

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

WH-1

- | | |
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| <p>1. Project Name: 73 Inverness Way</p> <p>3. Project Sponsor: CLAM and/or Partner Agency (to be determined)</p> | <p>2. Total Amount Requested: <u>\$150,000</u></p> <p>Non-housing proposals <u>must</u> specify the amount requested from each planning area.</p> |
|---|--|

Contact Person: Kim Thompson

Title: Executive Director

**Mailing Address: P.O. Box 273
Point Reyes Station, CA 94956**

Telephone: 415-663-1005 Ext.

Fax: 415-663-1005

E-mail: kim @clam-ptreyes.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):

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.

This project is located at 73 Inverness Way, Inverness, CA, 94937

The Assessor's Parcel Number is: 112-281-01

The house was built in 1983.

- 5. Project Description:**

CLAM desires to turn an extremely dilapidated, foreclosed home in the heart of Inverness village into the first affordable home-ownership opportunity in recent memory among all the communities surrounding Tomales Bay. With an established track record of creating permanently affordable, environmentally sustainable homes for very low-income families, CLAM ensures that West Marin remains a vital and resilient community for the current and future generations. As a grassroots organization formed to respond to the major need for affordable housing in West Marin, and with two part-time staff and an active and skilled Board, CLAM draws on its deep and broad community support for each and every project it takes on. On its current three properties CLAM has created homes for four families and five individuals. CLAM rents to residents at or below 60% AMI, including

individuals who work at the local gas station, grocery, deli, schools and newspaper; others who build homes and clean homes, as well as a landscaper and program director at the local Senior Services.

73 Inverness Way is CLAM's first venture to give a local family an affordable opportunity for homeownership, and to create a permanent community asset, as a home that will remain affordable for generations to come. As a Community Land Trust (CLT), CLAM is part of a national group of more than 200 community land trusts that create affordable homes in perpetuity. With 73 Inverness Way, CDBG/HOME funds will be utilized to rehab the house and create a liveable home for a new owner. CLAM will maintain ownership of the land through a ground lease, while selling the house to a family whose total income is at or below 80%AMI. The family then has the benefit of owning the house, making its own improvements in consultation with CLAM, and building equity. If, at a future point, the family wants to sell the home, they do so within a resale formula that allows them to have gained equity, but also allows the home to be resold at an affordable price for another family at 80% AMI or below. In this way, CLAM creates a permanently affordable home; every single dollar of subsidy remains with the home and ensures it is affordable in perpetuity.

73 Inverness Way is a structurally sound house, in desperate need of basic and cosmetic repairs. Funding for rehabilitation includes the cost to replace the septic, and improvements to the house, such as new carpeting, windows, paint, crawl space insulation, appliances, landscaping (as outlined in the attached budget). This project enjoys wide community support and enthusiasm, and CLAM expects to garner and organize community involvement where possible in the labor of rehabilitation and donations of materials.

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

See attached document.

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.

See attached document.

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>
Local Donors	Donations	\$75000		Yes	March 2012	Now
A local donor	Bridge loan	\$300,000		Yes	November 2012	Now
Local Donors	Donations	\$100,000		No	Capital Campaign beginning 1/2013	Dec. 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?

CLAM is fully responsible for implementing this project and reporting on how the grant funds were utilized. In order to organize the community's interest in being involved, and in order to provide sufficient financial and educational support to new homeowners in this new venture, CLAM is exploring the possibility of hiring a contractor, like Habitat for Humanity, that will assist CLAM in organizing a local workforce of skilled and volunteer labor, as well as the labor of the homeowner, to be involved in the rehabilitation. An organization like Habitat also ensures a mortgage loan for the homeowner, and homebuyer education programs.

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

A family at or below 80% AMI will benefit from this project. CLAM currently requires income verification of all its applicants, and does an annual income verification of all residents. CLAM will utilize similar practices as other Community Land Trusts to ensure the family is income-eligible. This project, by definition, ensures permanent affordability, by locking in the subsidy with the house. The sale of the house to an income-eligible buyer enables that family to own a house, make improvements, and build equity. The resale of the house, through a restricted formula, ensures that while the family builds wealth during its residency, this home is resold at an

7	110,150
8	117,250

affordable rate in perpetuity.

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

The need for affordable housing in West Marin is well-documented and a priority community issue. A 2007 survey of 110 local workers in the Tomales Bay Area, designed by CLAM and distributed to 82 local organizations indicated that of the 54% of respondents who do not live in the area, 63% said they cannot afford local housing. Even those who do live in the area, regardless of their income level, cite the lack of affordable housing as the most likely reason they would have to move from the area. At the time of the survey, 70% of respondents were either actively looking for housing or stated that they would need housing within a year. The majority of these individuals earn less than \$35,000 annually.

Inverness and West Marin are replete with expensive second homes and vacation rentals. Only about half of Inverness residences are occupied year-round. **Since the 1980's, there have been no affordable home ownership opportunities in an area where the current market rate for an equivalent size (1300 sq. ft). home is \$500,000 - \$850,000.** This creates a huge area of need that contributes to the instability of the community, as the local workforce increasingly commutes or is priced out of the area entirely.

CLAM will create a home that is affordable to a family with an income of 80% AMI or less, at a sale price of around \$250,000. CLAM will support of the homeowner by 1) ensuring the family has a viable mortgage they can afford, 2) ensuring the family receives homeownership education, and 3) remaining in a supportive relationship to the homeowner for as long as they reside in the home. CLAM envisions creating a homeownership opportunity in the heart of Inverness for a family who would otherwise be priced out of West Marin and contributes to the community. Additionally, CLAM will have created a first, permanently affordable home-ownership opportunity for future generations.

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.)

CLAM works extensively to ensure it has a fair marketing process that targets income-eligible people of color. West Marin has a large Latino community, and two of the families in CLAM homes are Latino. CLAM advertises available homes in Spanish-language newspaper ads and radio outlets, through Spanish-language community services like Shoreline School Readiness and West Marin Community Center. Additionally, ads in Spanish and English are placed at the Point Reyes Station Community Health Center, West Marin Medical Services, West Marin Multi-Services Center, and local libraries.

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

Meeting fair housing standards in the application process and ongoing relationships with residents is a priority for CLAM. Staff and Board members have attended the Fair Housing Council of Marin's Fair Housing training (2012), and CLAM historically and currently has a carefully constituted tenant selection committee, tenant selection process, and marketing process that ensures fair housing practices.

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.

CLAM will seek to hire a contractor that provides building skills as well as organizing the community and supporting efforts to ensure the successful ownership of an income-eligible homeowner. CLAM envisions that the community itself will be involved in the rehab of the home, and that materials can be purchased from organizations like Habitat's Restore, that benefits low-income communities of color.

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

CLAM strives to create accessibility for its current residents with challenges to their mobility. This is especially evidenced at Mesa Apartments, where CLAM inherited four senior residents upon its purchase of the building. CLAM has installed ADA compliant access bars in the bathrooms for these residents, and has taken additional maintenance and social service support measures to ensure safety.

73 Inverness Way is a single-story home located on a flat piece of land in Inverness. In an otherwise hilly area, the road between the home and downtown Inverness – less than a ½ mile – is flat. It is within walking distance to the business center of Inverness, which includes a grocery store and deli, post office, transit stop, café and restaurants. It is an ideal location for anyone who experiences challenges to their mobility. The home currently has a wheelchair ramp in the front that CLAM could keep or structure into a more accessible and aesthetic entrance. There is possibility to create additional wheelchair access in the back, as part of an add-on deck that would lead to sliding glass doors for the master bedroom and living room.

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

CLAM's mission is to create affordable homes in an environmentally sustainable way. CLAM has striven to incorporate building practices that reduce climate change and promote energy conservation. CLAM built California's first Passive House in 2010, and CLAM's Blue House project renovated a 1930's home using Passive House methods. Both of these highly energy efficient rental homes are occupied by "very low income" families, at or below 60% AMI. Energy bills for these homes are 84% the cost of energy of equivalent sized homes. CLAM is currently engaged in a plan to increase energy efficiency at Mesa apartments, built in 1964 and bought by CLAM in 2010.

At 73 Inverness Way, CLAM envisions utilizing the following green building practices in order to conserve energy and reduce the energy footprint of the home. As with its other properties, CLAM will use no VOC paints and finishes, CLAM will utilize local workers, and will use environmentally sustainable materials, such as Forest Stewardship Council (FSC) lumber, finger joint wood, and Energy Star appliances. Additionally, CLAM will rehab the home using R-38 attic insulation, dual pane windows, and airtight construction using a blower door test. CLAM will use a possible heat recovery ventilator that recycles the heat in the building and supplies fresh air, and will use conditioned crawl space. Additionally, as with other properties, CLAM will design and create a native plants landscape and will use recycled or donated, used materials wherever possible.

- 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.**

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: COMMUNITY LAND TRUST ASSOCIATION OF WEST 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	88%
Low income people	12%
People above the low income limits	

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	0	unknown	X	1	0	0
African-American/Black	0	unknown	X	0	0	0
Caucasian/White	75%	unknown	X	50%	100%	100%
Native American	0	unknown	X	0	0	0
Mixed Heritage	0	unknown	X	0	0	0
Unknown/other	0	unknown	X	0	0	0
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	25%	unknown	X	0	0	0
NOT of Latino/ Hispanic Origin		unknown	X			
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	5%	unknown	X			
6-17	33%	unknown	X			
18-24	13%	unknown	X			
25-59	28%	unknown	X	100%	40%	40%
60 +	22%	unknown	X		60%	60%
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female		unknown	X			
Male		unknown	X			
Total %	100%	100%	100%	100%	100%	100%
Disabled %						

Involvement of Clients Your Organization Serves	
On Governing Board %	to be elected in 2013
On Advisory Committee %	to be placed in 2013

CLAM PROPERTY ACQUISITION FACT SHEET, (November 2012)

73 Inverness Way

CLAM has purchase the property at 73 Inverness Way, in Inverness. This property has a 3 bedroom, 2 bath home, built in 1983 after the 1982 flood. The property is in the heart of Inverness, within walking distance to the village center, transit, shops, and trails. This acquisition would be the first CLAM affordable home in Inverness. CLAM plans to make this home its first Community Land Trust homeownership opportunity – CLAM aims to own the land and sell the house to a local qualifying family. The house could be sold to a family with an income of 80% AMI or less – that is, a family of four who earns no more than \$88,800 per year. CLAM also has the potential to partner with Habitat for Humanity of Greater San Francisco, which rehabilitates and sells homes to qualifying buyers who earn an income of up to 80% AMI.

Financial Summary:

Total Project Cost **\$ 498,042.00**

Funding

CLAM Property Fund \$ 75,000.00 (confirmed)

CDBG/HOME \$ 150,000.00 (estimate)

CLAM Capital Campaign \$ 31,042.00 (estimate)

Total Funding **\$206,000**

Home Sale Price within 80% AMI for a family of four: apx. \$242,000

**CLAM PROFORMA FOR 73 INVERNESS WAY
FOR CDBG/HOME 2013**

HARD COSTS

Acquisition	\$312,225.00
Construction Materials & Labor	\$170,712.90
(includes contingency & construction mark-up)	

Permits/Approvals	County Amnesty
Site Development/Survey	\$ 2,500.00
Real Estate Taxes (6 months)	\$ 1,854.00

SOFT COSTS

Admin. Overhead	\$ 5,000.00
Developer's Fee	\$5,000.00
<u>Appraisal</u>	<u>\$ 750.00</u>

TOTAL **\$498,041.90**

73 INVERNESS WAY ESTIMATE

Purchase Price	309,000.00
Closing cost	3,000.00
Pest report	<u>225.00</u>
Total Acquisition Cost	312,225.00

	unit	cost/unit	estimated cost
Repair costs			
Roof replacement	2300	3.25	7,475.00
Carpet	794	6	4,764.00
Hard surface flooring	416	7.5	3,120.00
Exterior repair and paint			5,400.00
Interior repair and paint			5,800.00
Windows (see list)			2,300.00
Fixtures (see list)			5,900.00
Septic Plan			5,000.00
Septic permit			5,000.00
Septic install			40,000.00
termite work (report)			14,595.00
window and door install			5,000.00
Energy efficiency-insulation etc.			3,600.00
Bath remodel labor			4,000.00
Plumbing repair			3,000.00
Kitchen repair			4,000.00
Landscape allowance			<u>7,500.00</u>
SUBTOTAL			126,454.00
Contingency		10%	12,645.40
Contractors markup & sales tax		25%	<u>31,613.50</u>
Total Rehab Cost			170,712.90

Total Project Cost 482,937.90

	units	cost/unit	estimated cost
Window list			
slider 4-0x6-0	1	250.00	250.00
slider 3-0x4-0	1	150.00	150.00
slider 6-0x5-0	1	300.00	300.00
slider 3-0x2-0	2	125.00	250.00
slider 6-0x4-0	2	225.00	450.00
patio 6-0x6-8	2	450.00	<u>900.00</u>
			2,300.00

	units	cost/unit	estimated cost
Fixtures			
tub/shower	2	750.00	1,500.00
vanity cabinet/sink	2	550.00	1,100.00
toilet	2	150.00	300.00
Range	1	700.00	700.00
Refrigerator	1	1,500.00	1,500.00
Dishwasher	1	500.00	500.00
Water heater	1	300.00	<u>300.00</u>
			5,900.00

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

1. **Project Name: Bolinas Station (6 Wharf) Repair Project**

Total Amount Requested: \$21,670

3. **Project Sponsor: Bolinas Community Land Trust**

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

Contact Person: Lesa Kramer

Title: Executive Director

Mailing Address: PO Box 805, Bolinas, CA 94924

Telephone: 415-868-8880 Ext.

(cell: 425-300-7255)

Fax: 415-868-8880

E-mail: lesakramer@sbcglobal.net

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.bolinaslandtrust.org

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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. 6 Wharf Rd., Bolinas California, 94924. Built in 1909. Parcel # 193-075-15.

5. **Project Description:** Funds from this grant will enable the BCLT to provide essential repair work and appliance upgrades for the Bolinas Station residents, as described in the detailed budget below. Most significantly, we have a mold situation on both floors in our #1 townhouse on the south facing wall (which gets no light and is in a moisture zone). It may require the removal of the insulation, the creation of additional moisture protection and drywall and paint, and/or we may need to install interior ventilation to ensure there is no condensation. Funds will also provide needed maintenance to the parking lot – the railing that protects the building from cars utilizing our gas station is a poor design that encourages young people to play on it. Our Board President has created a ballard system (concrete columns) that would be safer and stronger. The parking lot has two handi-cap spaces in addition to our tenant parking and the lines will need to be repainted for the safety of our tenants, visitors and their vehicles. In the third floor storage room in the upstairs apartment there is an open cavity containing an unused bathtub that needs to be removed. That space can be easily converted to a closet with dry wall, enhancing tenant storage and encouraging neatness. In townhouse # 1, the double pane casement window mechanical assembly has sheared off. It may require a complete window replacement. We have identified several appliances that need to be replaced as they do not function properly and are old and therefore not energy efficient (we include utilities as part of our rent, so having more efficient appliances is essential to help control our utility costs). Lastly, the exterior doors are showing signs of wear and should be primed and painted as we live in the coastal climate and the doors can swell if wet.

6. Total Project Cost: (Include all costs for this particular project regardless of source.) \$21,670

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 Bolinas Station provides the required addendum to our lease on lead paint and the Gas Station Building grandfathered in due to its age, while the 2 townhouses, completed in 2005 used no lead paint. This property does fall under Davis-Bacon Requirements, and any contractors, other than owner operators will be required during the bid process to show their ability to follow the HUD requirements.

Location:	Description	Notes	Cost	Source
6 Wharf housing tenants - 5 units	Paint exterior doors and jams	7 doors external doors, all are nicked and scrapped and susceptible to the coastal elements	500.00	Roger Peacock
Townhouse #1	Master bedroom mechanical window assembly (double pane window and frame)	Won't open and the entire window may need to be replaced as the cranking system has sheared off. It is no longer under warranty.	1,000.00	Steve Matson
Townhouse # 2	Stucco mold barrier/wall repair/insulation (Left wall of building in moisture area - 2 floors with reoccurring mold)	Investigation of cause of mold may require interior wall inspection, removal of insulation, barrier solution and drywall and paint.	14,000.00	Roger Peacock/Steve Matson
6 Wharf public area	Cement ballards for side of 6 Wharf - 2 sets of 2	To protect building from cars. Steve Matson has created a design pro bono.	2,000.00	Steve Matson
6 Wharf upstairs apartment	Stove/with warranty	Oven is failing, one burner out, repair attempts failed. Stove came with purchase of property.	500.00	Sears
6 Wharf upstairs apartment	Refrigerator/with warranty	Failing, not energy efficient - came with purchase of property.	800.00	Sears
6 Wharf Parking Lot	Repaint parking lines and handi-cap stripes	The paint is wearing away and will require upkeep in the next funding cycle.	500.00	Roger Peacock
6 Wharf upstairs apartment (3 SRO's)	Rehab bonus room closet - remove bathtub, drywall door	The bathtub sits in a strange "room" for no reason and has a rough opening. We can sell the bathtub to assist with costs.	400.00	Roger Peacock
General Contractor/Project Management/Change Orders	10%		1,970.00	Per Roy Bateman/Steve Matson
Total			21,670.00	

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>
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Bolinas Station Reserve Funds

To ensure that storage shed project will be completed

TBD - - based on funding rcved

Yes

Board President approval December 11, 2012

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?

The BCLT has a volunteer board active in all phases of implementing affordable housing. Lesa Kramer, BCLT Executive Director, will serve as the lead in oversight of the bid process, expenditure of funds and the selection of appropriate contractors. However, due to her part time status and the potential complexity of some of the rehabilitation work, we have included a funding line for a General Contractor, and/or, if needed, a project manager. Steve Matson, BCLT Board President will provide pro-bono architectural oversight through his firm, Matson Designs. Roger Peacock and Alethea Patton (who has recently joined the BCLT Board of Directors) of Peacock Designs, will provide Lesa Kramer with pro bono assistance when needed. We will begin work upon notification of funding.

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 Bolinas Station provides affordable housing through 3 SRO units, 3 live/work studios and 2 three bedroom townhouses. The rents for the Bolinas Station correspond to income levels that are 40% of the average monthly income (AMI) for Marin County, or extremely low income. Income verification and documentation is performed yearly when new leases are signed by tenants by the BCLT's Office Manager, Natalie Pepper. One of her responsibilities is to ensure that all tenant files contain documentation as required by our HOME and CDBG contracts. Long term affordability is ensured by the fiscal viability of the Bolinas Community Land Trust and our reserve fund. This reserve account ensures that any emergency repairs can be made to the Bolinas Station preserving very low income housing we provide the community. By receiving CDBG Funds, we will be able to maintain our emergency reserve account and ensure that we do not face more costly repairs by not addressing the immediate repairs and improvements as described in this application, thus ensuring long-term affordability and good stewardship of property.

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

This project is needed because:

- Affordable rentals in Bolinas are extremely scarce
- Many low income residents are forced to live in their cars and vans
- Many low income workers must live elsewhere and commute
- Many low rent housing available in Bolinas have no heat, hot water or bathrooms

Lack of affordable housing in Bolinas is resulting in an unwelcome redefinition of the community's characteristics: The loss of young people and families who can no longer afford to live in Bolinas presents a real threat to the work force and a loss of community and diversity that has wide ranging impact. Housing shortages in Bolinas are in part the result of a water moratorium that prohibits new construction without ownership of a water meter. The historic Bolinas Station provides housing for very low income who likely, without this housing opportunity, would face homelessness or having to relocate from where they work and their children go to school. There is tremendous community support for affordable housing in this location as the Bolinas Station is recognized as a national model of mixed use transit oriented design. In addition, as stewards of the Bolinas Station, the BCLT is responsible for maintaining the integrity of the building and ensuring that repairs are made to keep the structure viable. With this funding, the BCLT will be continuing to improve the quality of life we provide for our tenants as well as addressing safety issues and necessary building maintenance as described in this grant. Our philosophy is that we must continue to make improvements to the building when funding is available and by doing so, follow our mission to be good stewards of the property we own and operate, while offering a pleasant home with amenities for our tenants.

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.)

In Bolinas, we have a Hispanic population, which according to the 2010 census is 260 persons (16% of our total population). We have had difficulty in the past attracting Hispanics to our waiting list. This is in part because many are undocumented, and because of their desire to share housing with family members, and pay rents that are well below what we can offer (most of our housing is SRO's). We conduct our marketing campaign to include announcements in Spanish and we perform individual outreach. The positive outcome is we now have 3 Hispanics as tenants in the Gibson House (a mother and her 2 sons) and members of her family are now on our waiting list. We will continue to do directed outreach to the Hispanic community, both in Bolinas and County wide. We also market through other housing assistance organizations including West Marin Community Services, West Marin Senior Services, Pt. Reyes Health and Human Services, CLAM, Marin Housing Authority, the Canal Alliance, and we are listed on many websites as a housing source including Marin.org, and the County's referral page.

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

We are acutely aware of the importance of publicly promoting Fair Housing guidelines and post on all of our material that we follow Fair Housing guidelines by always adding this statement: *In Marin County, your fair housing rights are protected by state and federal laws which say that no one may be denied the right to rent or own a home on the basis of their race or color, national origin, religion, sex, family status, or handicap.* In addition, our record supports that we follow these guidelines as we currently rent to a disabled person at the Bolinas Station as well as at the Gibson House. In addition, our staff is well versed in California Fair Housing laws, and we utilize Marin Fair Housing as a support organization to ensure that we, as landlords, are following appropriate requirements if we have any issues with tenants or applications. We also refer not only tenant issue, but any questions from our community members to Marin Fair Housing and Marin Legal Aid as we serve as an affordable housing resource in our community.

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.

We will present a call for bids for all projects and ensure that female and minority owned firms are made aware of the opportunity, and encourage them to submit. For example, one of our local painting contractors, Vest Painting, is run by Whitney Vest. The BCLT utilized Vest painting for the exterior painting of the Gibson House, so we have track record of utilizing a woman owned company.

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

The BCLT is committed to fostering ADA accessibility by incorporating building improvements at each phase whenever possible in our rehabilitation. The interior rehabilitation of the Gibson House, performed in 2001 created an ADA compliant bedroom and bathroom on the first level. The exterior rehabilitation completed in 2010 allowed the exterior to be ADA compliant by addressing the handrails, ramps and decking. In our other affordable housing project, the Bolinas Station, we ensured that our 3 Live- Work Studios are also ADA accessible. Two are fully ADA compliant and the third is ADA adaptable according to California title 24 statutes, and in late 2010, we augmented the downstairs (for our commercial renters, gas station and BCLT office) hallway and bathroom to be ADA compliant (passed County inspection in October of 2010).

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

The project will use "green" building materials wherever possible. This project has identified the following green opportunities: The use of low V.O.C. paints, F.S.C. certified wood, or locally produced or manufactured woods to ensure sustainability, and using formaldehyde free plywood and denim based insulation. Upon further investigation of the mold situation, we will be diligent to ensure that any products are not toxic and utilize "green" principles (moisture barrier products, etc.)

- 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.
- 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: Bolinas Community Land Trust (BCLT)

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 Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander						
African-American/Black					11%	
Caucasian/White	85%	80%	100%	100%	89%	100%
Native American						
Mixed Heritage						
Unknown/other	20%	20%				
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/Hispanic Origin	12%	12%				
NOT of Latino/Hispanic Origin	88%	88%				
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	12%	12%				
6-17	20%	20%				
18-24						
25-59	60%	60%				
60+	8%	8%				
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	48%					
Male	52%					
Total %	100%	100%	100%	100%	100%	100%
Disabled %	8%					

Involvement of Clients Your Organization Serves	
On Governing Board %	0%
On Advisory Committee %	40%

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

- 1. **Project Name: Gibson House Repair Project**
- 3. **Project Sponsor: Bolinas Community Land Trust**

2. **Total Amount Requested:** \$18,890
 Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Lesa Kramer

Title: Executive Director

Mailing Address: PO Box 805, Bolinas, CA 94924

Telephone: 415-868-8880 Ext.

(cell: 425-300-7255)

Fax: 415-868-8880

E-mail: lesakramer@sbcglobal.net

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.bolinaslandtrust.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. 20 Wharf Rd., Bolinas, CA Age - Built in 1880.
 Assessor's Parcel Number: #193-081-02

5. **Project Description:** Funds from this grant will enable the BCLT to provide essential repair work and appliance upgrades for the Gibson House residents, as described in the detailed budget below. The fence that separates our property from our neighboring commercial space, a dentist office and the Downtown Park has been leaning. We added joists to several of the fence posts to keep the fence from toppling during winter storms, but the fence needs further maintenance as the posts have become loose and rotten in the ground portion and need to be replaced. This includes new cement holes and labor. The fence provides privacy and security. The landscaping project has been identified as a critical need as the front entrance/garden area to the Gibson House has long been overgrown and many homeless people sleep in the bushes and our tenants and our staff have to monitor and confront them to leave. By removing the "hidden" areas, we can accomplish three outcomes: Remove the ability for "hidden" sleeping areas, create a more aesthetic front entrance for our tenants as well as our community and visitors as this portion of the Gibson House Garden is directly beside the side walk, thus improving our reputation, and it will lower the cost of upkeep for the garden by utilizing gravel and far fewer plants. The bamboo floor in the communal kitchen sees a high level of traffic and the protective varnish on the bamboo floor installed in 2001 has been worn away in many places. The solution is to lightly sand and apply multiple layers of water-based sealant to protect the wood and not have to replace the flooring. We have identified several appliances that need to be replaced as they do not function properly and are old and therefore not energy efficient (we include utilities as part of our rent, so having more efficient appliances is essential to help control our utility costs). The

interior common rooms of the Gibson House have the original paint from when the BCLT initially purchased and rehabilitated the building in 2001, and are in need of priming and repainting. The upstairs hallway rug, also installed in 2001 has rips and tears and needs replacing.

The other items listed in the budget are deferred maintenance that need to be addressed, including a bathroom ventilation system to prevent moisture in the attached studio to prevent mildew and mold, a door repair and replacing 4 blinds and kitchen lighting.

6. Total Project Cost: (Include all costs for this particular project regardless of source.) \$18,890

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 Gibson House provides the required addendum to our lease on lead paint and is grandfathered in due to its age. This property does not fall under Davis Bacon Requirements.

Location:	Description	Notes	Cost	Source
Gibson House	Landscaping of Gibson House front garden: Open area up to prevent homeless people sleeping areas via more visibility and gravel	Includes 4 yards gravel, removal of bramble, plants, gravel and install water resistant plants	2,500.00	Alethea Patton
Gibson House	8 Fence posts/labor	Fence along dentist office and Park leans	1,000.00	Roger Peacock
Gibson House	4 blinds: kitchen, back door, bath room window, living room		100.00	on-line
Gibson House	Kitchen light fixtures below cabinet...3 fluorescent		50.00	on-line
Gibson House	Carpet-ripped upstairs hall -30' x6' = 180 sq. ft.	\$3. per sq. foot (commercial grade), pad .75 per sq. ft.; install \$100	775.00	Home Depot
Gibson House	Refinishing bamboo veneer flooring 16' x 14' high traffic	4.50 per sq. foot	1,500.00	Broek Hardwood Floors
Gibson House	Painting/wall cover of kitchen, dining living room, hallways (Common Areas -walls and ceiling)	Hasn't been painted since 1981 - very grungy.	8,500.00	McCall Painting
Gibson House Studio	Ventilation fan (includes parts, electrical, drywall, duct)	For bathroom	1,200.00	Dieter Electrical
Gibson House Studio	Back door repair	Door won't close without slamming.	100.00	Roger Peacock
Gibson House Studio	Stove/with warranty	Won't light without lighter or match...repairs don't work; installed 2001	500.00	Sears
Unattached Cottage	Refrigerator/with warranty	Failing, not energy efficient - came with purchase of property;	800.00	Sears
General Contractor/Project Management/Change Orders	10%		1,865.00	Per Roy Bateman/Steve Matson
Total:			18,890.00	

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>
Gibson House Reserve Funds	To ensure that storage shed project will be completed	TBD - - based on funding rcved		Yes	Board President approval December 11, 2012	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?

The BCLT has a volunteer board active in all phases of implementing affordable housing. Lesa Kramer, BCLT Executive Director, will serve as the lead in oversight of the bid process, expenditure of funds and the selection of appropriate contractors. However, due to her part time status and the potential complexity of some of the rehabilitation work, we have included a funding line for a General Contractor, and/or, if needed, a project manager. Steve Matson, BCLT Board President will provide pro-bono architectural oversight through his firm, Matson Designs. Roger Peacock and Alethea Patton (who has recently joined the BCLT Board of Directors) of Peacock Designs, will provide Lesa Kramer with pro bono assistance when needed. We will begin work upon notification of funding.

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 Gibson House provides affordable housing through 7 SRO units. The rents for the Gibson House correspond to income levels that are 40% of the average monthly income (AMI) for Marin County, or extremely low income. Income verification and documentation is performed yearly when new leases are signed by tenants by the BCLT's Office Manager, Natalie Pepper. One of her responsibilities is to ensure that all tenant files contain documentation as required by our HOME and CDBG contracts as well as for Section 8 eligibility. Each year the Section 8 tenants are re-evaluated and income verification is conducted by the Marin Housing Authority (MHA) and their verification is documented in our tenant files. Long term affordability is ensured by the fiscal viability of the Gibson House. We currently maintain a minimum reserve of \$25,000. This reserve account ensures that any emergency repairs can be made to the Gibson House preserving the Section 8/very low income housing we provide the community. By receiving CDBG Funds, we will be able to maintain our emergency reserve account and ensure that we do not face more costly repairs by not addressing the immediate repairs and improvements as described in this application, thus ensuring long-term affordability and good stewardship of property.

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

This project is needed because:

- Affordable rentals in Bolinas are extremely scarce
- Many low income residents are forced to live in their cars and vans
- Many low income workers must live elsewhere and commute
- Many low rent housing available in Bolinas have no heat, hot water or bathrooms

Lack of affordable housing in Bolinas is resulting in an unwelcome redefinition of the community's characteristics: The loss of young people and families who can no longer afford to live in Bolinas presents a real threat to the work force and a loss of community and diversity that has wide ranging impact. Housing shortages in Bolinas are in part the result of a water moratorium that prohibits new construction without ownership of a water meter. The historic Gibson House provides housing for low income and Section 8 recipients who likely, without this housing opportunity, would be homeless. There is tremendous community support for affordable housing in this location as the Gibson House is recognized as a model of communal living where the tenants share meals and cleaning responsibilities and live in a very harmonious situation. In addition, as stewards of the Gibson House, the BCLT is responsible for maintaining the integrity of the building and ensuring that repairs are made to keep the structure viable. With this funding, the BCLT will be continuing to improve the quality of life we provide for our tenants as well as addressing safety issues and necessary building maintenance as

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: Bolinas Community Land Trust (BCLT)

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 Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander						
African-American/Black					11%	
Caucasian/White	80%	80%	100%	100%	89%	100%
Native American						
Mixed Heritage						
Unknown/other	20%	20%				
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	12%	12%				
NOT of Latino/ Hispanic Origin	88%	88%				
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	12%	12%				
6-17	20%	20%				
18-24						
25-59	60%	60%				
60 +	8%	8%				
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	48%					
Male	52%					
Total %	100%	100%	100%	100%	100%	100%
Disabled %	8%					

Involvement of Clients Your Organization Serves	
On Governing Board %	0%
On Advisory Committee %	4%

WH-4

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

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

Website (optional): www.marinhousing.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$ 35,000
Novato Planning Area	\$ 70,000
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 101 loans totaling \$1,778,401 in the West Marin 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	1996
San Francisco Fdn.	Storm Loans	Loan fund	1982	Yes	1982	1982

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.
- 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
Ethnic/Racial Demographics						
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					
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	13	2	12	10		
NOT of Latino/ Hispanic Origin	87	98	88	90	100	100
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
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
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	67	64	67	40	57	67
Male	33	36	33	60	43	33
Total %	100%	100%	100%	100%	100%	100%
Disabled %	38	35				

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

WH-5

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

1. **Project Name: Stockstill House – Assisted Living** 2. **Total Amount Requested: \$ 7,500**

3. **Project Sponsor: West Marin Senior Services**

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

Contact Person: Joan Corbett

Title: Executive Director

**Mailing Address: P.O. Box 791
Point Reyes Station, CA 94956**

Telephone: 415 663-8148 Ext. 109

Fax: 415 663-1268

E-mail: jcorbett@wmss.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	\$ 7,500

Website (optional): www.wmss.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.

12051 State Route #1, Point Reyes Station, CA 94956, for a Residential Care Facility for the Elderly in West Marin. The house was built in 1980 and the Assessor's Parcel Number is 119-082-14.

5. Project Description:

Stockstill House serves eight frail and elderly residents in semi-private bedrooms, providing continuous care and supervision, 24 hours a day. This project will enable West Marin Senior Services to repair the roof, which is leaking during the rainy seasons, and replace the blinds, which have become damaged with continued use. We are requesting assistance as follows:

- Repair roof - reseal all drains and roof penetrations with fabric and compound then coat roof surface with white reflective elasto-amero coating.
- Replace curtains in two of the bedrooms, living room, and bathroom with good quality blinds.

6. Total Project Cost: (Include all costs for this particular project regardless of source.) \$7,500

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.

- Staff salaries (including benefits) to work with contractor for roof repair: 5 hr @ \$70/hr = \$ 350
 - Roof repair – reseal all drains and roof penetrations with fabric and compound then coat roof surface with white reflective elasto-amero coating: \$5,800
 - Staff salaries to work with Home Depot in selecting blinds: 5 hr @ \$70/hr = \$ 350
 - Replace curtain in bedrooms, living room, and bathroom with good quality blinds: \$1,000
- \$7,500

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>
None.						

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?

We have an active Assisted Living Facility (ALF) Committee, chaired by a Board member, and experienced volunteers ready to help oversee this project, along with guidance and direction from the Executive Director (Joan Corbett) and Administrator of Stockstill House (Pam Osborn). The schedule for project implementation will begin in July, 2012 with completion by September, 2012.

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

We accommodate eight residents 60 years and older in semi-private rooms. Since its inception, we have served 93 residents in our residential care facility, enabling all to stay in our West Marin community. All applicants complete detailed income information prior to acceptance at Stockstill House. We have requested tax returns from these seniors. Of the seven residents that currently live there, six of them meet the low income guidelines outlined in the table. Their income is:

<u>Monthly - Annually:</u>	<u>Monthly - Annually:</u>
\$1548 - \$18,376	\$2381 - \$28,572
\$3986 - \$47,832	\$1060 - \$12,720
\$3663 - \$43,956	\$4813 - \$57,756

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

Stockstill House provides an important housing option for fragile, disabled, and/or frail seniors who are no longer able to live in their own homes. We provide continuous care and supervision in a licensed residential care facility for the elderly accommodating eight residents, with three hospice beds and a dementia waiver. Keeping seniors in our community at Stockstill House enables them to maintain contact with family and friends and participate in community activities, while receiving the personal care that they need. Without Stockstill House, many of the residents would be forced to move out of West Marin to private or public facilities, such as nursing homes, at considerable cost to the family and/or the government. The roof repair is essential. The blinds receive heavy usage and need to be upgraded.

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.)*

There are a small percentage of minority seniors living in West Marin. Primarily Caucasians apply for residency, not Hispanics or other minorities. We market Stockstill House and our other services at churches, community associations, and community shot clinics, but we have had only a couple of residents who were minorities actually choose to become residents.

If this project involves housing, how will it affirmatively further fair housing? Admission to Stockstill House is based on the care needs of a particular resident. We do not discriminate in any way, based on age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and other categories. The home is designed to provide residential care for the elderly who need 24 hour care and supervision. We have two hospice waivers, and most residents are able to live out their days in our home.

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?*

Our target population is the frail and elderly. We have built railings and ramps, handicapped bathrooms, hand rails, grab bars, and made modifications to make the home accessible and comfortable for the elderly.

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

We converted our all-electric home to propane and installed a gas range, two gas water heaters, and a fireplace insert that heats the entire living room. We have converted to energy-efficient lighting in all of the rooms. We installed a greywater system to handle bathroom water (excluding waste).

- 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.
- 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: WEST MARIN SENIOR SERVICES

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	92
Low income people	99
People above the low income limits	11

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
	280	280	15	4	9	0
Ethnic/Racial Demographics						
Asian-American/Pacific Islander			1			
African-American/Black						
Caucasian/White	277	277	6	4	9	
Native American						
Mixed Heritage						
Unknown/other	3	3	8			
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	3	3	8			
NOT of Latino/ Hispanic Origin	277	277	7	4	9	
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old						
6-17						
18-24						
25-59			13	3	2	
60+	280	280	2	1	7	
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	168	168	13	4	4	
Male	112	112	2		5	
Total %	100%	100%	100%	100%	100%	100%
Disabled %	89	89	0	0	0	

Involvement of Clients Your Organization Serves	
On Governing Board %	11
On Advisory Committee %	0

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

WC-1

1. Project Name: Bolinas Community Center Kitchen Remodel

Total Amount Requested: \$19,499.12

3. Project Sponsor: Board of Directors

2.

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

Contact Person: Randi Arnold

Title: Development Director

**Mailing Address: PO Box 122
Bolinas, CA 94924**

Telephone: 415.868.2128 Ext.

Fax: 415.868.2128

E-mail: randi@bocenter.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	\$19,499.12

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.

14 Wharf Road, Bolinas CA 94924

Building constructed 1951

Parcel # 193-081-01

5. Project Description:

The replacement of the existing stove hood as part of the upgrade/remodel of the center's kitchen, including necessary upgrade to fire suppression system and installation of additional gas line. This will allow for broader use of the kitchen for cooking classes, food vendors, community meals, and meals for the homeless and those without cooking capability, classes for seniors and youth on food preparation, safety and cooking. We have been working with the County of Marin to qualify as a commercial kitchen in compliance with the requirements of the County of Marin Environmental Health Services.

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

The entire kitchen remodel to become compliant with Marin County is \$30,000, this includes all contingencies, county fees, labor, materials ect.

- 3 Part Kitchen Sink with Copper Plumbing - \$1,550
- Fire Doors (between kitchen and hall) - \$700
- Permits & Licenses - \$2,000
- Vegetable Sink - \$400
- Kitchen Lights Upgrade - \$520
- Walls, FRP Paneling (Fed Health Code) - \$561
- Ceiling Painted - \$150
- New Gas Line - \$2000
- Type 1 Hood System - \$12,900
- Fire Suppression System Upgrade - \$2,199.12
- Grease Intersepter - \$600
- General Labor (1 journeyman & 1 laborer) - \$3,400
- Cabinetry & Storage - \$2,500
- Assorted utensils, commercial appliances, cookware – 2,319.88

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 replacement of existing range hood (includes new gas line) and upgrade of fire suppression system will cost: \$19,499.12
- Fire Suppression: \$2,199.12 estimate attached
- Type 1 Hood System: \$12,900 estimate attached
- Labor, 1 Journeyman & 1 assistant \$2,400
- New Gas Line: \$1,500-\$2,000 (cost dependant upon use of volunteer labor to dig necessary trench)

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>
Stinson-Bolinas Community fund	Required 3 part sink with copper plumbing and fire doors	\$2,250	10/31/12	Yes	12/5/12	12/30/12
Fundraising	Balance of county requirements	\$7,350	Ongoing	Yes	Ongoing	When 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?

The Community Center General Manager will work with consultant Fred Hess, Commercial Kitchen Specialist, to manage the project. The 3 part sink with copper plumbing and the fire doors between kitchen and hall will begin January 2013. The hood installation and Fire Suppressant upgrade will begin as soon as the necessary funds have been received, whether by grant monies or additional fundraising. Our intention is to have the entire remodel completed by the end of 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

All income levels, no eligibility will be involved in food services. A remodeled kitchen will benefit the entire community.

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

Yes.
There is a population in Bolinas that ranges from homeless, to sheltered with no cooking or food preparation capabilities (a large portion of this population is Hispanic), a commercial kitchen will allow us to expand our services to these groups. We currently house a monthly free brunch, a food bank, and free prepared holiday meals. A remodeled kitchen would allow for an expansion of these types of services by allowing the preparation of larger and more frequent meals.

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.

The intention is to use a local painting and general labor company run by a local female resident. The local Hispanic community will be used to fill general laborer positions. The Community Center has existing relationships with both groups.

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

The center currently works closely with West Marin Senior Services, Bolinas White Caps (a monthly Senior luncheon), the center can be entered with a wheelchair as well as the kitchen. We currently accommodate any disabled individual by allowing early entry to food or meal programs and we have handicap parking as well.

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

The Bolinas Community Center holds a current "Marin Green Business Certificate of Compliance" since 2009 and we have communicated with all bidding parties that we require green materials in paints, wall coverings etc.

Fred Hess
Commercial Kitchen Specialist
909 Marina Village Parkway, #130
Alameda, Ca 94501

Ms. Lia Sabbatini, General Manager
BOLINAS COMMUNITY CENTER
14 Wharf Road
Bolinas, CA 94924

Email: Lia@bocenter.org
Phone / Fax: (415) 868- 2128

I am pleased to quote the following:

One Type 1 Hood System - manufactured, delivered to the job site and installed; to consist of the following:

Purchase and ship to job site - one stainless steel hood, manufactured by Hood Mart; 10 ft x 4 ft, with baffled filters, vapor proof lights, grease trough and grease cup, 3 inch air space rear.

Manufacture, deliver to job site and install the following:

1. 18 gauge all welded steel duct from the hood to the roof.
2. 18 gauge all steel welded roof jack for the exhaust and make up air blowers.
3. Stainless steel wall lining from the floor to the hood.
4. All welded duct to blower transition.
5. Exhaust blower - UL rated, Fire code NFPA 96, fire code approved, Type 1 restaurant hood approved.
6. Make up air blower, UL listed.

Blue prints drawn by Gordon Atkinson, AIA, licensed architect, approved by Marin Health Dept. and Marin County Building Dept.

Demolition and disposal of the old hood system by others. Electrical, plumbing, and carpentry by others. Permit costs not included. Ansel system cost not included.

Hood permit pulled by Kitchen Installation, contractors license # 824057
Blue prints by Gordon Atkinson, AIA license # 22921

Total cost of above: **\$12,900.00**

Thank you,

Fred Hess

Fire King Fire Protection, Inc.

1559 Landmark Drive
Vallejo, CA 94591

Our Contact Info

Office SF: 415-567-9373
Office Marin: 415-924-3437
Office West Marin: 415-663-8234
Fax: 415-354-3395
Email: info@fireking.ws

ESTIMATE

Date	Estimate #
4/11/2012	828

Customer

Bolinas Community Center
PO Box 122
Bolinas, CA 94924

Job Site

Bolinas Community Center
14 Wharf Road
Bolinas, CA 94924

Project

FSS(KIT)-14 Wharf Road

Project Description	Qty	Cost	Total
<i>Below labor and/or materials required to: upgrade current fire suppression system to add coverage for new range</i>			0.00
<i>Labor (Regular Rate): Per Hour [2 Hour Minimum Charge]: Technician #1</i>	6	110.00	660.00
<i>Labor (Regular Rate): Per Hour [2 Hour Minimum Charge]: Technician #2</i>	6	110.00	660.00
<i>RG-4GM: New 4 Gallon (Medium) Charged Cylinder with Valve [B120006]</i>	1	609.00	609.00T
<i>R Nozzle (B120019)</i>	3	41.00	123.00T
<i>ADP Nozzle (B120016)</i>	2	41.00	82.00T
<i>Note: Above time is approximate, total time may be more or less, price will reflect actual time to complete job.</i>			0.00
<i>Note: Above plus parts and/or materials as required.</i>			0.00
<i>Note: This estimate is valid only for 60 days from above date.</i>			0.00
<i>Sales Tax</i>		8.00%	65.12

9. Please sign below (all pages) to accept above products, services and terms.
Thank You

Total \$2,199.12

Above Terms, Products and/or Services Accepted:

X: _____ 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: BOLINAS COMMUNITY INC. -

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
Ethnic/Racial Demographics						
Asian-American/Pacific Islander						
African-American/Black						
Caucasian/White						
Native American						
Mixed Heritage						
Unknown/other						
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin						
NOT of Latino/ Hispanic Origin						
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old						
6-17						
18-24						
25-59						
60 +						
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female						
Male						
Total %	100%	100%	100%	100%	100%	100%
Disabled %						

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

WC-2

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

1. **Project Name: Community Center Facility Access** 2. **Total Amount Requested:** \$ 11689.46
Non-housing proposals must specify the amount requested from each planning area.
3. **Project Sponsor:**
San Geronimo Valley Community Center
Contact Person:
Joseph Piekutoski, Human Service Director
Dave Cort, Executive Director

Title: Human Service Director, Executive Director

Mailing Address:
P.O. Box 194
San Geronimo Ca 94963

Telephone: 415-488-8888 Ext. #254

Fax:

E-mail: nutrition@sgvcc.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	\$ 11689.46

Website (optional): www.sgvcc.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.

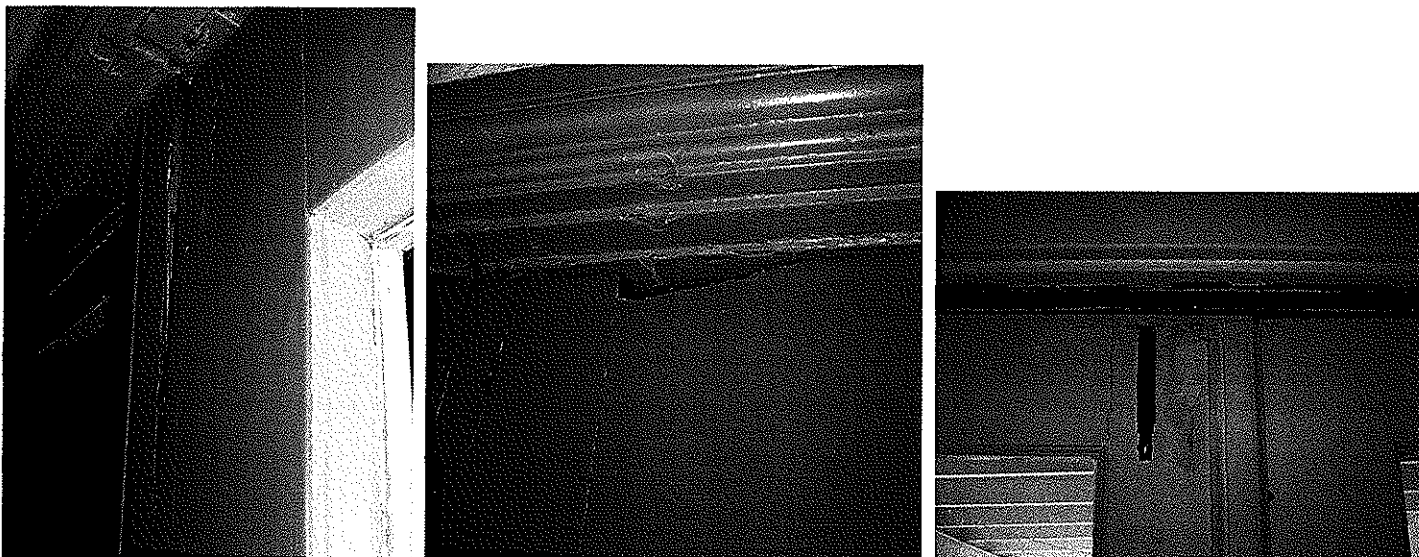
4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

6350 Sir Francis Drake Blvd.
San Geronimo CA 94963
Constructed in 1924. Assessor # 768-260-01

5. Project Description:

The San Geronimo Valley Community Center's Valley Resource Center and Human Services Programs provides assistance to unemployed, low income, disabled, and homeless individuals and families in the San Geronimo Valley and surrounding areas. Our programs provide direct food assistance; counseling, referrals and support; before and after school childcare; school readiness, health and nutrition education and services; after school tutoring; and parent education. The food assistance programs include the emergency food pantry, holiday food programs, USDA commodities, Senior Lunch and a Hot Meal Program.

The doors currently leading into the building are in a state of disrepair and are not ADA compliant. The doors are over 50 years old. The wood framing is cracked in numerous places and the door jam is missing pieces. The security of the building is compromised as the wood where the latches are is split and could be pulled open with little effort. These doors due to their age are problematic on a number of levels- 1) they are not wide enough; creating accessible issues for those use mechanical walking devices 2) the handles are not ADA compliant creating additional entrance difficulties and 3) they have single paned windows and not energy efficient leading to substantial loss of energy. These doors have been fixed and refurbished numerous times over the years. It is getting to the point where contractors state that they are no longer able to fix them because the wood is deteriorated to the point where they are no longer able to be repaired.



Here are some pictures of the doors in question.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)
 \$ 11689.46

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.

Door Replacement including parts and labor - **\$7,889.46**
 Painting of door and surrounding hall including parts and labor - **\$3800**

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
Annual Donor Campaign	General Fund	\$50,000	ongoing	Yes	7/1/12	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?

The Community Center's Human Services Manager who is supervised by the Center's Executive Director will be responsible for the implementation of this project. The Human Services Manager has a strong background as a builder and carpenter. If granted CDBG funds, the project will commence in the fall of 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

Our Community Center's Emergency Food Pantry and other Human Services Programs target West Marin residents in the very low income brackets. Clients include the unemployed - some are chronically unemployed, others are temporarily unemployed. Many of our food bank clients are people who are under employed with jobs in the service industries where hourly pay is at a minimum. Other clients suffer long and short term physical and emotional disabilities. We serve the homeless and we serve young people who are leaving their family homes for the first time and are having difficulties getting started on their own. We serve single-parent family homes - some who are on Calworks and others who are not. Eighty-five percent of our food bank clients are very low income

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

Our nutritional and food assistance programs serve people in this need group who would otherwise have difficulty getting services in our County. There is very limited public transportation between the San Geronimo Valley and Central Marin where most services are located. As a small, rurally based agency we can address the needs of households who might otherwise fall through the cracks of the system. Lower than average income combined with high housing costs in this area contribute to the difficulties faced by local families.

It is difficult at best to run an agency without front doors. We are at the point of this being a reality. The current doors could break at any given moment. The deteriorated state of the doors is the main issue it is followed by the fact we are offering more programming that is attracting disabled individuals. Our senior programming is expanding as the senior population of the San Geronimo Valley increases. The census data shows an over 100% increase in seniors living in the Valley since 2000. Currently 1 in 4 people living in the Valley are seniors. As we welcome this growth in programming and reaching a wider population it has at times presented difficulties for seniors who have disabilities. We would greatly appreciate the opportunity to serve these individuals with the dignity they deserve by offering more accessibility to them.

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 Latino population has been reached and take advantage of our food assistance programs; however in the past they seem less likely to take advantage of other offerings. We have evolved culturally based programming to reach the Latino population, which has been very successful. We launched a partnership with Los Cenzontles Mexican Art center, continue to have Latino cultural programming and have held two well attended Mexican Arts Festival. We also have hired bi-lingual staff to help with outreach.

We also continue to do outreach to the senior population with disability with the help of West Marin Senior Services. We make every effort possible to accommodate this population and have seen an increase of disabled seniors attending senior programming.

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.

We will be working with local owner operators on this project and will do diligence toward working with minority owner/operators.

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

The San Geronimo Valley Community Center is accessible to the handicapped with wheelchair ramps and bathroom facilities. Where the facility is lacking appropriate accommodations staff is present to assist. We strive to be accessible as possible to all. Lack of funding is the only reason we are not fully ADA compliant.

E. **Green Building:** *For new construction or rehabilitation, what will you do to incorporate "green building" principles?* The Community Center is dedicated to green principles. We always pass this concern onto the contractors that work for us. Our painters use low VOC paints. Tim Ezekiel and Nonpareil Construction also share this dedication to green building where ever possible.

- 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.
- 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.

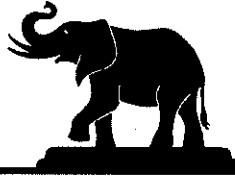
Name of Organization: San Geronimo Valley Community Center

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	85%
Low income people	5%
People above the low income limits	10%

Percentages (%)	Clients Your Org Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<i>Ethnic/Racial Demographics</i>						
Asian-American/Pacific Islander	1%	1%		25%		
African-American/Black	2%	2%				
Caucasian/White	80%	80%	84%	75%	100%	75%
Native American	9%	9%	8%			13%
Mixed Heritage	8%	8%	8%			12%
Unknown/other						
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Latino/Hispanic Origin</i>						
OF Latino/ Hispanic Origin	40	40	16%			25%
NOT of Latino/ Hispanic Origin	60	60	84%	100%	100%	75%
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Age</i>						
0-5 years old	5%					
6-17	5%	5%				
18-24	7%	12%			9%	
25-59	50%	50%	82%	75%	41%	
60 +	23%	23%	18%	25%	50%	100%
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Gender</i>						
Female			72%	50%		
Male			28%	50%		
Total %	100%	100%	100%	100%	100%	100%
Disabled %	20%	20%			9%	

Involvement of Clients Your Organization Serves	
On Governing Board %	0%
On Advisory Committee %	100%



NONPAREIL CONSTRUCTION

L I C E N S E 5 9 0 6 4 5

415 485-5001

TIM EZEKIEL

P.O. Box 23 Fairfax, CA 94978

ESTIMATE FOR: **Dave Cort**
 San Geronimo Valley Community Center
 PO Box 14
 San Geronimo, CA 94963

JOB ADDRESS: **Same**

PHONE: **415-488-8888**

DATE: **December 13, 2012**

DESCRIPTION: **Replace entry doors:**

We will replace both sets of entry doors and side lights. Doors and sidelights are solid core fiberglass, double insulated, single lite glass. With bronze anodized thresholds and lever hardware. On both sets of doors the active door is to be 36" wide and the fixed door is 24". This estimate does not include painting.

TOTAL MATERIALS	5340.44
TOTAL LABOR	2489.03
TOTAL SUBCONTRACTS/OTHER	<u>60.00</u>
TOTAL BID AMOUNT	\$7,889.46

Rich's Painting Service

A Neighborhood Service
Quality Interior and Exterior Work

Owner: SAN Geronimo VALLEY COMMUNITY CENTER Phone: 415-488-8888

Owner Address:

Project Address:

6350 SIR FRANCIS DRAKE BLVD.
SAN GERONIMO, CA 94963

Work to be Performed:

PAINT TWO SETS OF DOUBLE DOOR AND TRIM
ON EAST AND WEST ENTRANCE OF CENTER (INTERIOR AND EXTERIOR)

- ① CAULKING AND PATCHING AS NEEDED
- ② PRIME ALL BASE SURFACES TO BE PAINTED
- ③ PAINT TWO COATS HIGH GRADE BENJAMIN MOORE SEMI-GLOSS
TO INTERIOR AND EXTERIOR SURFACE.
- ④ PAINT HALLWAY WALLS TO MATCH DOORS.

Price: \$3800.00 INCLUDES LABOR AND MATERIAL

Payment Schedule:

Owner/Authorized Signature:

Date: _____

Date: _____

Rich Greenberg

Rich's Painting Service: P.O. Box 841, Woodacre, CA 94973
(415) 488-4228 : (415) 412-4938

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

1. Project Name: Environmental, Building Safety & Preservation

Total Amount Requested: \$28,950

2.

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

3. Project Sponsor: Tomales Town Hall

Contact Person: Venta Leon

Title: Vice Pres. Board of Trustees

Mailing Address:

PO Box 251
Tomales CA 94971-0251

Telephone: 707-878-2006

Alt. 707-878-2838

Fax:

E-mail: tomalestownhall@gmail.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	\$28,950

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. # 102-052-02 27150 Shoreline Highway (State Route One), Tomales, CA 94971. Historic building, built in 1874 - 137 years old. Eligible for National Historic status.

5. Project Description: ENVIRONMENTAL REHABILITATION OF COMMUNITY CENTER:

Electrical system has been modernized, old wiring replaced, new panel boxes installed. Now environmental insulation upgrades can move forward, reducing cost, energy waste, and greenhouse gas emissions, increasing performance hall function and comfort level in winter. To preserve the building from decay, east wall siding of the Hall will be replaced and insulated. The stage will be rebuilt, replacing dangerous floorboards, and creating a functional performance space.

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

- East wall - Siding replacement for fire safety compliance; insulated for fuel efficiency \$27,000
 - Ceiling insulation, insulated drapes, acoustic wall & ceiling panels \$11,950
 - Stage upgrades: replace floor; raise ceiling, 2 heat fans \$700 \$3200 materials \$3500 labor \$6,700
 - ADA Upgrade: paving & striping parking area, paving path \$7,950
 - Stage curtain (insulated) \$5000; stage lighting system \$5000 installed \$10,000
 - Landscaping: Retaining wall for patio; seed & plants; drip irrigation \$15,000
- TOTAL \$78,600

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.

- Acoustic insulation panels, drapery & other materials \$2,800
 - East wall replacement materials, insulation \$17,000
 - Ceiling Insulation, Main Hall: installation subcontract \$9,150
- TOTAL \$28,950**

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?

In 2010 we began several major projects simultaneously. New applications are deferred until unfinished projects and a Master Plan is completed. Fundraising events are held throughout the year. Our Improvement Fund is currently \$11,551. Approximately \$9800 is still available from 2012-13 CDBG grant.

<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?

Members of the TTH Board of Trustees will supervise and be responsible for all activities relating to this project. Installation of insulation will be contracted out. For the replacement of building siding and electrical upgrade, project labor will largely be done by a team of skilled volunteers. All heavy equipment work is donated.

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

Northwest Marin is an isolated coastal ranching area with many low-income families, and almost no public transportation. Tomales Town Hall may be the oldest in continuous use in California, serving a large geographic area in West Marin up into northern Sonoma (approx. Shoreline Unified School District). It has historically been home to most local meetings; life celebrations of all kinds and cultures - weddings, memorials, quinceaneras, fiestas, seasonal celebrations; art & yoga classes; 4-H Club, fraternal organizations; monthly music & film nights; fundraisers for our schools, churches, Volunteer Fire Dept., and Tomales Regional History Center; Annual Health Fair, Flu Shot Clinics, Legal Clinics. In 2011, Tomales Food Pantry began providing healthy food for 50-60 families every week.

Without the Hall, cultural opportunities in the area would be very limited. Operated entirely by volunteers, the Hall serves the entire rural community and is available for group and family events at extremely reasonable rates.

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

It's crucial for our remote and isolated town to be self-sufficient and efficient with all resources. This project will further conserve our resources, reducing fuel use and carbon footprint. It will enable the community to use the center year-round for a growing list of gatherings, activities and events, keeping things closer to home.

In just a few short years of concerted community effort, the Hall has rebounded to life and is thriving. Major upgrades are continually under way, and conditions which limit the use of the building are being addressed. Hall usage has expanded. New services and programs continue to be developed for all ages. It has revitalized 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.) We welcome all residents in our service area to participate in all programs, volunteer services and paid projects. In a town of our size, it is critical that we all work together for the common good and take care of each other.

If this project involves housing, how will it affirmatively further fair housing? No housing involved.

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.

Our work is done almost entirely by volunteers. We gladly accept able-bodied help, regardless of age, gender, or ethnicity. We seek local bids when paid help is needed, in order to support the local economy.

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

1. New ADA-compliant bathroom completed.
2. ADA-compliant access to auditorium - ramp for access to upstairs completed.
3. ADA access path to new ramp and site has been graded, paving materials have been chosen and are slated for January 2013 installation.

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

Environmental upgrades, building safety and preservation are the main purposes of this project. We use recycled and environmentally-friendly materials wherever possible, and local labor and resources, which reduces commute and transportation impact. Environmentally-conscious building practices are our norm.

- 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.
- 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.

Bonini Construction
 State Lic#782361
 Bill Bonini, General Contractor
 PO Box 92 Tomales CA 94971
 BUS. 707-878-2271 FAX 707-878-2261

Estimate for Tomales Town Hall Dec. 1, 2012
Environmental Upgrade, Building Safety & Preservation

ITEM	MATERIALS	LABOR	SUBTOTAL
A. EAST WALL - replacement & insulation			
Redwood 10" shiplap siding - 1500'	\$5,000	\$10,000	
Lumber, insulation, hardware & windows	\$12,000		
Sub-total	\$17,000	\$10,000	\$27,000
B. STAGE UPGRADES			
STAGE FLOOR - replacement & insulation			
Flooring, insulation and hardware	\$2,500	\$3,500	
Curtain, insulated, installed	\$5,000		
Lighting fixtures (stage area)	\$5,000		
Heat fans (2)	\$700		
Sub-total	\$13,200	\$3,500	\$16,700
C. ACOUSTIC INSULATION			
Panels, baffles, paint supplies	\$2,000		
Insulated drapery material & hardware	\$800		
Sub-total	\$2,800	\$0	\$2,800
D. CEILING INSULATION - SUBCONTRACT			
Blown-In Cellulose, Radiant Barrier Chip & Radiant Foil	\$9,150		\$9,150
E. LANDSCAPING - SUBCONTRACT			
Retaining wall for patio; seed & plants; drip irrigation	\$15,000		\$15,000
F. ADA Parking - Signs, Striping & Paving			
Materials			
Permits	\$150	n/a	\$150
Paving materials	\$7,500	n/a	\$7,500
Signs & Paint	\$100	\$200	\$300
Sub-total	\$7,750	\$200	\$7,950
GRAND TOTAL	\$64,900	\$13,700	\$78,600

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: TOMALES TOWN HALL

X 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	Median household income was \$51,953 (~ size 2.41, ~ family 3.1)
Low income people	
People above the low income limits	

Percentages (%)	Clients Your Organization Serves	Clients for this Project (all same)	Support Staff (none)	Professional Staff (none)	Board 6 total	Advisory Committee (none)
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	2%					
African-American/Black	1%					
Caucasian/White	90.2%				100%	
Native American	1.5%					
Mixed Heritage	2%					
Unknown/other Hispanic	4.4%					
TOTAL % 2000 Census	101.1%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	4.4%					
NOT of Latino/ Hispanic Origin	95.6%					
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old unknown						
6-17 under 18	22.4%					
18-24	3.8%					
25-59 25-64	63.3%					
60 + 65+	10.5%					
TOTAL % 2000 Census	100%	100%	100%	100%	100%	100%
Gender						
Female	51					
Male	49					
Total %	100%	100%	100%	100%	100%	100%
Disabled %						

http://en.wikipedia.org/wiki/Tomales,_California

Involvement of Clients Your Organization Serves	Please note that these statistics only apply to the town of Tomales. The Hall serves many towns in West Marin, plus Valley Ford and rural Petaluma - many more people!
On Governing Board %	100%
On Advisory Committee %	(none)

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

WS-1

- | | |
|--|---|
| <p>1. Project Name: Keeping Rural Seniors in their Homes</p> <p>3. Project Sponsor: West Marin Senior Services</p> <p>Contact Person: Joan Corbett</p> <p>Title: Executive Director</p> <p>Mailing Address: P.O. Box 791,
Point Reyes Station, CA 94956</p> <p>Telephone: 415 663-8148 Ext. 109</p> <p>Fax: 415 663-1268</p> <p>E-mail: jcorbett@wmss.org</p> | <p>2. Total Amount Requested: <u>\$7,000.00</u></p> <p>Non-housing proposals <u>must</u> specify the amount requested from each planning area.</p> |
|--|---|

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	\$ 7,000.00

Website (optional): www.wmss.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.

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number. 11435 State Route 1, Creamery Annex, Point Reyes Station, CA 94956
5. **Project Description:** Since 1976, West Marin Senior Services has provided support services to help seniors live long, live well, and live at home in rural West Marin. For seniors to continue to live in their own homes requires extensive support at a fraction of the cost of institutionalization. The work of West Marin Senior Services shifts the burden from government agencies to community based organizations. As a private non-profit corporation, West Marin Senior Services, with the help of professional staff, volunteers and other community resources, serves as a safety net for the seniors in our community. We work collaboratively with many organizations, including the local County Health and Human Services Department staff, Hospice of Petaluma, Hospice by the Bay, private physicians, and clinics, local community centers, congregations, and other non-profit organizations that assist older adults. Specifically we provide the following services:
- **Care Management** – develop care plans for people at risk to ensure they have food, medication, a safe home, and emotional support.
 - **Home Care Referrals** - Recruit, screen, and refer qualified homecare workers to seniors and their families. Provide grants to family caregivers to relieve the stress of ongoing care.
 - **Transportation Assistance** - Arrange for rides to medical appointments, activities, and errands, primarily through our Volunteer Driver Program.
 - **Meal Programs** – Engage volunteers in the delivery of home-cooked meals throughout West Marin. We have expanded our program to serve all of the towns in West Marin, providing 14,000 meals annually and serving 50 clients. Support the congregate meal programs in West Marin and manage the program at the Dance Palace in Point Reyes Station.
 - **Equipment Loans** – Loan homecare equipment, such as walkers, commodes, and wheelchairs.
 - **Community Education and Wellns** – Sponsor workshops, exercise classes, support groups, and senior activities to promote healthy lifestyles in collaboration with other community organizations.
 - **Information and Referrals** – Make frequent referrals to government agencies and assist clients to obtain benefits.

6. Total Project Cost: (Include all costs for this particular project regardless of source.) **\$577,745** (This project cost includes our home services only and excludes our residential care facility for the elderly at Stockstill House.)

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.

Budgeted salaries and payroll taxes for all Program staff = \$403,545. Additional expenses total \$174,200. CDBG money will be allocated to the Care Manager salaries as follows: Central Region (PRS, Inverness) - \$2,000; East Region (San Geronimo Valley) - \$2,000; South Region (Stinson, Bolinas) - \$1,500; North Region (Tomales, Marshall, Dillon Beach) \$1,500.

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	Operating	200k	Mar 12	Yes	Apr. 2012	May 2012
Div. of Aging	Case Mgmt	28k	May 12	Yes	July 12	July 12
Div. of Aging	Respite (FCSP)	15k	May 11	Yes	July 11	July 12 (3 yr)
Marin Transit	Transportation	60k	Nov. 11	Yes	Dec. 11	Jan 2012
Events, donations	Operating	65k	--	--	--	Ongoing
Other grants, etc.	Operating	83k	--	--	--	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?

Care management and associated services are the responsibility of the Executive Director, Program Director, Volunteer Director, with support from four part-time care managers (2.8 FTE), clerical support and an accountant. We are fortunate that volunteers provide significant support to the organization at a value over \$100,000.

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

Last fiscal year we served 2,000 people (including callers, case management clients, caregivers and family members) with information and referrals. Last fiscal year (2011-2012) we served 284 clients who received direct care management services. Of those, 91% had incomes below the CDBG income limits. Those clients with higher incomes pay for care management services. We assess income eligibility by providing clients with CDBG income guidelines, and we ask them to identify which category they fall under. In addition, we request detailed information regarding their sources of income for those in the low income bracket.

- B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*
We target our comprehensive services to those who are physically compromised, aging and/or frail. The largest percentage of Marin's elderly poor live in West Marin. Rural elders have limited access to community services and are often adamantly self-reliant, reclusive and apprehensive of assistance. Countywide services are located too far away to be appropriately accessed, and transportation is very limited. Our home care and case management services are crucial to the elder population in order to avoid institutionalization and to help keep them living in their homes with dignity and self-respect. Three of our Care Managers live in West Marin, and all of them are active in the towns that they serve, which helps to dispell the reluctance of our clients to utilize our services. One call to WMSS will give the seniors and their families access to information and help they need.
- 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 the hispanic population in West Marin is least likely to seek out our services. We have had limited success in reaching any hispanic elders, as most of the hispanic population in West Marin are younger families often sending money home to their elders in Mexico or Guatamala. Through cooperative health fairs we have had some contact with a few hispanic elders. We are using our Volunteer Driver Program as an incentive to attract more hispanics to our program. We have written the forms and policies in Spanish, and we have recruited several volunteer drivers and families to use this program. It is rewarding to see them take advantage of the reimbursements that clients can share with their volunteer drivers.

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?*

The care managers visit clients in their homes and provide support to make their homes accessible and safe for the elder's own personal needs. Our administrative office is wheelchair accessible for clients who stop by for assistance.

- 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.
- 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: WEST MARIN SENIOR SERVICES

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	92
Low income people	99
People above the low income limits	11

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
	280	280	15	4	9	0
Ethnic/Racial Demographics						
Asian-American/Pacific Islander			1			
African-American/Black						
Caucasian/White	277	277	6	4	9	
Native American						
Mixed Heritage						
Unknown/other	3	3	8			
TOTAL %	100%	100%	100%	100%	100%	100%

Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	3	3	8			
NOT of Latino/ Hispanic Origin	277	277	7	4	9	
TOTAL %	100%	100%	100%	100%	100%	100%

Age	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
0-5 years old						
6-17						
18-24						
25-59			13	3	2	
60 +	280	280	2	1	7	
TOTAL %	100%	100%	100%	100%	100%	100%

Gender	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Female	168	168	13	4	4	
Male	112	112	2		5	
Total %	100%	100%	100%	100%	100%	100%

Disabled %	99	99	0	0	0	
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Involvement of Clients Your Organization Serves	
On Governing Board %	11
On Advisory Committee %	0

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

1. Project Name: Human Services Programming

2. Total Amount Requested: \$ 18000

3. Project Sponsor:
San Geronimo Valley Community Center
Contact Person:
Joseph Piekutoski
Title: Human Service Director

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

Mailing Address:
P.O. Box 194
San Geronimo Ca 94963

Telephone: 415-488-8888 Ext. #254

Fax:

E-mail: nutrition@sgvcc.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	\$ 18000

Website (optional): www.sgvcc.org

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

6350 Sir Francis Drake Blvd.
San Geronimo CA 94963

5. Project Description:

The San Geronimo Valley Community Center's Valley Human Services Programs provides assistance to unemployed, low income, disabled, seniors and homeless individuals and families in the San Geronimo Valley and surrounding areas. Our programs provide direct food assistance, referrals and support, health and nutrition education and services, and parent education. The food assistance programs include the emergency food pantry, holiday food programs, weekly hot meal program, weekly senior lunch and USDA commodities. We work hand in hand with the Marin Community Food Bank. In our referrals, and support programs we work closely with Marin County Department of Health and Human Services, Marin County Division on Aging, West Marin Senior Services, Coastal Health Alliance, West Marin Community Resource Center, San Geronimo Valley faith based organizations and other local agencies. The Community Center also coordinates the San Geronimo Valley Healthy Community Collaborative which meets monthly at the Center. All our programming is provided with a non-judgmental inclusive attitude. We strive to meet clients where they are at and provide the resources they need. Even the word "client" is a misnomer from our perspective, we see and treat everyone who walks through our doors as a unique human being who today needs assistance.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)
\$485,000

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 \$18,000 grant requested will go toward salary costs.

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
Annual Donor Campaign	General Fund	\$50,000	ongoing	Yes	7/1/12	Now
Presbyterian Hunger Grant	Food Bank	1,000	Dec. 2012	Pending		
Marin County Health & Human Services	Family Support Services	\$50,304	6/1/12	Yes/Pending	7/1/12	Now
West Marin Resource Center	After School Programs & Senior Lunch	\$2300	5/1/12	Yes	8/1/12	Now
Marin Community Foundation	Senior Volunteers	\$20000	4/9/2012	Yes	5/9/2012	Now
Marin County Division on Aging	Activities Grant	\$15000	10/1/12	Yes	11/1/12	Now
Marin County Division on Aging	Senior Lunch	\$16,000	6/1/10	Yes	7/1/10	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?

The Center's Human Services Director works under the direction of the Community Center Executive Director and is responsible for the overall development and implementation of human services. The Center's Executive Director is under the direction of the Board of Directors. This Human Services project has been operating for more than two decades. Office hours are Monday through Friday, 9 am to 5 pm. Food bank distributions take place all day on Monday, 9 am-5 pm, and on Thursday 1 pm-5 pm. Special food distributions takes place prior to the Thanksgiving and Christmas holidays. Throughout the year the Human Services program organizes regular wellness days, flu shot clinics, immunizations, nutrition education and health screenings to community residents in need of services. Our Senior Lunch program serves lunch to 60 seniors every Thursday, year round. Seniors also receive support services including health screenings, immunizations, and early access to the Food Pantry, health and nutrition education. Additionally, there is a hot lunch program offered every Thursday from 1 pm-5 pm for adults who do not attend the senior lunch. Approximately 20-30 individuals attend this program weekly. Everyday community residents are provided a wealth of information and referrals to Government and community based programs.

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 Community Center's Food Pantry and other Human Services Programs target West Marin residents in the very low income brackets. Clients include the unemployed - some are chronically unemployed, others are temporarily unemployed. Many of our food bank clients are people employed people with jobs in the service industries where hourly pay is at the minimum wage. Other clients suffer long and short term physical and emotional disabilities. We serve the homeless and we serve young people who are leaving their family homes for the first time and are having difficulties getting started on their own. We serve single-parent family homes - some who are on Calworks and others who are not. Over 90% of our food bank clients are very low income. Our after school programs provide scholarship assistance for lower income families.

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

Our food programs serve people in this need group who would otherwise have difficulty getting services in our County. There is very limited public transportation between the San Geronimo Valley and Central Marin where most services are located. As a small, rurally based agency we can address the needs of households who might otherwise fall through the cracks of the system. Demand for our services continues to increase. The current economic has affected many additional families. Families who were making ends meet before the recession now find it difficult due to income declines and cost of living increasing. Many more new people and families with children, newly unemployed and many seniors are in need of assistance. Lower than average income combined with high housing costs in this area contribute to the difficulties faced by local families. The Center is the hub in the community for support services for families and children.

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 Latino population has been reached and takes advantage of our food assistance programs; however in the past they seem less likely to take advantage of other offerings. We have evolved culturally based programming to reach the Latino population, which has been very successful. We launched a partnership with Los Cenzontles Mexican Art center, continue to have Latino cultural programming and have held two well attended Mexican Arts Festival. We also have hired bi-lingual staff to help with outreach.

We also continue to do outreach to the senior population with disability with the help of West Marin Senior Services. We make every effort possible to accommodate this population and have seen an increase of disabled seniors attending senior programming.

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 San Geronimo Valley Community Center is accessible to the handicapped with wheelchair ramps and bathroom facilities. Where the facility is lacking appropriate accommodations staff is present to assist. We strive to be accessible as possible to all. Lack of funding is the only reason we are not fully ADA compliant.

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

o For further information, please call Roy Bateman (473-6698).

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 Geronimo Valley Community 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	85%
Low income people	5%
People above the low income limits	10%

Percentages (%)	Clients Your Org Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	1%	1%		25%		
African-American/Black	2%	2%				
Caucasian/White	80%	80%	84%	75%	100%	75%
Native American	9%	9%	8%			13%
Mixed Heritage	8%	8%	8%			12%
Unknown/other						
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
OF Latino/ Hispanic Origin	40	40	16%			25%
NOT of Latino/ Hispanic Origin	60	60	84%	100%	100%	75%
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	5%					
6-17	5%	5%				
18-24	7%	12%			9%	
25-59	50%	50%	82%	75%	41%	
60 +	23%	23%	18%	25%	50%	100%
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female			72%	50%		
Male			28%	50%		
Total %	100%	100%	100%	100%	100%	100%
Disabled %	20%	20%			9%	

Involvement of Clients Your Organization Serves	
On Governing Board %	0%
On Advisory Committee %	100%

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

WS-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 3rd 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 2nd 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, Bucklew 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.
- 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	100% 43% 100%
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
Ethnic/Racial Demographics		← 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						
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	3%					
NOT of Latino/ Hispanic Origin	97%					
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	/					
6-17	/					
18-24	10%					
25-59	60%					
60+	30%					
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	60%					
Male	40%					
Total %	100%	100%	100%	100%	100%	100%
Disabled %	67%					

Involvement of Clients Your Organization Serves	
On Governing Board %	10%
On Advisory Committee %	15%

Some are caregivers we serve w/o a disability