**2024-25 Application for Public Services and Community Infrastructure/Capital Improvement Funds Prep Tool**

Application Link: <https://marincounty.jotform.com/240104490300943>

This tool is designed to assist local nonprofits and public agencies that regularly assist lower-income Marin County residents with their application for Community Development Block Grant program funds including:

* Public Services: ~ $ 230,000
* Community Infrastructure/Capital Improvements: ~ $430,000

This tool only includes the *required, long-form questions* in the application for ease of copying and pasting your responses. Each of your responses is limited to **500 words.** Please do not submit this tool with your application.

Applications are due by 5:00 p.m. on Friday, February 16, 2024.

**Project Specifics**

Organizational Overview: Provide a brief description of your organization

including mission, programs, number of clients served, etc.

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.

**For Public Services Only**: Describe how your project aligns with these priorities. (Basic Health Services; Children, Youth and Parent Services; Food Security; and Housing Support Services).

If awarded funding, you will need to draft and submit an Affirmative Marketing Plan for this project. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the Federal Grants website for more information.

Describe any prior experience with affirmative marketing or similar initiatives.

All projects funded by federal HUD programs must Affirmatively Further Fair Housing. This is defined as combating housing discrimination and taking meaningful actions to overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to housing opportunities based on protected characteristics: race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. How will this project Affirmatively Further Fair Housing?

If awarded funding, you will need to conduct Affirmative Marketing for this project. You will be required to draft and submit an Affirmative Marketing Plan. The plan would describe how you will market the project to different groups of people based on protected characteristics such as race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Please refer to the Affirmative Marketing tab of the Federal Grants website for more information. Describe any prior experience with affirmative marketing or similar initiatives.

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.

**Project Management & Financial Data**

**If your agency has remaining unspent funds that were previously awarded by the County, for any project:** What is your timeline for expending the fund balance?

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities.

Describe your organization's experience with administering grants and specifically federal grants.

**For Community Infrastructure/Capital Only**: What experience do you have with complying with Davis-Bacon prevailing wage and procurement requirements?

Describe who will supervise and manage the project and their past experience

with project management.

Describe any recent or upcoming leadership transitions.

**For Community Infrastructure/Capital Only**: List any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received.

**For Community Infrastructure/Capital Only**: What is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. Examples of program/project objectives: Define scope of work/finish design, Complete planning and environmental review, Release bid package, Select contractor,

Finalize contract, Obtain building permits, Start construction, Complete construction.

Describe any flexibility regarding your projects start/completion date.

**Attachments**

*Please closely review the Application Guidelines/Notice of Funding Availability (NOFA) for instructions on which documents you must attach to the online application. Please label your attachments in this manner: “2024-25 [Document Name] for [Organization Name]- [Project Name].”*