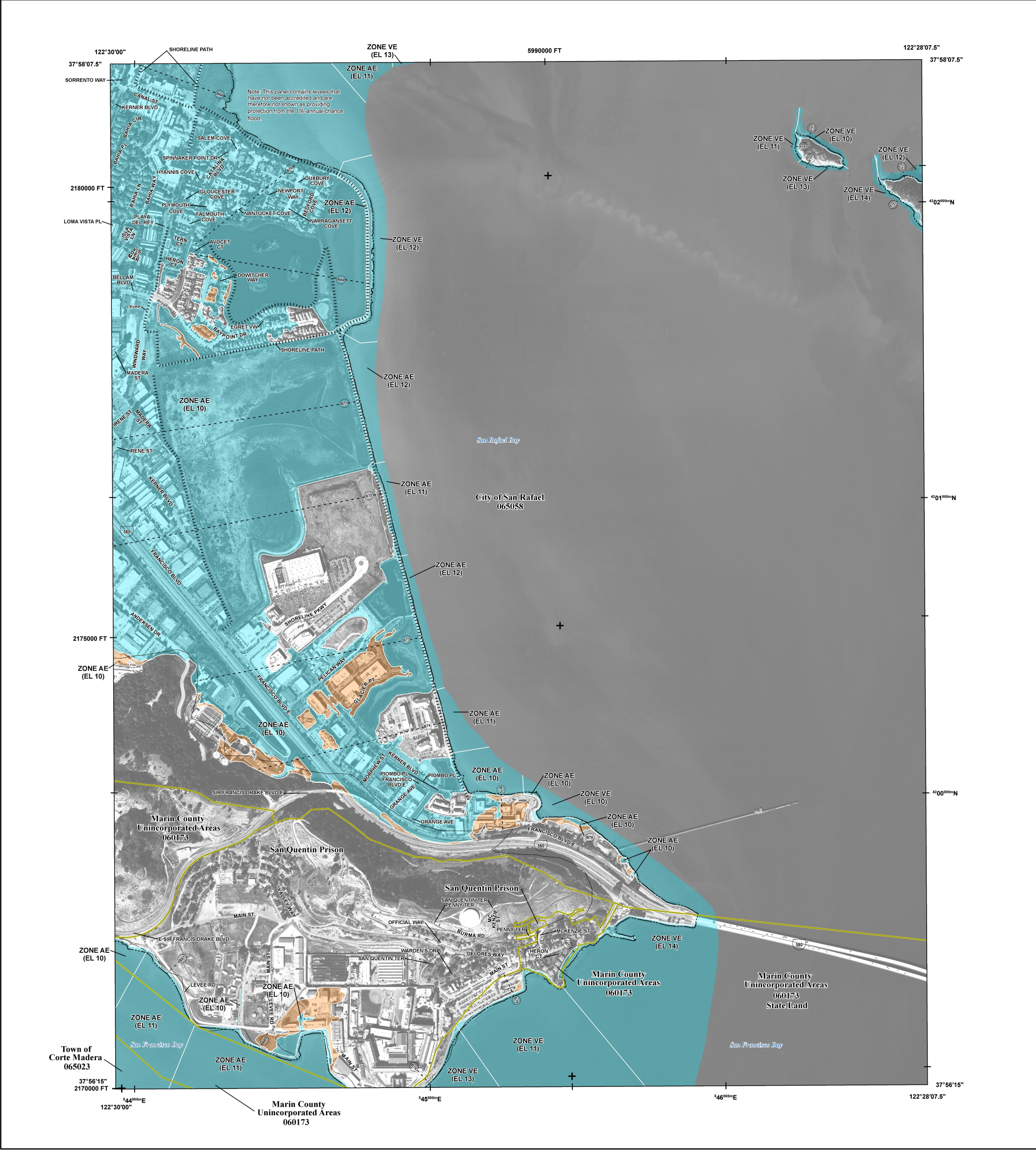
CITY OF SAN RAFAEL
 12/1/2021through 12/31/2021

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
260	Childcare Preschool Grant Fund					
66	Community Services Department					
70000	Child Care Division					
260-66-72000	Child Care-Facilities Onsite Section					
260-66-72012	Pickleweed Preschool State Grant Program					
260-66-72012-8000	Personnel Services					
260-66-72012-8100	Salaries & Wages	2,520.00	210.00	1,260.00	0.00	50.00
260-66-72012-8106	Bilingual Pay	142,451.42	8,925.60	52,189.20	0.00	36.64
260-66-72012-8111	Classified Personnel	10.88	0.00	0.00	0.00	0.00
260-66-72012-8112	Temporary Help	4,174.59	512.75	2,637.60	0.00	63.18
260-66-72012-8113	Overtime Pay	0.00	0.00	0.00	0.00	0.00
260-66-72012-8116	Insurance Pay-Back	1,800.00	150.00	900.00	0.00	50.00
260-66-72012-8156	Bilingual Pay-Non Compensable	0.00	0.00	289.82	0.00	0.00
260-66-72012-8160	Out of Class Pay-Non Compensable	150,956.89	9,798.35	57,276.62	0.00	37.94
	TotalSalaries & Wages					
260-66-72012-8300	Fringe Benefits	28,103.98	2,503.46	14,294.62	0.00	50.86
260-66-72012-8321	Group Life/Health Insurance	0.72	0.00	0.00	0.00	0.00
260-66-72012-8323	P.A.R.S	2,023.84	127.94	746.55	0.00	36.89
260-66-72012-8324	Medicare Tax	1,631.25	103.08	606.54	0.00	37.18
260-66-72012-8325	Internal Service Chgs-Workers Comp	55,734.96	4,724.48	27,655.03	0.00	49.62
260-66-72012-8326	Retirement	3,254.40	271.19	1,627.15	0.00	50.00
260-66-72012-8328	Internal Service Chgs-Dental Insurance	11,156.87	911.29	5,320.12	0.00	47.68
260-66-72012-8331	Internal Service-Chgs-Leave Payout	63.36	5.28	31.68	0.00	50.00
260-66-72012-8332	Vision Plan	101,969.38	8,646.72	50,281.69	0.00	49.31
	TotalFringe Benefits	252,926.27	18,445.07	107,558.31	0.00	42.53
	Total Personnel Services					

Expenditure Group Budget Report

CITY OF SAN RAFAEL
12/1/2021through 12/31/2021

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prc't Used
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	0.00	0.00	0.00	750.00	0.00
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	6,860.00	250.00	2,817.00	0.00	4,043.00	41.06
260-66-72012-9230 Maintenance & Repair: Equip & Machinery	6,000.00	0.00	0.00	0.00	6,000.00	0.00
260-66-72012-9270 Contractual Services	6,500.00	1,770.00	3,830.00	0.00	2,670.00	58.92
260-66-72012-9290 Insurance & Surety Bonds	200.00	0.00	0.00	0.00	200.00	0.00
260-66-72012-9292 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
TotalServices	20,310.00	2,020.00	6,647.00	0.00	13,663.00	32.73
260-66-72012-9300 Supplies						
260-66-72012-9310 Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72012-9320 Recreation Supplies	13,000.00	772.70	3,537.56	0.00	9,462.44	27.21
TotalSupplies	13,000.00	772.70	3,537.56	0.00	9,462.44	27.21
260-66-72012-9400 Utilities/Communication						
260-66-72012-9434 Utilities - Electricity	1,200.00	9.53	39.77	0.00	1,160.23	3.31
TotalUtilities/Communication	1,200.00	9.53	39.77	0.00	1,160.23	3.31
260-66-72012-9900 Transfer Out & Internal Srv Charges						
260-66-72012-9924 Internal Service Chgs-Liability/ Ins.	1,990.00	165.83	995.02	0.00	994.98	50.00
Total Transfer Out & Internal Srv Charges	1,990.00	165.83	995.02	0.00	994.98	50.00
Total Non-Personnel Services	36,500.00	2,968.06	11,219.35	0.00	25,280.65	30.74
Total Childcare Preschool Grant Fund	289,426.27	21,413.13	118,777.66	0.00	170,648.61	41.04



FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT [HTTP://MSC.FEMA.GOV](http://MSC.FEMA.GOV)

	Without Base Flood Elevation (BFE) Zone A, V, A99
	With BFE or Depth Zone AE, AO, AH, VE, AR
	Regulatory Floodway
	0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
	Future Conditions 1% Annual Chance Flood Hazard Zone X
	Area with Reduced Flood Risk due to Levee See Notes Zone X
	NO SCREEN Areas of Minimal Flood Hazard Zone X
	Area of Undetermined Flood Hazard Zone D
	Channel, Culvert or Storm Sewer
	Accredited or Provisionally Accredited Levee, Dike or Floodwall
	Non-accredited Levee, Dike or Floodwall
	Cross Sections with 1% Annual Chance Water Surface Elevation (BFE)
	Coastal Transect
	Coastal Transect Baseline
	Profile Baseline
	Hydrographic Feature
	Base Flood Elevation Line (BFE)
	Limit of Study
	Jurisdiction Boundary

NOTES TO USERS

For information and questions about this map, available products associated with this FIRM including historic versions of this FIRM, how to order products or the National Flood Insurance Program in general, please call the FEMA Map Information eXchange at 1-877-FEMA-MAP (1-877-336-2627) or visit the FEMA Map Service Center website at <http://msc.fema.gov>. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the website. Users may determine the current map date for each FIRM panel by visiting the FEMA Map Service Center website or by calling the FEMA Map Information eXchange.

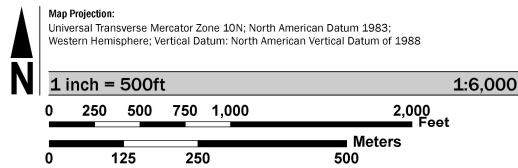
Communities annexing land on adjacent FIRM panels must obtain a current copy of the adjacent panel as well as the current FIRM Index. These may be ordered directly from the Map Service Center at the number listed above.

For community and countywide map dates refer to the Flood Insurance Study report for this jurisdiction.

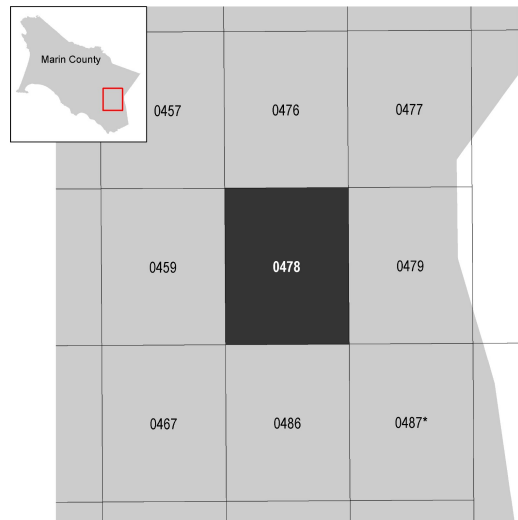
To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.

Base map information shown on this FIRM was derived from Coastal California LIDAR and Digital Imagery dated 2011. USDA NAIP 2012 imagery is used in areas not covered by the Coastal California imagery.

SCALE



PANEL LOCATOR



NATIONAL FLOOD INSURANCE PROGRAM
FLOOD INSURANCE RATE MAP

MARIN COUNTY, CALIFORNIA
 and Incorporated Areas
 PANEL 478 OF 531

Panel Contains:

COMMUNITY	NUMBER	PANEL	SUFFIX
CORTE MADERA, TOWN OF	065023	0478	E
MARIN COUNTY	060173	0478	E
SAN RAFAEL, CITY OF	065058	0478	E

VERSION NUMBER 2.3.2.0
 MAP NUMBER 06041C0478E
 MAP REVISED MARCH 16, 2016