

NH-1

**MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14**

- |  |   |
|--|---|
| <p>1. <b>Project Name:</b> <u>1112 4<sup>th</sup> Street Homes</u></p> <p>3. <b>Project Sponsor:</b> <u>Habitat for Humanity<br/>Greater San Francisco</u></p> | <p>2. <b>Total Amount Requested:</b> <u>\$ 200,000</u></p> <p>Non-housing proposals <u>must</u> specify the amount requested from each planning area.</p> |
|--|---|

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**Title:** Project Manager

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For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

**Website (optional):** www.habitatqsf.org

All future announcements will be sent to you by e-mail, unless you indicate otherwise:     Please send by mail.

*The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.*

*The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.*

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

1112 4<sup>th</sup> Street  
Novato, CA 94945  
Assessor's Parcel Number: 141-242-29

5. **Project Description:**

Habitat for Humanity Greater San Francisco is currently in contract to purchase a vacant site located at 1112 4<sup>th</sup> Street in Novato. The purchase of the land includes the accompanying entitlements for ten (10) new three-bedroom, two-bath homes. These new homes will be Habitat Greater San Francisco's first *new construction* development in Marin County and will follow the success of renovating and selling three homes in Novato and one home in San Rafael.

In April 2007, the City Council approved a Mitigated Negative Declaration, Rezoning, Master Plan, Precise Development Plan, Design Review and Vesting Tentative Subdivision Map to allow the .67 acre (29,434 square foot) parcel at 1112 Fourth Street to be developed into ten (10) lots for single family residential use. All of these entitlements remain in effect. Habitat Greater San Francisco entered into contract with the Seller in September 2012 and is moving ahead with the approved design, with minor changes to the roof pitch.

The site is currently vacant and is bound by 4th Street, Vallejo Avenue and Olive Avenue. The development is designed by local architect, Daniel Macdonald AIA Architects, Inc. and will feature 10 two-story single family homes, all three-bedroom units. The units include garages on the ground floor with one to two parking spaces per unit and a back yard. These homes will be GreenPoint Rated through Build It Green and Energy Star Certified.

**6. Total Project Cost:** *(Include all costs for this particular project regardless of source.)*

Total project cost is **\$4,396,614**.

**7. Project Budget for CDBG Funds:**

*Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.*

The requested CDBG funds will be used to fund a portion of the acquisition of the land for which Habitat Greater San Francisco is currently in contract. Please see attached for a budget summary and complete proforma showing cost estimates.

**8. Other Sources of Funds for this Project:** *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Committed</u>	<u>When Available</u>
Marin Community Foundation	Land Acquisition	\$450,000	10/12/2012	No	N/A	TBD
City of Novato	Second Mortgage Assistance	\$427,438	11/13/2012	Yes	11/13/2012	Project Completion
FHLB Affordable Housing Program (AHP)	Second Mortgage Assistance	\$150,000	TBD	No	N/A	Project Completion
HCD CalHome	Second Mortgage Assistance	\$275,000	TBD	No	N/A	Project Completion
New Markets Tax Credit Equity	Construction Costs	\$500,000	TBD	No	N/A	TBD

**9. Project Implementation:**

*Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?*

Habitat for Humanity Greater San Francisco will be the owner and developer of the 1112 4<sup>th</sup> Street project. Since 1989, Habitat Greater San Francisco has built more than 150 homes in partnership with volunteers and future homeowners in East Palo Alto, Menlo Park, Redwood City, Daly City, Brisbane, Novato, San Rafael, South San Francisco and San Francisco. Currently, Habitat Greater San Francisco has 36 condominium homes under construction in Daly City, as well as homes in East Palo Alto and Menlo Park that are under renovation as part of our Neighborhood Revitalization Program. We are also in the predevelopment phase of a new 28-unit development in the Oceanview neighborhood of San Francisco.

Habitat Greater San Francisco staff will oversee the predevelopment, construction, homebuyer readiness, and mortgage servicing for the 1112 4<sup>th</sup> Street project. Specifically, our **real estate development team** will complete all site due diligence, prepare for the close of escrow, coordinate all design consultants, finalize site design and programming, secure all required approvals and permits from municipal agencies, and facilitate procurement of public and private grant funding. Real estate development staff will work closely with the **fund development team** to identify and solicit potential funders. Our **construction team** will provide oversight of all construction-related work including finalizing designs in the predevelopment phase, managing the construction schedule, and overseeing all subcontracted and volunteer work.

Construction staff works closely with the **volunteer services team** to schedule and utilize volunteer labor efficiently. Our **homeowner development team** will oversee the qualification, selection, and readiness of all homeowners, including a review of their financial status, job history, residency and other qualifications. Our **finance team** will handle intake of all mortgage payments.

The timeline for 1112 4<sup>th</sup> Street began in September 2012 with purchase offer acceptance and will end with the completion of a 10-unit development in May 2015. Detailed milestones for the project are outlined below:

<u>Activity</u>	<u>Start Date</u>	<u>Completion</u>
Purchase Offer Accepted	9/26/2012	N/A
Due Diligence Period	9/26/2012	12/26/2012
Close of Escrow	4/1/2013	N/A
Construction Documents	4/1/2013	5/15/2013
Submittal of Grading Permits	5/15/2013	6/12/2013
Excavation of Land	7/1/2013	7/18/2013
Infrastructure Built	7/22/2013	8/18/2013
Submittal for Building Permits	5/15/2013	8/15/2013
Vertical Construction	9/1/2013	5/30/2015

## 10. Need for the Project:

### A. Need Group

*What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.*

Household Size	Income Limit
1	\$62,200
2	71,050
3	79,950
4	88,800
5	95,950
6	103,050
7	110,150
8	117,250

Habitat for Humanity Greater San Francisco selects local households earning between 40 and 80 percent of the Area Median Income to partner with us as homeowners. Habitat Greater San Francisco executes a deed restriction on each of our homes, ensuring that the home remains affordable for a minimum of 55 years. The Grant Deed also grants to Habitat the right and option to repurchase the property upon any proposed transfer or sale, with the goal of selling the home to a qualified low income household. Applicants for homeownership go through a selection process that assesses an applicant's need for housing, ability to pay, and willingness to partner.

Applicants must meet our income guidelines (40% - 80% AMI), have reasonable credit histories, a manageable level of debt and be willing and able to perform 500 hours of "sweat equity" to build their own homes. In addition, applicant households must have lived together consistently for 12 months, must not have owned or co-owned real estate in the last 3 years, and must have made consistent on-time credit payments. All homeowners are required to participate in our Homebuyer Readiness Program, a three-part series of workshops dedicated to understanding credit, managing debt, and savings tactics.

Applicants are evaluated based on their need for housing, ability to pay, and willingness to partner. Habitat Greater San Francisco staff asks the following questions when evaluating applicants: Is the household currently living in inadequate (substandard, overcrowded, unsafe) housing conditions? Are they paying rent too high in relation to their monthly income? Can the household demonstrate a history of regular income? Can they make monthly payments on a no-interest mortgage, property taxes and insurance? Are they willing to fulfill their "sweat equity" commitment by contributing 500 volunteer hours towards the mission of Habitat Greater San Francisco? Will they be responsible for the maintenance and repairs of the home from the time of move in?

Eligibility, as outlined above, is determined based on staff's review of credit reports, pay stubs, personal references, verification from landlords and employers, bank statements, and tax returns, as well as interviews with the applicant households.

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*

Habitat Greater San Francisco works with an underserved population in Marin, San Francisco, and San Mateo counties by creating opportunities for families who earn a very low or low income to build and purchase their own homes, which provides long term equity building opportunities. It is Habitat Greater San Francisco's goal to provide these affordable homeownership opportunities, allowing residents to live where they work and to create sound and diverse communities.

Following our recent success of selling three homes to low income Novato families through our Neighborhood Revitalization Program, we are keenly aware of the need for affordable homeownership opportunities in Novato. Habitat Greater San Francisco partners with families who are part of an underserved population in Marin County: those who are low income but who want to purchase their own homes. These ten proposed units will contribute toward Novato's RHNA of 171 units of housing for Low-Income households (with incomes between 51 percent and 80 percent of AMI, or \$55,501 to \$88,800), as determined by AGAG and discussed in the 2007-2014 Housing Element.

Many low income households are overpaying for housing in Novato. According to the Housing Element (citing the U.S. Census), 52 percent of Novato households spend 30 percent or more of their household income on housing. Among households earning less than \$75,000 per year, 71 percent of owners and 78 percent of renters were reported as overpaying for housing.

In addition, Novato has the second largest household and family size among all Marin jurisdictions. In Marin County, 9 percent of renter-occupied units reported as overcrowded. The proposed development at 1112 4<sup>th</sup> Street provides critically needed three-bedroom units to house these families.

Finally, Novato's high occupancy rate of 96% (as reported by RealFacts), threatens to stimulate higher rental rates, which puts affordable housing out of reach for very low and low income households. These high vacancy rates are compounded by the fact that many workers are commuting into Marin County because they can't afford to live there. According to the Nonprofit Housing Association report *Miles from Home*, 60 percent of Marin workers commute from outside the County, due to the fact that there is limited workforce housing. This is clogging highways and increasing greenhouse gasses. These ten new homes are needed at a time when the market is not addressing this critical need for more housing, and when our environment and infrastructure can't afford to take this additional volume of commuters.

C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)*

According to the Marin County Analysis to Impediments to Fair Housing Choice (AI), Latino, Asian, and Black households are under-represented in Marin County and are therefore less likely to apply to the Habitat program. Per the AI, in percentage of overall population, Marin County has the largest White population of the nine counties (81%), the sixth largest Black population (3.2%), the eighth largest Asian population (5.6%), and the lowest Latino population (13.6%).

Habitat Greater San Francisco will provide dedicated marketing resources to assist in the process of family outreach and recruitment to maximize the number of qualified applications for the homes. We will leverage our advertising, public relations, e-communications, website and social media channels for this purpose. Emphasis will be placed on recruiting families from diverse backgrounds and ethnic populations through targeted outreach activities and specialized media outlets.

The outreach for 1112 4<sup>th</sup> Street in Novato will include targeted mailings to interested applicants on our mailing list and churches, schools, neighborhood associations, and community organizations (see attached complete list) that serve people with low income. A mailing of 1,000 post cards will also be sent to all renters in and around the area of the proposed development site.

County-wide outreach for the development will include the following efforts: advertising in local print and online publications, including Sing Tao, El Mensejaro, the Marin Independent Journal, and the Novato Patch, among others (see attached for complete media outreach list); advertising dispersed across the Marin Transit and Golden Gate Transit fleet of buses; email and mail notifications to Marin County affordable housing advocates; and direct mail to pre-screened applicants from across the County.

We will conduct at least one set of Homebuyer Readiness workshops in Marin County in advance of the application process in order to prepare families for a successful application. We will send out information to Novato City Council Members, Marin County Board of Supervisors, Marin Housing Authority and request that they distribute information to any and all housing waitlists. Outreach flyers will be placed in local libraries and in the neighborhood businesses close to the

development site and will be forwarded to the City of Novato so the material can be placed on the website. Using an established media list (see attached), we will distribute press releases and public service announcements. Advertisements will be published in different language newspapers. Application information and workshop calendar will be posted on our website. The family recruitment process and schedule will be emailed to over 17,000 Habitat email subscribers. Information about the project will be posted regularly to over 1,500 Facebook and Twitter followers.

Specifically, special marketing outreach consideration shall be given to the following underserved populations, as identified in the Analysis to Impediments to Fair Housing. Habitat Greater San Francisco will outreach specifically to the following organizations, in order to affirmatively market homeownership opportunities to these target groups at the county level.

<b><u>Name of Organization</u></b>	<b><u>Population Served</u></b>
Canal Alliance Church of Saint Raphael	Latino
Marin City Community Development Corporation Marin City Health and Wellness Center	African American
Sing Tao Newspaper Vietnamese, Korean, Chinese, and Japanese-Owned Businesses	Asian

*If this project involves housing, how will it affirmatively further fair housing?*

With respect to the treatment of applicants, Habitat Greater San Francisco will not discriminate against any individual or family because of race, color, national origin, religion, sex, disability, familial status or presence of children in a household. Reasonable accommodations shall be offered to all disabled persons who request accommodations due to disability at any time during the application and homeowner selection process. The Equal Housing Opportunity and Equal Access logo and clause will be included in all advertisements, printed materials, applications and our website.

Habitat for Humanity Greater San Francisco shall provide on-site training programs, including marketing, outreach, data collection, reporting, and record keeping. All Homeowner Development Department (HDD) employees and volunteers, Family Selection committee and board members shall annually receive training and updates regarding fair housing laws and the Affiliate's Affirmative Marketing Plan and shall be required to follow the procedures and policies adopted by the Affiliate.

Marketing shall include the use of daily newspapers of general circulation in Marin, San Francisco, & San Mateo Counties. The HDD staff will place notices in newspapers, specialized publications, and newsletters to reach potential homeowners. HDD staff shall contact local civic and community organizations that are representative of the ethnic and cultural diversity of the area in order to disseminate information about this particular homeownership opportunity. HDD staff shall also contact organizations representing people with disabilities and the elderly. Habitat Greater San Francisco will publish its marketing materials in multiple languages in order to better reach potential applicants in the area who have language limitations.

To further inform the populations least likely to apply for homeownership, HDD staff shall provide to governmental agencies and community organizations information about homeownership opportunities provided by Habitat Greater San Francisco. HDD staff shall also contact other neighborhood-based, non-profit housing organizations that maintain waiting lists or make referrals for below-market-rate housing. A complete list of governmental agencies and community organizations to be contacted is attached.

*If this project involves construction, discuss your plans for recruiting women- and minority-owned firms to bid on the design and development of this project.*

Habitat Greater San Francisco will make good faith efforts to recruit MBE/WBE firms for any consultant or subcontractor work to complete the project. We will work closely with the City of Novato to determine best ways to disseminate information in order to invite women- and minority-owned firms to bid on the design and development of this project.

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

Habitat conducts its primary business operations in a fully ADA-compliant building in San Francisco, with easy access to multiple transit lines and TTY relay operator capabilities for applicants with speech or hearing difficulties. When

conducting program activities in a community setting, Habitat only selects physical locations that mirror those listed above, including appropriate lifts, ramps, braille and large format signage and ease of reach from public transportation.

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

Winner of the 2011 Green Building Award from Sustainable San Mateo County, Habitat constructs homes with an eye towards reducing the overall cost of ownership while creating a healthier environment for partner families, making homes more energy efficient and reducing toxic construction materials. By partnering with organizations like Global Green USA, GRID Alternatives, The Performing Home, Air Movement and PG&E, Habitat is able to build green without transferring costs to Habitat families. In addition, using Build It Green's GreenPoint Rating on new construction enables Habitat to benchmark and evaluate which measures have the greatest impact and the lowest cost.

The ten new homes at 1112 4<sup>th</sup> Street in Novato will be GreenPoint Rated through Build It Green and will also be Energy Star Certified. In keeping with Marin County's focus on sustainable building, Habitat Greater San Francisco will continue to press forward with environmentally conscious construction. Key elements include: photovoltaic solar installation (typically 1.7 – 2.4 kpw per system home); native species landscaping; on-demand tankless water heaters; engineered lumber (for joists); and fiber cement siding.

- For further information, please call Roy Bateman (473-6698).
- The current year's application form must be used.
- Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157, or they may be hand-delivered to our **new office location at 899 Northgate Drive, Room 408, San Rafael**. Please do not send mail to our Northgate Drive location.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word attachment, visit [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm).
- Don't forget to fill out the Organization Profile form.

**DEADLINE: APPLICATIONS MUST BE RECEIVED BY THURSDAY, DECEMBER 13, 2012, AT 5 P.M.**

**Remember that we don't accept e-mailed or faxed applications.**

**Habitat for Humanity Greater San Francisco**

1112 4th Street, Novato

*Sources Uses***USES**

<i>Land Acquisition</i>	
Land Purchase	\$ 850,000

<i>Soft Costs</i>	
Insurance	\$ 9,000
Regulatory Requirements	\$ 33,000
Utility Fees	\$ 100,000
Permits	\$ 90,000
School Fees	\$ 38,830
Copying / Blueprints	\$ 3,000
Habitat Escrow Closing Costs	\$ 30,000
Design Consultants	\$ 20,000
Design Engineering	\$ 9,000
Design Reports	\$ 10,000
Site Reports (Topo, Acoustic,Soils,Etc)	\$ 48,000

<i>Construction Hard Costs</i>	
General Project Requirements	\$ 386,340
Off Site	\$ 83,120
Sitework	\$ 763,784
Building Construction	\$ 1,367,540
Construction Contingency	\$ 350,000

<i>Developer Administration</i>	
Salaries - RED	\$ 45,000
Salaries - Main Office	\$ 60,000
Volunteer Program	\$ 50,000
Homeowner Relations Program	\$ 50,000

<b>Total Project Costs</b>	<b>\$ 4,396,614</b>
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**SOURCES**

Marin Community Foundation	\$ 450,000
City of Novato	\$ 427,438
FHLB Affordable Housing Program (AHP)	\$ 150,000
HCD CalHome	\$ 275,000
CDBG	\$ 200,000
New Markets Tax Credit Equity	\$ 500,000
Community & Other Support	\$ 2,394,176

<b>Total Project Sources</b>	<b>\$ 4,396,614</b>
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**HABITAT for HUMANITY GREATER SAN FRANCISCO**

**PRELIMINARY PROFORMA**

**1112 4th Street Novato , CA**

<b>Project:</b>	1112 4th Street, Novato	<b>SIDEWALK AND DRIVEWAY</b>	<b>13,000</b>	10 Total Units
<b>Location:</b>	1112 4th Street Novato	<b>NUMBER OF UNITS:</b>	<b>10</b>	
	Number of Units 10	<b>TOTAL BUILDING CONSTRUCTION SF:</b>	<b>16,400</b>	4
<b>Owner:</b>	HABITAT FOR HUMANITY GREATER SAN FRANCISCO	<b>BUILDING FOOT PRINT SF:</b>	<b>9,921</b>	2
		<b>COMMON AREA :</b>	-	<b>Construction Period:</b>
		<b>OTHER OWNER AREAS :</b>	-	20 MO
<b>Architect:</b>	Dan MacDonald			
<b>Estimate Date:</b>	10-Dec-12			
<b>Estimator:</b>	EAL			

<b>FULL COST BUDGET</b>	<b>GRANT FUNDING</b>	<b>Habitat for Humanity GSF COST BUDGET</b>
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DESCRIPTION	PRICE	\$/Unit	\$/sf	PRICE	\$/Unit
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**I. DEVELOPMENT BUDGET**

**LAND ACQUISITION AND SOFT COSTS**

<b>LAND</b>	850,000	85,000	51.83	-	-
<b>SOFT COSTS</b>					
INTEREST	-	0	-	-	-
INSURANCE	9,000	900	0.55	9,000	900
PERFORMANCE BONDS	-	0	-	-	-
REGULATORY REQUIREMENTS	33,000	3,300	2.01	33,000	3,300
UTILITY FEES	100,000	10,000	6.10	100,000	10,000
PROPERTY TAXES	-	0	-	-	-
PERMITS	90,000	9,000	5.49	90,000	9,000
SCHOOL FEES	38,830	3,883	2.37	38,830	3,883
COPYING / BLUEPRINTS	3,000	300	0.18	3,000	300
BUYING LAND	-	0	-	-	-
RELOCATION (of former tenants)	-	0	-	-	-
HABITAT ESCROW CLOSING COSTS	30,000	3,000	1.83	30,000	3,000
DESIGN CONSULTANTS	20,000	2,000	1.22	20,000	2,000
DESIGN ENGINEERING	9,000	900	0.55	9,000	900
DESIGN REPORTS	10,000	1,000	0.61	10,000	1,000
SITE REPORTS (TOPO, ACOUSTIC, SOILS, ETC)	48,000	4,800	2.93	48,000	4,800
DEVELOPMENT CONTINGENCY	-	0	-	-	-
CONSULTANT PROJECT ADMINISTRATION	-	0	-	-	-
<b>SUBTOTAL SOFT COSTS</b>	<b>390,830</b>	<b>39,083</b>	<b>23.83</b>	<b>390,830</b>	<b>39,083</b>
<b>DEVELOPMENT COSTS</b>	<b>1,240,830</b>	<b>124,083</b>	<b>75.66</b>	<b>390,830</b>	<b>39,083</b>

DESCRIPTION	PRICE	\$/Unit	\$/sf	PRICE	\$/Unit
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**II. CONSTRUCTION BUDGET**

**CONSTRUCTION HARD COSTS**

GENERAL PROJECT REQUIREMENTS	386,340	38,634	23.56	386,340	38,634
OFF SITE **	83,120	8,312	5.07	83,120	8,312
SITWORK	763,784	76,378	46.57	763,784	76,378
BUILDING CONSTRUCTION	1,367,540	136,754	83.39	1,367,540	136,754
VOLUNTEER LABOR	0	0	-	-	0
CONSTRUCTION CONTINGENCY	350,000	35,000	21.34	350,000	35,000
	<b>2,950,784</b>	<b>295,078</b>	<b>179.93</b>	<b>2,950,784</b>	<b>295,078</b>



DEVELOPER ADMINISTRATION

Salaries - RED	45,000	4,500	2.74		45,000	4,500
Salaries - Main Office	60,000	6,000	3.66		60,000	6,000
Volunteer Program	50,000	5,000	3.05		50,000	5,000
Homeowner Relations Program	50,000	5,000	3.05		50,000	5,000
Mortgage Administration	0	0	-		-	0
Other Expenses	0	0	-		-	0
<b>SUBTOTAL DEVELOPER ADMINISTRATION</b>	<b>205,000</b>	<b>20,500</b>	<b>12.50</b>		<b>205,000</b>	<b>20,500</b>

<b>CONSTRUCTION BUDGET</b>	<b>3,155,784</b>	<b>315,578</b>	<b>192.43</b>	<b>0</b>	<b>3,155,784</b>	<b>315,578</b>
DESCRIPTION	PRICE	\$/Unit	\$/sf		PRICE	\$/Unit
<b>TOTAL PROJECT BUDGET</b>	<b>4,396,614</b>	<b>439,661</b>	<b>268.09</b>		<b>3,546,614</b>	<b>354,661</b>

III. GRANT FUNDING BUDGET

Pending Marin Community Foundation	(450,000)			(450,000)	(450,000)	(45,000)
Pending CDBG	(200,000)			(200,000)	(200,000)	(20,000)
<b>GRANT FUNDING ( No Pay Back)</b>	<b>(650,000)</b>	<b>(65,000)</b>		<b>(650,000)</b>	<b>(650,000)</b>	<b>(65,000)</b>

<b>ELIGIBLE SALES PRICE</b>	<b>289,661</b>
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IV. MORTGAGE ASSISTANCE LOANS

Pending AHP Mortgage Assistance	(15,000)	10		(150,000)	(150,000)	(15,000)
Pending City Mortgage Assistance	(427,438)			(427,438)	(427,438)	(42,744)
Pending CalHome	(27,500)	10		(275,000)	(275,000)	(27,500)
<b>MORTGAGE ASSISTANCE</b>				<b>(852,438)</b>	<b>(852,438)</b>	<b>(85,244)</b>

DESCRIPTION	FULL COSTS			Grants	COSTS NET GRANTS		
	PRICE	\$/Unit	\$/sf		PRICE	\$/Unit	\$/sf
<b>PROJECTED TOTAL PROJECT BUDGET</b>	<b>4,396,614</b>	<b>439,661</b>	<b>268.09</b>	<b>(1,502,438)</b>	<b>2,044,176</b>	<b>204,418</b>	<b>124.64</b>



AFFORDABILITY ANALYSIS USING THE HABITATGSF HOME OWNERSHIP MODEL

<b>3 BED ROOM UNITS</b>	<b>10</b>	<b>2,044,176</b>	<b>HABITAT MORTGAGE</b>	<b>204,418</b>
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### Organization Profile - 2013-14 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

**Name of Organization:** Habitat for Humanity Greater San Francisco

My organization does not gather demographic data.  My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	
Low income people	
People above the low income limits	

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	227.			157.	07.	
African-American/Black	117.			37.	107.	
Caucasian/White	87.			697.	807.	
Native American	17.			07.	07.	
Mixed Heritage	N/A			N/A	N/A	
Unknown/other	587.			137.	107.	
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	547.			107.	57.	
NOT of Latino/ Hispanic Origin	467.			907.	957.	
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Age</b>						
0-5 years old						
6-17						
18-24						
25-59						
60 +						
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Gender</b>						
Female				667.	357.	
Male				347.	657.	
<b>Total %</b>	100%	100%	100%	100%	100%	100%
<b>Disabled %</b>						

Involvement of Clients Your Organization Serves	
On Governing Board %	
On Advisory Committee %	

**MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14**

NH-2

1. **Project Name:** Elpida-Marion House

2. **Total Amount Requested:** \$ 34,000

3. **Project Sponsor:** Elpida House

Non-housing proposals must specify the amount requested from each planning area.

**Contact Person:** Laura McCormick

**Title:** Executive and Clinical Director

**Mailing Address:** 7 Mount Lassen Drive, Ste C-257  
San Rafael, CA 94903

**Telephone:** 415 499-8613 **Ext. 2**

**Fax:** 415 499-8620

**E-mail:** Elpida@vbbn.com

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

**Website (optional):** elpidahouse.org

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

*The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.*

*The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.*

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

7 Marion Court, Novato, CA 94945, parcel number 141-211-13, built in 1953

5. **Project Description:**

Elpida House is a residential treatment program that provides housing and treatment services to adults with serious mental illness. One of our homes has a section of roof that is leaking and needs to be repaired. We would also like to make the home more energy-efficient by replacing an out-dated air conditioning unit with a new central-air conditioning system. We would also like to improve energy-efficiency by replacing all of the single-pane windows with new double-pane glass windows.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)

Total cost of the project is \$34,000.

**7. Project Budget for CDBG Funds:**

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

The handyman employed by Elpida House has provided us with the following estimates for the project:

- Roof repair: \$10,000
- Replace single-pane with double-pane windows: \$12,000
- New central air-conditioning system: \$12,000

**8. Other Sources of Funds for this Project:** *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
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n.a.

**9. Project Implementation:**

*Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?*

The Executive Director will work directly with the contractor/s who are making the repairs and improvements. Implementation will begin as soon as funds are received. Project completion should take no more than two months.

**10. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.*

Household Size	Income Limit
1	\$62,200
2	71,050
3	79,950
4	88,800
5	95,950
6	103,050
7	110,150
8	117,250

All residents of Elpida House are diagnosed with psychiatric disabilities, which prevent them from living independently. Many of the residents are clients who "fall between the cracks" of the larger mental health system, often because their diagnosis does not meet the criteria of the public system. Their disabilities prevent them from earning a living in the labor force, meaning they all fall well below the income limits for eligibility. They all receive S.S.I. and/or S.S.D.I. benefits, which they use to cover the cost of residence at Elpida House, with friends and/or family members sometimes pooling resources to bridge the gap between the cost of treatment and what they receive in public assistance. Several residents also receive Section-8 Housing vouchers, which are applied towards housing with Elpida. Residents' benefit cards and monthly benefit checks (Medi-Cal, S.S.I., S.S.D.I., etc.) serve as proof of their low-income status.

**B. Project Rationale:** *Why is this project needed? Will it assist an especially needy or underserved group?*

Residents of Elpida House all take psychotropic medications that cause heat sensitivity. Having an air-conditioned home, with a functional roof is vital to their health and well-being. Elpida's very tight operating budget has not allowed for capital projects such as those described above. These projects will directly impact the quality of residents' housing, and therefore, quality of life.

- C. Equal Opportunity: For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)

We find that persons of colors are often less likely to apply for our services. There is abundant research in the field of mental health that indicates that the stigma associated with mental illness is even stronger among Latino, Asian, and African-American cultures, for example, than it is in the Caucasian population. For this reason, persons from these cultural backgrounds are less likely to seek out mental health services, and are more likely to present with medical complaints, which is less stigmatizing in their cultural community.

The Executive Director spends time each month speaking to groups that represent diverse demographics, and distributing program materials which contain our affirmative action statement. One target audience is the medical community (e.g., Marin Community Clinic) and other social service providers that could refer underserved groups to Elpida House for appropriate care. Also, our affirmative action statement is published on our website. We are committed to hiring a diverse staff, to make our program broadly appealing to underserved clients.

*If this project involves housing, how will it affirmatively further fair housing?*

Elpida's mission is dedicated to providing housing and support services to adults with very diverse psychiatric histories. For example, we accept clients who are not accepted into the Community Mental Health system, because they do not meet the diagnostic criteria established by Marin County. These are the complicated mental health clients who often "fall between the cracks" of the larger system, but who desperately need housing and support. We currently have a community of clients from diverse ethnic, cultural and religious backgrounds, and we are committed to continuing this policy of inclusiveness. Funding of this project will greatly enhance the housing that is the backbone of this mission.

*If this project involves construction, discuss your plans for recruiting women- and minority-owned firms to bid on the design and development of this project.*

Elpida House will consult with other organizations that have recently completed similar projects in order to recruit bids from a broad spectrum of contractors. Priority will be given to women and minority-owned firms.

- D. Accessibility: What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?

The population served by Elpida House is 100% disabled by definition. Eighty percent of our programs can also serve physically disabled adults.

- E. Green Building: For new construction or rehabilitation, what will you do to incorporate "green building" principles?

By replacing an out-dated air conditioner and single-pane windows, we will create a more energy-efficient program. When accepting bids for the projects we will ensure that the contractors we use have incorporated "green building" principles into their business practices.

- For further information, please call Roy Bateman (473-6698).
- The current year's application form must be used.
- Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157, or they may be hand-delivered to our **new office location at 899 Northgate Drive, Room 408, San Rafael**. Please do not send mail to our Northgate Drive location.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word attachment, visit [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm).
- Don't forget to fill out the Organization Profile form.

## Organization Profile - 2013-14 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

**Name of Organization:** Elpidia House

My organization does not gather demographic data.  My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	100%
Low income people	
People above the low income limits	

Percentages (%)	Clients Your Org Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander						
African-American/Black						
Caucasian/White						
Native American						
Mixed Heritage						
Unknown/other						
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin						
NOT of Latino/ Hispanic Origin						
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Age</b>						
0-5 years old						
6-17						
18-24	40%					
25-59	50%					
60 +	10%					
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Gender</b>						
Female	50					
Male	50					
<b>Total %</b>	100%	100%	100%	100%	100%	100%
<b>Disabled %</b>	100%					

Involvement of Clients Your Organization Serves	
On Governing Board %	0
On Advisory Committee %	n.a.

*We survey our clients anonymously.*

MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14

NH-3

1. **Project Name: Gilead House**

2. **Total Amount Requested:**

\$14,030

3. **Project Sponsor:**

**Gilead House**

**Contact Person:**

**Jacque C. McLaughlin**

**Title:**

**Executive Director**

**Mailing Address:**

PO Box 2031

Novato, CA 94948-2031

**Telephone: 415-895-5575**

**Ext.**

**Fax: 415-895-1243**

**E-mail: jacquemcl@yahoo.com**

Non-housing proposals must specify the amount requested from each planning area.

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$ 14,030
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

**Website (optional): [www.gileadhouse.org](http://www.gileadhouse.org)**

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

*The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.*

*The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.*

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

Gilead House is located at 1024 7<sup>th</sup> Street, Novato, California 94945 and was constructed in 2011. The Assessor's Parcel Number is 141-251-16.

5. **Project Description:**

Gilead House, a transitional home located in downtown Novato serves homeless (or at risk of homelessness) women and their children in Marin County. Started in 1998 in leased housing, we recently expanded services and built a new home on 7<sup>th</sup> Street. We moved in July, 2011 with great excitement. We now serve twice the number of women as before and currently provide transitional housing for six women and twelve children. As we have settled into our new home, there are several items that were outside of our construction budget or for which we discovered the need after moving in. The items include:

- > **Outdoor/Lighting** – From the house to the driveway and parking areas it is pitch black at night. Many of our moms work early shifts or come home after dark. The walk to and from their car creates significant safety concerns for our families and other visitors. Under this project we will install energy efficient cost efficient LED lighting on the walkways to provide adequate lighting.
- > **Window Coverings**- There are currently no window coverings in the Great Room and entry area at Gilead House. It is totally open to public view. When not in their bedrooms where we do have window coverings, our families spend a lot of time in the Great Room eating meals with their families, doing homework, job searches and other activities. Lack of window covering is both a safety and privacy concern. We propose to install window blinds throughout the great room and entry area.

- **Bicycle Rack** – With 10-12 children at the house at any point in time, bicycles and trikes abound. We propose to install a permanent bicycle rack on the side of the house to better secure the bicycles and mitigate any safety hazard risks.

**6. Total Project Cost:** *(Include all costs for this particular project regardless of source.)*

The total project cost is estimated at \$14,030. The Gilead House operational budget has increased significantly since moving into the new house and there are no other funds available for the project at this time.

**7. Project Budget for CDBG Funds:**

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

The total project budget for CDBG Funds is:

Bike Rack(2)	= \$537.84
Outdoor LED Lighting	= \$7,800
Window Coverings	= \$5,693.03
<b>Total</b>	<b>= \$14,030.87</b>

**8. Other Sources of Funds for this Project:** *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
NA						

**9. Project Implementation:**

*Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?*

Jacque McLaughlin, Gilead House Executive Director in coordination with the Facilities Committee (A committee of the Board of Directors responsible for facilities).

**10. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below.*

Gilead House provides transitional housing to vulnerable and often homeless mothers with low or no income, as well as each participant's children. Our clients may be homeless, coming out of domestic violence, substance abuse recovery or other situations, such as loss of job, that have left them vulnerable and at-risk of homelessness. All participant income levels fall within the CDBG required ranges as shown on the table below and are considered low income. Our goal is that income will increase over the woman's time at Gilead House leading to greater self-sufficiency. Participant Income is documented on admissions paperwork when clients enter the program and on follow-up documents as progress is tracked throughout each mother's stay. This documentation is reviewed by Gilead House staff to ensure eligibility.



*Applicants for housing funds must describe how the project will ensure long-term affordability.*

Gilead House is a lean, efficient organization. With only 1 fulltime and 3 part-time staff, operating costs are low. Service delivery is accomplished with the strong support of trained mentors and volunteers. Gilead House has the experience and procedures in place to sustain this cost-effective structure. Additionally, the organization has a strong donor base and is working to sustain its diverse funding streams. All of this assists Gilead House in keeping participant fees to a minimum. While participants do pay a program fee once they have income, the amount is a flat rate of \$400/month. Participants also work to save 50% of their disposable earnings once a budget is established to assure better stability for the participants when they are ready to move into their own home.

The Board of Directors is committed to long-term ownership of the property and retaining it as affordable housing. The City of Novato has embraced Gilead House and its moms through the support of local neighbors, businesses, and the City Council. One neighbor recently told us that "we were the best neighbor he ever had." With more than 5,000 square feet in this home, we will continually look for ways to provide services to the families and other non-resident families in the community.

Household Size	Income Limit
1	\$62,200
2	71,050
3	79,950
4	88,800
5	95,950
6	103,050
7	110,150
8	117,250

**B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?***

This project is needed to provide better safety and security for the homeless (or at risk of...) women and children who live here. Outdoor lighting is needed because women and children are particularly vulnerable going to and from the house because it is so very dark and the house is located in a downtown location. The current house lighting is insufficient as it is pitch black at night and there is no nearby street lighting. Related to window covering, the main entry and great room is open to view by anyone who enters the gate and is visible to the public from the sidewalk. Privacy and security to the women and children who live here is vital to their feeling of safety and security.

**C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)***

Gilead House serves single mothers and their children. Generally, the applicants are very low-income, primarily English-speaking, and all ethnicities. We reach these applicants through community organizations and church partnerships, and through networking with other social service agencies throughout Marin County and the San Francisco Bay Area. Our resident population reflects ethnic and cultural diversity in Marin. In the past, the demographic group least likely to apply has been non-English speakers. In our area, we have many potential applicants who are monolingual Spanish-speakers. For this reason, we have identified and worked with volunteers who offer translation services to help facilitate the interview process and serve as mentors for our Spanish-speaking applicants. We have notified our referral sources of this change, as a way of reaching this population.

Additionally, many of our applicants come from substance abuse or criminal justice backgrounds. We are working on reaching applicants who have come into homelessness in other ways, such as through job loss or difficult divorce. We have expanded our network via Facebook and our website and have reached out to local churches to provide information about the broad range of potential resident backgrounds.

Gilead House provides strong outreach into the community and has established a referral base including county social services, community organizations serving low income and vulnerable single women and children such as domestic violence shelters and short term housing organizations in order to identify potentially eligible participants.. Our church partnerships also play a role in reaching out to single moms and their children. Gilead House participates in community events and is available to spread awareness through public speaking venues and other media outlets.

*If this project involves housing, how will it affirmatively further fair housing?*

This project is an improvement/modification to an existing home that provides transitional housing for homeless women and their children. One of the ways the home affirmatively furthers fair housing is that it exists in a downtown neighborhood in Novato while positively demonstrating that a low-cost housing program can successfully thrive in the community. Exposure to fair housing is an ingrained experience for all the community volunteers that come to Gilead House. Further, through a significant number of public speaking engagements, Gilead House also advocates fair housing for women and children from diverse ethnic groups and cultures, who have great difficulty securing housing more often than other groups.

*If this project involves construction, discuss your plans for recruiting women- and minority-owned firms to bid on the design and development of this project.*

For the lighting project, Gilead House is working with a female landscape designer to design and develop this project. A female owned firm is working with us on the blinds and window-coverings.

- D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

Ensuring access to its program and facility is a high priority at Gilead House. The house meets Americans with Disabilities Act (ADA) requirements conforming to the needs of people with disabilities. The driveway, bathrooms, kitchen, laundry room and meeting rooms are accessible. The downstairs bedrooms are accessible by wheelchair. In addition, Gilead House is able to make reasonable accommodations for those with disabilities on a case-by-case basis. The proposed modifications to the house will further accommodate the safety and security of all residents including those with disabilities.

- E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

Gilead House is committed to making socially responsible decisions to incorporate green features and technology in every aspect of this project as were done during the initial construction of this house. The lighting project will be both energy efficient and cost efficient by utilizing LED lighting.

- For further information, please call Roy Bateman (473-6698).
- The current year's application form must be used.
- Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157, or they may be hand-delivered to our **new office location at 899 Northgate Drive, Room 408, San Rafael**. Please do not send mail to our Northgate Drive location.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word attachment, visit [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm).
- Don't forget to fill out the Organization Profile form.

**DEADLINE: APPLICATIONS MUST BE RECEIVED BY THURSDAY, DECEMBER 13, 2012, AT 5 P.M.**

Remember that we don't accept e-mailed or faxed applications.

[Print](#) | [Close Window](#)

**Subject:** [FWD: FW: Gilead House Outdoor Lighting]  
**From:** rachel@gileadhouse.org  
**Date:** Wed, Dec 12, 2012 1:55 pm  
**To:** "Rachel Robinson" <rachel@gileadhouse.org>

**From:** William Doughty <[wjdoughty\\_lc@yahoo.com](mailto:wjdoughty_lc@yahoo.com)>  
**Date:** December 11, 2012 9:03:20 AM PST  
**To:** Cathy Edger <[cathy@edgerlandscapedesign.com](mailto:cathy@edgerlandscapedesign.com)>  
**Subject:** Gilead House Outdoor Lighting  
**Reply-To:** William Doughty <[wjdoughty\\_lc@yahoo.com](mailto:wjdoughty_lc@yahoo.com)>

Good Morning Cathy,

I worked out a rough budget for installing the pathway lighting we met and discussed yesterday. My budget is based on light quantities and placement per your plan. I came up with \$ 7,800 for purchasing equipment/materials and install labor. I based the light fixtures on a 80 dollar per unit material allowance. Led fixtures on the low end go for anywhere around 60 to 75 dollars per. I would tell Jackie this is a budget number as I put it together on short notice and tell her to allow for some unknown factors in the budget.

Let me know if you need anything else Cathy.

Bill Doughty Jr.  
B.D. Landscape Inc.

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<b>Manufacturer:</b>	VESTIL
<b>Country of Origin:</b>	Made in USA.
<b>Overall LxWxH:</b>	403/8x137/8x41/2"
<b>Max. Bike Qty.:</b>	3
<b>Mount Style:</b>	<u>Wall mount</u>

## PRODUCT INFO

[VIEW BY PRODUCT SPECIFICATIONS](#)     [VIEW BY ITEM #](#)

ITEM NUMBER	OVERALL LxWxH	MAX. BIKE QTY.	PRICE
Q32008	403/8x137/8x41/2"	3	<b>\$249.00</b>

# Client Proposal for Gilead House / Carmal Hall

This offer is valid through: 01/25/2013

**NATIONAL BLINDS INC**  
 778 BRANNAN STREET  
 SAN FRANCISCO, CA 94103  
 Phone: (415) 863-3110 Fax: (415) 863-9561  
 Email: nationalblinds@gmail.com

<b>Date</b>	<b>Number</b>
12/11/2012	4745343
<b>Salesperson</b>	
Israel Yachdav	

<b>Sold To:</b>
Gilead House / Carmal Hall 1024 7th St. Novato, CA 94947 W: (415) 895-5575

Item	Room Location	Description	Qty	Each	Extended
1	HallWay	APPLAUSE LITERISE TOP-DOWN BOTTOM-UP E40 - SUNTERRA 3/4 SEMI-OPAQUE 659 - Sand Dune	1	260.15	260.15
2	HallWay	APPLAUSE LITERISE TOP-DOWN BOTTOM-UP E40 - SUNTERRA 3/4 SEMI-OPAQUE 659 - Sand Dune	1	260.15	260.15
3	HallWay DOOR	APPLAUSE LITERISE TOP-DOWN BOTTOM-UP E40 - SUNTERRA 3/4 SEMI-OPAQUE 659 - Sand Dune	1	237.75	237.75
4	HallWay	APPLAUSE LITERISE TOP-DOWN BOTTOM-UP E40 - SUNTERRA 3/4 SEMI-OPAQUE 659 - Sand Dune	1	260.15	260.15
5	HallWay	APPLAUSE LITERISE TOP-DOWN BOTTOM-UP E40 - SUNTERRA 3/4 SEMI-OPAQUE 659 - Sand Dune	1	260.15	260.15
6	LIVING ROOM	APPLAUSE LITERISE TOP-DOWN BOTTOM-UP E40 - SUNTERRA 3/4 SEMI-OPAQUE 659 - Sand Dune	12	237.75	2,853.00
7	Upstairs Hallway	APPLAUSE LITERISE TOP-DOWN BOTTOM-UP E40 - SUNTERRA 3/4 SEMI-OPAQUE 659 - Sand Dune	3	243.50	730.50

<b>Product Total</b>	<b>Freight</b>	<b>SubTotal</b>	<b>Tax 8.5000%</b>	<b>Installation</b>	<b>Client Price</b>
4,861.85	105.00	4,966.85	422.18	250.00	5,639.03

**Accepted By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Organization Profile - 2013-14 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

**Name of Organization:**     Gilead House    

My organization does not gather demographic data.  My organization does not wish to share demographic data.

<b>Income of Level of Clients Your Org Serves %</b>	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	100 %
Low income people	
People above the low income limits	

<b>Percentages (%)</b>	<b>Clients Your Organization Serves</b>	<b>Clients for this Project</b>	<b>Support Staff</b>	<b>Professional Staff</b>	<b>Board</b>	<b>Advisory Committee</b>
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander						
African-American/Black	4	4				
Caucasian/White	4	4	4		9	
Native American						
Mixed Heritage	4	4				
Unknown/other				1		
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	6	6				
NOT of Latino/ Hispanic Origin						
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Age</b>						
0-5 years old	7	7				
6-17	5	5				
18-24	1	1				
25-59	5	5				
60 +						
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Gender</b>						
Female	12	12				
Male	6	6				
<b>Total %</b>	100%	100%	100%	100%	100%	100%
<b>Disabled %</b>						

<b>Involvement of Clients Your Organization Serves</b>	
On Governing Board %	
On Advisory Committee %	

**MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14**

NH-4

1. **Project Name:** HavenWorks Transitional Housing Pilot Project      2. **Total Amount Requested:** \$59,000  
 Non-housing proposals must specify the amount requested from each planning area.

3. **Project Sponsor:** HavenWorks  
**Contact Person:** Charles I. King

**Title:** Founder, CEO

**Mailing Address:**  
 751 E Blithdale Ave #235  
 Mill Valley CA 94941

**Telephone:** (888) 912-5746      **Ext. 3**

**Fax:** (650) 620-9580

**E-mail:** info@havenworks.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

**Website (optional):** <http://havenworks.org/>

All future announcements will be sent to you by e-mail, unless you indicate otherwise:     Please send by mail.

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

HavenWorks does not currently own any properties, but is in the process of seeking out possible locations of about 5000 square feet to develop the HavenWorks Transitional Housing Pilot Project.

Our current focus is in the city of Novato, California. We have investigated the housing sites identified by the City Council of Novato as being available for development (<http://ci.novato.ca.us/Modules/ShowDocument.aspx?documentid=7814>). The lot with APN #153-162-59 (blue #7 on the map) is currently being used for RV storage and is an ideal site for a mini park.

We have previously spoken with Planning Manager Elizabeth Dunn about developing the HavenWorks project in Novato. Now that we have identified a possible site for the project, we will resume and progress these discussions to confirm Novato's support for our development of this site.

**5. Project Description:**

One of the missions of HavenWorks is to help veterans and single parents achieve housing for a stable and productive lifestyle. The goal of the HavenWorks Transitional Housing Pilot Project is to set up a model of what our Transitional Housing Program will look like, and to provide transitional housing to four families in Marin County.

There are already many veterans and single parents living in recreational vehicles (RV's) without safe, clean, and stable places to park. They have to move their RV's often, may get frequent parking tickets, or even get towed. They don't have access to water, electricity, or sewers. Their lives are not much different from those of homeless people who live out of their cars.

HavenWorks will establish a mini park where four RV's (primarily Class A) could be parked and hooked up to water, electricity, and sewer, transforming vehicles into homes. HavenWorks will build the four foundation pads with hookups into the municipal water, sewer, and electrical systems, a central shower, toilet, and laundry facility for use by the four resident families, and fencing and landscaping to help the property blend into the neighborhood.

Clients of the HavenWorks Transitional Housing Program will have full-time or part-time employment or will receive assistance in securing it. They will attend weekly meetings with counselors to develop skills in budgeting, nutrition, and employment. Clients will also help maintain the grounds and common areas of the HavenWorks mini park in which they live. With a stable place to live and support services from HavenWorks or our partner organizations, they will save money, pay off bills, gaining confidence as they gain stability, improve their credit, and work towards securing permanent housing within two to three years.

**6. Total Project Cost:** (Include all costs for this particular project regardless of source.)

The cost estimates for the HavenWorks Transitional Housing Pilot Project are:

Startup Expense	Estimated Amount
Licenses and Permits	\$1,500.00
Insurance	\$500.00
Professional Fees	\$2,400.00
Attorney	\$1,200.00
Architect	\$500.00
Grant Writer	\$700.00
<b>Total Startup Expenses</b>	<b>\$6,800.00</b>

Construction Expense	Estimated Amount
Contractor/Feasibility Study	\$7,000.00
Landscape	\$2,000.00
Water/Sewer Hookup (4x\$2,000)	\$8,000.00
Electric 50AMP (4x\$1,000)	\$4,000.00
Parking/Picnic site (4x\$1,000)	\$4,000.00
Paving	\$8,000.00
Fencing	\$2,500.00
Storage Buildings (4) (10x10)	\$1,200.00
Picnic Tables (4)	\$500.00
Shower/Laundry Facility	\$15,000.00
<b>Total Construction Expenses</b>	<b>\$52,200.00</b>

The total cost of the project would be \$59,000.

HavenWorks estimates that this site would generate \$3800 of income monthly from rent and utility payments. These funds would be used to pay for ongoing maintenance of the mini park.

**7. Project Budget for CDBG Funds:**

*Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable. If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.*

Our contractors have been unwilling to provide written bids without first viewing the property that will be developed and having more detailed information about it. As we continue our discussions with the City of Novato, we will continue to communicate with the construction professionals and request more detailed estimates from them. We would love to partner with CDBG on this project, and would forward any further information we gather as soon as it is available to us.

The itemized estimate of our budget was detailed in section 6 above. We will update these estimates as we continue to work out the details of our project.

**8. Other Sources of Funds for this Project:** *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

HavenWorks is a new 501(c)3 nonprofit organization. We have just started the process of securing funding to support our mission. We are requesting CDBG funds for a pilot project, which is a small part of our larger mission.

HavenWorks will also establish fundraising activities, such as dinners or other social events, for our nonprofit organization. We are reaching out to other organizations and government agencies for funding HavenWorks, but currently expect that this pilot project would be funded by a single source.

We will also be applying for subsidies from the US Department of Veterans Affairs (VA), which would help us provide support services and progress our mission.



**9. Project Implementation:**

*Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?*

HavenWorks will manage the implementation of the Transitional Housing Pilot Project under the leadership of its founders, Charles King and Szilvia Gilbert.

Charles is retired from the military, with over 15 years of experience in property management. He is currently working towards his master's degree in Disaster Management. Charles has been driving the design of this project, reaching out to contractors and other professionals, city planners, and other nonprofits, and will continue that role through its implementation.

Szilvia has owned her own business for over 10 years. She also volunteers with several nonprofit organizations, organizing large fundraising events, such as dinners, balls, and festivals. Szilvia brings her excellent organizational skills to HavenWorks as its Secretary, and will create the necessary documentation and schedules, screen prospective clients, organize events, and ensure that no detail is missed.

The next steps of this project begin with the submission of this application. HavenWorks will pursue written estimates from the contractors who have consulted on this project and will progress discussions with the City of Novato to secure a property for development. HavenWorks will continue to reach out to other nonprofit organizations and solidify partnerships with them.

Once a site is secured and the project is funded, bids will be accepted and selected for the design and construction work. The water, sewer, and electric hookups will be installed. The central toilet, shower, and laundry facility will be built. The foundation pads will be installed and the paths will be paved. Then the fencing will be installed and the grounds will be landscaped.

During the construction work, HavenWorks will work with its partners and perform its own outreach to identify potential clients. The clients will be interviewed, screened, and selected. Necessary support services will be identified and put into place. Expectations will be communicated.

Once construction is complete, and the clients are selected, the HavenWorks Transitional Housing Program will open its doors and welcome four families into their new homes.

**10. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.*

Household Size	Income Limit
1	\$62,200
2	71,050
3	79,950
4	88,800
5	95,950
6	103,050
7	110,150
8	117,250

HavenWorks will work with partner organizations to identify and screen potential clients. We specifically aim to serve veterans and single parents who are below the CDBG income limits, only accepting them as our clients once we have determined that they qualify. Documentation that is used to make this determination will be compiled and shared with CDBG.

Due to the space constraints of Class A housing, the maximum household size will be four people. For example, we could accommodate a single parent with up to three children, or a veteran and spouse with up to two children. Therefore, all of our clients will have incomes at or below \$88,800, the maximum income for a family of four.

Clients will be expected to have jobs and to pay rent to HavenWorks. Rent amounts will be set at an affordable level on a sliding scale according to income level and household size. Clients who apply without reliable employment will be assisted with securing an appropriate job.

The HavenWorks client application and screening process includes background checks and gathering information on previous work experience, current income, outstanding debts and bills. Support services will encourage clients to save money and pay their bills, so that they emerge from the transitional period with some financial security and the ability to afford and maintain a permanent housing situation.

Our model requires less capital investment upfront, and will cost less over time to maintain than a traditional affordable housing unit would.

**B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?***

According to the National Coalition for the Homeless, veterans comprise between one fourth and one fifth of the homeless population in the United States. Many more veterans are at risk of homelessness due to poverty, lack of family support, or precarious living conditions. There are 1.9 million veterans living in California, including 19,532 homeless veterans, 26% of the homeless veterans in the US. The high cost of living in the Bay Area means that the number of homeless veterans here continues to increase.

Many veterans and single parents are already living in RV's, but lack a clean and safe place to park. Providing them with a place to park, as well as hooking them up to water, sewer, and electricity, will give them a home. This will support their transition into permanent housing so that they can live a stable and productive life.

There are already several mobile home and RV parks in Marin County. That they tend to have very few vacancies is documented in the mobile home rent control ordinance of the City of Novato.

Much of the affordable housing in Novato is allocated for seniors and people with disabilities. HavenWorks will offer another option to veterans and single parents who might not qualify for these existing programs.

The HavenWorks Transitional Housing Program increases much-needed affordable housing in Marin, while spreading out the density and avoiding the stigma often associated with housing projects. Our model is also a quicker way to increase housing as there is less construction involved than for traditional housing projects. HavenWorks offers an inexpensive way to live independently, supporting the client's transition into permanent independent living.

**C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)***

HavenWorks exists specifically to support veterans and single parents, so our clients would be restricted to members of those groups. Our model of using RV's for transitional housing does limit household size to a maximum of two adults and two children or one adult and three children, and may not be appropriate for people who are not able to live independently.

We expect that some veterans might not want to apply for our program. It is the experience of well-established veterans organizations that, "Veterans don't always ask for help. There's a lot of pride." (Christy Respress, executive director of Pathways to Housing DC, quoted in a CNN Opinion piece.)

We will reach out to veterans first by partnering with other veterans organizations, such as the Department of Veterans Affairs and the local VA facilities, Swords to Plowshares, and local branches of Veterans of Foreign Wars, the American Legion, and Vietnam Veterans of America. They could refer their clients and members to HavenWorks, and could also counsel us on strategies to make our program more inviting to veterans.

In our marketing materials and outreach efforts to these veterans, we will emphasize the strengths of our program that they might appreciate most. These include the opportunity to live independently and affordably, the expectation that they will hold a job and contribute to the cost of living at HavenWorks, the expectation that they will participate in the maintenance of the grounds and common areas of the mini park. We will make HavenWorks a home where they would be proud to live.

*If this project involves housing, how will it affirmatively further fair housing?*

Within the guidelines described in the first part of section C, HavenWorks will not discriminate or allow any form of harassment based on race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, familial status, source of income, disability, medical condition, or age.

*If this project involves construction, discuss your plans for recruiting women- and minority-owned firms to bid on the design and development of this project.*

HavenWorks was founded by Charles King, who is a minority, and Szilvia Gilbert, who is a woman. In the development of plans for this project, they have consulted with contractors, architects, plumbers, for advice, plans, and estimates. Of these, some are women, some are immigrants, and some are minorities. HavenWorks will welcome their bids on this project and will actively seek other firms owned by women and minorities as we invite others to bid.

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

Disabled clients might already have their RV's customized to suit their needs. If they do not, then HavenWorks will assist them in making their homes suitable for independent living. Possible needs may include installing wheelchair lifts or ramps, widening RV entrances and interior aisles, modifying the shower, bathtub, or sinks, or installing hand-control systems.

The central shower, toilet, and laundry facility will be built to be accessible to clients with disabilities.

The paved foundation pad will be large enough for parking both the RV and a small vehicle for transportation, and the path from the foundation to the central shower and toilet facility will also be paved, making the entire HavenWorks mini park accessible to people with disabilities.

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

Architect David Giannella of Acadia Architecture is LEED-certified and will design the HavenWorks project according to the principles of the US Green Building Council. His designs focus on sustainability and unique custom solutions, while carefully considering project budgets.

Some specific plans incorporating green building principles include using low fly ash content concrete for the foundation pad, sloping the foundation to a container for collecting any oil leakage, providing shading devices such as carports, installing only high efficiency lights both inside and outside, and installing dual flush toilets in the bathrooms.

If HavenWorks purchases RV's in the future, we will select models with radiant reflective roof ceilings.

### Organization Profile - 2013-14 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

**Name of Organization:** HavenWorks

My organization does not gather demographic data.  My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	
Low income people	
People above the low income limits	

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander						
African-American/Black						
Caucasian/White						
Native American						
Mixed Heritage						
Unknown/other						
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin						
NOT of Latino/ Hispanic Origin						
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Age</b>						
0-5 years old						
6-17						
18-24						
25-59						
60 +						
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Gender</b>						
Female						
Male						
<b>Total %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Disabled %</b>						

Involvement of Clients Your Organization Serves	
On Governing Board %	
On Advisory Committee %	

Please note that HavenWorks is a new organization and is not yet serving clients. We may be able to provide this information in the future.

MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14

1. **Project Name:** Stonehaven

2. **Total Amount Requested:** \$ 19,500

3. **Project Sponsor:** Lifehouse

Non-housing proposals must specify the amount requested from each planning area.

**Contact Person:** Brent Kush

**Title:** Director of Finance and Administration

**Mailing Address:** 899 Northgate Dr., Suite 500  
San Rafael, Ca 94903

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

**Telephone:** 526-5308 **Ext.**

**Fax:** 472-5739

**E-mail:** bkush@lifehouseagency.org

**Website (optional):**

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

*The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.*

*The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.*

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number. 2 Stonehaven Court, Novato, CA 94947 Parcel number 132-122-05. This home is approximately 35 years old.

5. **Project Description:**

This is a Health Care Licensed home serving six adults with severe to profound developmental disabilities. It is the second oldest home of its type in Marin County. The house has had more than the usual amount of wear and use due to the residents having physical disabilities and some being in wheel chairs. Bathroom desperately needs remodel both for cosmetic and structural reasons. Cabinets are in bad operational condition, electrical needs upgrade, there is grout decay, and plumbing is outdated.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)\$19,500

**7. Project Budget for CDBG Funds:**

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

Demolish existing bathroom and remove all debris. Re-float bathroom floor to provide adequate slope for drainage. Install new weather proofing membrane over floor and up walls. Change out all sheet rock to dense shield waterproof rock. Change and upgrade electrical to code. Re-tile bathroom with non-stick 2x2 tile for floor and 6x6 wall tile. Change out toilet and sink and re-plumb where necessary. Paint bathroom 2 coats primer and 2 coats to seal. Install wall niches and dispensers. Install ADA grab bars.

**8. Other Sources of Funds for this Project:** *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
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**9. Project Implementation:**

*Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation? Work will begin as soon as funding is approved. Bids will be obtained and lowest/most qualified bid will be awarded. The project should take approximately three weeks to complete.*

**10. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.*

Household Size	Income Limit	
1	\$62,200	This is a licensed group home for 6 adults with developmental disabilities who have severe and profound medical and self care needs. The individuals who live here are all extremely low income with incomes from SSI. Copies of SSI checks can be provided. The home is owned by Lifehouse, Inc., a non-profit agency providing residential services to individuals with developmental disabilities. Copies of SSI checks can be provided for verification of income. The wear on this home is higher than the normal due to the fact that some residents are in wheelchairs and have other special equipment needs.
2	71,050	
3	79,950	
4	88,800	
5	95,950	
6	103,050	
7	110,150	
8	117,250	

**B. Project Rationale:** *Why is this project needed? Will it assist an especially needy or underserved group?*

Funding for all projects has been negatively affected by the downturn in the economy and also the state cut the reimbursement rates for services that Lifehouse provides to the residents. . Since this is a licensed home, it is mandatory to keep the physical plant in total compliance.

C. **Equal Opportunity:** *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)*

The residents of this home are referred by the state/regional centers. As per protocol from the state, Lifehouse does not recruit from the general public for referrals

*If this project involves housing, how will it affirmatively further fair housing?*

*If this project involves construction, discuss your plans for recruiting women- and minority-owned firms to bid on the design and development of this project.*

D. **Accessibility:** *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

The home is already occupied for adults with disabilities and will continue to be used for that purpose

E. **Green Building:** *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

A consultant on "green" construction will be consulted and all available materials will be used to accomplish "green" objectives. Lifehouse as the owner is a non-profit agency

- For further information, please call Roy Bateman (473-6698).
- The current year's application form must be used.
- Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157, or they may be hand-delivered to our **new office location at 899 Northgate Drive, Room 408, San Rafael.** Please do not send mail to our Northgate Drive location.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word attachment, visit [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm).
- Don't forget to fill out the Organization Profile form.

**DEADLINE: APPLICATIONS MUST BE RECEIVED BY THURSDAY, DECEMBER 13, 2012, AT 5 P.M.**

**Remember that we don't accept e-mailed or faxed applications.**

NH-6

MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14

1. **Project Name:** New Beginnings Center, Floor

2. **Total Amount Requested:**

\$88,815

3. **Project Sponsor:** Homeward Bound of Marin

Non-housing proposals must specify the amount requested from each planning area.

**Contact Person:** Paul Fordham

**Title:** Development Director

**Mailing Address:** 1385 N. Hamilton Parkway  
Novato, CA 94949

**Telephone:** (415) 382-3363 **Ext. 211**

**Fax:** (415) 382-6010

**E-mail:** [pfordham@hbofm.org](mailto:pfordham@hbofm.org)

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

**Website (optional):** [www.hbofm.org](http://www.hbofm.org)

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

*The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.*

*The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.*

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

Street Address: 1399 N. Hamilton Parkway, Novato, CA 94949

Year Building: 2000

APN: 157-970-01

5. **Project Description:**

Completed at Hamilton Airfield in 2000, the New Beginnings Center (NBC) is an 80-bed emergency shelter facility aimed at helping homeless adults transition to long-term housing and employment. Residents of NBC have a variety of on-campus vocational and training programs, including Fresh Starts Culinary Academy, Janitorial and Building Maintenance, and Landscaping and Garden Maintenance. While staying at NBC, residents learn to identify job skills and participate in job search workshops, job training programs, apprenticeship opportunities, employment search, and retention goal setting. NBC also provides basic healthcare, around-the-clock counseling, an on-site 12-step program, relapse prevention groups, and other services as necessary to help residents move into and maintain long-term housing.

Homeward Bound has recently resurfaced the worn floors in public areas of NBC, but has not yet done so in private dormitory areas. The concrete floors in the dormitory rooms and rest rooms are in great need of replacement for the following reasons: worn out slippery surface, chipped areas, and expanding concrete seams pose urgent safety, wheelchair access, and sanitation concerns. The funding requested will be used to replace the worn floors in the dormitories and bathrooms with a safe, seam-free, easy-to-sanitize, and durable tile surface. The work will help extend the life of the facility and will help create a positive environment that is conducive to ending homelessness.



**6. Total Project Cost:** (Include all costs for this particular project regardless of source.)

\$88,815.00 based upon the secured estimate from Grima Tile and Stone for all costs to furnish and install new tile floors.

**7. Project Budget for CDBG Funds:**

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

Item	Cost
1. Furnish and install in dormitory rooms 13" x 13" Emser Bombay Salsette tiles with matching 6" cove base	
2. Furnish and install in restrooms 7" x 7" Bombay Salsette tiles with matching 6" cove base	
<b>Total Cost</b>	<b>\$88,815</b>

**8. Other Sources of Funds for this Project:** Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Not applicable. No other funds needed.						

**9. Project Implementation:**

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

A project team with Paul Fordham, Homeward Bound's Deputy Director, and Karl Seelbach, Homeward Bound's Coordinator of Property Management and Training, will be responsible for the project. The project team will work closely with and oversee Grima Tile and Stone on all aspects of the project. The project is ready and will begin as soon as CDBG funding is secured and available.

**10. Need for the Project:**

**A. Need Group**

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Household Size	Income Limit
1	\$62,200
2	71,050
3	79,950
4	88,800
5	95,950
6	103,050
7	110,150
8	117,250

All of the residents and recipients of services at NBC operated by Homeward Bound of Marin are homeless adults and thereby qualify as low and very low-income individuals. Many have no income source at all when they first approach Homeward Bound for shelter. Each resident's income is documented as part of the application process and is tracked throughout his or her stay. Homeward Bound's Hamilton lease and funders require that the property remain affordable for the long-term.

**B. Project Rationale:** Why is this project needed? Will it assist an especially needy or underserved group?

The funding requested will be used to replace the damaged floors with a durable tile surface. Replacing the floors in dormitories and restrooms is an urgent priority for the following reasons: (1) **Safety:** The current floors are concrete and their coating is deteriorating and becoming very slippery. Adding new tile with grout lines would greatly reduce the potential for slip-and-fall accidents and injuries among residents, staff, volunteers, and visitors. (2) **Disability Access:** The pronounced seams (concrete expansion joints) in the current floors hamper the operation of wheelchairs. Setting tile would eliminate this problem, and ensure that the facility remains fully wheelchair accessible. (3) **Sanitation:** Tiles are very easy to clean and sanitize which is essential for maintaining a positive environment for living and ending homelessness. NRC.

provides 80 shelter beds and a range of employment and supportive services for homeless adults. Replacement of damaged flooring is a high priority maintenance item, and will help to ensure that this critical facility will remain safe and available to serve homeless people in the long run.

- C. **Equal Opportunity:** *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)*

Many of the homeless adults served by NBC are members of one or more protected classes, such as Blacks, Latinos, other racial minorities, non-English speaking persons, and persons with disabilities; by serving these protected classes Homeward Bound contributes substantially to equal opportunity in Marin. Demographic groups least likely to apply for this shelter (and for Homeward Bound programs in general) are non-English speaking persons and persons with a disability. Steps to reach these groups will include direct outreach to qualified adults in these demographic groups to encourage them to apply for Homeward Bound shelter and services; translating all shelter and service information into Spanish and Vietnamese; providing bilingual services or translation where needed, making available written information regarding shelter rights and services (e.g., Fair Housing of Marin) to protect them from discrimination; expanding our peer network to include mentoring among members of protected groups to ensure they feel welcome; providing financial literacy training; and providing and advertising disability accessible shelter spaces.

*If this project involves housing, how will it affirmatively further fair housing?*

Although this project does not involve housing, Homeward Bound will continue to further fair housing through the development of affordable housing, outreach to protected classes, providing bilingual services, providing written information about and referring residents to Fair Housing of Marin, and using peer networking to create a more welcoming environment for members protected classes.

*If this project involves construction, discuss your plans for recruiting women- and minority-owned firms to bid on the design and development of this project.*

N/A

- D. **Accessibility:** *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

Homeward Bound is committed to equal access to all of its programs for people with physical and other disabilities (who are disproportionately represented in the homeless population), and maintains an ongoing program of review and property upgrades to achieve this goal. This project will support accessibility for wheelchairs.

- E. **Green Building:** *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

Green building principles incorporated include: (1) Extended life cycle: the durable new tile floor will last significantly longer than other materials, thereby preserving resources and reducing waste; and (2) Easily maintained: this surface can be easily cleaned without use of toxic chemicals.

- For further information, please call Roy Bateman (473-6698).
- The current year's application form must be used.
- Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157, or they may be hand-delivered to our **new office location at 899 Northgate Drive, Room 408, San Rafael**. Please do not send mail to our Northgate Drive location.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word attachment, visit [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm).
- Don't forget to fill out the Organization Profile form.

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**Remember that we don't accept e-mailed or faxed applications.**



# GRIMA TILE & STONE

CA License 826537

1325 Airport Road Cotati, CA 94931

Office Phone 707-792-1889 Fax 415-962-4151

## Tile & Stone Proposal Exhibit A

Date 11-26-12

TO : Karl Seelbach  
Homeward Bound

Project : Phase 2 Dormitory Tile

<b>Dormitory Flooring</b>	<b>\$88,815</b>
Furnish and install new tile floors. Tile to be 13x13 Emser Bombay Salsette at all floors except restrooms. Restrooms to be 7x7 Bombay Salsette with matching 6 inch cove base. Tile to be installed over Tec Primer and grouted with Laticrete Permacolor grout. Grout to be sealed upon completion with Miracle 511.	
<b>Total</b>	<b>\$88,815</b>

### Qualifications:

All tile to be set straight with a 3/16 inch grout joint.

Removal of existing base, doors, toilets and partitions shall be the responsibility of the buildings owner.

All work to be done during normal business hours

### Terms:

All tile to be approved by owner and paid for upon delivery to jobsite.

Any contract issued pursuant to this proposal must list this proposal as an exhibit.

**Proposal based on Tile setter & finisher wage rates per the Federal Davis -Bacon Act**

X \_\_\_\_\_ Date \_\_\_\_\_  
Proposal Acceptance

## Organization Profile - 2012-2013 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

**Name of Organization:** Homeward Bound of Marin

My organization does not gather demographic data.  My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	100%
Low income people	
People above the low income limits	

Percentages (%)	Clients Your Org Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>		Est. Projected for Oma Village				N/A
Asian-American/Pacific Islander	1%	2%	4%			
African-American/Black	20%	23%	22%		7%	
Caucasian/White	53%	37%	61%	77%	79%	
Native American	2%	2%		8%		
Mixed Heritage	2%	2%				
Unknown/other (including Latino)	22%	34%	13%	15%	14%	
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Latino/Hispanic Origin</b>						
OF Latino/ Hispanic Origin	19%	33%				
NOT of Latino/ Hispanic Origin	81%	67%				
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Age</b>						
0-5 years old	9%	37%				
6-17	5%	20%				
18-24	2%	3%	9%			
25-59	72%	40%	82%	70%	79%	
60 +	12%		9%	30%	21%	
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Gender</b>						
Female	34%	60%	53%	54%	64%	
Male	66%	40%	47%	46%	36%	
<b>Total %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Disabled %</b>	<b>43%</b>	<b>14%</b>	<b>unknown</b>	<b>unknown</b>	<b>7%</b>	

Involvement of Clients Your Organization Serves	
On Governing Board %	7%
On Advisory Committee %	N/A

NH-7

**MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14**

1. **Project Name: Oma Village:  
Housing for Working Families**

2. **Total Amount Requested:** \$200,000  
Non-housing proposals must specify the amount requested from each planning area.

3. **Project Sponsor: Homeward Bound of Marin**

**Contact Person: Paul Fordham**

**Title: Development Director**

**Mailing Address: 1385 N. Hamilton Parkway  
Novato, CA 94949**

**Telephone: (415) 382-3363 Ext. 211**

**Fax: (415) 382-6010**

**E-mail: [pfordham@hbofm.org](mailto:pfordham@hbofm.org)**

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

**Website (optional): [www.hbofm.org](http://www.hbofm.org)**

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

*The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.*

*The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.*

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

**Street Address:** 5394 Nave Drive, Novato, CA 94949

**APN:** 155-020-46

**Year Built:** Uncertain because the Novato Planning Department misplaced the records according to the appraisal. Also per the appraisal, the office and residential units are estimated to have been built in the 1930s to 1950s and the kitchen/dining hall is estimated to have been built in the early 1970s.

**5. Project Description:**

Homeward Bound of Marin is very pleased to request funding for costs relating to site demolition, project design, off-site improvements, and HOME-projected related pre-development for the Oma Village - Housing for Working Families project. Oma Village is a critically needed permanent supportive housing project for homeless families in Marin County. This project will transform a disparate collection of run-down buildings formerly housing an alcohol and drug rehabilitation program into a thriving, eco-friendly community of 14 compact one- and two-bedroom family homes. When completed in late 2013, for a total cost of \$5.5 million, the new homes will house low-income families who are all working their way out of homelessness through employment, job training, and/or education. At full capacity, the site will house approximately 35 parents and children, depending upon the size of families. The project will not only provide sorely needed stable homes for families from Homeward Bound's emergency and transitional housing programs; it will also help address the high community priorities of ending homelessness and providing needed workforce housing in Marin.

**6. Total Project Cost:** (Include all costs for this particular project regardless of source.)

\$5,500,993 is the estimated total project cost. This includes \$796,687 for the site acquisition phase (already complete) and \$4,707,306 for the development phase, which includes construction, predevelopment/project planning, and finance fees and costs. Please see the attached contractor's cost estimate for details.

**7. Project Budget for CDBG Funds:**

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

The \$200,000 requested will be used only for allowable costs, relating to allowable site demolition, project design, and HOME-projected related pre-development, and off-site improvements. Please see the attached contractor's cost estimate for details.

**8. Other Sources of Funds for this Project:** *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>*Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Dominican Sisters	Acquisition	\$85,000	Fall 2011	Yes	Fall 2011	Now
MCF	Acquisition	\$300,000	11/10/11	Yes	Spring 2012	Now
Marin County	Acquisition	\$250,000	Fall 2011	Yes	Spring 2012	Now
Private Donors	Acquisition	\$103,115	Fall 2011	Yes	Fall 2011	Now
MCF Loan	Acquisition	\$200,000	Fall 2011	Yes	Spring 2012	Now
Novato CDBG	Development	\$78,000	Wint. 2011	Yes	Spring 2012	Now
County CDBG	Development	\$31,879	Wint. 2011	Yes	Spring 2012	Now
MCF	Development	\$600,000	Fall 2012	No	Pending	Pending
County HOME	Development	\$530,538	Wint. 2011	Yes	Spring 2012	Now
County HOME	Development	\$525,000	Wint. 2012	No	Pending	Pending
Novato Housing	Development	\$400,000	Spr. 2012	Yes	Fall 2012	Now
Bank of Marin	Development	\$25,000	2012	Yes	2012	Now
Marin County	Development	\$300,000	2012	Yes	2012	Now
Irwin Trust	Development	\$250,000	Fall 2012	No	Pending	Pending
FHLB-AHP	Development	\$300,000	Spr. 2013	No	Pending	Pending
Tam. Pacific	Development	\$200,000	2013	No	Pending	Pending
Bothin Fdn.	Development	\$30,000	2013	No	Pending	Pending
Other Fdns.	Development	\$125,000	2013	No	Pending	Pending
Corp/Priv Donors	Development	\$5,000	Fall 2012	Yes	Fall 2012	Now
Corp/Priv Donors	Development	\$1,162,461	2013	No	Pending	Pending

\*Note: All funding commitments to date are firm.

**9. Project Implementation:**

*Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?*

Homeward Bound is the owner and developer of the Oma Village project. The agency has demonstrated its capacity for these roles by having successfully self-developed the New Beginnings Center and Next Key Center. Deputy Director Paul Fordham is the project manager, coordinating the activities of and interfacing with the general contractor, Blu Homes, and Novato planning officials.

The project has two phases: property acquisition and housing development as follows:

Phase 1: Property Acquisition, Complete:

Homeward Bound has raised the needed funds for and acquired the 5394 Nave Drive property.

Phase 2: Housing Development, Spring 2012 – Spring 2014:

The housing development phase is now well underway. Fundraising is moving forward (see above) and Blu Homes, a respected and innovative North Bay builder, has been selected to be the architect, project manager, and general contractor. This firm saves time and money by using its pre-existing architectural designs, precision building attractive green homes in its own manufacturing facility, and assembling the homes on-site. This process can take as little as two to three months, while the traditional stick-built construction process can take 18 months or more. Blu Homes will identify and retain consultants and sub-contractors needed for pre-development work (e.g., greenhouse gas study), as well as manage site demolition and preparation, and construction of foundations and other work for the homes on-site.

The original concept for the ¼ acre site encompassed a village of 14 one-storey homes, a community center (with meeting space, computer lab and tutoring center, and laundry), communal open space, and parking. However, Homeward Bound and Blue Homes are currently working on an improved design, with Novato's input, to include some two-storey units, more open space, an outdoor kitchen for community building events, play structures, and decks and landscaping.

Current development target dates are as follows: All approvals and permits secured, April 2013; construction begins Fall 2013; construction complete Winter 2013/14; and certificate of occupancy and grand opening, Spring 2014.

**10. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.*

Household Size	Income Limit
1	\$62,200
2	71,050
3	79,950
4	88,800
5	95,950
6	103,050
7	110,150
8	117,250

This housing will serve homeless families who are leaving or graduating from Homeward Bound emergency shelters or transitional housing programs, such as the Family Emergency Center and Family Resource Center. Homeward Bound serves an average of 145 homeless families per year, so there should be no shortage of families in need of the homes. Most of the families served will fall within the extremely low-income range (30% or less of AMI) with the remainder within in the low-income range (50% or less of AMI). Families selected for these homes will come from the group of homeless families whose adults are actively engaged in employment or job training, job placement, and/or career-related education. These will encompass families who are striving to improve economically and become fully self-sufficient. Thus, in addition to job training and placement assistance all the families will have access to Homeward Bound asset-building and income support programs, including financial literacy and savings programs, tax benefit assistance, and public benefits counseling. For such upwardly mobile families, a home of their own will be a critical step forward that will help to catalyze their family and personal successes. Each resident's income will be documented as part of the application process and will be tracked throughout his or her stay. Homeward Bound intends to maintain long-term project affordability and will provide any affordability restrictions requested by project funders.

**B. Project Rationale:** *Why is this project needed? Will it assist an especially needy or underserved group?*

This project is needed to help meet very high priority community goals relating to ending homelessness, increasing the overall supply of affordable housing, and increasing the supply of workforce housing. In addition, the project will promote a smart growth approach to development because it is close to a number of Golden Gate Transit bus lines; it is positioned within an existing mixed area needing redevelopment; and it will incorporate green design. All of the above priorities are highlighted in key Marin County planning documents, as follows:

- County of Marin 2010-2014 Consolidated Plan, prioritizes increasing the supply of affordable housing for low income, homeless, and workforce households.
- Marin Community Foundation 2010-2014 Strategic Plan, prioritizes increasing the supply of affordable housing, including for homeless persons, and ending the cycle of poverty for low-wage workers and other low-income persons.
- County of Marin Homeless Continuum of Care Plan (submitted to HUD), prioritizes ending homelessness by providing more permanent affordable and supportive housing and reducing the number of homeless households with children.
- Marin County's Ten Year Homeless Plan, prioritized all efforts to end homelessness and provide permanent affordable and supportive housing for low-income and homeless households.
- County of Marin Housing Element, prioritizes increasing the supply of affordable housing, including for homeless households and the workforce.

**C. Equal Opportunity:** *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)*

Most of the families served by this project will be members of one or more protected classes, such as minority families, single parent-headed families, and non-English speaking families, under County of Marin's Analysis of Impediments to Fair Housing Choice Implementation Plan, thus forwarding fair housing in Marin. Demographic groups least likely to apply for this housing (and for Homeward Bound programs in general) are non-English speaking families and families with a disability. Steps to reach these groups will include direct outreach to qualified families in these demographic groups to encourage them to apply for the housing; translating all housing information and leases into Spanish and Vietnamese; providing bilingual services or translation where needed, making available written information to all prospective and existing tenants about tenant housing rights and services (e.g., Fair Housing of Marin) to protect them from discrimination; expanding our peer network to include mentoring among members of protected groups to ensure they feel welcome; providing financial literacy training; and providing and advertising disability accessible housing units.

*If this project involves housing, how will it affirmatively further fair housing?*

Homeward Bound will continue to further fair housing through this project and all of its housing activities through the development of additional affordable housing for families, outreach to protected classes, providing bilingual forms and services, providing translation services when needed, providing written information about and referring residents to Fair Housing of Marin, and using peer networking to create a more welcoming environment for members protected classes, providing financial literacy training; and providing and advertising disability accessible housing units.

*If this project involves construction, discuss your plans for recruiting women- and minority-owned firms to bid on the design and development of this project.*

As mentioned above, Blu Homes, has been selected to be the architect, project manager, and general contractor. This firm was selected because it saves time and money by using its pre-existing architectural designs, precision building attractive eco-friendly homes in its own manufacturing facility, and assembling the homes on-site. Blu Homes will identify and retain consultants and sub-contractors needed for pre-development work, as well as manage site demolition and preparation, and construction onsite. In doing so, at Homeward Bound's request Blue Homes will explicitly advertise for and encourage local women- and minority-owned firms to bid on design and development work.

D. **Accessibility:** *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

Homeward Bound is committed to equal access to all of its programs for people with physical and other disabilities (who are disproportionately represented in the homeless population). The project will be designed and built in accordance with applicable disability access guidelines, including fully accessible units and common areas.

E. **Green Building:** *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

These small eco-friendly homes will be environmentally conscious in a variety of ways; they will be designed for maximum energy efficiency and have zero emissions from paint and other toxic materials. The homes are designed to fit the sun, wind, and weather patterns specific to a building site, thus creating cost effective energy savings. The use of high performance materials and systems such as bamboo floors and radiant heat, Energy Star appliances, sustainably forested or reclaimed wood and recycled steel, and control of the building environment will all help to save resources and energy and to reduce construction waste and landfill use. Finally, drought tolerant or native plant landscaping will be utilized to create water savings and reduce garden maintenance costs. Homeward Bound hopes to incorporate solar electricity and solar hot water heating into the project design and our goal is to have Oma Village certified as Net Zero Buildings.

- For further information, please call Roy Bateman (473-6698).
- The current year's application form must be used.
- Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157, or they may be hand-delivered to our **new office location at 899 Northgate Drive, Room 408, San Rafael**. Please do not send mail to our Northgate Drive location.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word attachment, visit [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm).
- Don't forget to fill out the Organization Profile form.

**DEADLINE: APPLICATIONS MUST BE RECEIVED BY THURSDAY, DECEMBER 13, 2012, AT 5 P.M.**

**Remember that we don't accept e-mailed or faxed applications.**



# BluServ Plus Project Estimate Breakdown



Customer: Homeward Bound of Marin  
 Site Address: 5394 Nave Drive, Novato, CA  
 Home Type: (5) Origin 37 and (4) Origin 49  
 Schematic Plans Date:

## Mods Costs

### Blu Pricing:

	Low	High	Notes
<b>(5) Origin 37+ (4) Origin 49 Base Cost</b>	\$ 1,664,015	\$ 1,664,015	9 Blu Origin mods
Options	\$ 5,751	\$ 5,751	upgrades
Customizations	\$ 140,000	\$ 270,000	allowance for ADA, multi-family code
Premiums	\$ -	\$ -	required changes, etc.
<b>Other Discounts</b>	\$ (116,481)	\$ (116,481)	7% discount off base price
<b>Blu Pricing</b>	\$ 1,693,285	\$ 1,823,285	
Sales Tax	\$ -	\$ -	tax-exempt organization
<b>Section Total:</b>	\$ 1,693,285	\$ 1,823,285	

## Soft Costs:

### Project Services Agreement:

	Section Total:		
	\$ 207,431	\$ 242,600	
Schematic Design	\$ 49,170	\$ 49,170	fixed
Construction Documents & Engineering	\$ 140,562	\$ 171,798	
Site-Built Construction Administration	\$ 17,699	\$ 21,632	

### Consulting Engineers:

	Section Total:		
	\$ 167,038	\$ 195,834	
Planning Consultants	\$ 24,265	\$ 24,265	fixed
Site Survey	\$ 6,440	\$ 6,440	fixed
Geotechnical Engineering	\$ 6,751	\$ 6,751	fixed
Additional Planning Consultants	\$ 4,347	\$ 5,313	Phase 2 planning
Civil Engineering	\$ 10,350	\$ 12,650	
Structural Engineer	\$ 15,525	\$ 18,975	
Landscape Design	\$ 23,805	\$ 29,095	
Mechanical & Plumbing Design	\$ 24,840	\$ 30,360	
Fire Sprinkler Design	\$ 20,700	\$ 25,300	
Fire/Life Safety	\$ 15,525	\$ 18,975	
Code Consultant	\$ 6,728	\$ 8,223	
Electrical Design	\$ 4,140	\$ 5,060	
Acoustic Consultant	\$ 3,623	\$ 4,428	

### Permitting:

	Section Total:		
	\$ 664,857	\$ 812,603	
Building and Demolition Permit	\$ 313,407	\$ 383,053	includes impact fee
Special Inspections	\$ 3,150	\$ 3,850	
Utilities	\$ 346,500	\$ 423,500	
Variances	\$ 1,800	\$ 2,200	

## Hard Costs:

### Mod Site Costs:

	Section Total:		
	\$ 124,200	\$ 151,800	
Painting	\$ 48,600	\$ 59,400	
MEP Connections	\$ 75,600	\$ 92,400	

# BluServ Plus Project Estimate Breakdown



Customer: Homeward Bound of Marin  
 Site Address: 5394 Nave Drive, Novato, CA  
 Home Type: (5) Origin 37 and (4) Origin 49  
 Schematic Plans Date:

<b>Site Work:</b>	<b>Section Total:</b>	<b>\$ 940,896</b>	<b>\$ 1,149,984</b>	
	Demolition	\$ -	\$ -	<i>see demo contract</i>
	Excavation	\$ 12,960	\$ 15,840	
	Foundation	\$ 559,440	\$ 683,760	<i>includes drilled piers</i>
	Driveway	\$ 84,240	\$ 102,960	
	Fire Suppression	\$ 9,936	\$ 12,144	
	Landscaping	\$ 203,580	\$ 248,820	<i>includes noise wall, irrigation, etc.</i>
	Utility Connections	\$ 43,200	\$ 52,800	
	General Requirements	\$ 27,540	\$ 33,660	
<b>Site Built Lower Level:</b>	<b>Section Total:</b>	<b>\$ 349,920</b>	<b>\$ 427,680</b>	
	Total Cost for 5 units	\$ 349,920	\$ 427,680	
<b>Site Built Staircases</b>	<b>Section Total:</b>	<b>\$ 57,240</b>	<b>\$ 69,960</b>	
	Stairs	\$ 57,240	\$ 69,960	
<b>Site Built Common Unit:</b>	<b>Section Total:</b>	<b>\$ 86,400</b>	<b>\$ 105,600</b>	
	Rough Construction	\$ 64,800	\$ 79,200	
	Finish Carpentry	\$ 10,800	\$ 13,200	
	Accessories	\$ 10,800	\$ 13,200	
<b>Site Built Decks:</b>	<b>Section Total:</b>	<b>\$ 84,240</b>	<b>\$ 102,960</b>	
	Decking and Ramps	\$ 84,240	\$ 102,960	
<b>Site Built Architectural Features:</b>	<b>Section Total:</b>	<b>\$ 24,300</b>	<b>\$ 29,700</b>	
	Play Structures	\$ 8,100	\$ 9,900	
	Outdoor Kitchens	\$ 16,200	\$ 19,800	
	<b>Blu Serv Fixed Quote Estimate</b>	<b>\$ 1,667,196</b>	<b>\$ 2,037,684</b>	
	<b>Total Project Cost</b>	<b>\$ 4,399,806</b>	<b>\$ 5,112,005</b>	

**NOTE:** The Project Estimate tool is designed and intended for the sole purpose of helping clients estimate the total cost of their home building project. All costs set forth herein are estimates only and clients should not rely on these estimates as a guarantee of total project cost. **Blu does not warrant or promise, explicitly or implicitly, that the client will be able to complete the various facets of their project for the amounts set forth above.**



## **Project Services Agreement**

December 4, 2012

Homeward Bound  
Attn: Mary Kay Sweeney  
Paul Fordham  
1385 N. Hamilton Pkwy  
Novato, CA 94949

Dear Ms. Sweeney and Mr. Fordham,

We are pleased to present this agreement to Homeward Bound ("Owner") for project services provided by Blu Homes, Inc. ("Blu") in connection with the Blu homes being built on your property located at 5394 Nave Dr., Novato, CA 94949 ("Project").

Blu proposes to provide certain design and consultant management services that extend above and beyond the scope of the standard Blu product and site contractor management package. Such additional services and benefits include: (1) providing schematic designs for site built structures, (2) compliance assistance with meeting the requirements of the local planning/design review process, (3) providing detailed construction documents, construction administration for site built structures, and (4) contracting services and oversight in connection with various third-party consultants required to complete the project. Such services are more fully described below.

### **Scope of basic services**

In conjunction with this agreement and in consideration for the fees set forth below, Blu Homes will provide the following project services:

#### **A. Schematic Design for Planning/ Design Review:**

- a. Prepare, develop, and design a site plan for Design Review Workshop showing outside dimension of all buildings and structures, driveways, parking, loading, parking calculations, accessory structures, and concept landscape plan.
- b. Schematic design of site built components and exterior details, including:
  - i. Site Built Community Center
  - ii. Lower Level Units (3 drawing sets)
  - iii. Decks, Trellis, Canopy

- iv. Outdoor Kitchen
- v. Hardscaping (planters, walkways)
- vi. ADA Design Development
- c. Provide drawings as specified for Design Review
- d. Attend Design Review Workshop & up to two Public Hearings
- e. Coordinate with the following consultants:
  - i. Planning Consultants
  - ii. Landscape Design
- f. Scope includes 24 hours of revisions based on feedback received during Design Review Workshop and from Owner. Time spent above and beyond this allowance will be billed at Blu's hourly rate.

**B. Construction Documents:**

- a. Complete and submit site-built structure construction drawings for submittal to the local jurisdiction for the following project scope:
  - i. Site Built Community Center
  - ii. Lower Level Units
  - iii. Decks, Trellis, Canopy
  - iv. Outdoor Kitchen (site-built seating and walls for kitchen design done by others)
  - v. Foundation Plans
- b. Coordinate with consulting engineers as listed in Section D.
- c. Respond to and coordinate local jurisdiction comments, including up to 32 hours of revisions. Time spent above and beyond this allowance will be billed at Blu's hourly rate.

**C. Site-Built Construction Administration:**

- a. Respond to requests for information (RFI's) during construction process.
- b. Perform local site visits during construction process (6 visits), including a punch list walkthrough at project completion

**D. External Consultants**

- a. Blu Homes will contract directly with the following consultants for work required to complete the project:
  - i. Site Survey
  - ii. Geotechnical Engineer
  - iii. Planning Consultants
    - 1. Traffic Study
    - 2. Noise Study
    - 3. GHG Study
    - 4. Initial Study- review of Phase 1 Environmental Report
    - 5. Arborist Report
    - 6. Cultural Resources Query
    - 7. Air Quality Study

Additional Planning Consultant requirements may be determined as project progresses and will be submitted for approval by Owner as amendments to the scope of this Project Services Agreement (e.g., Economic Study, Biology Study).

- iv. Code Consultant
- v. Civil Engineering
- vi. Structural Engineering
  - 1. Site built structures
  - 2. Foundations
- vii. Landscape Design
- viii. Fire Sprinkler Design
- ix. Fire Life-Safety Design
- x. Mechanical/ Plumbing Design
- xi. Electrical Design
- xii. Acoustic Consultant

#### Project Fees for Services Rendered

The services outlined above are divided into two categories: 1) services for which Owner is charged a fixed price, based upon a well-defined scope at the time the Parties execute this Agreement, and 2) services for which the cost is solely an estimate and which final cost shall be determined at a later stage in the project when the scope of said services has been fully defined. When the scope of said services is fully defined Blu will submit an addendum for those service fees for final approval and payment by Owner.

The following reflects the fixed prices for services that correspond to the scope outlined in this Project Services Agreement:

<b>A. Schematic Design for Planning/ Design Review</b>	<b>\$49,170</b>
<b>B. External Consultants – Fixed Fees</b>	
a. Site Survey	\$6,440
b. Geotechnical Engineer	\$6,751
c. Planning Consultants:	
i. Traffic Study	\$1,840
ii. Preliminary Noise Study*	\$4,025
iii. GHG Study	\$6,210
iv. Initial Study- Phase 1 Environmental Review	\$6,900
v. Arborist Report	\$1,380
vi. Cultural Resources	\$1,035
vii. Air Quality Study	\$2,875
<b>Total Fixed Fees:</b>	<b>\$86,626</b>

The following reflects the price estimates for services that will be finalized at a later stage in the project and which will be submitted to Owner for approval and payment via an addendum to this Project Services Agreement. Blu's fees for Construction Documents and Oversight will be presented once Schematic Design and planning approval is complete. Fees for external consultants will be presented as fixed prices are obtained.

	Est. Fee - Low	Est. Fee - High
<b>A. Construction Documents</b>	<b>\$140,562</b>	<b>\$171,798</b>
<b>B. Site-Built Construction Administration</b>	<b>\$17,699</b>	<b>\$21,632</b>
<b>C. External Consultants – Estimated Fees</b>		
a. Additional Planning Consultants (Economic & Biology Studies)	\$4,347	\$5,313
b. Civil Engineering	\$10,350	\$12,650
c. Structural Engineering	\$15,525	\$18,975
d. Landscape Design	\$23,805	\$29,095
e. Mechanical/ Plumbing Design	\$24,840	\$30,360
f. Fire Sprinkler Design	\$20,700	\$25,300
g. Fire Life-Safety	\$15,525	\$18,975
h. Code Consultant	\$6,728	\$8,223
i. Electrical Design	\$4,140	\$5,060
j. Acoustic Consultant	\$3,623	\$4,428
<b>Total Estimated Fees:</b>	<b>\$287,844</b>	<b>\$351,809</b>

The following services are specifically not included in this Project Services Agreement:

1. Value engineering review and revisions
2. Material testing
3. As-built documents
4. Permitting fees

Additionally, all fees related to permits, approval, inspections and certifications, whether from state, local or any other regulatory body, are not included in this Project Services Agreement.

Any additional services outside the scope of the services set forth above will be billed at an hourly rate of \$125/hr, unless otherwise agreed upon by the parties, evidenced by a written instrument signed by both parties.

#### **Retainer**

Contemporaneous with the execution of this Agreement, Owner shall provide Blu a retainer in the amount of \$24,265, which shall be applied towards the services already rendered by Blu. Basic and additional services will be invoiced monthly based on percent complete.

#### **Reimbursable expenses**

Expenses incurred by Blu on behalf of the Owner for reprographics, messenger, etc. shall be reimbursed by Owner. Any expense over \$1000 will be reviewed with Owner before being incurred.

**Delinquent accounts**

Blu strives to render timely services, and, in return, we expect prompt payment. Payment is due upon receipt of invoice and will be delinquent after 30 days. A late payment charge will be applied at the rate of one percent (1%) per month to account balances outstanding for more than 30 days. Failure to pay your bill promptly upon receipt may result in suspension or termination of design services to you.

**Exclusions**

Owner shall be responsible for all additional consulting services not contemplated under this Agreement. Should additional consulting services be required, Blu will work with you to identify necessary outside consulting services and our fees will include the necessary coordination with those consultants.

Owner shall also directly pay all filing, reviewing and permitting fees which are payable to governmental authorities.

**Ownership of design**

Blu owns all of the rights to the intellectual property underlying the designs created for you by Blu, as well as the specific drawings applicable to the homes you will be building. You may not make any use of that intellectual property or those drawings (or any portion thereof) other than in connection with the structure discussed above. Drawings and specifications and all other documentation prepared for the Project covered by this agreement are and shall remain the property of Blu Homes, Inc. whether the Project for which they are made is executed or not.

Owner shall be permitted to retain copies of visualizations, drawings and specifications for information and reference. The drawings and specifications shall not be used by Owner for any other projects or for the completion of this Project by others. The Owner may use the drawings and specifications for the sole purpose of aiding future additions and alterations to this Project by others. Original documents are the property of Blu and are not to be copied, altered or reproduced in any shape or manner without the prior written consent of Blu unless the sole purpose of the reproductions is to aid in the execution of future additions and alterations to this Project.

Client grants to Blu full rights to document the Project (using photography and video recording) for Blu's portfolio, for inclusion in any type of publication and/or for use in connection with public lectures (names of Owner and property address can be withheld at Owner's request). The Owner may not publish (in any format) photographs or video of the Project without the prior written consent of Blu. If permission to publish is granted by Blu, Owner must agree to use the following phrase in any publication, brochure, advertising, film, video or any other form of media relating to this Project: "designed by Blu Homes, Inc."

**Construction cost**

Estimates, if provided, represent the best judgment of Blu. The Parties acknowledge and recognize that neither Blu nor Owner has control over cost of labor, materials, equipment, contractor's methods of determining bid prices, over competitive bidding, or market or negotiated conditions. Blu cannot and does not warrant or represent that bids or negotiated prices will not vary from

budget or from evaluation. No fixed limit of Construction Cost shall be established as condition of this Agreement.

### **Termination**

- (A) **Without Cause:** Either party may terminate this agreement at any time upon seven (7) days written notice to the other party. Should Owner terminate this Agreement pursuant to this section, Blu shall be entitled to recover all costs of work completed as of the date of termination, which shall be invoiced to Owner and payable within fifteen (15) days of receipt of said invoice.
- (B) **With Cause:** Should either party fail substantially to perform its duties and obligations in accordance with the terms and conditions herein this Agreement may be terminated by the performing party upon seven (7) days written notice
- a. Owner's failure to substantially perform shall include, without limitation:
    - i. Owner's failure to make timely payments as required by this Agreement;
    - ii. Owner's demand for changes to the plans and specifications after approval, unless Owner provides payment for such changes, in advance, in accordance with the terms and conditions herein.

In the event of a "With Cause" termination of the Project by reason of Owner's failure to substantially perform under the Agreement, Blu shall be compensated for the entire fee to which it is entitled, plus reimbursement of all costs incurred as described herein.

In the event of a "With Cause" termination of the Project by reason of Blu's failure or inability to substantially perform in accordance with the terms hereof, Owner may be entitled to recover from Blu all verifiable damages incurred by reason thereof, but in no event shall Owner recover, as damages, more than the fees Owner paid pursuant to this Agreement.

- (C) **Abandonment.** In the event that the Project is suspended or otherwise abandoned by Owner for a period of three (3) months or more, without a mutual agreement in writing between Owner and Blu, said suspension or abandonment shall operate as a "With Cause" termination of this Agreement by reason of Owner's failure to substantially perform, and Blu shall be compensated for the entire fee to which it is entitled, plus reimbursement of all costs incurred as described herein.

### **Entire Agreement**

This Agreement contains the entire agreement and understanding between the parties and supersedes all prior and contemporaneous agreements, terms and conditions, whether written or oral, made by the parties concerning the subject matter of this Agreement. This Agreement may be modified only by a written instrument signed by both parties.

### **Binding Effect/Waiver**

This Agreement shall be binding upon the parties hereto and their respective heirs, executors and administrators. No delay in exercising any right under this Agreement shall operate or constitute a waiver of that right, and no waiver by Blu of any right under this Agreement shall be construed as a



waiver of any other right. No waiver by Blu of any breach of this Agreement shall be construed as a waiver of any preceding or succeeding breach.

### **Force Majeure**

Blu shall not be responsible for, and its obligations hereunder will not be affected by, any loss, damage, delay or other failure of performance on its part attributable in whole or in any material part to causes beyond the responsible fault and control of Blu, including but not limited to: fire, flood, or other natural disaster; strikes, lockouts, slowdowns, picketing, labor controversies, labor shortages, or other interruptions of work affecting Blu's employees, subcontractors or suppliers; war, riot, or national emergencies; embargo delays, mill conditions, or shortages affecting transportation, equipment fuel, labor and/or materials; accidents; breakage of machinery or losses or damages incurred in transit; compliance with any applicable federal, state or local government law, regulation, or request; or any other contingency beyond the control of Blu. In such cases, Blu shall have an additional amount of time to perform its obligations under this Agreement commensurate with the period of such delay.

### **Notice**

All notices required or allowed by this Agreement shall be delivered either by (1) certified mail, return receipt requested, (2) facsimile or (3) electronic mail. If by certified mail, such notice is to be given at such party's address set forth herein, or to such other address subsequently designated by notice sent by one party to the other. Notice shall be effective upon receipt.

### **Severability/Governing Law/Forum**

The provisions of this Agreement are severable. If any term or provision hereof (or the application thereof) is held invalid or unenforceable for any reason, the remaining provisions shall not be affected but rather shall remain in full force and effect and shall be enforced to the fullest extent permitted by law. The laws of the State of California shall govern the interpretation, validity and effect of this Agreement without regard to principles of choice of law. Any and all suits regarding this Agreement shall be brought solely and exclusively in the State of California and the parties hereby consent to the jurisdiction of the state or federal courts located in California. In the event of any litigation under this Agreement, the prevailing party shall be entitled to reimbursement of its reasonable attorneys' fees and the cost of suit.

### **Relationship of Parties**

The parties to this Agreement are independent contractors; there is no relationship of agency, partnership, joint venture, employment, or franchise between the parties. Neither party has the authority to bind the other or to incur any obligation on its behalf.

### **Representation of Authority**

Each person signing this Agreement represents and warrants that he or she is duly authorized and has the legal capacity to execute and deliver this Agreement.

### **Confidentiality**

The parties agree that the contents of this Agreement shall be deemed confidential and proprietary and that neither party will disclose to any third party the contents herein.

The proposed terms of this Agreement will expire if not signed within 30 days from the date set forth above. To commence this Agreement, Blu requires payment in full of the retainer as specified herein.

**IN WITNESS WHEREOF**, the parties have entered into this Agreement as of the date set forth above.

By: \_\_\_\_\_  
**Homeward Bound**  
**Mary Kay Sweeney**

By: \_\_\_\_\_  
**T. Brett Chisholm, Vice President of Sales**

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
**Homeward Bound**  
**Paul Fordham**

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

## Organization Profile - 2012-2013 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

**Name of Organization:** Homeward Bound of Marin

My organization does not gather demographic data.  My organization does not wish to share demographic data.

<b>Income of Level of Clients Your Org Serves %</b>	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	100%
Low income people	
People above the low income limits	

<b>Percentages (%)</b>	<b>Clients Your Org Serves</b>	<b>Clients for this Project</b>	<b>Support Staff</b>	<b>Professional Staff</b>	<b>Board</b>	<b>Advisory Committee</b>
<b>Ethnic/Racial Demographics</b>		<b>Est. Projected for Oma Village</b>				<b>N/A</b>
Asian-American/Pacific Islander	1%	2%	4%			
African-American/Black	20%	23%	22%		7%	
Caucasian/White	53%	37%	61%	77%	79%	
Native American	2%	2%		8%		
Mixed Heritage	2%	2%				
Unknown/other (including Latino)	22%	34%	13%	15%	14%	
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Latino/Hispanic Origin</b>						
OF Latino/ Hispanic Origin	19%	33%				
NOT of Latino/ Hispanic Origin	81%	67%				
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Age</b>						
0-5 years old	9%	37%				
6-17	5%	20%				
18-24	2%	3%	9%			
25-59	72%	40%	82%	70%	79%	
60 +	12%		9%	30%	21%	
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Gender</b>						
Female	34%	60%	53%	54%	64%	
Male	66%	40%	47%	46%	36%	
<b>Total %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Disabled %</b>	<b>43%</b>	<b>14%</b>	<b>unknown</b>	<b>unknown</b>	<b>7%</b>	

<b>Involvement of Clients Your Organization Serves</b>	
On Governing Board %	7%
On Advisory Committee %	N/A

**MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14**

NH-8

**1. Project Name:** Countywide Residential Rehabilitation Loan Program

**2. Total Amount Requested:** \$500,000  
Non-housing proposals must specify the amount requested from each planning area.

**3. Project Sponsor:** Marin Housing Authority

**Contact Person:** Lewis Jordan

**Title:** Executive Director

**Mailing Address:** 4020 Civic Center Drive  
San Rafael, CA 94903-4173

**Telephone:** (415) 491-2530 **Ext.**

**Fax:** (415) 472-2186

**E-mail:** [ljordan@marinhousing.org](mailto:ljordan@marinhousing.org)

**Website (optional):** [www.marinhousing.org](http://www.marinhousing.org)

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$ 35,000
<b>Novato Planning Area</b>	<b>\$ 70,000</b>
Richardson Bay Planning Area	\$ 45,000
San Rafael Planning Area	\$150,000
Upper Ross Valley Planning Area	\$ 35,000
West Marin Planning Area	\$ 15,000
Countywide Housing	\$150,000

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

*The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.*

*The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.*

**4. Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

The Residential Rehabilitation Loan Program is available to low-income homeowners throughout the County of Marin who are owner-occupants residing in a single family home, a floating home docked in an approved berth, a mobile home located within a mobile home park or a non-profit-sponsored group home serving a special population.

**5. Project Description:**

The Rehabilitation Loan Program offers low-interest property improvement loans of up to \$35,000 to eligible homeowners, and non-profit group home sponsors, to undertake necessary home repairs, correct substandard housing conditions and eliminate health and safety hazards. To be eligible, an applicant must be the owner-occupant of the home and fall below the very-low income threshold determined by the current HUD Area Median Income Limits.

Eligible work includes the repair or upgrading of existing plumbing, heating and electrical systems, roof repair or replacement, correction of foundation, drainage, dry rot and termite-related problems, emergency and/or storm-related repairs, energy and water conservation measures, and ADA improvements for wheelchair accessibility such as ramps and showers. Homeowners and nonprofit group home sponsors also receive technical assistance from staff in determining the scope of needed repairs, consulting with the local building departments, developing cost estimates, obtaining bids and contracting for the repairs, monitoring

and inspecting the work under construction and issuing progress payments for labor and materials. The specific repayment terms of each loan are tailored to fit the homeowner's individual financial circumstances.

Since its inception over 37 years ago, the Residential Rehabilitation Loan Program has made 117 loans totaling \$2,127,321 in the Novato Planning Area.

**6. Total Project Cost:** *(Include all costs for this particular project regardless of source.)*

Total CDBG funds requested are \$500,000. Of this amount \$150,000 is requested from the Countywide Housing allocation for loans to be made available throughout the County, and a combined total of \$350,000 is requested from individual Planning Areas for additional loans to be made within each Planning Area

**7. Project Budget for CDBG Funds:**

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable. If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

Individual rehabilitation loans range from \$5,000 to a maximum of \$35,000. The funds requested will provide loan funds for approximately 20 new loans at an average loan amount of \$25,000.

Administrative costs to run the program totaled \$196,692 for the last 12-month period. These costs support one Homeownership Programs Specialist, one Programs Services Coordinator, central office costs and marketing expenses.

**8. Other Sources of Funds for this Project:** *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Marin Comm. Fdn.	Gates Coop	1,303,348	1996	Yes	1996	now
San Francisco Fdn.	Storm Loans	Loan fund	1982	Yes	1982	now

The Storm Damage Assistance Program, originally funded by the San Francisco Foundation, continues to provide supplemental loans in conjunction with CDBG loans in cases of extreme need exceeding the CDBG \$35,000 limit. In addition, \$1,303,348 has been committed by the Marin Community Foundation for the rehabilitation of 38 floating homes at Gates Coop in Waldo Point Harbor to augment the CDBG and SDAP funds set aside for this purpose.

**9. Project Implementation:**

*Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?*

Marin Housing Authority administers the Residential Rehabilitation Loan Program and is responsible for its implementation throughout the county. The staff includes a Homeownership Programs Specialist, a Programs Services Coordinator, and support provided by General Services and Accounting staff. The program has been carefully developed and is continually updated to reflect current construction codes, rehabilitation guidelines and practices in accordance with HUD requirements and industry standards.

**10. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.*

Household Size	Income Limit
1	\$62,200
2	71,050
3	79,950
4	88,800
5	95,950
6	103,050
7	110,150
8	117,250

Since 2001, the program has specifically benefited very low-income homeowners and non-profit-sponsored group homes with special populations. Every household assisted through the program has an income well below 80% of median with 88% of the households falling below 50% of the median income. The average household income is \$25,732 or 35% of median. Eligibility is documented in a personal interview, conducted with each applicant, in which original tax returns, pay stubs, assistance payments and all other sources of income are reviewed and copied to the file. The program ensures long term affordability in two ways: 1) it provides low-cost financing that enables a low-income homeowner to repair and maintain his/her home and continue to reside in it; and 2) it provides flexible loan repayment plans, including the option to defer principal and interest payments under certain conditions, which can allow the homeowner to live within his/her existing finances and avoid unaffordable loan payments. Staff works closely with a variety of housing and social service programs and agencies in assisting clients and in making and receiving referrals. Those assisted by the program include:

*Elderly and Disabled* (representing 57% and 35%, respectively, of all households assisted): The program assists elderly and disabled homeowners on fixed (often minimal) incomes repair unsafe conditions in their home, catch up on critical deferred maintenance, and provide for accessibility improvements, so that they may "age in place". In many cases the ability to defer payments on the loan makes a critical difference in enabling a homeowner to remain in his/her own home.

*Female Head of Household* (representing 64% of all households assisted): Families with only one head of household often face an unmanageable financial burden with the prospect of undertaking necessary home repairs. In some cases having to sell and relocate out of the County may be the only alternative.

*Special Populations*: The program is available to non-profit-sponsored group homes with special populations, including the developmentally disabled, mentally ill and troubled youth. To date the program has assisted 32 group homes with loans totaling \$847,666.

B. **Project Rationale:** *Why is this project needed? Will it assist an especially needy or underserved group?*

With continually escalating land and development costs and diminishing housing starts, it makes sense for communities to invest wisely in preserving the existing stock of affordable housing. The Residential Rehabilitation Loan Program has proven to be an effective low-cost tool that enables low-income homeowners, often elderly citizens on fixed incomes, to retain ownership of their home and maintain their property in a safe and livable condition.

To reach this demographic group, brochures and emails describing the Residential Rehabilitation Loan Program are disseminated through senior centers, social service agencies, lawyers for the elderly, senior resource directories, mobile home and floating home site management offices, and public libraries.

Most low-income homeowners are unable to qualify for conventional property improvement loans or lines of credit and therefore cannot perform the maintenance required to preserve their homes in good condition. By assisting with repairs and upgrades to the homes of these low-income homeowners, the Rehab Loan Program conserves existing affordable low-income housing throughout the county and allows people to remain in their own homes as they age.

In addition, energy efficiency measures are implemented and installed to lower energy costs which can be prohibitive for low-income homeowners.

C. **Equal Opportunity:** *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)*

The Demographic group least likely to apply is that of persons of Hispanic or Latino origin who make up over 15% of Marin County's population. About 47% of Hispanic adults in California own their own homes but do not apply to the Residential Rehab Loan Program in Marin County in significant percentages. Outreach and marketing through Hispanic agencies, churches, and businesses will continue to be implemented. In addition, Marin Housing has instituted a "Language Assistance Program for Limited English Proficiency" clients and has bilingual Spanish interpreters on staff, including the Homeownership Programs Specialist.

- D. **Accessibility:** *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

**Accessibility to the Rehabilitation Loan Program for applicants with physical disabilities is ensured by the fact that all of the contact between staff and client takes place in the client's home or over the telephone. In addition, Marin Housing Authority's offices are fully accessible. The program also promotes accessibility for homeowners and non-profit-sponsored group homes with special populations by including in the scope of repairs any work required to make the home accessible to accommodate any physical disabilities or special needs.**

- E. **Green Building:** *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

**Whenever and wherever feasible, "green building" principles will be applied and implemented to assure the highest possible energy efficiency of the dwelling and the use of methods and materials least disruptive to the environment. Typical improvements include installation of high-efficiency windows and appliances, insulation in walls, ceilings and floors, low-flow toilets and shower heads, and weather-stripping.**

- For further information, please call Roy Bateman (473-6698).
- The current year's application form must be used.
- Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157, or they may be hand-delivered to our **new office location at 899 Northgate Drive, Room 408, San Rafael**. Please do not send mail to our Northgate Drive location.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word attachment, visit [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm).
- Don't forget to fill out the Organization Profile form.

**DEADLINE: APPLICATIONS MUST BE RECEIVED BY THURSDAY, DECEMBER 13, 2012, AT 5 P.M.**

**Remember that we don't accept e-mailed or faxed applications.**

### Organization Profile - 2013-14 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

**Name of Organization:** HOUSING AUTHORITY OF THE COUNTY OF MARIN

My organization does not gather demographic data.  My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	93
Low income people	7
People above the low income limits	

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board BOC	Advisory Committees
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	1		2	30		
African-American/Black	47	10	15	30	14	38
Caucasian/White	36	90	83	40	86	62
Native American	.5					
Mixed Heritage						
Unknown/other	15.5					
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	13	2	12	10		
NOT of Latino/ Hispanic Origin	87	98	88	90	100	100
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Age</b>						
0-5 years old	16					
6-17	22					
18-24	13					
25-59	47	43	80	100	72	33
60 +	2	57	20		28	67
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Gender</b>						
Female	67	64	67	40	57	67
Male	33	36	33	60	43	33
<b>Total %</b>	100%	100%	100%	100%	100%	100%
<b>Disabled %</b>	38	35				

Involvement of Clients Your Organization Serves	
On Governing Board %	28
On Advisory Committee %	100



**MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14**

NC-1

- 1. Project Name: Center Renovation**
- 3. Project Sponsor: North Bay Children's Center**

- 2. Total Amount Requested:** \$ 6,721
- Non-housing proposals must specify the amount requested from each planning area.

**Contact Person: Susan Gilmore**

**Title: Executive Director**

**Mailing Address:**  
932 C Street, Novato, CA 94949

**Telephone(415) 883-6222**                      **Ext.**  
**Fax: (415) 883-6061**  
**E-mail: sgilmore@nbcc.net**

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$ 6,721
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

**Website (optional):**

All future announcements will be sent to you by e-mail, unless you indicate otherwise:     Please send by mail.

*The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.*

*The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.*

- 4. Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

932 C Street, Novato, CA 94949 Parcel # APN 157-980-03

**5. Project Description:**

North Bay Children's Center (NBCC) would like to request funding for the renovations on our buildings at our Novato campus. Renovations would include the following: partially replacing the bathroom floors and toilets in our toddler and preschool rooms, replace lighting fixtures in our central courtyard, upgrading electrical panels and adding new circuits on our main building and replacing our kitchen stove.

- 6. Total Project Cost: (Include all costs for this particular project regardless of source.)**

\$6,721

**7. Project Budget for CDBG Funds:**

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

Bathroom upgrade for two classroom : \$970 x 2 =	\$1940
Light fixture replacement:	1712
Electrical work:	1470
Stove Replacement	<u>1599</u>
	\$6,721

**7. Other Sources of Funds for this Project:** Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?

No identified sources

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
N/A						

**9. Project Implementation:**

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

NBCC's Associate Director

**10. Need for the Project:**

**A. Need Group**

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Household Size	Income Limit	
1	\$62,200	According to the Marin Child Care Master Plan, 13 percent of Marin's children under 11 live in poverty. The report identifies Novato specifically as a target area in need of funding for child care programs and scholarship. Located in the lowest per capita income area of Novato, NBCC is one of the few programs in Northern Marin that provides tuition assistance and family support serves for children from birth to 12 years of age.
2	71,050	
3	79,950	
4	88,800	
5	95,950	Of the 165 children currently enrolled, over 52 percent are from low income families as defined by the CDBG guidelines. Of the 52 percent, 90 percent are from single parent homes where that parent is solely responsible for the financial support of their family. Of our low-income children, three families are CPS cases and are judged to be at risk of abuse or neglect.
6	103,050	
7	110,150	
8	117,250	

**B. Project Rationale:** Why is this project needed? Will it assist an especially needy or underserved group?

The upgrade of our buildings will enable us to better serve the children and families of our program. These renovations will also ensure that our facility meets all the state and local child care licensing guidelines.

- C. Equal Opportunity: For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)

*If this project involves housing, how will it affirmatively further fair housing?*

*If this project involves construction, discuss your plans for recruiting women- and minority-owned firms to bid on the design and development of this project.*

- D. Accessibility: What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?

NBCC has been able to serve many children with emotional and developmental disabilities. The facility is wheelchair accessible and program contacts and resources include the Marin Child Care Council and Easter Seals. NBCC's scholarship program ensures accessibility to quality care for children across the income spectrum.

- E. Green Building: For new construction or rehabilitation, what will you do to incorporate "green building" principles?

- For further information, please call Roy Bateman (473-6698).
- The current year's application form must be used.
- Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157, or they may be hand-delivered to our **new office location at 899 Northgate Drive, Room 408, San Rafael**. Please do not send mail to our Northgate Drive location.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word attachment, visit [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm).
- Don't forget to fill out the Organization Profile form.

**DEADLINE: APPLICATIONS MUST BE RECEIVED BY THURSDAY, DECEMBER 13, 2012, AT 5 P.M.**

**Remember that we don't accept e-mailed or faxed applications.**

# Estimate

**DATE: 9/5/2012**

**North Bay Children's Center  
'C' Street  
Novato Ca**

**Attn: Byron Sigal**

**Re; Office Restroom Floor.**

*To remove existing floor covering and W.C.  
To Install 3/4" marine plywood over existing flooring.  
To reinstall W.C. waste extension and new seal.  
To Install new sheet goods flooring.*

*Total this Estimate .....\$970.00  
Not Prevailing Wage Rate.*

***This estimate is valid for 10 days.***

Thank You, \_\_\_\_\_ for John S Manchip Inc.



# Estimate

**DATE: Dec 11th 2012**

**North Bay Children's Center  
932 'C' Street  
Novato CA 94949**

**Attn: Byron Sigal**

**Re; Light fixture replacement.**

*To provide labor and materials to replace four Glass Pack fixtures (50w)  
in rear courtyard. This replaces four broken fixtures.*

*Total for the above .....\$1,712.00*

Thank You, \_\_\_\_\_ for John S Manchip Inc.

955 Adrian Way  
San Rafael, CA 94903  
415.258.9544  
johnmanchip@comcast.net  
Lic. No. 825239  
EIN 35-227-2674



# Estimate

**DATE: 7/18/2012**

**North Bay Children's Center  
932 'C' Street  
Novato Ca 94949**

**Re; Proposed Electrical Work.**

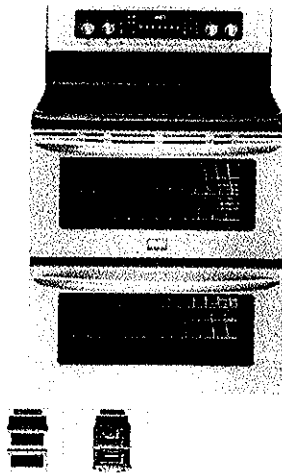
**To provide and Install necessary labor & equipment for 2 new circuits to  
phone room all in surface mount EMT and with new ground rod.**

**Total this Estimate \$1,470.00**

**This estimate is valid for 10 days.**

Thank You, \_\_\_\_\_ for John S Manchip Inc.

955 Adrian Way  
San Rafael, CA 94903  
415.258.9544  
johnmanchip@comcast.net  
Lic. No. 825239  
EIN 35-227-2674



## Frigidaire - 30" Self-Cleaning Freestanding Double Oven Electric Convection Range - Stainless-Steel

Model: FGEF306TMF SKU: 4864024

5.0 of 5 (1 reviews)

Delivery: Most areas [Check Dates](#)

### Store Pickup:

[Check Stores](#)



[Learn about Store Pickup Plus](#)

### Special Offers:

- [Free Shipping](#)

### Best Buy Cardholder Offers:

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- [Get 4% Back in Rewards. See how](#)

**FREE SHIPPING**

On Sale Now:

Reg. Price: **\$1,599.99**

[See price in cart >](#)

### PROTECT YOUR PRODUCT

2 Year Protection Plan  
**\$189.99**

4 Year Protection Plan  
**\$299.99**

[Overview](#) [Specifications](#) [Customer Reviews](#) [Learn](#) [Accessories](#)

Prepare delicious meals with this Frigidaire Gallery FGEF306TMF 30" freestanding electric range that features a Fits-More cooktop, so you can cook multiple dishes at once with ease. Double ovens each feature 2 racks for optimal cooking space.

### WHAT'S INCLUDED

- Frigidaire Gallery 30" Self-Cleaning Freestanding Double Oven Electric Convection Range
- Electric cord is sold separately and is not included
- Owner's manual

### PRODUCT FEATURES

- From our expanded online assortment; not available in all Best Buy stores
- **Precision Set controls**  
Deliver exact results. One-touch options offer ease of use.
- **2 Symmetry 3.5 cu. ft. ovens**  
Along with 2 racks in each oven provide plenty of space for multiple dishes
- **SpaceWise expandable elements**  
Provides a flexible cooking area by giving you the choice of using a 6" or 9", or 9" or 12" heating element depending on the size of your pan
- **5 cooktop elements**  
Provide 100-3000 watts of power to meet your cooking needs.
- **Keep-warm zone**  
Offers low heat settings to help prevent burning or scorching.
- **Quick boil**  
Heats water quickly for fast meal preparation
- **True Convection technology**  
Helps the upper oven cook food evenly and thoroughly for moist, flavorful results
- **Quick preheat**  
Brings the ovens quickly to a desired temperature.

### Organization Profile - 2013-14 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

**Name of Organization:** NORTH BAY CHILDREN'S CENTER

My organization does not gather demographic data.  My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	96
Low income people	17
People above the low income limits	47

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	7.51					
African-American/Black	4.38					
Caucasian/White	81.23					
Native American	1.25					
Mixed Heritage	5.63					
Unknown/other						
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	40.63					
NOT of Latino/ Hispanic Origin	59.37					
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Age</b>						
0-5 years old	60.63					
6-17	39.37					
18-24						
25-59						
60 +						
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Gender</b>						
Female	46.13					
Male	53.87					
<b>Total %</b>	100%	100%	100%	100%	100%	100%
<b>Disabled %</b>						

Involvement of Clients Your Organization Serves	
On Governing Board %	13.33
On Advisory Committee %	0



NS-1

**MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14**

1. **Project Name: Family Law Legal Services for Low income Marin Families**

**Total Amount Requested: \$30,600**

3. **Project Sponsor: Family & Children's Law Center**

2.

Non-housing proposals must specify the amount requested from each planning area.

**Contact Person: Shawna Hoch**

**Title: Administrative Coordinator**

**Mailing Address: 30 North San Pedro Road, Suite 245  
San Rafael, CA 94903**

**Telephone: 415-492-9230**

**Ext. 214**

**Fax: 415-479-2553**

**E-mail: [shoch@faclc.org](mailto:shoch@faclc.org)**

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$7,500
Novato Planning Area	\$7,500
Richardson Bay Planning Area	\$4,000
San Rafael Planning Area	\$7,500
Upper Ross Valley Planning Area	\$4,100
West Marin Planning Area	\$0

**Website (optional): [www.faclc.org](http://www.faclc.org)**

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

*The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.*

*The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.*

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

30 North San Pedro Road, Suite 245, San Rafael, CA 94903

5. **Project Description:**

Founded in 1985, FACLC is dedicated to helping low-income children and families in Marin County by providing sliding scale family law legal services to the working poor. FACLC strives to provide access to justice for low-income families and children who, due to financial constraints, would have no other means for representation in the courts. The overwhelming complexity of the legal system is compounded when financial barriers are present. Hit hardest by the recent downturn in our economy are low-income families – especially children. During such times, financial pressures become unbearable and the home environment begins to or more precipitously unravel, causing their legal needs to skyrocket. Last year, FACLC served over 1200 clients and the demand for such services only keeps growing. To serve more families and children in these times of great need, we need your help and support. Our goal is to break down barriers to allow access for all to the justice system.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.) **\$287,000.00**

**7. Project Budget for CDBG Funds:**

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

<u>POSITION</u>	<u>TOTAL COST</u>	<u>CDBG COST</u>	<u>COST PAID BY OTHERS</u>
Staff Attorney 1.0	\$70,000	\$5,000	\$65,000
Staff Attorney 1.0	\$50,000	\$5,000	\$45,000
Intake Specialist 1.0	\$33,000	\$10,000	\$23,000
Legal Director 1.0	\$89,000	\$5,000	\$84,000
Program Assistant 1.0	\$48,600	\$5,100	\$43,500

**8. Other Sources of Funds for this Project:** Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
MCF	CORE	\$95,000	7/1/12	Yes	10/1/12	Now
Special Event	CORE	\$45,000	10/13/12	Yes	10/13/12	Now
County of Marin	CORE	\$20,000	8/15/12	Yes	9/4/12	Now
Client Fees	CORE	\$100,000	N/A	Yes	Ongoing	Now

**9. Project Implementation:**

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

CDBG Funds will support the services of two Staff Attorneys, one Legal Director, one Program Assistant and one Intake Specialist. The Legal Director will develop and implement an outreach program that will provide increased awareness of the Family & Children's Law Center and its services in the community. The Legal Director will supervise the staff attorneys and oversee the day-to-day implementation of the legal program. The Intake Specialist will screen all potential clients for eligibility identifying their fee rate and schedule them for an appointment to meet with a staff attorney. The Staff Attorneys will implement the legal program by meeting with an average of five clients per day and attending an average of three court hearings per week. The Program Assistant will provide administrative support to the Staff Attorneys, Executive Director and the legal program. Brochures and other informational materials will be distributed to various additional agencies and made readily available to potential clients.

**10. Need for the Project:**

**A. Need Group**

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Household Size	Income Limit
1	\$62,200
2	71,050
3	79,950
4	88,800
5	95,950
6	103,050
7	110,150
8	117,250

FACLC uses CDBG income guidelines and completes an income eligibility worksheet for each client. All Clients are required to provide written verification of income in the form of tax returns and pay stubs. The low income population is one with particular needs as they are disenfranchised due to low income, minimal resources and misinformation regarding the legal system. By providing low cost, high quality legal services the Family and Children's Law Center increases access to justice for a significant portion of the Marin County community.

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*

The Family Law Legal Services for Low Income Marin County Families Project is critical to the well-being 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 confusing 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 without legal representation can negatively impact families and children for many years to come.

C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)*

We have found that in many cases latino immigrants are reluctant to seek court intervention for family law matters as they are concerned that any involvement in the legal system may bring their legal status into question. We always share information about our organization including intake forms and brochures with agencies that target their services to this population, and explain to them that in the family law courts, a parties legal status is never brought into question.

*If this project involves housing, how will it affirmatively further fair housing?*

*If this project involves construction, discuss your plans for recruiting women- and minority-owned firms to bid on the design and development of this project.*

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

Located across from the Civic Center and the Courts. Wheelchair accessible. Can arrange for telephone/mail service. Can arrange for home visits when special circumstances apply. Can arrange for sign language interpreters for hearing impaired clients.

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

- For further information, please call Roy Bateman (473-6698).
- The current year's application form must be used.
- Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157, or they may be hand-delivered to our **new office location at 899 Northgate Drive, Room 408, San Rafael**. Please do not send mail to our Northgate Drive location.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word attachment, visit [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm).
- Don't forget to fill out the Organization Profile form.

**DEADLINE: APPLICATIONS MUST BE RECEIVED BY THURSDAY, DECEMBER 13, 2012, AT 5 P.M.**

**Remember that we don't accept e-mailed or faxed applications.**

## Organization Profile - 2013-14 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

**Name of Organization:** Family & Children's Law Center

My organization does not gather demographic data.  My organization does not wish to share demographic data.

<i>Income of Level of Clients Your Org Serves %</i>	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	80%
Low income people	9%
People above the low income limits	11%

<b>Percentages (%)</b>	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	5%	5%				
African-American/Black	6%	6%				
Caucasian/White	86%	86%	100%	66%	100%	
Native American	1%	1%				
Mixed Heritage	2%	2%		33%		
Unknown/other						
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	46%	46%	50%			
NOT of Latino/ Hispanic Origin	54%	54%	50%	100%	100%	
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Age</b>						
0-5 years old						
6-17						
18-24	8%	8%				
25-59	89%	89%	100%	100%	80%	
60 +	3%	3%			20%	
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Gender</b>						
Female	65%	65%	100%	100%	50%	
Male	45%	45%	100%	100%	50%	
<b>Total %</b>	100%	100%	100%	100%	100%	100%
<b>Disabled %</b>						
	2%	2%				

<b>Involvement of Clients Your Organization Serves</b>	
On Governing Board %	0
On Advisory Committee %	0

**MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14**

NS-2

**1. Project Name: High Risk Youth Mentoring Program**

**2. Total Amount Requested:**  
Non-housing proposals must  
specify the amount requested  
from each planning area.

**\$35,000**

**3. Project Sponsor: LIFT For Teens**

**Contact Person: Richard Waxman**

**Title: Executive Director**

**Mailing Address:**

PO Box 6799  
San Rafael, CA 94903

**Telephone: 415-507-1564** Ext.

**Fax: 415-491-4355**

**E-mail: richardwaxman@lift-levantate.org**

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$2,500
Novato Planning Area	\$12,500
Richardson Bay Planning Area	\$5,000
San Rafael Planning Area	\$12,500
Upper Ross Valley Planning Area	\$2,500
West Marin Planning Area	\$0

**Website (optional): [www.lift-levantate.org](http://www.lift-levantate.org)**

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

**4. Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

**Marin City:** Manzanita Recreation Center, 630 Drake Ave., Sausalito, CA, 94966 and Martin Luther King Junior Academy, 200 Phillips Dr, Sausalito, CA 94965

**San Rafael:** Canal Alliance, 91 Larkspur St, San Rafael, CA 94901; Pickleweed Community Center 50 Canal St., San Rafael, CA, 94901; Huckleberry Youth Programs, 361 Third Street, Suite G, San Rafael, CA 94901; County Community School, 160 B North San Pedro Road, San Rafael, CA 94903; Davidson Middle School 280 Woodland Avenue, San Rafael, CA 94901; San Rafael High School 185 Mission Avenue San Rafael, CA 94901

**Novato:** Marin Oaks Continuation High School, 720 Diablo Ave. Novato, CA. 94947; Hamilton K-8 School 5530 Nave Drive, Novato, CA 94949

**5. Project Description:**

"The children we serve often have trauma and chaos as a component in their young lives. Seeing them blossom under the LIFT For Teens program has been nothing short of a miracle. I have witnessed a child who felt hopeless before starting LIFT suddenly gain self-esteem and confidence upon entering the program while experiencing joy in the process." Cyndy Doherty, Executive Director, Marin Advocates For Children

LIFT's High Risk Youth Program activities are designed and implemented for the most vulnerable youth in Marin. Our trained staff assist hard-to-reach youth in developing the critical coping skills that will enable them to succeed in school, with peers, at home and in the community. By building trust with mentors, engaging youth in evidence-based practices and providing meaningful hands-on activities, youth will benefit by building protective psychological assets that include:

- problem-solving
- conflict resolution
- leadership
- responsibility
- teamwork
- discipline
- resiliency
- respect

The purpose is to increase overall **emotional, psychological, social and physical health**. Carefully chosen, screened and trained mentor/coaches with extensive experience with high-risk and at-risk youth provide guidance to youth so they can develop positive social and life-skills. LIFT has a proven track record of recruiting and training community-based staff, including those who are bi-lingual and culturally competent, to create trust and opportunities for improvement.

LIFT-Levántate is a local 501(c)(3) organization that successfully addresses underserved, hard to reach youth populations most at-risk for, or engaged in recidivism, truancy, violence, substance abuse and risky sex. This project targets low-income, at-risk and high-risk minority youth who lack access to resources and assets because they live in concentrated pockets of poverty in Marin. These are the same youth who utilize a disproportionate amount of County Juvenile Justice, Mental Health and Social Services resources. In response to the urgent need to help these youth develop coping skills, reduce risky behaviors and increase their sense of self-worth, LIFT-Levántate and its partner organizations will provide a range of services targeted specifically to the unique needs of this multi-cultural population.

LIFT has demonstrated its value by filling critical service gaps within challenged communities, working collaboratively with other organizations and providing programs that are culturally responsive to community interests without duplicating

existing programs. As a program "without walls" (i.e. no barriers to participation) LIFT engages youth where they live, learn, work and play with no cost to families.

The LIFT model incorporates Project-Based Learning and Collaborative Learning opportunities. All LIFT programs emphasize the importance of nutritious foods and active living for optimum mental and physical health. By helping youth learn to discern healthy vs. unhealthy habits, they embark on a path to simple skill building and healthier habits. This impacts favorably on their academic life. "Physical activity has a positive influence on memory, concentration and classroom behavior and within the lower income students, fitter kids scored better than unfit kids" (According to the CA Dept of Education and a meta-review of 850 studies compiled by Ratey and Hagerman, Harvard 2008).

LIFT partners with Marin County Juvenile Probation and Marin County Office of Education to serve their high-risk students (students other programs have given up on) – by carefully matching and mentoring them through successful paid internships, where they learn valuable job-skills, increase self-esteem and explore career options.

LIFT staff works closely with faculty and administration at school sites to integrate LIFT programming within core curriculum. We offer innovative and evidence-based programs for middle and high school youth who have experienced severe emotional and physical trauma. Programs include, but are not limited to:

- Gardening, nutrition education and cooking classes
- Competitive and non-competitive physical activities
- Leadership and Life Skills classes
- Food Access/Food Justice/Food Distribution projects
- Compassion Projects in partnership with the Marin Humane Society
- Alternative Education Sports Mentoring League that utilizes sports and mentoring to create healthy, productive young men and young women by building self-esteem, resiliency, coping skills, collaboration and positive teamwork opportunities.
- Community service and academic credit recovery opportunities promoted through LIFT's recruitment, training and mentoring of teens as Peer Educators, volunteers and interns.
- LIFT's Coping Skills workshops with families to reach vulnerable teens and their parent(s)/caregivers to help them navigate the often difficult and severe stress that many teens and families experience.

**6. Total Project Cost:** *(Include all costs for this particular project regardless of source.)*

**\$80,000 per year**

**7. Project Budget for CDBG Funds:**

*Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example salaries, administrative expenses, etc.*

<b>Staff salaries</b>	<b>\$27,500</b>
<b>Administrative expenses</b>	<b>\$ 5,000</b>
<b>Youth stipends</b>	<b>\$ 2,500</b>
<b>TOTAL</b>	<b>\$35,000</b>

**8. Other Sources of Funds for this Project:** *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed Confirmed by Dec 2012</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Marin Charitable	Vulnerable Teens	\$5,000	June 2012	Yes	August 2012	Currently
Juvenile Probation Marin Co. Office of Education	County Community School program	\$27,500	June 2012	Yes	August 2012	Currently
Marin Advocates for Youth	Foster & court protected teens	\$2,700	January 2012	Yes	June 2012	Currently
Supervisor Katie Rice	Alternative Education Sports Mentoring Program	\$10,000	October 2012	Yes	December 2012	January 2013

**9. Project Implementation:**

*Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?*

Our comprehensive continuum of youth-focused services are led by trained LIFT staff at Alternative Education middle and high schools and recreation centers and youth centers in challenged communities. Most of the programs are ongoing, or recently launched and this funding will allow us to meet the requests we receive to continue and expand services.

**10. Need for the Project:**

A. Need Group *What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below.*

Household Size	Income Limit
1	\$62,200
2	71,050
3	79,950
4	88,800
5	95,950
6	103,050
7	110,150
8	117,250

The youth coping skills programming will serve a minimum of 280 vulnerable youth from Marin County Office of Education Alternative Education and Continuation high schools, court-protected and transition age youth, probation, drug-court and public housing youth. Many of these youth have acute and chronic social or behavioral difficulties, are truant, in juvenile justice or foster care systems, have been expelled, have substance or alcohol use issues, are pregnant or teen parents, homeless youth, or are students who need to support themselves. Almost all qualify for free or reduced lunch.

The overwhelming majority of these students come from families at, or below, 200% of the Federal Poverty Level. Many of these students are food and housing insecure.

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*

LIFT's project will be the sole provider for a number of these vital youth activities for the highest-risk teens in our midst. These are the teens that utilize the highest amount of our Juvenile Probation, County Mental Health and Alternative Education resources.

Great disparities in wealth and health exist here. Highlighted in the recent Marin Community Foundation demographic report, the disparities the youth we serve face are profound: Marin's African-American teens are 5 times more likely to drop out of high school than are their white peers and Latino teens are 4 times more likely to drop out. Many of these students already face disproportionate vulnerability to physical risks (childhood obesity, type 2 diabetes, substance and alcohol abuse, smoking), educational/economic disadvantage (truancy, failure to graduate, early pregnancy, limited employment prospects), social and behavioral problems (disengagement, acting out, anger and aggression), and mental illness (depression, anxiety, and suicide). The vulnerability of this population in terms of mental health is well-documented as one out of five Latino high school girls, nationwide, has seriously considered suicide during the past 12 months and our local schools are reporting similar occurrences. These youth often come to LIFT anxious and depressed. Some manifest cutting while others have attempted or considered suicide. Most are truant and participating in risky sex and substance abuse when they enter our program. Through participation in our programs, they show significant strides in building self-esteem, resiliency, academic engagement and the reduction of risky behaviors.

Targeted, measurable outcomes in our direct service at-risk and high-risk youth programs include:

- Increase in attendance and engagement in school
- Decrease in truancy
- Decrease in recidivism for high-risk youth
- Increase in self-esteem
- Decrease in alcohol/substance abuse
- Increased consumption of fruits and vegetables
- Increased consumption of water
- Decreased consumption of sugary beverages
- Increase in physical activity, especially outdoors
- Decrease in sedentary activity

C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)*

LIFT typically targets low-income Latino and African-American youth facing steeper challenges than their peers and has little participation from Asian and Caucasian populations. Our outreach materials have traditionally been provided in English and Spanish and now will be available in Vietnamese where appropriate. We will work with the Asian Advocacy Project for outreach to members of the Asian community and we are working to reach Caucasian youth and their families through school and community presentations and social marketing campaigns about our programs.

*If this project involves housing, how will it affirmatively further fair housing? N/A*

*If this project involves construction, discuss your plans for recruiting women- and minority-owned firms to bid on the design and development of this project. N/A*

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

Since we go into the community to provide services, we utilize facilities that are accessible to people with disabilities. We also tailor our activities to the individual, so it is not uncommon to start working with someone at their comfort level and abilities for physical, emotional or cognitive skill building activities.

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*  
N/A

**DEADLINE: APPLICATIONS MUST BE RECEIVED BY THURSDAY, DECEMBER 13, 2012, AT 5 P.M.**

K:\Cycle\2013 Cycle\Priority Setting Committee\Application Process-Subcommittee\Materials To Bring To Sept 24 2012 Priority Setting Committee Meeting\CDBG Application Form With Suggested Changes As Of Sept 13 2012.Doc/roy



## Organization Profile - 2013-14 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

**Name of Organization:** LIFT For Teens

My organization does not gather demographic data.  My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %		(Please use the federal income guidelines on the reverse of this page.)
Very low income people	40%	
Low income people	60%	
People above the low income limits	0	

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	3	5	0	0	0	5
African-American/Black	82	80	50	50	0	10
Caucasian/White	5	5	45	45	100	85
Native American	0	0	0	0	0	0
Mixed Heritage	5	5	5	5	0	0
Unknown/other	5	5	0	0	0	0
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	60	60	55	50	25	40
NOT of Latino/ Hispanic Origin	40	40	45	50	75	60
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Age</b>						
0-5 years old	20	0	0	0	0	0
6-17	45	95	0	0	0	0
18-24	10	5	15	15	5	5
25-59	20	0	85	85	95	95
60 +	5	0	0	0	0	0
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Gender</b>						
Female	50	45	55	50	50	50
Male	50	55	45	50	50	50
<b>Total %</b>	100%	100%	100%	100%	100%	100%
<b>Disabled %</b>						

Involvement of Clients Your Organization Serves	
On Governing Board %	0
On Advisory Committee %	5

**MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14**

N5-3

**1. Project Name:** Brain Injury Network of the Bay Area  
Therapeutic Day Program and Other Services **2.**

**Total Amount Requested:** \$ 30,000

**3. Project Sponsor:** Brain Injury Network of the Bay Area  
(aka Marin Brain Injury Network)  
**Contact Person:** Patricia Gill

Non-housing proposals must  
specify the amount requested  
from each planning area.

**Title:** Executive Director

**Mailing Address:** 1132 Magnolia Avenue  
Larkspur, CA 94939

**Telephone:** 415-461-6771      **Ext.** 101  
**Fax:** 415-461-8406  
**E-mail:** patricia@binba.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$6,500
Novato Planning Area	\$3,500
Richardson Bay Planning Area	\$1,500
San Rafael Planning Area	\$10,500
Upper Ross Valley Planning Area	\$6,500
West Marin Planning Area	\$1,500

**Website (optional):** www.binba.org

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

*The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.*

*The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.*

**4. Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

**1132 Magnolia Avenue, Larkspur, CA 94939**

**5. Project Description:**

Brain Injury Network of the Bay Area (BINBA) is the only rehabilitative non-profit center in Marin County offering an array of services to survivors of an acquired brain injury (ABI). The services are designed to meet the short and long-term therapeutic needs for community members who have experienced an ABI from a stroke, accident, virus, tumor, loss of oxygen, and other causes. Additionally, the center provides services to family members and professionals in the community who seek support, education, and referrals. The programs exist to help ABI survivors achieve greater independence, participate more fully in their communities, improve cognitive abilities, increase self-esteem, and to provide a safe place to come and be with others who understand how dramatically life changes after a brain injury.

To achieve these objectives, the programs provide education, training, therapeutic intervention and skill building curriculum in cognitive, social, behavioral, psychological and pre-vocational assistance. The center offers a therapeutic day program, resource referral service and guide book, support groups, assessments and counseling, occupational therapy sessions, therapeutic computerized program (formerly at College of Marin), concussion education in the schools, baseline testing and hosts a concussion specific website. Family members receive training, support, counseling, resource referral assistance, and respite time to assist in coping with the challenges of caring for a loved one with ABI. Additionally, we are an intern host site for future professionals to training in the fields of psychology and occupational therapy.

**6. Total Project Cost:** *(Include all costs for this particular project regardless of source.)*

With the addition of new services implemented this past year, the annual budget to operate and offer the services provided is \$410,000.

**7. Project Budget for CDBG Funds:**

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

The CDBG funds are respectfully being requested to support the current salary of the part-time Director of Programs, Maggie Pesta, OTR/L. Ms. Pesta, an Occupational Therapist, is new to the position, replacing Patricia Gill who has been the acting Program Director/Executive Director for over four years. Ms. Gill is currently in the full-time position of Executive Director.

The salary for Ms. Pesta, who is responsible for the design and implementation of all services offered at the center, is \$50,000 annually. All funds received from CDBG will be applied to this position - a crucial role in the center's ability to provide services to the community.

**8. Other Sources of Funds for this Project:** *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Fee for Service	Treatment	83,500	Ongoing	Yes	Ongoing monthly fee's	Ongoing
Other Foundations	Treatment/ Operating	120,000	Variable	Variable	Yes = \$55 Waiting=\$35 Will apply for=\$30	Varies
Other Fundraising (events, individual donors)	Treatment/ Operating	180,000	Ongoing Fundraising	No	NA	NA

**9. Project Implementation:**

*Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?*

Patricia Gill, Executive Director, in collaboration with the Board of Directors, is responsible for the successful operation of BINBA and all services offered at the center. Maggie Pesta, OTR/L, is the Director of Programs, and in collaboration with Ms. Gill, is responsible for successful design and implementation of all services provided to the community at the center. The professional team collaborates with several clinical professionals on the Board of Directors and with Susan Moran, Psy.D, a neuropsychologist who specializes in providing treatment to people living with an acquired brain injury. Currently, eight services are offered at the center throughout the week, including a structured therapeutic day program (25 hrs), educational classes (22 hrs), support groups (3 hrs), individual assessment and consultations (10 hrs), and resource referral assistance (8 hrs).

The programs and services provide therapy, education, and training that supports many survivors to continue to live in the community while also teaching participants to find solutions and coping strategies to facilitate increased opportunities for success. Improving social, cognitive, and behavioral skills are included in the curriculum of all classes offered.

**10. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.*

Household Size	Income Limit
1	\$62,200
2	71,050
3	79,950
4	88,800
5	95,950
6	103,050
7	110,150
8	117,250

The groups served are survivors of acquired brain injury and their families/caregivers. The majority of the survivors served, 62% last year, fall into the low/very low/extremely low categories for income level. Over 50% of who we serve receive SSDI. All services here are offered free of charge or on a sliding-scale, turning nobody away due to financial ability. Most participants of the services pay a low-mid level fee on the scale. The center does not receive insurance reimbursement nor does it receive 3<sup>rd</sup> party reimbursements due to the nature of the services, offered long-term and clients are in the post-acute medical phase of the rehabilitation process. Those we serve are no longer eligible for therapeutic treatment covered by their insurance carrier, resulting in decreased functional improvements and decreased quality of life. BINBA offers a place for continued improvement and increased quality of life at affordable rates. Income levels are gathered upon initial call and during intake meetings.

**B. Project Rationale: Why is this project needed? Will it assist an especially needy or underserved group?**

Brain Injury Network of the Bay Area (BINBA) is the only non-medical therapeutic service center in Marin (and Sonoma) County offering an array of long-term programs specifically designed for survivors of acquired brain injury. Research demonstrates the existence of neuroplasticity and our brain's ability to continue to heal itself for the rest of our lives, providing a person remains actively engaged in learning new information and skills. Current research directly supports the foundation of BINBA's programs and services – long-term attendance to groups and classes that provide stimulation, education, and therapy – to keep the brain active, engaged, and healing.

Ongoing, dedicated public funding for community services for civilian ABI survivors and their families is lacking in the community, and as a result, BINBA has become crucial to help individuals cope with the long-term disabilities that accompany a life with brain injury. In addition, cognitive, psychological, and access to community resources are interventions offered that provide great benefit to BINBA's clients. So many of those we serve report feeling less alone in the world and express benefit from having a place to go where they know they will be accepted without judgment and will not be turned away due to low income levels. For many whose ability to work and communicate has been compromised, it is critical they have a safe place to come and focus on rehabilitation. Attending these programs supports survivors to cope with issues and behaviors that are side-effects of their brain injury and allows them to be more successful in their rehabilitative community efforts. In addition, this center provides education about brain injury to interns, volunteers, and community members, increasing the understanding of the needs to future professionals in the community.

This year, a few new services will be launched, including a concussion education website and program to support safety of our youth in sports and in our schools; a resource information and directory guide that will be printed and accessible online to all community members, hospitals, and professionals; an occupational therapy lead independent activities of daily living class for survivors in our community; and speech therapy classes specifically for stroke survivors (Marin County has a high incidence of strokes). This past year BINBA served over 300 survivors and caregivers, 55 agencies and professionals, and 18 interns in the current services offered.

**C. Equal Opportunity: For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)**

Survivors and their families who speak English as a 2<sup>nd</sup> language and who have immigrated from other cultures, stroke survivors (who are not aware that we provide stroke services), and brain injury survivors who lack insight and awareness of their injury (termed 'anosognosia') are groups we have identified as least likely to apply for service at BINBA. To reach these community members, and to provide a comfortable environment for these groups, we are:

- Completing the resource and information directory that will be handed out to families at the hospital, providing information and guidance about ABI – what to expect, services to seek in the community, and more.
- Working in collaboration with other community organizations, including the Marin Community Clinics, Buckelew Center, Marin General Hospital, and others who provide service to the demographic groups we hope to engage
- Coordinating a concussion education program for all Marin County schools, reaching families and children of all income levels and ethnic backgrounds to learn ways to keep their brain safe
- Meeting with other organizations and marketing to the community on a larger scale to raise awareness of BINBA's existence and the array of services provided
- Offering to coordinate intake and other services in other languages as needed by hiring and consulting with interpreters
- Adding stroke specific classes, including a speech therapy class facilitated by a speech therapist

*If this project involves housing, how will it affirmatively further fair housing? NA*

*If this project involves construction, discuss your plans for recruiting women- and minority-owned firms to bid on the design and development of this project. NA*

- D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

To make our programs more accessible, we have increased awareness of BINBA in the community through outreach, direct marketing, and provision of services that will reach into the community (see above). Each year, this approach has been successful resulting in the provision of more services to more community members! All survivors who attend the programs are disabled due to the long-term side effects that result from ABI. The center is highly accessible for all disability levels, with all services offered at our handicap accessible building with easy bus transportation service.

- E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

- For further information, please call Roy Bateman (473-6698).
- The current year's application form must be used.
- Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157, or they may be hand-delivered to our **new office location at 899 Northgate Drive, Room 408, San Rafael**. Please do not send mail to our Northgate Drive location.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word attachment, visit [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm).
- Don't forget to fill out the Organization Profile form.

**DEADLINE: APPLICATIONS MUST BE RECEIVED BY THURSDAY, DECEMBER 13, 2012, AT 5 P.M.**

**Remember that we don't accept e-mailed or faxed applications.**

**Organization Profile - 2013-14 Data Collection Pilot**

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

**Name of Organization:**

My organization does not gather demographic data.  My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	<del>100%</del> <del>43%</del> 43%
Low income people	19%
People above the low income limits	38%

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>		← Same	we do not collect this info. for these groups			
Asian-American/Pacific Islander	3%					
African-American/Black	2%					
Caucasian/White	94%					
Native American	1%					
Mixed Heritage						
Unknown/other						
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	3%					
NOT of Latino/ Hispanic Origin	97%					
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Age</b>						
0-5 years old	/					
6-17	/					
18-24	10%					
25-59	60%					
60+	30%					
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Gender</b>						
Female	60%					
Male	40%					
<b>Total %</b>	100%	100%	100%	100%	100%	100%
<b>Disabled %</b>	67%					
Some are caregivers we serve w/o a disability						
<b>Involvement of Clients Your Organization Serves</b>						
On Governing Board %	10%					
On Advisory Committee %	15%					

NS-4

**MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14**

1. **Project Name: Marin Women of Color Leadership Summit**
3. **Project Sponsor: Marin County Grassroots Leadership Network**

**Total Amount Requested: \$ 2,000.00**

2. Non-housing proposals must specify the amount requested from each planning area.

**Contact Person: John Young**

**Title: Executive Director**

**Mailing Address: 30 N. San Pedro Rd. Suite 290  
San Rafael, CA 94903**

**Telephone: (415) 491-4366 Ext. x 304**

**Fax: (415) 491-9757**

**E-mail: ~~erika~~john@maringrassroots.org**

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$ 1,000.00
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$ 1,000.00
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

**Website (optional): [www.maringrassroots.org](http://www.maringrassroots.org)**

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

*The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.*

*The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.*

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

The 2013 Marin Women of Color Leadership Summit will be held at the Four Points Sheraton Hotel located at 1010 Northgate Drive, San Rafael, CA 94903

**5. Project Description:**

The Marin Women of Color Leadership Summit is an annual event held in October 2013 to provide a forum for participants to:

- Get informed about opportunities to serve in local organizations, grassroots groups, and public boards, commissions, and committee;
- Advance their knowledge on community leadership development, including pressing community issues affecting low-income families and how to effectively serve in the community;
- Network and exchange information on local organizations and resources in the community in the government, nonprofit, and business sectors.

The event will include the following elements:

- Informational session with keynote address by a local woman of color leader;
- Workshops on community service and leadership development-related topics;
- Networking breakfast and lunch;
- Creation of a directory of local women of color;
- Awards to exemplary women of color leaders and volunteers;
- Online forum for the exchange of information before and after the event.

The Summit will be planned by a Host Committee comprised of at least 10 community members representing different sectors through monthly meetings and committee-based work. The Planning Process is also considered a community engagement and leadership development component of the program.

The first Marin Women of Color Leadership Summit was held in 2012 on October 13, from 10 am to 2 pm. It was attended by 85 women who are members and constituents of local organizations, including:

Brazilian Alliance, Canal Alliance, Center for Volunteer and Nonprofit Leadership, College of Marin, Commission on Aging, Sunshine Club (Marin City), Miller Avenue Baptist Church (Mill Valley), Marin Human Rights Commission, County of Marin, Nuestros Niños, Dominican University of California, E3: Bay Area Dreamers, Fairfax-San Anselmo Children's Center, First Missionary Baptist Church (Marin City), Novato Mother's Club, Galilee Harbor Project, IBEC - Instituto Brasil de Educação e Cultura, Projeto Contadores de Estórias, Brazilian Citizens Council of the Bay Area, Image for Success, ISOJI, Living Forward Alliance, Marin Center for Independent Living, Marin City CDC, Marin City Community Development Corporation, Marin City Community Services District, Marin City Network, Marin YMCA, Marin County Cultural Services Commission, Fair Housing of Marin, Marin Community Foundation, Marin Community Media Center, Marin Country Day School, First 5 Marin, Marin Women's Hall Of Fame, Sausalito Marin City School District, MarinKids, Marin County Juvenile Justice and Delinquency Prevention Commission, Papermill Creek Children's Corner, The Wiggins Family Daycare, Mt Zion Baptist Training & Resource Center, Next Generation Scholars, Novato Youth Center, Operation Access, Tiburon Baptist Church, Parent Services Project, Parent Voices of Marin, Performing Starts of Marin, Promotoras de Marin, Raptor Pharmaceutical, Novato Multicultural Commission, Resident Advisory Board- Marin Housing Authority, San Rafael High School, Southern Marin Multidisciplinary Team, The Gaines-Jones Education Foundation, and Youth Leadership Institute.

**6. Total Project Cost:** *(Include all costs for this particular project regardless of source.)*

\$ 20,341.00

**7. Project Budget for CDBG Funds:**

*Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.*



**PROJECT BUDGET FOR CDBG FUNDS**

**Professional Services**

Trainings & Meeting Facilitators 750.00

**Logistical Support**

Space & Food 2,500.00

**Childcare Stipends** 1,000.00

**Marketing & Communications**

Printing & Mailing 750.00

**Total** 5,000.00

**8. Other Sources of Funds for this Project:** *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Marguerite Casey Foundation	Professional Services	\$10,000	February 2011	Yes	July 2011	Already available

**9. Project Implementation:**

*Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?*

Our Executive Director, John Young Jr., will act as the project director, and will be responsible for the overall supervision of the project and determination of time frame, funding limitations, procedures for accomplishing the project, staffing, and contracted services requirements, and allotment of available resources to various phases of the project. Our Associate Director, Ericka Omena Erickson, will act as the project coordinator, overseeing and implementing the project together with the Summit Host Committee members. Our Communications Associate, Jannicka Murphy, will support the Project Coordinator in executing the administrative and communications aspects of the project and to educate and inform the broader community, organize meetings, and facilitate our internal process of developing communication systems for the Host Committee.

The project will be implemented following an event planning process based on best practices of similar Summits. The following is the proposed schedule for project implementation:

<b>Action Item</b>	<b>Due Date</b>
Convene Host Committee	Monthly Starting on Feb. 2013
Reserve space	May 2013
Identify and confirm keynote speaker	June 2013
Identify and confirm MC	June 2013
Identify and confirm other speakers/facilitators	June 2013
Plan agenda	June 2013
Send Save-the-date email and get names of interested potential participants	July 2013

from Host Committee and past Summit participants	
Send first press release	July 2013
Secure Sponsors	Aug. 2013
Send invitation	Aug. 2013
Send second press release	Aug. 2013
Send third press release	Sept. 2013
Send reminders to all involved	Sept. 2013
Confirm 50 participants	Sept. 2013
Prepare materials for the day	Sept. 2013
Host Summit	Oct. 2013
Send follow-up messages	Oct. 2013

**10. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.*

Household Size	Income Limit
1	\$62,200
2	71,050
3	79,950
4	88,800
5	95,950
6	103,050
7	110,150
8	117,250

The primary beneficiaries of this project are low-income women of color living and/or working in the County. We will document eligibility through the RSVP and Feedback Forms used.

**B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?***

This project addresses the need for increased community engagement and leadership of local underrepresented communities, which are comprised primarily of low-income families and people-of-color. Their engagement in public decision-making is of great importance, but not prevalent. Women of color are minority in the county and comprise the majority of the local low-income population. They are head of households, many of them single parents, and influential in children's lives. They are roles models in their families and communities. By fostering their engagement in the community and developing their leadership, we all benefit.

- C. Equal Opportunity: For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)

We have a history of 16 years working with local low-income communities and communities of color and we plan to involve the Host Committee and Past Summit participants in the outreach for this project. We will primarily use the grassroots marketing approach for this project, which is based on peer outreach.

*If this project involves housing, how will it affirmatively further fair housing?*

N/A

*If this project involves construction, discuss your plans for recruiting women- and minority-owned firms to bid on the design and development of this project.*

N/A

- D. Accessibility: What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?

All facilities we use related to his and other projects are accessible for people with disabilities. We also have the Marin Center for Independent Living as one of our partners in the outreach for this project.

- E. Green Building: For new construction or rehabilitation, what will you do to incorporate "green building" principles?

N/A

- For further information, please call Roy Bateman (473-6698).
- The current year's application form must be used.
- Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157, or they may be hand-delivered to our **new office location at 899 Northgate Drive, Room 408, San Rafael**. Please do not send mail to our Northgate Drive location.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word attachment, visit [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm).
- Don't forget to fill out the Organization Profile form.

**DEADLINE: APPLICATIONS MUST BE RECEIVED BY THURSDAY, DECEMBER 13, 2012, AT 5 P.M.**

**Remember that we don't accept e-mailed or faxed applications.**

### Organization Profile - 2013-14 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

Name of Organization: MARIN GRASSROOTS LEADERSHIP NETWORK

My organization does not gather demographic data.  My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	50%
Low income people	50%
People above the low income limits	

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	40%	40%		67%		
African-American/Black	27%	27%	80%		70%	70%
Caucasian/White			10%	33%		
Native American	7%	7%				
Mixed Heritage	13%	13%	10%		30%	30%
Unknown/other	13%	13%				
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	89%	89%	10%	100%		
NOT of Latino/ Hispanic Origin	11%	11%	90%	90%	100%	100%
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Age</b>						
0-5 years old						
6-17						
18-24	10%	10%				
25-59	70%	70%	90%	90%	90%	20%
60 +	20%	20%	10%	10%	80%	80%
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Gender</b>						
Female	75%	100%	100%	90%	80%	80%
Male	25%			10%	20%	20%
<b>Total %</b>	100%	100%	100%	100%	100%	100%
<b>Disabled %</b>	30%					

Involvement of Clients Your Organization Serves	
On Governing Board %	100%
On Advisory Committee %	100%

MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14

NS-5

1. **Project Name:** Child Care Scholarships  
3. **Project Sponsor:** North Bay Children's Center

2. **Total Amount Requested:** \$ 20,000  
Non-housing proposals must specify the amount requested from each planning area.

**Contact Person:** Susan Gilmore

**Title:** Executive Director

**Mailing Address:** 932 C Street Novato 94949

**Telephone:** (415) 883-6222 **Ext.**

**Fax:** (415) 883-6061

**E-mail:** sgilmore@nbcc.net

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$ 20,000
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

**Website (optional):** www.nbcc.net

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

*The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.*

*The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.*

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

932 C Street, Novato Ca 94949, Parcel # APN 157-980-03

5. **Project Description:**

North Bay Children's Center, a non-profit organization, has been working in partnership with the North Bay community since 1987 to provide the highest quality child care—at affordable rates—to families across the income spectrum. NBCC also provides support services that nurture and enhance family life such as parent education and support programs, daily hot meals for our children, and scholarships for low-income families. In fact, half 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 needs of children Welfare reform, Hamilton Field development, and the changing needs of dual career families have accelerated the need to continue to increase the child care supply in our community

**6. Total Project Cost:** *(Include all costs for this particular project regardless of source.)*

NBCC currently requires \$418,733 to maintain its current level of scholarship service (of which approx. \$398, 733 is committed through state contracts and individual donors). The \$20,000 requested from CDBG will enable NBCC to continue scholarship support for approximately 7 income eligible children.

**7. Project Budget for CDBG Funds:**

*Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.*

All CDBG funding will be allocated to families in Novato who meet the CDBG guidelines for low income. Using these guidelines, NBCC has developed a sliding fee scale for families across the lower income spectrum. Parents will receive a fee reduction based on their income.

**8. Other Sources of Funds for this Project:** *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
CDE	Scholarship	398,733		\$460,969		Ongoing

**9. Project Implementation:**

*Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?*

NBCC's Finance Director and finance committee oversee the scholarship program. Applicants are required to work or be in training full time. All applicants submit their previous year's 1040 tax form along with a copy of their most recent paycheck and/or documentation of Cash Aid and food stamps to verify their income status. NBCC re-certifies scholarship families every six months.

**10. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.*

Household Size	Income Limit
1	\$62,200
2	71,050
3	79,950
4	88,800
5	95,950
6	103,050
7	110,150
8	117,250

According to the Marin Child Care Master Plan, 13 percent of Marin's children under 11 live in poverty. The report identifies Novato specifically as a target area in need of funding for child care programs and scholarship. Located in the lowest per capita income area of Novato, NBCC is one of the few programs in Northern Marin that provides tuition assistance and family support serves for children from birth to 12 years of age.

Of the 165 children currently enrolled, over 52 percent are from low income families as defined by the CDBG guidelines. Of the 52 percent, 90 percent are from single parent homes where that parent is solely responsible for the financial support of their family. Of our low-income children, three families are CPS cases and are judged to be at risk of abuse or neglect.

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*

Without NBCC's scholarship program, CDBG's target population for Novato will not be served. NBCC family case histories demonstrate that, last year over 86 economically "at risk" families avoided welfare dependency as a result of receiving scholarship funding, and are able to work or continue their education therefore reducing the cycle of poverty in our community.

NBCC has been serving low-income families since 1987. The scholarship program is a proven success and can demonstrate how the community saves in the long run by investing in these families now.

C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)*

NBCC is listed as a resource for tuition assistance in with our local Resource and Referral agency. Many referrals also come from other organizations that provide services for the low-income underserved families in our community.

*If this project involves housing, how will it affirmatively further fair housing?*

*If this project involves construction, discuss your plans for recruiting women- and minority-owned firms to bid on the design and development of this project.*

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

NBCC has been able to serve many children with emotional and developmental disabilities. The facility is wheelchair accessible and program contacts and resources include the Marin Child Care Council and Easter Seals. NBCC's scholarship program ensures accessibility to quality care for children across the income spectrum.

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

- For further information, please call Roy Bateman (473-6698).
- The current year's application form must be used.
- Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157, or they may be hand-delivered to our **new office location at 899 Northgate Drive, Room 408, San Rafael**. Please do not send mail to our Northgate Drive location.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word attachment, visit [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm).
- Don't forget to fill out the Organization Profile form.
- 

**DEADLINE: APPLICATIONS MUST BE RECEIVED BY THURSDAY, DECEMBER 13, 2012, AT 5 P.M.**

**Remember that we don't accept e-mailed or faxed applications.**

## Organization Profile - 2013-14 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

**Name of Organization:** NORTH BAY CHILDREN'S CENTER

My organization does not gather demographic data.  My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	96
Low income people	17
People above the low income limits	47

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support. Staff	Professional Staff	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	7.51					
African-American/Black	4.38					
Caucasian/White	81.23					
Native American	1.25					
Mixed Heritage	5.63					
Unknown/other						
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	40.63					
NOT of Latino/ Hispanic Origin	59.37					
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Age</b>						
0-5 years old	60.63					
6-17	39.37					
18-24						
25-59						
60 +						
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Gender</b>						
Female	48.13					
Male	51.87					
<b>Total %</b>	100%	100%	100%	100%	100%	100%
<b>Disabled %</b>						

Involvement of Clients Your Organization Serves	
On Governing Board %	13.33
On Advisory Committee %	0



**MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14**

NS-6

1. **Project Name:** Novato Independent Elders Program      2. **Total Amount Requested:** \$25,000  
 Non-housing proposals must specify the amount requested from each planning area.

3. **Project Sponsor:** Episcopal Senior Communities

**Contact Person:** Shalyn Pugh Davis

**Title:** Development Manager

**Mailing Address:**

2185 N. California Blvd., Suite 575  
Walnut Creek, CA 94596

**Telephone:** 925-956-7363                      **Ext.**

**Fax:** 925-407-0060

**E-mail:** spugh@jtm-esc.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$25,000
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

**Website (optional):**

All future announcements will be sent to you by e-mail, unless you indicate otherwise:     Please send by mail.

*The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.*

*The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.*

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

Margaret Todd Senior Center (MTSC)  
1560 Hill Road, Novato, CA 94947

5. **Project Description:**

**Overview, ESC/NIEP**

Episcopal Senior Communities (ESC) is a non-denominational 501c3 corporation that cultivates and builds healthy communities with a continuum of residential and innovative aging services that actively promote intellectual, physical, social and spiritual well-being. ESC operates six continuing care retirement communities (CCRCs) and four affordable housing sites, serving over 2,000 seniors in Alameda, San Francisco, Monterey, Sonoma and Santa Clara counties. Since its founding in 1965, ESC has provided services to low-income, isolated and frail seniors still living at home in seven Bay Area counties, including Marin. Through its charitable outreach programs, ESC reached 11,200 low-income, isolated and aging-in-place seniors in 2011-2012. One such effort supported by ESC is the Novato Independent Elders Program (NIEP), housed in the Margaret Todd Senior Center.

On July 1, 2011, ESC officially adopted the Novato Independent Elders Program from the City of Novato, which had provided quality senior services for 16 years, until a deficit reduction plan forced the program to seek new sponsorship. With strong backing from the community and fiscal sponsors, ESC successfully integrated NIEP into its Home and Community-Based Services division. ESC has enjoyed support from the Marin County CDBG Program, in addition to other senior service funders, for the past several years, which has enabled NIEP to not only stay in operation but to expand and thrive.

The ESC Novato Independent Elders Program works collaboratively with agencies and individuals to identify gaps in support services and develop programs to meet the needs of seniors in Novato and, increasingly, in wider Marin County. NIEP operates volunteer-based programs with community, corporate and organizational partners. NIEP programs include:

- Home Delivered Grocery Program – A volunteer-run project in partnership with Novato Safeway and Novato Human Needs Center. Volunteers shop for, and deliver, groceries to homebound elderly Novato residents.
- Margaret Todd Café – In partnership with Good Earth Natural Foods, meals are delivered to the Margaret Todd Dining Site where NIEP volunteers prepare, deliver and clean up after the meal.
- The Multicultural Outreach Program provides educational workshops and monthly potlucks for seniors of Hispanic and other diverse backgrounds. The Multicultural Outreach Specialist teaches citizenship classes and partners with the College of Marin to provide two ESL classes per week at Margaret Todd.
- ESC Senior Produce Market – Seasonal produce is offered twice a month at wholesale (or below) cost, every first and third Wednesday.
- ESC Senior Center Without Walls – Homebound seniors can call on their telephone to participate in friendly conversation, classes and support groups. Information on this program is delivered to seniors, their families and care takers at Margaret Todd.
- Yard Maintenance Program: local high schools, churches and volunteers help low-income, isolated and/or disabled seniors with yard clean-up and maintenance.
- Postal Carrier Alert Program: In partnership with the Novato post office and police department, NIEP provides a community response using the “Seven Signs of Change” to identify if a senior is in-need of assistance.
- Plus a wide range of other senior programs to meet the diverse needs of Marin County low-income seniors.

Margaret Todd is also a resource and referral center, where seniors, their families, caregivers and the wider Marin community can attend workshops and seminars, receive information about local programs and services for seniors, and get health and wellness services at the Annual Health Fair & Flu Clinic.

### **Expanded Services**

Thanks in large part to the ongoing support of funders like Marin County CDBG, ESC/NIEP continues to offer high-quality services for seniors at the Margaret Todd Senior Center in Novato, and is extending the reach of ESC programs throughout Marin County. In partnership with Whistlestop, ESC Senior Resources is now able to help low-income seniors dealing with crisis situations in Central Marin. Facing an unexpected health emergency, rising cost of medications or other unexpected life event, older adults in Marin can apply for emergency funds to help make ends meet. This safety-net service also provides an opportunity to connect in-need seniors with other local resources that might provide longer-term solutions and support.

A number of other program expansions this year are serving more Marin seniors. In November, ESC/NIEP staff trained Whistlestop employees and newly-hired volunteers to bring the Home Delivered Grocery Program to San Rafael. Volunteers have completed their training and look forward to shopping for and delivering groceries to new participants in January 2013. In September, the Brown Bag Program improved its operations by moving to a farmer's market lay-out where seniors select the produce, meat and poultry that appeals to them. This revamp required hiring and training six new ESC/NIEP volunteers. Additionally, ESC launched a Senior Produce Market at Margaret Todd in March, which now provides older adults in Novato with fresh fruit and vegetables at wholesale cost, and also serves as an opportunity for socialization, education and connection with other resources at NIEP.

ESC/NIEP is launching a new program aimed at reaching vulnerable and isolated seniors across the county. In partnership with Whistlestop, ESC Senior Resources is implementing a new outreach effort, funded in-part by Marin County Division on Aging: the Telephone Reassurance Program. This free service will provide phone contact with home-bound, disabled or at-risk older adults. The purpose of this program is threefold:

- To ensure that seniors are safe and well in their homes
- To provide resource referrals and contacts if seniors need assistance
- To reach a wider base of seniors in Marin County who may be low-income, isolated and home-bound

ESC/NIEP continues to market workshops to seniors in Novato and the wider Marin Community, on topics such as Alzheimer's, vision & hearing loss, affordable housing options and special events, including the ABCs of Transportation and the spring 2013 Diabetes Seminar. With strong support from community volunteers, partners and funders, ESC/NIEP plans to continue aggressively seeking partners, long-term funders and dedicated volunteers to allow further expansion of quality programs for seniors in Novato and throughout Marin County.

Funding from public and private sources continues to help support ESC's charitable programming, including NIEP. ESC continues to work on establishing a steady stream of support for NIEP and its expanding programs, and hopes to continue relationships with the Marin Community Foundation, Marin County Division of Aging, Marin County Community Development and the County Board of Supervisors.

**6. Total Project Cost:** (Include all costs for this particular project regardless of source.)

NIEP Director Salary & Benefits	\$104,000
NIEP Two Part-Time Staff	\$36,440
NIEP Operating Expenses	\$28,000
In-kind support, staff-time from partner Agencies	\$12,000
In-kind staff support from City of Novato*	\$19,099
In-kind services from City of Novato**	\$18,044
<b>Total</b>	<b>\$217,583</b>
<b>In-kind volunteer hours</b>	<b>5,200 hrs</b>

\*In-kind support staff includes City custodial staff, Recreation Operations Manager and clerical support

\*\*In-kind services include use of City facility space for meetings and events, offices and congregate meal site

**7. Project Budget for CDBG Funds:**

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

NIEP Director & Staff Salary, Benefits	\$19,000
NIEP Program Operating Support	\$6,000

**8. Other Sources of Funds for this Project:** Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?

Source	Use	Amount	Date You Applied	Are Funds Committed?	Date Funds Were Committed	When Available
County Supervisor	Staff	\$25,000	N/A	PENDING	1/27/12	TBD
Darby Betts Fund	Program	\$2,500	11/2012	PENDING	TBD	TBD
Marin Community Foundation	Staff/Programs	\$60,000	2/2012	YES	4/6/2012	Now
City In-Kind	Staff/Programs/Volunteer		Ongoing	YES	Ongoing	Ongoing
ESC	Staff/Programs	\$102,000	N/A	YES	Ongoing	Ongoing

**9. Project Implementation:**

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

Episcopal Senior Communities has adopted and will continue to operate all ESC/NIEP programs while expanding its own community-based services via the Margaret Todd Senior Center, and expanding senior programming and resources beyond Novato to greater Marin County. The ESC/NIEP Director has a long history of managing senior services in Novato and works together with the ESC Vice President of Home & Community Based Services to make strategic decisions about the future of the NIEP program. The ESC/NIEP director works with two part-time staff in addition to multiple city and county partners and a cadre of dedicated volunteers to keep the programs running and expanding new offerings throughout Marin.

Program Expansion Timeline:

- Home Delivered Grocery Program Launched in San Rafael – Volunteers and staff trained in November 2012; program will begin serving seniors in January 2013
- Telephone Reassurance Program – Planning complete, training and launch early 2013
- Re-doubling efforts to publicize Senior Center Without Walls in collaboration with Whistlestop – Ongoing, will distribute information on SCWW to recipients of Meals on Wheels and those who receive in Home Supportive Services

**10. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.*

NIEP serves the needs of isolated, frail, low-income and multicultural seniors in Novato, as well as their family members and caregivers. Many of the programs at the Margaret Todd Senior Center are no or low-cost, and all of the outreach efforts specifically target low-income, isolated or at-risk seniors. Here are some examples of the ways in which NIEP is meeting the needs of Marin seniors:

NIEP volunteers served 5,460 meals to seniors (95% low-income) at the Margaret Todd dining site in 2012.

Household Size	Income Limit
1	\$62,200
2	71,050
3	79,950
4	88,800
5	95,950
6	103,050
7	110,150
8	117,250

In 2012, 269 Hispanic seniors participated in the Alma Latina program. The Cultural Outreach Program continues to work with diverse groups of seniors by offering citizenship classes, ESL classes and enrichment activities aimed at improving wellness and quality of life.

18 low income seniors received financial assistance to help pay late rental fees, PG&E bills and other essential services through the ESC Senior Resources Safety Net Funds Program, while approximately 60 low income seniors receive food distributed at the Brown Bag Market at Margaret Todd.

Two ESC/NIEP programs have an income limit of \$59,850 for a single-person household or \$68,400 for a two-person household: the Seasonal Yardwork Program (which served 81 seniors in 2012) and the Senior Home Safety Program (which served 9 seniors in 2012). Participants must be able to provide proof of public assistance or a recent tax return.

NIEP programs are open to all income levels. According to "A Report on Services for Older Adults in Marin" from the Marin Community Foundation, service providers reported that 75% of their clients are low-income seniors. Client intake shows 560 unduplicated NIEP clients qualify as low or very-low income.

**B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?***

Based at the Margaret Todd Senior Center, ESC/NIEP programs and services are expanding to help more seniors, their family members and caregivers throughout Marin County. NIEP's successful special events, workshops and senior programs already draw participants from all over Marin County, but as more seniors continue to age in place, ESC/NIEP hopes to reach more isolated and home-bound seniors to improve quality of life and wellness among the aging population

In 2012, NIEP reported over 13,577 client contacts through its various programs and services. Approximately 32% of Novato's total population of 51,904 is over the age of 55. According to the population demographics from the 2011 California Department of Aging, 65,246 seniors over 60 years of age reside in Marin County. This number grows to 90,300 by 2015 and 106,900 by 2020. The slow economic recovery coupled with budget crises and burgeoning senior population continue to forecast hard times for vulnerable older adults. ESC/NIEP's programs fill gaps in services, reduce isolation, provide information and referral services, promote healthy nutrition and offer volunteer opportunities for those who want to give back to their community. With the support and assistance of Episcopal Senior Communities, at-risk seniors, their family members and caregivers will continue to benefit from a variety of support programs that target gaps specific to the Marin senior population.

**C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)***

ESC/NIEP recognizes the inherent challenges in serving a growing, culturally-diverse population. ESC/NIEP maintains ongoing relationships with over 30 organizations and businesses to effectively coordinate and provide services to Novato's isolated, frail, multicultural senior population. ESC/NIEP provides non-English and limited English-speaking older adults and their families with information regarding immigration and citizenship matters, voter education and translation services, as well as coordinating with the College of Marin to provide ongoing ESL classes at the Margaret Todd Senior Center. NIEP provides one-on-one assistance with forms and helps non-English speaking seniors to understand how and where to access services, including healthcare and housing. The Multicultural Outreach Coordinator schedules educational speakers, translates information materials and develops social programs for multicultural seniors, such as the monthly Alma Latina potluck dinners and seasonal events.

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

NIEP's goal is to identify gaps in community resources for seniors, develop programs to fill those gaps with a focus on seniors who are isolated, frail, at-risk, low-income and culturally diverse and provide the most comprehensive, cost-effective and easily accessible services possible. Several NIEP programs, like the Seasonal Yardwork and Home-Delivered Grocery programs, send volunteers to the homes of seniors with limited or no mobility. Senior Center Without Walls connects seniors who are unable to travel outside their homes using telephone conference calls. In addition, ESC/NIEP is in the process of launching a new Telephone Reassurance Program, which will provide phone calls to participating older adults, with the explicit purpose of checking on their wellness and connecting them with resources that they may need. Through targeted outreach to seniors at MTSC and other senior centers, families, caregivers and services providers, NIEP uses advertising fliers, newsprint, newsletters and word of mouth to enhance accessibility for the aged and disabled. Through its network of volunteers, nonprofits and public service agencies, information about NIEP's programs is disseminated to affordable housing sites, retirement communities and homes. The Margaret Todd Senior Center is accessible to people of all abilities.

- For further information, please call Roy Bateman (473-6698).
- The current year's application form must be used.
- Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157, or they may be hand-delivered to our **new office location at 899 Northgate Drive, Room 408, San Rafael**. Please do not send mail to our Northgate Drive location.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word attachment, visit [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm).
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## Organization Profile - 2013-14 Data Collection Pilot

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The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

**Name of Organization:** EPISCOPAL SENIOR COMMUNITIES / NOVATO INDEPENDENT ELDERS PROGRAM

My organization does not gather demographic data.  My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	75%
Low income people	20%
People above the low income limits	5%

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	34%	9%			7%	7%
African-American/Black	10%	3%			7%	7%
Caucasian/White	42%	84%	100%	100%	86%	86%
Native American		2%				
Mixed Heritage						
Unknown/other	14%	2%				
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	14%	33%	33%			14%
NOT of Latino/ Hispanic Origin	86%	67%	67%	100%	100%	86%
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Age</b>						
0-5 years old						
6-17						
18-24						
25-59	2%	1%	100%	100%	40%	43%
60 +	98%	99%			60%	57%
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Gender</b>						
Female	80%	76%	100%	100%	26%	78%
Male	20%	30%			74%	22%
<b>Total %</b>	100%	100%	100%	100%	100%	100%

**Disabled %** UNKNOWN - ESC SERVES PEOPLE OF ALL ABILITIES BUT DOES NOT COLLECT ABILITY DATA AT THIS TIME FOR CHARITABLE PROGRAMS.

Involvement of Clients Your Organization Serves	
On Governing Board %	0%
On Advisory Committee %	0%

MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14

NS-7

1. **Project Name: Novato Youth Center** 2. **Total Amount Requested:** \$ 15,000

3. **Project Sponsor: Novato Youth Center**

Non-housing proposals must specify the amount requested from each planning area.

**Contact Person: Cheryl Paddack**

**Title: Executive Director**

**Mailing Address:**

680 Wilson Ave.  
Novato, CA 94558 94947

**Telephone: (415) 892-1643 Ext. 228**

**Fax: (415) 892-5098**

**E-mail: cpaddack@novatoyouthcenter.org**

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$ 15,000
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

**Website (optional): www.novatoyouthcenter.org**

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

*The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.*

*The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.*

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

Novato Youth Center  
680 Wilson Ave.  
Novato, CA 94558- 94947

5. **Project Description:**

The Novato Youth Center requests \$15,000 to provide continued scholarship assistance for low-income working parents of children ranging in age from 6 weeks to age 14. We are currently serving 175 children, half of whom were from low-income, working families. Of the children we are currently serving 62% are youth of color, 35% of whom are Latino. The ethnic diversity in our program greatly exceeds the demographic composition of the larger Novato community, as the percentage of people of color in Novato is 34% (U.S. Census Bureau, 2010 Census).

This year, our need for scholarship assistance continues to increase given the extended recession and additional subsidized childcare budget cuts at the state level. In January, 2012, our California Department of Education subsidized childcare contract was cut by 10%. Since 2008, NYC's total subsidized childcare funding has dropped by 24%. Many parents have and will face the difficult decision of either keeping their children home alone or reducing their work hours if subsidies for their current childcare fees is discontinued or becomes significantly reduced.

We are a licensed childcare program (since 1983), open Monday through Friday from 7:00am to 6:00pm for 0-4 year olds and operating 7:00am-9:00am and again from 2:00pm-6:30pm for our school-age participants on school days. On school days, we transport school-age children to and from Novato's elementary and middle schools. On non-school days, we provide academic enrichment and field trips all over the greater Bay Area.

The Novato Youth Center's Child Development programs include Early Care & Education, for children ages six weeks to five-years-old, and the school-age programs It's All Elementary! and 1-Up-4 College Middle School, both of which offer intensive academic enrichment and leadership development.

Teachers and aides participate in on-going professional development and provide daily age-appropriate curriculum for each age group. Our Food Program provides a nutritious breakfast, lunch and snack for all participants each day and is partially funded by a Federal Food Grant. Our facility, which includes a full-sized gymnasium, library, playgrounds, art studio, commercial kitchen/dining room and other classrooms, allows us to support children's development in the areas of academics, health and well-being, arts and athletics, and social interaction and community engagement.

Childcare families have access to additional on-site services at our center, including youth and family counseling, sports leagues, and parent workshops.

**6. Total Project Cost:** *(Include all costs for this particular project regardless of source.)*

Total cost of NYC's child development programs is \$1,167,085.55.

**7. Project Budget for CDBG Funds:**

*Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.*

The \$15,000 requested would allow 6-7 children to receive high-quality childcare services in a safe, nurturing environment with daily academic enrichment with scholarships ranging from 10% to 50% depending on income level and family size.

**8. Other Sources of Funds for this Project:** *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
CA Dept. of Education	Childcare scholarships	\$199,165	11/11	Yes	7/12	Annual contract
Community Action Marin (CAM)	Childcare scholarships	\$66,909	5/12	Yes	7/12	Monthly (ends 7/13)
Marin Community Foundation (MCF)	Program support and childcare scholarships	\$60,000	5/12	Yes	7/12	Currently
County of Marin & MCF subsidized childcare safety net	Childcare scholarships	\$20,000	6/12	Yes	10/12	FY13
Secured Other foundation funding	Program support	\$30,000	Various	Yes	Various	FY13
Pending Other foundation funding	Program support	\$7,000	Various	No	Various	FY13

**9. Project Implementation:**

*Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?*

NYC's Child Development Program Managers evaluate and prioritize family need based on income, family size and referrals from outside agencies such as Child and Family Services.

Eligibility will be determined by family certification interviews twice annually, documenting income from pay stubs and/or tax returns. A family fee schedule is used to determine the family's portion of monthly fees, based on the Marin County Community Development Block Grant guidelines.

The Novato Youth Center partners with the Marin Childcare Council which maintains a Central Eligibility List for low-income working parents in need of state childcare subsidization. It is for the families who do not qualify for state and federal assistance, yet can be considered for CDBG funds due to the higher income limits in Marin County, that we seek assistance.



**10. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.*

Household Size	Income Limit
1	\$62,200
2	71,050
3	79,950
4	88,800
5	95,950
6	103,050
7	110,150
8	117,250

Our low income families (currently half of all participants) struggle to reach or maintain self-sufficiency. The 2011 Self-Sufficiency Standard indicates that it takes an annual income of \$86,629 for a family of four to meet basic needs due to the high cost of living in Marin County. To meet this standard, both working adults would have to hold three minimum wage jobs each. With the extended economic downturn, the situation has become even more dire as families have experienced increased stress due to the everyday challenges of meeting their basic needs such as childcare, healthcare, housing and food costs.

The cost of childcare is a barrier to families achieving financial self-sufficiency. Having partially subsidized childcare allows parents to work (often multiple jobs) or to continue their education without worrying about their child's well-being or safety. Parents report that this peace of mind allows them to perform work/school duties with high levels of focus, resulting in maintained employment, promotions, academic completions and success.

In some instances, a job promotion or raise bumps families from qualifying for state or federal subsidy, forcing them to either decline the advancement, or stop accessing our services because the increase is not significant enough for them to be able to afford full fee. These families will benefit from CDBG funds, as these funds can help bridge this time in their life, providing partial subsidy while allowing parents to advance in their career. Twice annually, Program Directors conduct interviews with subsidized parents to check in on progress towards economic stability/self sufficiency and reassess family fees for that time period.

**B. Project Rationale:** *Why is this project needed? Will it assist an especially needy or underserved group?*

It is difficult for families to pursue economic self-sufficiency without affordable childcare. One indicator of this need is the percentage of students qualifying for free and reduced lunch; it has doubled since 2001, according to Novato Unified School District data. As of November 28, 2012, there were 835 families on the county's Centralized Eligibility List for state subsidized childcare assistance. 12%, or 102, of those families live in Novato and most of them are not ranked top-priority and therefore not eligible for assistance according to Federal Poverty Income Guidelines. It is this underserved group of families who need the assistance from CDBG.

**C. Equal Opportunity:** *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)*

As stated earlier, the ethnic diversity in our program greatly exceeds the demographic composition of the larger Novato community. We pride ourselves on serving youth of all ethnic and socio-economic backgrounds. Specifically the demographic groups within our childcare programs compare to those of Novato as is shown in the following table:

	African Am.	Asian	Caucasian	Hispanic	Multi/Other
NYC Childcare	5.7%	6.3%	37.7%	34.9%	15.4%
Novato	2.7%	6.6%	65.8%	21.3%	5.7%

Because NYC asks participants to specify race/ethnicity differently than does the U.S. Census, we are unable to compare percents of some groups (i.e., Native American, Native Hawaiian, etc.) However, as the table shows, the participation rates of minorities within NYC's childcare programs are on par with or exceeding minority rates in Novato. With no minority groups underrepresented, NYC does not have extra steps planned to reach a specific minority group, but would develop those plans should participation rates change.

*If this project involves housing, how will it affirmatively further fair housing?*

N/A

*If this project involves construction, discuss your plans for recruiting women- and minority-owned firms to bid on the design and development of this project.*

N/A

- D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

NYC is unique in that we successfully serve children and their families who have a variety of special needs. A few years ago, we participated in a disability access survey and hired a company to do an ADA-compliant assessment of our facility. We found we were on-target with our modifications. Two years ago, we installed a wheelchair accessible registration table in our lobby for use by parents and one of our staff members who is in a wheelchair. Restrooms and all primary activity areas are wheelchair accessible, and we have on-site mental health clinicians that provide support to families and teachers when working with emotionally and/or behavior-challenged children. Last year, we also added a wheel-chair accessible stage, and this year we purchased a wheel-chair accessible van so program participants in wheelchairs have the same access to activities like fieldtrips that other participants have.

- E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

We are not currently engaged in new construction. We recently installed motion-sensor paper towel dispensers to reduce use of paper products, and on an ongoing basis we make small changes, such as replacing light fixtures, to be more efficient. Whenever applicable, we always buy green and energy saving equipment.

- For further information, please call Roy Bateman (473-6698).
- The current year's application form must be used.
- Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157, or they may be hand-delivered to our **new office location at 899 Northgate Drive, Room 408, San Rafael**. Please do not send mail to our Northgate Drive location.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word attachment, visit [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm).
- Don't forget to fill out the Organization Profile form.

**DEADLINE: APPLICATIONS MUST BE RECEIVED BY THURSDAY, DECEMBER 13, 2012, AT 5 P.M.**

**Remember that we don't accept e-mailed or faxed applications.**

### Organization Profile - 2013-14 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

**Name of Organization:** Navato Youth Center

My organization does not gather demographic data.  My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	53%
Low income people	21
People above the low income limits	26

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	490	6.3%	see	5.36%	690	0
African-American/Black	4	5.7	prof	0	0	0
Caucasian/White	40	37.7	staff	62.5	70.5	79%
Native American	0	0		0	0	0
Mixed Heritage	5	15.4		7.14	23.5	21
Unknown/other	2	0		0	0	0
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Latino/Hispanic Origin</b>						
Of Latino/Hispanic Origin	45	34.9	/	2.5	0	0
NOT of Latino/Hispanic Origin						
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Age</b>						
0-5 years old	25	31.2		0	0	0
6-17	52	68.8	/	0	12	0
18-24	5	0		10	0	0
25-59	16	0		86	65	80
60+	0	0		4	23	20
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Gender</b>						
Female	64.79	50	/	87.72	29.4	35.7
Male	35.21	50	/	12.28	70.6	64.3
<b>Total %</b>	100%	100%	100%	100%	100%	100%
<b>Disabled %</b>						
		5%				

Involvement of Clients Your Organization Serves	
On Governing Board %	17.6%
On Advisory Committee %	14.2%

**MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14**

NS-8

**1. Project Name:**  
Novato Youth Community Diabetes Project

**3. Project Sponsor:**  
Marin & Novato Y

**Contact Person:**  
Lauren Clapperton  
**Title:** Senior Director of Healthy Living

**2. Total Amount Requested:** \$10,000

Non-housing proposals must specify the amount requested from each planning area.

**Mailing Address:**

Novato Y  
3 Hamilton Landing, Suite 140  
Novato, CA 94949

**Telephone:** 415.446.2114      **Ext.**

**Fax:** 415.492.9703

**E-mail:** lclapperton@ymcasf.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$10,000
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

**Website (optional):**

All future announcements will be sent to you by e-mail, unless you indicate otherwise:     Please send by mail.

*The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.*

*The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.*

**4. Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

Novato Y, 3 Hamilton Landing, Suite 140, Novato, CA 94949

**5. Project Description:**

**Program Goal:** According to the Profile of Marin and the US Census Bureau, the Hamilton area of Novato has the lowest life expectancy of any other community in Marin County.\*\* In response, the Marin & Novato Y is partnering with local non-profits and schools to provide a free afterschool wellness program that engages low income middle and high school youth most at risk for overweight, obesity, diabetes and other preventable chronic diseases. This program will offer challenging and adaptive physical activities, nutrition education, mentoring and health coaching, disease prevention, peer leadership, in-service learning opportunities, Project-Based Learning and life skills education. Targeted outcomes for this program will focus on student engagement; an increase in consumption of healthy foods and beverages; an increase in physical activity; an increase in self-esteem, self-efficacy and resiliency and positive role modeling by peer leaders, parents and guardians.

\*\* See attached methodology for Census and Portrait of Marin life expectancy findings.

**Program Description:** Located at the Novato Y facility, the program provides three 16-week sessions of thirty low income Hamilton-area students per session for a total of 90 at-risk students served. We will provide a rotating schedule, two days each week for approximately two to two and a half hours each day, which enables students to participate in all four modules (physical activity, nutrition, disease prevention and life skills) along with their health educators, mentors.

interns and experienced coaches. Youth will be given the tools and support to be physically active and make healthy choices at home and school as well. We will divide students into small groups or teams to insure we can build trusted, effective relationships between staff and students. Each program day includes healthy beverages and snacks.

The student Fitness Groups will focus on challenging activities in a positive atmosphere that encourages Personal Best and utilizes healthy competition to increase performance while meeting CA state standards whenever possible. Trained Y Wellness Coach/Personal Trainers and Group Exercise Instructors will utilize yoga, Pilates, Zumba, weight training and indoor cycling, team sports, walking and running groups, multi-sport/bootcamp and various activities that have students moving vigorously indoors and outdoors.

The Life Skills and Nutrition classes, led by bilingual Health Educators, Y mentors and Peer Leaders, will provide information and activities on resiliency, positive self-esteem, journaling, proper nutrition, Rethink Your Drink, Trainer training, goal setting, community service, internship opportunities and more. We will implement a Healthy Community Leadership Council to develop leadership, communication and collaboration skills and an online Social Community for peer-to-peer and staff-to-peer support.

Certified Diabetes Educators, Community Health Educators, Registered Dieticians and other medical professionals will provide primary and secondary disease prevention education, screenings and consultations on a group, family and individual basis. Referrals to local clinical and county services will be offered as needed.

Family wellness education and activities will teach parents, guardians and other adults in youths' lives how to model healthy, positive behaviors and create support structures at home and school.

Peer Leaders will be recruited from the local high schools, including Marin Oaks, Novato and San Marin to support the program and develop leadership and other career skills through in-service learning.

Program evaluation and outcomes measurement will include surveys, online tracking, biometric measurements, Fitnessgrams, Rosenberg self-esteem testing, feedback from participants, program staff, schools, parents and guardians.

**6. Total Project Cost:** *(Include all costs for this particular project regardless of source.)* **\$40,514**

**7. Budget must include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.**

**Staff salaries \$ 10,000**

**8. Other Sources of Funds for this Project:** *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
General Mills Champions for Healthy Kids	Staff, training, nutrition supplies	\$10,000	12/3/12	No		2013
Supervisor Judy Arnold	Transportation	\$1,500	11/1/12	No		
Novato Y	Facility space & equipment	\$3,875	N/A	Yes	Oct. 2012	Now
Diabetes Hands Foundation	Prevention education	\$2,000	4/1/12	Yes	Aug. 2012	Now
Fundraiser	Staff, supplies, training, measurement, evaluation	\$3,500	N/A	Anticipated based on previous track results	n/a	February 2013
Various grants	Staff, supplies, training, measurement, evaluation	\$15,000	Jan-Feb 2013	No		Fall 2013

**9. Project Implementation:**

*Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?*

Lauren Clapperton, Senior Director of Healthy Living for the Marin & Novato Y, and Executive Directors at the partner agencies will oversee the strategy, funding, results, and hiring, with a part-time bilingual project coordinator, reporting directly to Ms. Clapperton. The program coordinator ensures the day-to-day goals are being met for participants and is available for staff.

The initial program will begin in Spring '13 from March – June with Hamilton Middle School and Marin Oaks, Novato and San Marin High School students, second program will begin in Fall '13 and third session Winter '13.

**10. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.*

Household Size	Income Limit
1	\$62,200
2	71,050
3	79,950
4	88,800
5	95,950
6	103,050
7	110,150
8	117,250

Based on Community Needs Assessment funded by Marin Community Foundation, Healthy Marin Partnership and the Marin & Novato Y, the following information was found:

- According to A Portrait of Marin:
  - Diabetes in top 7 causes of death in Marin
  - 1 in 5 youth reported being overweight or obese
  - 35% of Latino 5<sup>th</sup>, 7<sup>th</sup>, and 9<sup>th</sup> graders in Marin are not a healthy weight.
- Hamilton is a mixed-income community and has the lowest life expectancy, at 75.2 years, life expectancy in Marin.

At Hamilton Meadow Park School, 35 % of students are English language learners and 57% are eligible for free or reduced lunch.

**B. Project Rationale:** *Why is this project needed? Will it assist an especially needy or underserved group?*

- **There are no other programs or services in the area addressing these needs. This program is culturally appropriate, and provides transportation, which is also currently unavailable in the Hamilton community.**
- Hamilton has one the highest rates of overweight and obesity, diabetes as well as self-reported poor health in the county
- Hamilton is one of those USDA-defined food deserts though a new supermarket has recently improved access to healthy foods
- People of lower socioeconomic status die at a higher rate than others from nearly every cause
  - Harmful effects of low social ranking on health start early (poor children have higher rates of injury, asthma, physical inactivity, and chronic conditions than do children from higher- status families) and accumulate through the course of one’s life.
  - More difficult to secure healthy foods, access to safe places to exercise, safe housing, and quality health care are fewer. Second, people of lower socioeconomic status tend to have less information about health, are less likely to follow prescribed treatment plans, and have more health risk behaviors like smoking, all largely a consequence of their lower levels of educational attainment

**C. Equal Opportunity:** *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)*

We expect at least half of the youth for our program to come from Hispanic/ Latino families in the Hamilton area and close to 100% will be from the Hamilton School (now K-8). The Novato Y has a deep relationship with the principal and Dean of Students at the school due to programs we are already running on-site. They have agreed to support our program, by setting up small group meetings and an assembly to introduce the opportunity to students. Students will be sent home with informational materials in English and Spanish. We plan to have a family night to entertain questions and concerns from parents of youth interested in the program.

We anticipate a split interest from male and female youth, grades 6-8, and to make the environment comfortable, we employ both male and female staff and peer leaders from local High Schools, some of whom are bilingual.

The YMCA of San Francisco's mission is to build strong kids, strong families and strong communities by enriching the lives of all people in spirit, mind and body and the Marin & Novato Y's vision is to invest its resources to ensure a future filled with positive change for the community by delivering life and community-changing experiences.

The Y is dedicated to diversity and inclusion, and is engaged in work to be prepared to serve all families. Marketing materials will be bilingual (English and Spanish); some of Novato Y's membership and wellness staff speak Spanish. The Y's partners deliver services and employ staff who represent and reflect the diversity of the community.

*If this project involves housing, how will it affirmatively further fair housing? N/A*

*If this project involves construction, discuss your plans for recruiting women- and minority-owned firms to bid on the design and development of this project. N/A*

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

*The Y is ADA compliant with its entrances, restrooms and wellness floor. Y staff is trained and experienced working with youth and adults with physical and developmental disabilities and special populations.*

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

*N/A*

## **SUPPLEMENT TO PART 5.**

### **The methodologies for the Portrait of Marin and Census are as follows:**

Life expectancy at birth was calculated by the County of Marin Department of Health and Human Services. And from services using Marin County Vital Statistics Mortality and data from EDRS for 2005–2010 and population data from the U.S. Census Bureau.

Population counts by age group for the life expectancy estimates for census tracts are from Census 2000. County-level life expectancy estimates were calculated using AHDP estimates of population by age group based on population counts by age group from Census 2000 and 2010. Life expectancy for the entire United States is from Lewis and Burd-Sharps (2010). Life expectancy for the state of California is from BurdSharps and Lewis (2011).

They used a formula that looked at Health, Education and Income to determine the Human Development Index:

Once these indices have been calculated, the Human Development

Index is obtained by taking the average of the three indices (health/education/income) pages 66 & 67 of the report:  
HD Index =  $\frac{7.36 + 8.17 + 7.73}{3} = 7.75$

The American Human Development Index measures the distribution of well-being and opportunity in three basic dimensions: health, access to knowledge, and living standards. All data used to calculate the Index come from official U.S. or Marin County government sources.

The commonalities for shorter life expectancy were poverty, which impacts access to health care and healthy lifestyle habits and lower levels of education.

### **Further indicators:**

In September 2012, the Marin Pediatric Nutrition Surveillance System reported that almost one-in-three low-income children in Marin are overweight or obese by age five. The number increases to over 34% for low-income Hispanic children.  
([www.marincounty.org/Main/~media/Files/MarinGov/Board%20Actions/20120918BOSChildObesityReso.ashx](http://www.marincounty.org/Main/~media/Files/MarinGov/Board%20Actions/20120918BOSChildObesityReso.ashx))



## MEMORANDUM REGARDING ORGANIZATIONAL PROFILE: 2013-2014

The demographic data provided for the clients the Marin & Novato Y serves was derived from the SEER Analytics survey, for responses collected in October 2011. It represents a cross-section of the clients we serve based on those who responded, and is not 100% inclusive.

The SEER survey is written in English language only, and approximately 16% of the clients we serve are English as second language.

The Y of San Francisco does not require that we collect this information from all clients and constituents.

## Organization Profile - 2013-14 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

**Name of Organization:** Marina Navato Y

My organization does not gather demographic data.  My organization does not wish to share demographic data.

*\* Please see attached memorandum \**

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	19%
Low income people	18%
People above the low income limits	63%

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	6.8%					
African-American/Black	2.1%	25%				
Caucasian/White	62.7%	25%	75%	90%	95%	100%
Native American	.5%					
Mixed Heritage <u>Latino/His.</u>	16.0%	50%	25%	10%	5%	
Unknown/other	11.9%					
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	<u>V/K</u>	50%	25%	10%	5%	
NOT of Latino/ Hispanic Origin	<u>V/K</u>	50%	75%	90%	95%	100%
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Age</b>						
0-5 years old	71					
6-17	10	100%	2%			
18-24	1		6%			
25-59	41		90%	100%	2%	40%
60 +	47		2%		98%	60%
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Gender</b>						
Female	53%	50%	75%	80%	24%	50%
Male	47%	50%	25%	20%	76%	50%
<b>Total %</b>	100%	100%	100%	100%	100%	100%
<b>Disabled %</b>						

Involvement of Clients Your Organization Serves	
On Governing Board %	75%
On Advisory Committee %	50%

MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-2014

NS-9

1. **Project Name:**  
Quality Care for Kids
3. **Project Sponsor:**

2. **Total Amount Requested:** \$12,500

Non-housing proposals must specify the amount requested from each planning area.

**Contact Person:**  
Kara Hanks  
**Title:** Exec. Director

**Mailing Address:**  
Quality Care for Kids  
P.O. Box 2037  
Novato, CA 94948  
**Telephone:** 415-892-4111  
**Fax:** 415-897-0455  
**E-mail:**  
karahanks@novato.net

**Ext.**

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

**Website (optional):**

All future annual announcements will be sent to you by e-mail, unless you indicate otherwise: [ ] Please send by mail

*The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.*

*The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.*

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.  
Two centers located on Elementary School Sites in the Novato Unified School District. Olive Site Address: 629 Plum Street, Novato 94945; Lynwood Site Address: 1320 Lynwood Drive, Novato 94947.

5. **Project Description:**  
The extended Day program at Quality Care for Kids, Lynwood and Olive School sites operates 12 months of the year (248 days). Our hours are 7:00 a.m. to 6:30 p.m. with before and after school care during the school year and full child care during school holidays and summer vacation. We are licensed for 72 children at each Center and have over 100 children enrolled in our program. Children in grades K-6 are served. We strive to serve all parents, giving priority to fulltime working parents. Quality Care for Kids offers drop-in child care for those parents who are working part-time or have irregular hours.

The program has been in operation for more than twenty-five years. Kara Hanks, Executive Director, has a Bachelor's Degree in Business, previously was the President of our Board and has held a position as a Director/Officer of the Novato Downtown Business Association for over five years. The Site Directors, Head Teachers and Teachers have ECE (Early Childhood Education) and administration units from accredited schools and programs.

The Quality Care for Kids program is based on our goal of helping children develop to their full potential. A socially and enriching environment is created through well-planned activities. We value children and motivate them to value themselves and others. We recognize and honor the different ethnic backgrounds of children, thus enhancing their individual self-esteem while encouraging them to understand and accept others. Our program exposes children to opportunities that they otherwise would not have available to them. By providing high quality child care, children have a safe, nurturing, educational and loving place to go before and after their school day.

**6. Total Project Cost:** (Include all costs for this particular project regardless of source.)

Out of the eight schools in NUSD, Olive and Lynwood have the greatest number of parents with very low family incomes. Each year we see a notable increase in the families who are in need of financial assistance to ensure safe and quality care for their children. We are therefore requesting \$12,500 in tuition scholarships for these children.

**7. Project Budget for CDBG Funds:**

Budget must include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

The entire \$12,500 scholarship money would be used toward partial scholarships for high risk, low-income children of families who are below Community Development Block Grant Income. Presently, over 75% of our children are below Community Development Block Grant income limits. This number continues to rise year after year.

**8. Other Sources of Funds for this Project:** Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Cal-Works	Scholarships	variable				
Marin Childhood Council	Scholarships	variable				

**9. Project Implementation:**

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

Kara Hanks, Executive Director and Jana Funk, Site Director, will be responsible for overseeing the scholarship funds. Kara and Jana will assess the family needs of those applying and use these funds for those children who fall into the CDBG income limits. Verification of income is required and scholarships are awarded to families with the greatest need. We will use the grant on a month-to-month basis, projecting our budget to reserve funds for the entire year.

**10. Need for the Project:**

**A. Need Group**

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Household Size	Income Limits
1	\$62,200
2	71,050
3	79,950
4	88,800
5	95,950
6	103,050
7	110,150
8	117,250

Children of families below the CDBG income limits will benefit from these scholarships. The information for the tuition scholarships will be documented on confidential family income cards assessing their household size and the CDBG guidelines for income limits. Presently, over 75% of the families attending Quality Care for Kids are at or below the CDBG income limit. Now, more than ever before, we are seeing families struggling to hang on, in fear of losing jobs and worrying about care for their children in these hard economical times. \$12,500 of funding for tuition scholarships will allow QCCK to provide child care for families who desperately need help in providing a safe and nurturing environment for their child to go before and after school.

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group*

The \$12,500 tuition scholarship funds are more essential than ever to help families gain and maintain productive employment and prevent child neglect, family violence and disintegration and child abuse. Marin CDBG has been a great assistance to these families so the children do not become latchkey children, therefore enabling QCFK to meet the additional needs of low-income working families in our community. Support would target the growing number of low-income, at-risk children and families, especially with the poor economy conditions and the potential lack of other funding from the state of California. Over seventy percent of the Lynwood School children and a vast growing percentage of Olive School children qualify within the guidelines as low-income families, demonstrating the intensity of the number of low-income children located at these Novato Schools. Locating adequate, appropriate and affordable child care poses a major problem for these families as they face the greater economic burden of paying a larger share of their monthly income for child care. QCFK is an essential element of family and community life for these families and the tuition scholarships will promote and support our community.

C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)*

Quality Care for Kids is located on the campus of two Novato Elementary Schools and 99% of our children attend these schools. Announcements are posted in our monthly newsletters regarding the availability of the Community Development as well as verbal recommendations. All families are invited to apply for the Community Development Block Grant. Literature and application materials are available for all inquiries.

*If this project involves housing, how will it affirmatively further fair housing?*

Not applicable

*If this project involves construction, discuss your plans for recruiting women- and minority-owned firms to bid on the design and development of this project.*

Not applicable

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

Quality Care for Kids meets OSHA approved standards for handicapped access. Quality care has a low children-to-staff ratio allowing us the ability to work individually and in small groups with physically handicapped as well as emotionally disturbed or developmentally disabled children who may have difficulty in large group situations.

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

Not applicable

- For further information, please call Roy Bateman (473-6698).
- The current year's application form must be used.
- Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157, or they may be hand-delivered to our **new office location at 899 Northgate Drive, Room 408, San Rafael**. Please do not send mail to our Northgate Drive location.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word attachment, visit [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm).
- Don't forget to fill out the Organization Profile form.

### Organization Profile – 2013-14 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

**Name of Organization:** Quality Care For Kids

My organization does not gather demographic data.  My organization does not wish to share demographic data.

*\* our organization gathers data for children in our program.*

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	<i>estimated 25%</i>
Low income people	<i>estimated 50%</i>
People above the low income limits	<i>estimated 25%</i>

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	<i>2%</i>					
African-American/Black	<i>5%</i>					
Caucasian/White	<i>63%</i>					
Native American	<i>0</i>					
Mixed Heritage	<i>0</i>					
Unknown/other - <i>Hispanic</i>	<i>30%</i>					
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	<i>30%</i>					
NOT of Latino/ Hispanic Origin	<i>70%</i>					
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Age</b>						
0-5 years old	<i>6%</i>					
6-17	<i>94%</i>					
18-24	<i>0</i>					
25-59	<i>0</i>					
60 +	<i>0</i>					
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Gender</b>						
Female	<i>40</i>					
Male	<i>60</i>					
<b>Total %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Disabled %</b>						

Involvement of Clients Your Organization Serves	
On Governing Board %	
On Advisory Committee %	

NS-10

**MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14**

1. **Project Name:** San Francisco and Marin Food Banks 2. **Total Amount Requested:** \$50,000  
 Non-housing proposals must specify the amount requested from each planning area.

3. **Project Sponsor:**

**Contact Person:** Gina Salerno

**Title:** Grants Manager

**Mailing Address:** 75 Digital Drive  
Novato, CA 94949

**Telephone:** (415) 282-1900 **Ext.** 297

**Fax:** (415) 282-1909

**E-mail:** grants@sffb.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$ 6,979
Novato Planning Area	\$ 10,123
Richardson Bay Planning Area	\$ 9,500
San Rafael Planning Area	\$ 16,448
Upper Ross Valley Planning Area	\$ 6,950
West Marin Planning Area	\$ 0

**Website (optional):** www.marinfoodbank.org

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

The Food Bank's Marin County warehouse is located at 75 Digital Drive, Novato, CA 94949. From this location we service all of Marin County.

5. **Project Description:**

The merger of the San Francisco and Marin Food Banks has enabled us to expand food assistance services for residents of Marin County by a remarkable margin. We currently operate 36 weekly pantry sites in Marin. In the past year we have strengthened the food assistance network in Marin by opening 4 new weekly pantry sites; 1 Senior Brown Bag and 3 Neighborhood Grocery Network pantries. (2 in the Hamilton-neighborhood of Novato and 1 each in Marin City and Tomales) and increased distribution frequency at existing pantry sites from monthly to weekly. This year we will provide 5.6 million pounds of food in Marin County—more than double the amount that the Marin Food Bank was distributing at the start of the recession. In addition to increasing the overall pounds of food we disperse in Marin, we have been able to dramatically increase the quality and variety of product distributed to low-income Marin residents, adding significant inventory from fresh rescue (grocery store pickups of meat and perishables-up 250%), food drives (canned goods), and greater availability of fresh produce. As a result of these efforts, more than half of all the food we distribute in Marin now consists of fresh fruits and vegetables. While we have significantly increased our service delivery in response to the heightened need though, philanthropic support in Marin has not similarly kept pace with our expansions. In fact, last year there was a gap of more than one half million dollars between funds raised for Marin and Marin Food Bank expenses. We need increased support from funders in Marin County to ensure that we are able to maintain our services.

We are requesting funding to cover the acquisition and distribution costs of approximately 460,000 pounds of fresh produce and other nutritious kitchen staples.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)

Our total organization budget for the San Francisco and Marin Food Banks is \$18,504,618 for the fiscal year 2012-2013. The total cost of our operations in Marin County is \$3,000,261 for this fiscal year.

7. **Project Budget for CDBG Funds:**

Budget must include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

**Food Acquisition and Distribution costs for 460,000 pounds of food: \$50,000**

8. **Other Sources of Funds for this Project:** Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?

Below is a summary of committed funding for our Marin Food Distributions only.

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Individual Support Foundations Corporations	General	\$20,230	n/a	yes	various	FY 12-13
	General	\$304,000	various	yes	various	FY 12-13
	General	\$23,250	various	yes	various	FY 12-13

**9. Project Implementation:**

*Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?*

Sean Brooks, Director of Programs, will be responsible for implementing and overseeing our food distribution programs in Marin County. All of our food distribution programs are ongoing. We currently have two FTE Programs staff at the Marin Food Bank office in Novato who work directly with our more than 75 pantries and agency partners in Marin.

**10. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.*

Household Size	Income Limit
1	\$62,200
2	71,050
3	79,950
4	88,800
5	95,950
6	103,050
7	110,150
8	117,250

The Food Bank serves as the central hub of food assistance in Marin County and works with more than 75 community agency partners and pantries to provide food to those in need. All individuals that receive food from the Food Bank or our partners are low-income or very low-income. We currently serve more than 3,100 low-income households each week through our network of 30 pantries in Marin.

Since the beginning of the recession the need for food assistance in Marin has increased by 49%. Now, more than 21% of Marin residents—51,247 individuals—live at or below 185% of the federal poverty level (or \$42,642 annually for a family of 4, less than half of CDBG limits). Our pantries are located in areas with the highest rate of poverty, schools serving a large number of children receiving free and reduced lunch and low income senior housing sites.

In keeping with our goal of making food accessible, culturally-appropriate, and available in a dignified manner, the Food Bank does not collect specific demographic information related to such attributes as income level, housing status, etc. The majority of our pantries and programs however, operate out of affordable housing complexes, schools with high poverty rates, and community and social service centers serving primarily low-income populations.

**B. Project Rationale:** *Why is this project needed? Will it assist an especially needy or underserved group?*

Our programs provide food—the most basic of all human needs—to those who are most at risk of going hungry. Over the last four years of the recession, the Food Bank has greatly expanded our services to reach the unmet need for food assistance in Marin. Low-income Marin residents continue to turn to the Food Bank and our partner agencies for food assistance in increasing numbers. We have worked to reach out to those groups that have been underserved in Marin previously: including those in rural west Marin, the low-income immigrant population, and residents in public housing in Marin City. We have also greatly increased our food distribution in order to serve all those families and individuals who have been forced to reach out for food assistance for the first time due to a loss of income. Ensuring that communities are able to provide pantries at convenient locations and times for the working poor require warehouse staff to carefully juggle the needs of stores offering fresh rescue resources, community needs, and the challenges of serving remote communities in Marin County.

**C. Equal Opportunity:** *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)*

We have focused our food distribution efforts on low-income groups that are often marginalized or isolated geographically. In areas such as the Canal District, where low-income residents are sometimes reluctant to reach out for assistance due to language barriers and immigration concerns, we collaborate with agencies embedded in the community such as Canal Alliance, Canal Welcome Center and Bahia Vista Elementary School. Our Programs staff works closely with these partners to strengthen the community's awareness of our food assistance programs and to ensure that more low-income clients feel comfortable accessing our services. We have recently opened a number of new pantries designed to meet the



need of those in the community who were previously being underserved: a new Brown Bag Pantry for seniors at the Villas at Hamilton in Novato; Cornerstone Baptist Church Pantry is open to the public to better meet the growing need in Marin City; Holy Innocents Episcopal Church in Corte Madera is open to the public in an area of Marin County that is often underserved; and North Bay Children's Center in the Hamilton area of Novato serves the public in this high need community.

We have also recently expanded our senior Brown Bag pantry programming in Marin, replacing monthly/semi-monthly distributions with weekly pantries and opening them to more residents at many low-income senior housing sites. These pantries are currently operating at Bennett House, MacKey Terrace, Maria Freitas Senior Housing, Martinelli House, Parnow Friendship House, Pilgrim Park Apartments, and the Villas at Hamilton. We also have public bi-monthly farmers' market style senior pantries at Margaret Todd Senior Center, Marguerite Johnson Senior Center, and the Salvation Army.

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

We provide food for many low-income individuals who have disabilities. All of our sites are accessible to those with disabilities. We have certain programs such as our Home Delivered Groceries program that provide food directly to those who have mobility challenges and are unable to pick up food at pantries or other partner sites. We strive to make our services available to all low-income individuals and families in need.

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

N/A

- o For further information, please call Roy Bateman (473-6698).
- o The current year's application form must be used.
- o Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157, or they may be hand-delivered to our **new office location at 899 Northgate Drive, Room 408, San Rafael**. Please do not send mail to our Northgate Drive location.
- o **Applications sent by fax or e-mail will not be accepted.**
- o This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word attachment, visit [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm).
- o Don't forget to fill out the Organization Profile form.

**DEADLINE: APPLICATIONS MUST BE RECEIVED BY THURSDAY, DECEMBER 13, 2012, AT 5 P.M.**

**Remember that we don't accept e-mailed or faxed applications.**

## Organization Profile – 2012-2013 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

**Name of Organization:** San Francisco and Marin Food Bank

My organization does not gather demographic data.  My organization does not wish to share demographic data.

<b>Income of Level of Clients Your Org Serves %</b>	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	100%
Low income people	
People above the low income limits	

<b>Percentages (%)</b>	<b>Clients Your Org Serves</b>	<b>Clients for this Project</b>	<b>Support Staff</b>	<b>Professional Staff</b>	<b>Board</b>	<b>Advisory Committee</b>
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	42%	3%	20%	8%	6%	
African-American/Black	18%	3%	12%	8%	0%	
Caucasian/White	15%	22%	42%	75%	94%	
Native American	1%	0%	6%	0%	0%	
Mixed Heritage	0%	0%	0%	0%	0%	
Unknown/other	24%	72%	20%	8%	0%	
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Latino/Hispanic Origin</b>						
OF Latino/ Hispanic Origin	18%	41%	23%	12%	0%	
NOT of Latino/ Hispanic Origin	82%	59%	77%	88%	0%	
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Age</b>						
0-5 years old	4%	4%	0%	0%	0%	
6-17	26%	26%	0%	0%	0%	
18-24	6%	6%	2%	0%	0%	
25-59	34%	34%	90%	86%	77%	
60 +	30%	30%	8%	14%	23%	
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Gender</b>						
Female	55%	55%	27%	61%	23%	
Male	45%	45%	73%	39%	77%	
<b>Total %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Disabled %</b>						

<b>Involvement of Clients Your Organization Serves</b>	
On Governing Board %	
On Advisory Committee %	

MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14

1. **Project Name: Scholarship Assistance Fund**

2. **Total Amount Requested:**

\$50,000

3. **Project Sponsor: Senior Access**

Non-housing proposals must specify the amount requested from each planning area.

**Contact Person: Cris Chater**

**Title: Executive Director**

**Mailing Address:**

70 Skyview Terrace, Bldg B  
San Rafael, CA 94903

**Telephone: 415-491-2500**

**Ext. 11**

**Fax: 415-491-2503**

**E-mail: cchater@senioraccess.org**

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$7,000
Novato Planning Area	\$12,000
Richardson Bay Planning Area	\$7,000
San Rafael Planning Area	\$19,000
Upper Ross Valley Planning Area	\$5,000
West Marin Planning Area	\$0

**Website (optional):www.senioraccess.org**

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

*The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.*

*The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.*

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

Senior Access

The Wilfred George Adult Day Center

70 Skyview Terrace, Bldg B

San Rafael, CA 94903

5. **Project Description:** The Senior Access Scholarship Fund provides financial assistance to Marin County's low, very low and extremely low income residents who have dementia and/or related chronic conditions for attendance at Senior Access' Adult Day Program (ADP). Senior Access (SA) offers the more than 6,000 Marin residents with dementia an affordable alternative to in-home or nursing home care. The agency's services meet critical needs for a large population of caregivers and older adults **who would otherwise not be served**. With an annual budget of \$790,000, Senior Access maintains a staff of 13 and an active volunteer and University intern program. SA operates a program in San Rafael and St. Stephen's Episcopal Church in Southern Marin.

ADP participants enjoy current events, expressive arts, concerts, trivia, word games and exercise as well as healthy snacks and lunch. Services include intake screening and assessment; development of an individual plan of care; and assistance with toileting, ambulating, transferring and eating. While the ADP is in session, family caregivers enjoy

time off from the demands of 24-hour care and have the option of taking advantage of information and referrals from the resource center and sharing personal experiences at the monthly support group. Senior Access also provides free educational workshops.

Research studies indicate that ADPs reduce emergency room and hospital visits and premature placement in skilled nursing facilities. In addition, a Senior Access caregiver impact survey demonstrated that 100% of respondents agreed that their quality of life and their loved one's quality of life improved because of the program.

SA's service area includes all of Marin County. In 2011-12, the Senior Access Scholarship Fund subsidized 1,207 days of care and 6,035 hours of caregiver respite. The average \$45 scholarship reduced the \$95 daily fee to \$50 per day for low-income participants. Though the numbers vary, the Scholarship Fund supported an average of 100 days of care for each month. In addition, the agency hosted 12 Caregiver Support Groups, and 8 Caregiver Educational Workshops. Please refer to Attachment A for charts of the anticipated impact and expenditure of the total 2013-2014 Scholarship Fund as well as the portion requested of CDBG funds.

**6. Total Project Cost:** *(Include all costs for this particular project regardless of source.)*

The total projected cost of the 2013-2014 Scholarship Fund is \$70,000. Based on 2011-2012 Club statistics, 44% of total participants are low income; of this group of low-income participants, 61% are extremely low-income. The need for scholarships continues to grow.

Of the monthly scholarship distribution, \$1000 is anticipated to support low income; \$2000 to support very low income and \$3000 to support extremely low income participants. Please refer to the *first* chart in Attachment A for a detailed allocation by Planning Area of the anticipated impact and expenditure of the total 2013-2014 Senior Access Scholarship Fund. **Please note: The 2011-12 Scholarship Fund Budget reflects the cost of direct subsidies toward attending Senior Access and not administration of the program.** Below is the allocation by Planning Area of the Annual Project Budget for the Senior Access Scholarship Fund:

**ANNUAL Budget for the Senior Access Scholarship Fund**

<u>Planning Area</u>	<u>Low Income</u>	<u>Very Low Income</u>	<u>Extremely Low Income</u>	<u>Annual TOTAL</u>
Lower Ross	\$1,500	\$3,000	\$4,500	\$9,000
Novato	\$3,000	\$6,000	\$9,000	\$18,000
Richardson Bay	\$1,500	\$3,000	\$4,500	\$9,000
San Rafael	\$3,000	\$6,000	\$16,000	\$25,000
Upper Ross	\$1,500	\$3,000	\$4,500	\$9,000
West Marin	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$11,500</b>	<b>\$23,000</b>	<b>\$35,500</b>	<b>\$70,000</b>

**7. Project Budget for CDBG Funds:**

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

The \$50,000 request for CDBG Funds comprises 71% of the total \$70,000 budget for the 2013-14 Scholarship Fund. It is expected that \$4,167 of CDBG Funds will be used monthly, with \$2,417 supporting Extremely Low Income, \$1,190 supporting Very Low Income and \$560 supporting Low Income participants per month. Please refer to the *second* chart in Attachment A for a detailed allocation by Planning Area of the anticipated impact and expenditure of the CDBG request by *month*. Below is the allocation by Planning Area of the Annual Project Budget for CDBG Funds:

## ANNUAL Budget for CDBG Funds

Planning Area	Low Income	Very Low Income	Extremely Low Income	Annual TOTAL
Lower Ross	\$960	\$2,040	\$4,000	\$7,000
Novato	\$1,920	\$4,080	\$6,000	\$12,000
Richardson Bay	\$960	\$2,040	\$4,000	\$7,000
San Rafael	\$1,920	\$4,080	\$13,000	\$19,000
Upper Ross	\$960	\$2,040	\$2,000	\$5,000
West Marin	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$6,720</b>	<b>\$14,280</b>	<b>\$29,000</b>	<b>\$50,000</b>

8. **Other Sources of Funds for this Project:** *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

Source	Use	Amount	Date You Applied	Are Funds Committed?	Date Committed	When Available
Supervisor Judy Arnold	Schlrshp	\$1,000	9/2012	Yes	TBD	TBD
Outdoor Art Club	Schlrshp	\$5,000	8/2012	No	TBD	TBD
Individual Donors	Schlrshp	\$10,000	All year	Yes	All year	As available
<b>TOTAL</b>	<b>Schlrshp</b>	<b>\$16,000</b>	<b>Varied</b>	<b>Varied</b>	<b>Varied</b>	<b>Varied</b>

### 9. Project Implementation:

*Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?*

The Senior Access Scholarship Fund is administered by the Program Director. The Scholarship Committee and the Executive Director manage and evaluate the fund. The Scholarship Committee is comprised of the Executive, Program and Finance Directors. The Scholarship Committee determines annual scholarship award amounts and distribution limits per client; tracks the balance of the Fund throughout the fiscal year; is responsible for maintaining Scholarship Fund policy and procedure manuals; and conducts annual financial reevaluations for all scholarship recipients. The Program Director is responsible for determining scholarship eligibility via financial documents provided by families. The Finance Director retains all confidential financial documents and oversees distribution of scholarship funds. The Executive Director is responsible for securing matching funds for the program.

### 10. Need for the Project:

#### A. Need Group

*What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.*

Household Size	Income Limit
1	\$62,200
2	71,050
3	79,950
4	88,800
5	95,950
6	103,050
7	110,150

The Scholarship Assistance Fund benefits low-income adults with Alzheimer's disease, dementia or other chronic health conditions who are dependent on a family member for their care. One-hundred percent of project beneficiaries have incomes below the CDBG Low-Income limits; however, the majority does not qualify for Medi-Cal. In 2011-12, 61% of recipients were Extremely Low Income; 25% were Very Low Income; and 13% were Low Income. The average age of our scholarship recipients is 85 years-old; 69% are female; 31 % are male. Of the 2011-2012 of scholarship recipients: 48% live in San Rafael; 20% live in Novato; 4% live in Upper Ross Valley, 8% in Lower Ross Valley, 20%

8	117,250
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in Richardson Bay Area, and none live in West Marin.

Scholarship eligibility is determined for clients whose previous year's IRS Tax Form 1040 demonstrates their household income falls below HUD's San Francisco Standard upper income limits. Scholarships are awarded in incremental levels based on HUD's three income level categories: low, very low and extremely low (see chart below).

2012-2013's award amounts:

- Low Income: \$20 scholarship (Charged \$75 of the \$95 daily fee for service)
- Very Low Income: \$35 scholarship (Charged \$60 of the \$95 daily fee for service)
- Extremely Low Income: \$50 scholarship (Charged \$45 of the \$95 daily fee for service)

The Scholarship Fund is projected to fulfill the needs of Marin's large community of older adults living with dementia by providing 300 days of care and 1,500 hours of caregiver respite per month, totaling 3,600 days and 18,000 hours annually.

**B. Project Rationale: Why is this project needed? Will it assist an especially needy or underserved group?**

Marin's growing aging population is well documented in the Marin County Health and Human Services *Strategic Plan Data Focus Report* (2004-2014). Marin's older adult population accounts for a third of the total population, totaling over 75,900 people. **The largest proportional increase is in persons age 85+, of whom nearly 50% live with dementia.** It is estimated that more than 6,000 people in Marin currently live with dementia (Alzheimer's Association, North Bay Chapter).

Alzheimer's disease (AD) and dementia are dreaded diseases associated with aging, engendering fear and anxiety, resulting in prejudice, discrimination and social stigmatization of the person diagnosed and those caring for him/her. AD and dementia bring a progressive loss of the ability to function socially in normatively acceptable ways. The loss of initiative renders people with dementia unable to reach out; fear causes friends and colleagues to withdraw. Seclusion from established networks results in isolation, depression, anxiety, and premature institutionalization.

Research suggests that socialization may decelerate cognitive decline. For those affected, everyday tasks and activities become arduous or impossible. Persons with dementia need a safe haven where they can connect with their peers and participate in cognitively appropriate activities.

**There is no cure for dementia.** Today, quality care is the best remedy we can offer. Senior Access is the only care program of its kind in Marin, meeting critical needs of Marin's large population of caregivers and older adults with dementia who would otherwise not be served.

The Senior Access Scholarship Fund allows accessibility to low-income households, serving a population that is increasingly marginalized and undeserved; a constituency that is struggling with the challenges of both limited income and a demanding progressive disease. The economic recession has significantly impacted the Scholarship Fund. In our current fiscal year, the Scholarship Fund will be exhausted by December 2012. Current scholarship recipients are forced to cut back ADP attendance or discharge from the program altogether. Senior Access has adjusted to significant funding losses by restructuring staffing and eliminating positions, increasing fundraising efforts, and, at the same time, responding to increased demand from low-income clients.

Due to the high cost of assisted living and skilled nursing facilities, Senior Access Scholarship Fund often provides the only affordable care option for low-income older adults with dementia in its service area. The Marin County Division of Aging recognizes the lack of long-term care options for residents whose income falls below HUD's low-income criteria and in its 2006 report cautioned that other than Senior Access, "the only [other] option for these [low-income] individuals may be placement in another county outside of the Bay Area region." Senior Access'

local, affordable day-time care option is crucial for low income caregivers, whose respite needs are particularly acute because daytime hours are required to maintain employment.

C. Equal Opportunity: For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)

Dementia carries with it a myriad of behavioral changes that stigmatize families. They quickly become isolated; friends and even extended family members withdraw. Caregivers and their loved ones become separated from their community. For this reason, all demographic groups are unlikely to seek help. Senior Access is responding to this challenge with the following approaches:

- Offering the Latino community increased access to care via our bi-lingual Program Director and Program Assistants;
- Meeting with Senior Access Advisory Council members to address issues of stigmatization, discrimination and access to appropriate care; future developments are tentative, but may include a county-wide awareness and social media campaign to address these issues;
- Confering with “Mission Possible”, a group of older adult leaders from the Marin Community Foundation and University of California, San Francisco’s cultural-competency advisory group. Senior Access is working with this group in 2013 to determine new and/or alternative practices to encourage a welcoming atmosphere for those who are less likely to attend;
- Participating in ongoing cultural competency training with Spectrum LGBT Center; Senior Access has worked closely with Spectrum to develop welcoming language as part of our information and enrollment packets and in-house signage. Program and administrative staff are trained annually in LGBT awareness; and
- Being a good community partner – partnering with Marin County’s Division of Aging and Adult Services, for-profit agencies and nonprofit organizations for community education and awareness.

*If this project involves housing, how will it affirmatively further fair housing?*

Not Applicable

*If this project involves construction, discuss your plans for recruiting women- and minority-owned firms to bid on the design and development of this project.*

Not Applicable

D. Accessibility: What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?

All of our participants live with physical and cognitive disabilities: dementia and chronic health conditions. All participants require personal assistance with activities of daily living (ambulating, toileting and eating).

Senior Access facilities are specifically furnished to accommodate the needs of our service population and staff are trained in dementia care. Licensed by the California Department of Social Services, Senior Access programs are required to be ADA compliant. Senior Access refers clients to para-transit services with wheelchair accessible vehicles and drivers who are trained in transporting disabled clients.

E. Green Building: For new construction or rehabilitation, what will you do to incorporate “green building” principles?

Not Applicable

- For further information, please call Roy Bateman (473-6698).
- The current year’s application form must be used.
- Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157, or they may be hand-delivered to our

2013-2014  
**SENIOR ACCESS SCHOLARSHIP FUND**  
Impact & Expenditure  
Forecast

Chart 1: TOTAL Scholarship Fund

Total Scholarship Fund	Expenditure						Impact			
	Planning Area	Annual	Monthly			Monthly		Annual		
			Total	Income Level			Days of Care	Hours of Respite	Days of Care	Hours of Respite
				L	VL	ExL				
Lower Ross	\$ 9,000	\$ 750	\$ 125	\$ 250	\$ 375	38	188	450	2,250	
Novato	\$ 18,000	\$ 1,500	\$ 250	\$ 500	\$ 750	75	375	900	4,500	
Richardson Bay	\$ 9,000	\$ 750	\$ 125	\$ 250	\$ 375	38	188	450	2,250	
San Rafael	\$ 25,000	\$ 2,083	\$ 250	\$ 500	\$ 1,333	75	375	900	4,500	
Upper Ross	\$ 9,000	\$ 750	\$ 125	\$ 250	\$ 375	38	188	450	2,250	
West Marin	\$ -	\$ -	\$ -	\$ -	\$ -	38	188	450	2,250	
<b>TOTAL</b>	<b>\$ 70,000</b>	<b>\$ 5,833</b>	<b>\$ 875</b>	<b>\$ 1,750</b>	<b>\$ 3,208</b>	<b>300</b>	<b>1,500</b>	<b>3,600</b>	<b>18,000</b>	

Chart 2: CDBG Request Portion

CDBG Request	Expenditure						Impact			
	Planning Area	Annual	Monthly			Monthly		Annual		
			Total	Income Level			Days of Care	Hours of Respite	Days of Care	Hours of Respite
				L	VL	ExL				
Lower Ross	\$ 7,000	\$ 583	\$ 80	\$ 170	\$ 333	25	124	300	1,500	
Novato	\$ 12,000	\$ 1,000	\$ 160	\$ 340	\$ 500	50	248	600	3,000	
Richardson Bay	\$ 7,000	\$ 583	\$ 80	\$ 170	\$ 333	25	124	300	1,500	
San Rafael	\$ 19,000	\$ 1,583	\$ 160	\$ 340	\$ 1,083	50	248	600	3,000	
Upper Ross	\$ 5,000	\$ 417	\$ 80	\$ 170	\$ 167	25	124	300	1,500	
West Marin	\$ -	\$ -	\$ -	\$ -	\$ -	25	124	300	1,500	
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ 4,167</b>	<b>\$ 560</b>	<b>\$ 1,190</b>	<b>\$ 2,417</b>	<b>200</b>	<b>990</b>	<b>2,400</b>	<b>12,000</b>	



## Organization Profile – 2012-2013 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

**Name of Organization:** Senior Access

My organization does not gather demographic data.  My organization does not wish to share demographic data.

<b>Income of Level of Clients Your Org Serves %</b>	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	44%
Low income people	7%
People above the low income limits	49%

<b>Percentages (%)</b>	<b>Clients Your Org Serves</b>	<b>Clients for this Project</b>	<b>Support Staff (admin)</b>	<b>Professional Staff (program)</b>	<b>Board</b>	<b>Advisory Committee</b>
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	3%	0	0	9%	0	1%
African-American/Black	1%	5%	0	18%	0	1%
Caucasian/White	90%	90%	100%	54%	100%	97%
Native American	1%	0	0	0	0	0
Mixed Heritage	5%	5%	0	19%	0	1%
Unknown/other	0%	0%	0	0%	0	0
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Latino/Hispanic Origin</b>						
OF Latino/ Hispanic Origin	100%	100%	0	100%	0	100%
NOT of Latino/ Hispanic Origin	0	0	0	0	0	0
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Age</b>						
0-5 years old						
6-17						
18-24				45%		
25-59	2%		66%	45%	58%	61%
60 +	98%	100%	34%	10%	42%	39%
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Gender</b>						
Female	65%	80%	100%	82%	42%	62%
Male	35%	20%	0	18%	58%	38%
<b>Total %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Disabled %</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>1%</b>

**Involvement of Clients Your Organization Serves**

Our program clients all live with memory loss and need personal care; as such, unfortunately they are not a good match for a governing board. We have caregivers on our board and on our Advisory Council. Program participants

## Organization Profile - 2012-2013 Data Collection Pilot

	are interviewed for input on specific projects.
On Governing Board %	14% (caregivers)
On Advisory Committee %	11% (caregivers)

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**MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14**

NS-12

**1. Project Name: Small Business Technical Assistance Program, Marin County**      **2.Total Amount Requested: \$ 40,000**

**3. Project Sponsor: Humboldt State University, Sponsored Programs Foundation: Norcal Small Business Development Center Network**

Non-housing proposals must specify the amount requested from each planning area.

**Contact Person: Kristin Johnson**

**Title: Regional Director, Norcal SBDC Regional Network**

**Mailing Address: 1 Harpst Street, House 71, Arcata CA 95521**

**Telephone: 707.826.3920                      Ext. n/a**  
**Fax: 707.826.3912**  
**E-mail: [Kristin.johnson@norcalsbdc.org](mailto:Kristin.johnson@norcalsbdc.org)**

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$ 3,400
Novato Planning Area	\$ 10,000
Richardson Bay Planning Area	\$ 7,000
San Rafael Planning Area	\$ 16,200
Upper Ross Valley Planning Area	\$ 3,400
West Marin Planning Area	\$ 0

**Website (optional):**

All future announcements will be sent to you by e-mail, unless you indicate otherwise:     Please send by mail.

*The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.*

*The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.*

**4. Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

All business assistance services are delivered within Marin County. There are many different addresses where the project is delivered, as business consulting is offered at locations most accessible to the individual entrepreneur. **Each one-on-one counseling session location is set when the appointment is booked. Locations include the entrepreneur's company location, a local coffee shop, or donated space of a local Chamber of Commerce or similar organization.** (also see "10D" below) The program is managed remotely from Humboldt State University campus, within the Office for Economic, Community and Business Development (OECBD) which also hosts the Northern California Small Business Development Center Network. While service coordination takes place from Humboldt State University, 100% of project funds go to pay for service delivery within Marin County.

**5. Project Description:**

The Northern California Small Business Development Center (SBDC) program provides technical assistance to entrepreneurs and small business owners in 14 counties. Half of funding is provided by the Small Business Administration (SBA) and half of funding is generated from local cash match. Business support services in Marin and Sonoma counties were previously provided through Santa Rosa Junior College (SRJC), and SRJC provided the necessary cash match to draw down the SBA federal funding.

In August 2012, SRJC left the SBDC program. The regional Lead Center for the Northern CA SBDC (located at Humboldt State University), has operated services in Marin County since August, but is unable to provide necessary cash match in 2013/2014. Local funding partners are being sought in order to continue providing this crucial service. Without securing cash match, Marin small businesses will lose over \$114,000 in services during the 2013/14 year.

Marin CDBG funding would go directly towards business mentoring for low to moderate income small business owners in Marin County. After screening for income eligibility, these entrepreneurs will go through a business "health check" and then identify a measurable goal to work on with an SBDC Business Advisor. Through a series of follow-on meetings and trainings, the individual entrepreneur will work with their SBDC advisor to achieve one of the following: hire new employee(s), retain employees (if business is struggling and looking at layoffs), obtain a loan, increase their sales, secure equity investment, or start a new business.

Since 2007, SBDC clients located in Marin County and working with business advisors (as described above) have achieved the following economic impacts:

- Development and retention of **418 jobs**
- Increased sales totaling **\$3,731,347.00**
- Loans and equity infusion totaling **\$1,430,425.00**
- **26 New business starts**

During this time, a total of 487 Marin-based businesses received 3,800 hours of one-to-one mentoring and training and over 3,400 Marin residents attended SBDC training workshops.

Without available match funding from Marin County, these services could go away or be drastically reduced in 2013.

**6. Total Project Cost:** *(Include all costs for this particular project regardless of source.)*

The total cash requirements for continuation of Marin SBDC services equal \$113,959. [ \$40,000 CDBG + \$73,959 SBA]

**7. Project Budget for CDBG Funds:**

*Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.*

**CDBG FUNDING ONLY**

<b>Budget Item</b>	<b>Cost</b>
Client Intake, Income Screening, Activity Tracking and Reporting	\$ 8,000
Business Mentoring to Income-Verified Marin Entrepreneurs (1-on-1 advising) <i>500 hours x \$50/hour = \$25,000</i>	\$25,000
Business Training for Income-Verified Marin Entrepreneurs (workshop format) <i>350 scholarships x \$20 = \$7,000</i>	\$7,000
<b>TOTAL CDBG FUNDS REQUESTED</b>	<b>\$40,000</b>

**7. Other Sources of Funds for this Project:** *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
SBA	Technical Assistance	\$73,959	Aug 2012	YES	Ongoing funding available each year	Ongoing funding available each year

**9. Project Implementation:**

*Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?*

The Lead Center of Northern CA SBDC will be responsible for implementation. Ann Johnson-Stromberg will oversee the day-to-day management. She is the coordinator of all services in Marin and Sonoma counties. Fiscal oversight and reporting will be directed by Kristin Johnson, Region Director for Norcal SBDC. An existing team of 9 business advisors will provide the individual mentoring and also present the trainings. If funded, the program will continue uninterrupted and will continue to be available at the request of Marin residents.

Marin SBDC services are currently in-place. Implementation of the CDBG-funded portion of these services will involve simply adding in the TIG income verification component to the client screening process. This will be implemented prior to a July 1, 2013 start date. If not funded, Marin SBDC services may be discontinued as soon as March 2013 if other cash match funding is not secured within the county.

**10. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.*

Household Size	Income Limit
1	\$62,200
2	71,050
3	79,950
4	88,800
5	95,950
6	103,050
7	110,150
8	117,250

Many existing small businesses are still struggling to overcome the recent nationwide recession. Additionally, there is pent up demand for startup assistance from individuals who are interested in starting businesses but who have waited for several years to see signs of an economic recovery. Current and future Marin based microenterprise owners would benefit from the project. **Please note the economic results shown above.** The SBDC serves all income levels, but historical data shows us that more than 50 percent of all Marin SBDC clients fall within the allowable income limits defined by CDBG. Only income-eligible business owners will be served with CDBG funding.

**B. Project Rationale:** *Why is this project needed? Will it assist an especially needy or underserved group?*

Without securing local cash match within Marin county, SBA funding for business assistance through the SBDC will not be accessible. This will significantly impact the success of local small firms, especially those owned by individuals who cannot afford to pay for professional services. An increasing percentage of SBDC clients are Hispanic. This underserved market absolutely needs assistance wading through business legal and financial requirements during the startup phase of their business. Special efforts will be made to serve the Hispanic business owners in Marin County.

C. Equal Opportunity: For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)

According to the statistics gathered through the client intake process, in 2011/12 Norcal SBDC clients self identified as 52.8% minority, 52.5% woman, 5.3% veteran and 7.8% disabled-owned businesses. In addition, our client database system allows us to track clients services by income. With CDBG funding, the SBDC will offer County of Marin-funded free counseling and scholarships for all trainings based on the income guidelines in the CDBG application. We will utilize partnerships with other organizations that target underserved markets to publicize CDBG-funded support services and solicit participants. (ie: Department of Rehabilitation, EDD, social services agencies and community partners like Marin Canal Alliance) We will also offer services delivered in Spanish, offer workshops in Spanish and do outreach through Spanish radio programming and public announcements. Because our services are mobile (we meet with clients where they want to meet), we ensure a level of comfort that other programs do not have. We are confident Norcal SBDC can continue to serve and grow socio-economically disadvantaged businesses in Marin County.

*If this project involves housing, how will it affirmatively further fair housing?*

N/A

*If this project involves construction, discuss your plans for recruiting women- and minority-owned firms to bid on the design and development of this project.*

N/A

D. Accessibility: What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?

As stated above, business advisors meet with clients in any location that is suitable to the business owner. This can be their company location, an SBDC outreach location listed below, or a client-chosen coffee shop or library. This allows great ease of accessibility for individuals with disabilities. Marin Outreach locations include:

- Marin Canal Alliance
- Marin Employment Connections
- San Rafael Chamber of Commerce
- Marin Community Development Center
- Novato Chamber of Commerce

Training locations include the Marin Health and Wellness Center in San Rafael and the Venture Greenhouse at Dominican University in San Rafael. Both of these locations are accessible. We make special efforts to ensure that the workshop locations are accessible to all participants and state on our online registration site/intake process that special accommodation requests for participants with disabilities can be made in advance. We have experience in providing sign language interpreters and other assistance for clients who have made such requests.

E. Green Building: For new construction or rehabilitation, what will you do to incorporate "green building" principles?

N/A

- For further information, please call Roy Bateman (473-6698).
- The current year's application form must be used.
- Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157, or they may be hand-delivered to our **new office location at 899 Northgate Drive, Room 408, San Rafael**. Please do not send mail to our Northgate Drive location.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence.

### Organization Profile - 2013-14 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

**Name of Organization:** NOYCAL Small Business Development Center network

My organization does not gather demographic data.  My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	
Low income people	
People above the low income limits	

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<i>This info has not been gathered</i>						
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	9					
African-American/Black	8					
Caucasian/White	49					
Native American	1					
Mixed Heritage	11					
Unknown/other	22					
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	17					
NOT of Latino/ Hispanic Origin	83					
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Age</b>	<i>not gathered</i>					
0-5 years old						
6-17						
18-24						
25-59						
60 +						
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Gender</b>						
Female	52.5					
Male	47.5					
<b>Total %</b>	100%	100%	100%	100%	100%	100%
<b>Disabled %</b>	7.8					

Involvement of Clients Your Organization Serves	
On Governing Board %	<i>This info has not been gathered</i>
On Advisory Committee %	

## Organization Profile - 2013-14 Data Collection Pilot

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### Income Limits

Household Size	Very Low Income Limit (≈50% of Median Income)	Low Income Limit (≈80% of Median Income)
1	\$38,850	\$62,200
2	44,400	71,050
3	49,950	79,950
4	55,500	88,800
5	59,950	95,950
6	64,400	103,050

\* Please note:

In the application, we noted minority demographics that differ from this form. That is because; a) we normally do not count unknown no answer information, and b) Because many of Latino/ hispanic origin also mark themselves as white.

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**MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14**

NS-13

1. **Project Name:** Short-Term Transitional Housing      2. **Total Amount Requested:** \$16,460  
 3. **Project Sponsor:** Center for Domestic Peace  
 Non-housing proposals must specify the amount requested from each planning area.

**Contact Person:** Donna Garske

**Title:** Executive Director

**Mailing Address:** 734 A Street  
San Rafael, CA 94901

**Telephone:** (415) 457-2464      **Ext. 27**

**Fax:** (415) 457-6457

**E-mail:** dgarske@centerfordomesticpeace.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$3,292
Novato Planning Area	\$3,292
Richardson Bay Planning Area	\$3,292
San Rafael Planning Area	\$3,292
Upper Ross Valley Planning Area	\$3,292
West Marin Planning Area	\$0

**Website (optional):** www.centerfordomesticpeace.org

All future announcements will be sent to you by e-mail, unless you indicate otherwise:     Please send by mail.

*The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.*

*The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.*

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

Confidential location

5. **Project Description:** Center for Domestic Peace (C4DP) requests one-time funding for our Short-Term Transitional Housing (TH) Program, which provides safe housing along with intensive supportive services to domestic violence (DV) victims and their children from throughout Marin who have fled abuse, are in imminent danger, and are experiencing homelessness as a result. Due to new HEARTH Act funding regulations within the Department of Housing and Urban Development (HUD), in 2013 C4DP will be consolidating the two housing grants we receive from HUD for our Short-Term and Second Step Transitional Housing Programs. This will require delaying the start of the grant that historically has funded the Short-Term TH Program by three months, creating a 3-month funding gap of \$16,460. This gap will not be recovered once the grants are consolidated, and it is necessary to consolidate in order to continue to be eligible to receive our full amount of HUD funding. CDBG funds will enable the Short-Term project to continue operating at full capacity during the three month gap. During this period, the program will provide housing and intensive supportive services (case management, life skills education, legal advocacy, childcare, permanent housing placement, and staff accompaniment) to approx. 25 women and children who have fled DV from all areas of Marin and would be homeless without C4DP's support.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)

The total costs for the Short-Term Transitional Housing Program for a 12-month period are estimated to be \$379,229. These include: a portion of the salaries of approx. 6 direct service staff responsible for providing supportive services to Short-Term TH residents – \$178,443; a portion of the salaries of administrative staff who support the program (including oversight of maintenance and repair of the housing facility) – \$67,670; fringe benefits for all program staff – \$29,397; a portion of operating expenses (audit, general liability insurance, utilities, repairs, etc.) – \$50,322; program expenses (food, household supplies, transportation expenses, etc.) – \$32,655; and a portion of indirect expenses – \$20,742.

**7. Project Budget for CDBG Funds:**

*Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.*

CDBG funds will be used as follows: \$12,460 toward staff salaries and benefits (for advocates and program manager, who work directly with housing residents); and \$4,000 toward program operation (including utilities, building security, repairs & maintenance, etc.).

**8. Other Sources of Funds for this Project:** *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
CA Emergency Management Agency	Salaries, operating, program, indirect	\$246,446	Will apply May 2013	No, but this is a renewal	Expected 7/13	7/1/2013
HUD	Salaries, operating, program	\$49,373	12/14/12	No, but this is a renewal	Expected early 2013	4/1/2013
Blue Shield of California Foundation	Salaries, operating, program	\$9,750	June 2012	Yes	August 2012	7/1/2013
Kaiser Permanente	Salaries, operating, program	\$6,500	Will apply Mar. 2013	No, but this is a renewal	Expected 7/13	7/1/2013
County of Marin – Marriage License & Community Benefit	Salaries, operating, program	\$50,700	No application necessary	No, but this is a renewal	Expected 7/13	7/1/2013

**9. Project Implementation:**

*Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?*

Graciela Rodriguez, Division Manager of Emergency & Educational Services, is responsible for overseeing all program implementation, including supervising staff (family advocates) and services provided. Bilingual and bicultural in English in Spanish, she has worked with C4DP since 1998 in the capacities of hotline respondent and shelter family advocate before becoming shelter manager in 2001 and division manager in 2008. The Short-Term TH Program is an ongoing program and is fully operational, and is implemented according to the following schedule: 1) Daily (365 days/per year): Provide emergency housing for women and children fleeing DV, along with intensive one-on-one supportive services, including case management, DV education, counseling, transportation, and referrals to other community resources. 2) Three times per week: Conduct meetings with adult residents (childcare is provided) on goal-setting, emotional support, and resolving communal living issues. 3) Weekly: Conduct a children's counseling group to help them explore and resolve their feelings. 4) Quarterly: For women who have exited the program, conduct follow-up phone calls to assess their success in maintaining housing, employment, and freedom from violence, and to offer follow-up services as needed. 5) Quarterly: Compile statistics, service numbers, accomplishments, challenges, and feedback of women and children served to review the program and engage in continuous quality improvement.

**10. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.*

Household Size	Income Limit
1	\$62,200
2	71,050
3	79,950
4	88,800
5	95,950
6	103,050
7	110,150
8	117,250

The program serves DV victims and their children from throughout Marin, and is the only program of its kind in the county dedicated exclusively to this special population. These victims are fleeing their homes and do not have alternative safe housing; they would become homeless without access to the program. Long-term affordability is ensured in that we do not charge residents. Annually, this Short-Term TH Program houses approx. 100 women and children; 100% of these families fall below the CDBG income limit. In fact, approx. 80% fall below the federal poverty level, and the remaining 20% are low or extremely low income. Income sources and amount for each resident are documented via an online database during the intake process and again at program exit. A large percentage of residents are from marginalized populations: last year, 80% were from populations of color, 22% of adult residents were mentally/emotionally challenged, 12% were physically/ medically disabled, 30% spoke limited English, and 25% were immigrants.

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*

DV has been identified as the number one violent crime in Marin County according to the Civil Grand Jury Report released in 2010. Victims of DV who are fleeing their homes in Marin often find themselves with few safe, affordable housing options. Furthermore, fleeing DV victims face other substantial barriers to independence, including lack of stable income, limited education and/or job training, debt accumulated by abusive partners, health and mental health problems, and emotional trauma from the abuse they experienced. These DV victims and their children need safe, affordable housing, where they can receive help in beginning to heal and developing a plan to achieve independence and self-sufficiency. Yes, the population served is an especially needy and underserved group: as stated above, they have few financial resources, and a large proportion experience additional barriers due to language, immigration status, and physical/mental abilities. As victims of DV, they also face ongoing concerns about their safety, should their abuser try to harm them further.

CDBG funding is needed to help stabilize the program in the face of the unexpected gap in HUD funding (see #5 above).

C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)*

C4DP regularly reviews the ethnicity data of those served by the program, and has identified African American victims of DV as a demographic group that may be less likely to apply. In response, C4DP has stationed an advocate once a week for several hours in Southern Marin to enable victims from Marin City and neighboring areas to access services closer to home. C4DP has also translated our Spanish language outreach CD into English and tailored it for the African American community, and is working with our community-based survivors group to distribute this CD broadly throughout the African American community in Marin.

*If this project involves housing, how will it affirmatively further fair housing?*

C4DP has adopted an organizational-wide Equal Opportunity and Cultural and Linguistic Competency Policy, which establishes responding to diverse populations and attracting new users to shelter-based DV services as a business imperative. According to this policy, through the proposed housing program and our other services, C4DP will: 1) consciously seek to increase participation of members from populations that are traditionally marginalized or excluded due to discrimination and oppression (people of color including those who are bilingual, LGBTQ persons, older people, religious minorities, parents, formerly battered women, the disabled, and any other group of people determined to be subject to discrimination or oppression); 2) implement diversity on every level of C4DP's organizational structure, and maintain diversity during any restructuring; and 3) offer programs and housing that are culturally and linguistically appropriate. Ongoing implementation of these steps will affirmatively further fair housing and diversity in all our programs and services.

*If this project involves construction, discuss your plans for recruiting women- and minority-owned firms to bid on the design and development of this project.*

N/A

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

The housing facility where this program is located is currently undergoing major renovation to improve accessibility for people with physical disabilities and to ensure that the entire property is in compliance with ADA requirements. This includes modifying all entrances, bathrooms, walkways, bedrooms, shared living spaces, and outdoor spaces as needed to accommodate wheelchairs and individuals with limited mobility. Once these renovations are complete, the program's accessibility will be considerably enhanced.

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

N/A

**DEADLINE: APPLICATIONS MUST BE RECEIVED BY THURSDAY, DECEMBER 13, 2012, AT 5 P.M.**

**Remember that we don't accept e-mailed or faxed applications.**

## Organization Profile - 2013-14 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

**Name of Organization:** Center for Domestic Peace

My organization does not gather demographic data.  My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	84%
Low income people	10%
People above the low income limits	6%

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>						N/A
Asian-American/Pacific Islander	3%	4%	20%	6%		
African-American/Black	9%	8%			10%	
Caucasian/White	38%	34%	80%	59%	80%	
Native American	1%	2%				
Mixed Heritage						
Unknown/other	49%	52%		35%	10%	
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%

<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	46%	47%		35%	10%	
NOT of Latino/ Hispanic Origin	54%	53%	100%	65%	90%	
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%

<b>Age</b>						
0-5 years old	6%	25%				
6-17	7%	31%				
18-24	11%	6%				
25-59	72%	36%	100%	100%	90%	
60 +	5%	2%			10%	
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%

<b>Gender</b>						
Female	40%	72%	80%	100%	100%	
Male	10%	27%	20%			
<b>Total %</b>	100%	100%	100%	100%	100%	100%

<b>Disabled %</b>		33%				
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<b>Involvement of Clients Your Organization Serves</b>	
On Governing Board %	20%
On Advisory Committee %	N/A