



**2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT**

**CONSTRUCTION APPLICATION FOR CDBG FUNDING**

Program Year: 2017/18

1) Check One:

	New Construction
X	Existing Rehabilitation

2) Which planning area will the project be located? Check all that apply.

Richardson Bay	Upper Ross Valley	San Rafael	Lower Ross Valley	West Marin	Novato
X	X	X	X	X	X

The location of C4DP's domestic violence shelter is confidential, and we do not reveal the city/town it is located in. The shelter serves Marin residents from all planning areas.

3) General Information:

<b>CDBG FUNDING AMOUNT REQUESTED</b>	\$50,000
<b>PROGRAM/PROJECT NAME</b>	Domestic Violence Emergency Shelter Rehab & New Bed Creation
<b>ORGANIZATION/AGENCY NAME</b>	Center for Domestic Peace
<b>MAILING ADDRESS</b>	734 A Street San Rafael, CA 94901
<b>PROJECT SITE ADDRESS</b>	Confidential Marin County, CA
<b>CONTACT PERSON &amp; PHONE NUMBER</b>	Donna Garske (415) 526-2550
<b>E-MAIL ADDRESS</b>	dgarske@c4dp.org
<b>WEBSITE</b>	www.c4dp.org
<b>ORGANIZATION DUNS#</b>	057382079

**4) Project Description:**

**Provide a detailed scope of work and describe how this project will benefit the community. Please limit your response to 2 paragraphs.**

Center for Domestic Peace (C4DP) respectfully requests \$50,000 to complete renovation at our confidential domestic violence (DV) emergency shelter site (serving all of Marin County), which will expand the number of beds available through conversion of an existing cottage (currently used as the shelter and hotline office) into additional housing and construction of new office space for shelter/hotline staff and other shelter-related activities. C4DP currently offers 20 beds of emergency shelter to DV victims from throughout Marin, along with help addressing the factors that place DV victims at risk for long-term poverty. Victims not only have access to counseling, medical assistance, food, clothing, support groups, children’s services, childcare, and transportation, but they also receive support to carry out a plan to achieve economic self-sufficiency and independence. Every year, C4DP receives far more requests for emergency shelter from DV victims fleeing their homes than we can fill. Furthermore, given the very tight housing market in Marin, C4DP has had increasing difficulty in helping women exiting our shelter secure safe, affordable housing. Our 21 units of transitional housing, Second Step, serve as a key referral point; however, limited space at the shelter means guests often have to leave and wait several months for a transitional housing unit to open up. During this time, DV victims are at times precariously housed, living at increased risk of danger and vulnerable to homelessness. C4DP’s shelter site has the potential to house additional families – both those waiting to get into Second Step and those fleeing their homes who would otherwise be turned away from C4DP’s shelter because it is full – through a second smaller cottage on the property, currently used as an office for shelter and hotline staff and group meetings.

Through this rehab project, C4DP will expand shelter capacity by converting the existing cottage (which currently holds the office) into an additional 3 bedrooms of housing along with shared living space (kitchen, bathrooms, etc.). With other funds, C4DP will also build a new shelter office structure and storage area. **The cottage will provide up to 2,920 bednights (in addition to the 7,300 provided by the 20-bed main house), annually housing an average of 20-30 victims and 30-50 children (20-30 families).** This will dramatically improve their safety and chances of building self-sufficiency and moving beyond poverty. This rehab of the current cottage office into housing space and construction of a new office/storage office is the third and final phase of C4DP’s shelter rehab. The previous two stages included rehab of the main house into an ADA compliant space and remediation of building safety hazards, along with a rehab of the current shelter office building; costs for these prior two stages totaled approx. \$1.3 million.

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

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

**6) How will this project further Marin County's Fair Housing goals?**

C4DP affirmatively furthers fair housing by providing shelter to diverse populations and attracting new users from underserved populations to shelter-based DV services as a business imperative, as per our organizational-wide Equal Opportunity and Cultural and Linguistic Competency Policy. According to this policy, through the proposed housing program and our other services, C4DP consciously seeks to increase participation of members from populations that are traditionally marginalized or excluded due to discrimination and oppression (people of color including those who are bilingual, LGBTQ persons, older people, religious minorities, parents, formerly battered women, the disabled, and any other group of people determined to be subject to discrimination or oppression), offering these populations programs and housing that are culturally and linguistically appropriate.

**7) Approximately how many moderate, low, extremely low, and very low-income persons will directly benefit from the program/project? (Use the table below of income level estimates per household to determine the number of people served):**

Moderate-Income	
Low-Income	1
Very Low-Income	4
Extremely Low	45

**2016 HUD INCOME LIMITS**

Household Size	1	2	3	4	5	6	7	8
Moderate-Income	\$90,500	\$103,450	\$116,350	\$129,250	\$139,550	\$149,950	\$160,250	\$170,600
Low-Income	\$68,950	\$78,800	\$88,650	\$98,500	\$106,400	\$114,300	\$122,150	\$130,050
Very Low-Income	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Extremely Low	\$28,500	\$29,500	\$33,250	\$36,900	\$39,900	\$42,850	\$45,800	\$48,750

SOURCE: U.S. Department of Housing and Urban Development

**8) Will this project benefit a particular group of people? Members of the Protected Classes?**

The program exclusively serves DV victims and their children from throughout Marin, and is the only program of its kind in the county dedicated to this special population. These victims are fleeing their homes and do not have alternative safe housing; they would become homeless without access to the program. The DV victims served by this project qualify as a special population as designated by HUD; in addition to this status, a large percentage are from underserved marginalized populations. Last year, 71% were from populations of color, 14% of adult residents were mentally/emotionally challenged, 9% were physically/ medically disabled, 5% spoke limited English, and 8% were immigrants. A large percentage of these victims also qualify as female head of household.

**9) If your agency has a remaining project funding balance from previous years' County of Marin CDBG funding, please explain below:**

N/A

**10) List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goals and accomplishments? Please describe:**

Over the years, multiple CDBG grants have enabled C4DP to meet our goal of providing safe housing to DV victims, both at our emergency shelter and our transitional housing program, Second Step. C4DP last received a CDBG grant of \$2,322 in FY 13/14 to help fill a funding gap toward our DV emergency shelter that resulted from consolidation of HUD funds away from the shelter toward Second Step. Together with other funding raised to fill this one-time gap, C4DP met our goal of continuing shelter operations uninterrupted, and that year provided a total of 5,340 bednights to 65 adult victims fleeing domestic violence and their 67 children/dependents. Previously, C4DP also received five other grants toward the shelter (in 1991, 1992, 1994, 1997, and 2004), including a grant of \$250,000 that enabled C4DP to initially open our DV shelter and then purchase the existing site in 1992. Since opening the shelter in 1978, C4DP has housed more than 7,600 DV victims and children fleeing their homes (annually between 150 and 250 victims and their children), meeting our goal of improving their safety, and in some cases, saving their lives. Without C4DP's assistance, these victims would have been forced to choose between becoming homeless or remaining in their homes, experiencing further abuse and/or at risk of dying.

**11) If your organization has never received a CDBG grant what is your experience with administering CDBG or other federal grant programs?**

N/A

**11) Are you familiar with Davis Bacon and HUD Form 4010? If not, see HUD Form 4010**

Yes, C4DP is experienced with meeting the requirements of both Davis Bacon and HUD Form 4010 as a result of administering prior CDBG grants, two EHAPCD loans for \$1 million each for our shelter and transitional housing programs, and HUD funding for our transitional housing program that we have had for more than 20 years.

**PROJECT MANAGEMENT & FINANCIAL DATA**

**12) State who will supervise and manage the project and the individual(s) project management capability. List any approvals or authorizations required and received for the project to continue (for new construction, rehabilitation, or other capital projects, list any entitlements that are necessary for the project):**

The project will be supervised and managed by a construction project manager specialist, Peggy Woodring of Woodring & Associates, whom C4DP has already confirmed for this project. C4DP previously hired this same project manager specialist to manage the two EHAPCD constructions grants for shelter and transitional housing, as well as the construction/rehab on our administrative facility at 734 A Street in downtown San Rafael. The only approval required for the project will be a building permit for this final phase of the shelter rehabilitation.

**13) Project Timeline:** List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed)

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	March 1, 2017
Complete environmental	April 15, 2017
Release bid package	May 15, 2017
Select contractor	June 15, 2017
Finalize contract	July 1, 2017
Obtain building permits	April 15, 2017
Start construction	July 1, 2017
Complete Construction (target: June 30, 2017)	Sept. 30, 2017

**14) Project Budget:**

(a) List the activities and/or items for your entire project budget including CDBG funds and other funds (complete the table below)

<u>Funding Source (e.g. CDBG)</u>	<u>Source \$ Amount</u>	<u>Uses</u>	<u>\$ Amount</u>
Dominican Sisters of San Rafael (confirmed)	\$325,000	Design/ A/E	\$99,031
CDBG (requested)	\$50,000	(Construction items/materials)	\$338,483
Individual donors/capital campaign (\$110K confirmed)	\$150,689	Labor	\$64,475
Sunshine Foundation (pending)	\$50,000	Site work	\$20,600
	\$	Permit fees	\$22,200
	\$	Contingency	\$30,900
<b>TOTAL</b>	<b>\$575,689</b>	<b>TOTAL</b>	<b>\$575,689</b>

**(b) How did you obtain your cost estimates?**

The final phase of the remodel/construction project will happen in two phases. In the first phase, the existing garage will be demolished and the new studio/office constructed. All costs related to this first phase were obtained from actual bids from contractors now signed on to work on the project. This includes an architect, a project manager, and a construction company. Some of the costs are actuals, such as permit and inspection fees. In the second phase, the cottage (currently the shelter office) will be converted into living space. Cost estimates related to this second phase were obtained with input from the architect, a contractor advising us on the project, and from C4DP's executive director. Costs will be finalized when the scope of work is finalized and bids are obtained for the second phase.

**(c) Does the project have site control? i.e. ownership of the project site, lease agreement?**

Yes, C4DP owns the shelter property and has site control.

**(d) Were other funding sources explored? If other funding sources are not being utilized, why could other funding sources not be used on the project or could not be acquired?**

Yes, C4DP has thoroughly explored other funding sources, and to date has raised \$435,000 to the project, with another \$50,000 pending from a private foundation and \$40,689 to be raised from private donors. Other sources include a grant from the Dominican Sisters of San Rafael and individual donor funds raised through a capital campaign, "The House That Love Built," which received donations from approx. 60 separate donors/private family funds.

**15) Will the requested CDBG funds be expended by the end of the 2018 (December 30, 2018)? Yes - No  
If No, please explain why:**

Yes.

**16) Please sign (provide title) and date your application below:**

  
Signature/Title

Executive Director

11/8/16

Date

**Please submit 1 signed original and 4 copies of your application to:**

**Mailing Address:**

County of Marin  
3501 Civic Center Drive #308 San Rafael, CA 94903  
Attn: Jared Stalling

**Physical Address (if dropping off application):**

County of Marin- Community Development  
3501 Civic Center Drive #308  
Attn: Jared Stalling



**2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT  
PUBLIC SERVICE APPLICATION FOR FUNDING**

Program Year: <u>2017/18</u>	Check One:	XXXX	New Program/Project
			Existing Program/Project

**1) Which Planning Area will the project be located? Check all that apply**

Lower Ross Valley	Upper Ross Valley	San Rafael	Novato	West Marin	Richardson Bay
XXX	XXX	XXX	XXX	XXX	XXX

**2) Prior Years Funded by County of Marin CDBG:**

Year Funded	N/A	N/A	N/A	N/A
Grant Amount	N/A	N/A	N/A	N/A
Amount Expended	N/A	N/A	N/A	N/A

**3) General Information:**

<b>CDBG FUNDING AMOUNT REQUESTED</b>	\$340,000.00
<b>PROGRAM/PROJECT NAME</b>	CodeForward Academy Life Skills Training with STEAM Mentoring and Tutoring Program
<b>ORGANIZATION/AGENCY NAME</b>	Ethan Berry, Inc. Nonprofit (EBI)
<b>MAILING ADDRESS</b>	484 Lake Park Ave. #160 Oakland, Ca. 94601
<b>PROJECT ADDRESS</b>	630 Drake Ave, Sausalito, CA 94965 <a href="tel:4153321441">(415) 332-1441</a>
<b>CONTACT PERSON &amp; PHONE NUMBER</b>	Ethan Berry
<b>E-MAIL ADDRESS</b>	<a href="mailto:eberry@ethanberry.org">eberry@ethanberry.org</a>
<b>WEBSITE</b>	<a href="http://www.ethanberry.org">www.ethanberry.org</a>
<b>ORGANIZATION DUNS#</b>	610861861

**4) Program Description:**

Describe your program and how the program will address an unmet need in the community. Describe the impact your project will have on low/moderate income households Please limit your response to a half page.

Ethan Berry Inc. Nonprofit (EBI), established in 2000, is a 501(c)(3) non-profit organization (since 2005) with a mission to:

1. Provide help to economically distressed youth of all races, creeds, genders and colors, to achieve the life skills necessary to be competitive, socially capable, skilled with technology sciences, and;
2. Provide mentoring and tutoring in education (k – college) to develop sound life skills training and work ethics of our target population, leading them to creative, significant and sustainable career opportunities through making sure they have basic reading, writing and math comprehension skills and then emersion in STEAM curriculum training to prepare them for the best 21<sup>st</sup> Century Education opportunities possible to either go to college, be prepared with the skills to start a career / get a job in a science, technology, engineering, arts, math, construction vocation to make a living wage consistent with the living wage standards in biotechnology, computer technology, software engineering, information systems, robotics, electrician, carpentry, and other trades which use their hands more than their technology skills.
3. Life Skills Training consists of social, emotional and mental self-awareness to be able to deconstruct negative behavioral character traits and reconstruct / construct positive behavioral traits utilizing life skills coaching to define what individuals are interested in learning and which talents they have to build on to be successful in a career/job/entrepreneurial endeavor, instead of trying to force individuals to become something they are not interested in.

**5) What other agencies will you partner with for this project, Please list? (Please have supporting documents available upon request):**

We Will partner with organizations which have similar programs and need help with bringing synergy together with the life skills training with an emphasis in learning progressive STEAM curriculum subject matter making sure participants learn the basics reading, writing and math comprehension first and etiquette with life skills training.

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

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

**7) How will this project further Marin County's Fair Housing goals?:**

This project will further Marin County's fair housing goals through preparing existing and future generations to improve their education opportunities to understand what

requirements they need to meet to both prepare for, get accepted into and finish college or vocational training in thriving industries paying a living wage in the 21<sup>st</sup> century

and allow individuals to afford housing both in the Marin City community and increase the tax base for the county of Marin by being able to purchase housing within Marin City and possibly other parts of Marin County as well, to be able to raise their families to be the next generation of college graduates and trained vocational skills to make a living wage while living in Marin City and Marin County economic distressed areas.

**8) Approximately how many moderate, low, and very low-income persons will directly benefit from the program/project? (Use the table below of income level estimates per household to determine the number of people served):**

Extremely Low	~ 100
Very Low-Income	~100
Low-Income	~ 100
Moderate-Income	~100

**2016 HUD INCOME LIMITS**

Household Size	1	2	3	4	5	6	7	8
Extremely Low	\$25,850	\$29,550	\$33,250	\$36,900	\$39,900	\$42,850	\$45,800	\$48,750
Very Low-Income	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Low-Income	\$68,950	\$78,800	\$88,650	\$98,500	\$106,400	\$114,300	\$122,150	\$130,050
Moderate-Income	\$90,500	\$103,450	\$116,350	\$129,250	\$139,550	\$149,950	\$160,250	\$170,600

SOURCE: U.S. Department of Housing and Urban Development



**9) Estimate the number of minorities to be served by the program/project using the following table (see note about table below):**

<b>Ethnic Category</b>	<b>Total Persons</b>	<b>Of the total, those identifying as Hispanic</b>
American Indian or Alaskan Native	~100	~25
Asian	~100	~25
Black or African American	~100	~25
Native Hawaiian or other Pacific Islander	~100	~25
White	~100	~25
American Indian <i>and</i> White	~100	~25
Asian <i>and</i> White	~100	~25
Black <i>and</i> White	~100	~25
American Indian <i>and</i> Black	~100	~25
Multi-Racial	~100	~25
<b>TOTAL</b>	<b>100%</b>	
Female-Headed Households (out of above total)	~500 - ~600	~150

**10) How will your project benefit members of the Protected Classes?**

According to the Bureau of Labor statistics, the most in-demand occupation in the United States technology sector in 2015 was Web Developer, of which available jobs grew by 4 percent to a total of 235,043 jobs -- a substantial portion of the 4.88 million employed tech professionals. In a 2012 report, the President’s Council of Advisors on Science and Technology suggested that the number of STEM majors needed to increase by 34% over current rates to meet the demand for STEM professionals.

Of particular concern is the lack of representation of minority students (Council of Graduate Schools 2007). Seymour and Hewitt (2000) point out that the National Science Foundation alone has spent more than \$1.5 billion to increase participation of minorities in the sciences, and two programs at the National Institute of Health have invested \$675 million in the same endeavor. The percentage of college enrollees expressing an interest in science majors is 35% for both minorities and whites. Yet, 19% of white enrollees complete a degree in the sciences with the corresponding number for minorities at less than 11%. In a similar vein, among those who complete a degree in five years, 31% of whites and 17% of minorities graduate with a STEM major. EBI’s CodeForward STEM/STEAM Mentoring/Tutoring Academy strives to close the gap between job opportunities and the number of qualified people by addressing the cultural barriers that are a hurdle to access careers in the tech industry.

**Program Description:**

CodeForward believes that one of the major reasons why few minority youth pursue careers in Science, Technology, Engineering and Mathematics (STEM) fields is due to poor exposure and insufficient access to early immersion programs. The academy hopes to remedy this by connecting local youth to internship opportunities and providing academic mentoring in STEM related subjects. Participants also gain hands-on coding experience at the academy, led by current and former professionals in the technology sector. The academy operates in Oakland, CA through a partnership with the City’s Public Library System and currently serves 120+

underrepresented students.

The primary aim of the program is to increase participation of all students, particularly underrepresented students, in computer science and (STEM) majors, as well as shepherd their development and transition to the professional level. The measures of success for the program are:

1. An increase in the annual enrollment; and,
2. An increase in the number of CodeForward students applying to accredited colleges for biotechnology, computer science or other STEM related fields.



Please note that HUD (U.S. Department of Housing and Urban Development) changed the data collection requirements regarding race/ethnicity categories during program year 2002-2003. These changes reflect Office of Management and Budget 1997 standards establishing that "Hispanic" is not a race category, but an ethnic category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or a multi-race may also be counted as being of Hispanic ethnicity. As such, when asking the individual/household to select a race category, the individual/household must also state whether they are of Hispanic ethnicity. For example, an individual/household of Mexican descent would likely state their race as either American Indian or White, and would also fall under the category of "also Hispanic."

11) If your agency has a remaining project funding balance from previous years' County of Marin CDBG funding, please explain below and include a timeline for spending:

N/A

12) List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goals and accomplishments? If not, please explain why. Please describe:

N/A Our organizations accomplishments raise the interest of student / scholars to have intrinsic motivation to do well in school (k – 12<sup>th</sup>) to be

prepared to enter college and finish college to gain living wage employment and have a better self-awareness to engage in lifelong learning and the pursuit of being a whole citizen juxtaposed to being a broken citizen.

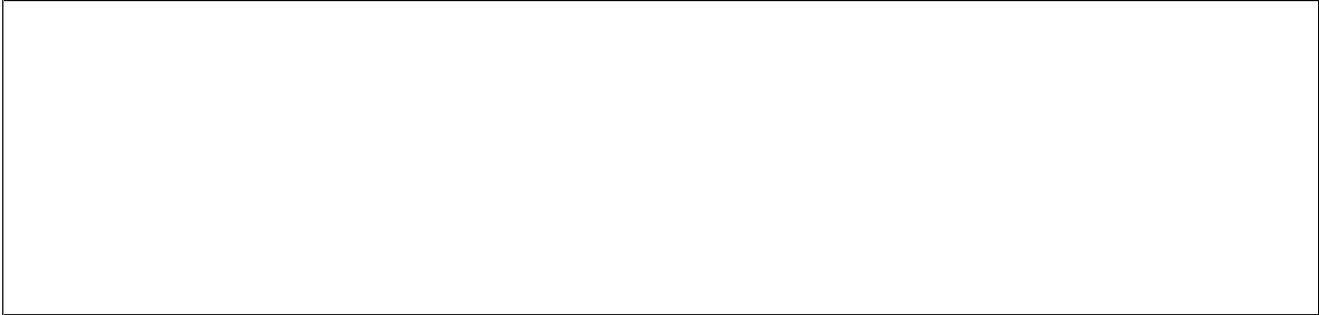
13) If your organization has never received a Federal CDBG grant what is your experience with administering CDBG or other federal grant programs?

We have trained professionals with experience managing NIH, NSF, DOD, Department of Education, DOE, funders for various agencies. We have

trained professionals familiar with uniform guidance as well as undergoing site audits and site visits.

**PROJECT MANAGEMENT & FINANCIAL DATA**

14) State who supervises and manages the program. List any approvals or authorizations required for the program to operate. Describe any computer systems or other systems used to track grant funding and client results for the program.



Our organization will supervise and manage the program. The program would have to be approved by our board of directors and the county of Marin Block Grant committee. We will utilize computer software programs to manage data and provide reporting on regular intervals throughout the existence of the Marin County Block Grant and the CDBG Funding. We will use the computer systems and people reporting data/information into the system to track the grant funding and client results for the program.

**15) List program objectives and milestones, along with an estimated timetable for reaching them:**

- a) Provide help to economically distressed youth of all races, creeds, genders and colors, to achieve the life skills necessary to be competitive, socially capable, skilled with technology sciences, and;
- b) Provide mentoring and tutoring in education (k – college) to develop sound life skills training and work ethics of our target population, leading them to creative, significant and sustainable career opportunities through making sure they have basic reading, writing and math comprehension skills and then immersion in STEAM curriculum training to prepare them for the best 21<sup>st</sup> Century Education opportunities possible to either go to college, be prepared with the skills to start a career / get a job in a science, technology, engineering, arts, math, construction vocation to make a living wage consistent with the living wage standards in biotechnology, computer technology, software engineering, information systems, robotics, electrician, carpentry, and other trades which use their hands more than their technology skills.
- c) Life Skills Training consists of social, emotional and mental self-awareness to be able to deconstruct negative behavioral character traits and reconstruct / construct positive behavioral traits utilizing life skills coaching to define what individuals are interested in learning and which talents they have to build on to be successful in a career/job/entrepreneurial endeavor, instead of trying to force individuals to become something they are not interested in.

**16) Program Budget:**

a. List the activities and/or items that CDBG funds will be used specifically for. Funding requests for full-time staff or staff which does not have a direct client-benefit for income eligible clientele is not allowed. Please provide detail for proposed budget in the space below and attach a proposed budget for the CDBG funds (incomplete applications will be rejected).

**Budget:**

1. Video Development – for orientation of students into the CodeForward Academy program.	\$2,550.00
2. Psychologist to provide oversight to Life Skills / Life Couch Training	\$60,000.00
3. 10 Mentors and Tutors in STEAM (~20,000.00 each)	\$200,000.00
4. Computers for Classroom 60 X (~\$1200)	\$72,000.00
5. Anti-Virus Software Package 60 X (~\$90) + Tax	\$5,500.00

**Total Cost of Proposal: ~\$340,000.00**

**b. List a breakdown of the TOTAL funding sources for your proposed program/project:**

Funding Source	Funding Amount	Percentage of Total Funding	Uses of Funds
Marin County Block Grant	~300,000.00	100%	Execute and manage CodeForward Academy Program

17) Will the requested CDBG funds be expended by the end of the fiscal year (June 30, 2018)? Yes - No If No, please explain why:

Yes.

18) Please sign and date your application below:

Ethan Berry

/s/ Ethan Berry

November 15<sup>th</sup>, 2016

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

**Mailing Address:**

County of Marin  
3501 Civic Center Drive #308  
San Rafael, CA 94903  
Attn: Jared Stalling

Application submittal deadline is  
Tuesday, November 8, 2016 by 5 p.m.

**POSTMARKS WILL NOT BE ACCEPTED**

**Physical Address (if dropping off application):**

County of Marin- Community Development  
3501 Civic Center Drive #308

**2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT**

**PUBLIC SERVICE APPLICATION FOR FUNDING**

Program Year: 2017/18

Check One:

**New Program/Project**

1) Which Planning Area will the project be located? Check all that apply Existing Program/Project **X**

Lower Ross Valley	Upper Ross Valley	San Rafael	Novato	West Marin	Richardson Bay
X	X	X	X		X

2) Prior Years Funded by County of Marin CDBG:

<b>Year Funded</b>	2015/2016	2014/2015	2013/2014	2012/2013
<b>Grant Amount</b>	\$14,770	\$13,900	\$13,500	\$11,300
<b>Amount Expended</b>	\$14,770	\$13,900	\$13,500	\$11,300

3) General Information:

<b>CDBG FUNDING AMOUNT REQUESTED</b>	\$28,000
<b>PROGRAM/PROJECT NAME</b>	Family Law Legal Services for Low Income Marin Families
<b>ORGANIZATION/AGENCY NAME</b>	Family & Children's Law Center
<b>MAILING ADDRESS</b>	30 North San Pedro Road, Suite 245 San Rafael, CA 94903
<b>PROJECT ADDRESS</b>	30 North San Pedro Road, Suite 245 San Rafael, CA 94903
<b>CONTACT PERSON &amp; PHONE NUMBER</b>	Shawna Hoch 415-492-9230
<b>E-MAIL ADDRESS</b>	<a href="mailto:Shoch@faclc.org">Shoch@faclc.org</a>
<b>WEBSITE</b>	<a href="http://www.faclc.org">www.faclc.org</a>
<b>ORGANIZATION DUNS#</b>	794012922

2016/17 CDBG FUNDING APPLICATION



**4) Program Description:**

Describe your program and how the program will address an unmet need in the community. Describe the impact your project will have on low/moderate income households Please limit your response to a half page.

Founded in 1985, FACLC is dedicated to helping low-income children and families in Marin County by providing sliding scale family law legal services to the working poor. FACLC strives to provide access to justice for low-income families and children who, due to financial constraints and complex family transitions, would have no other means for representation in the courts. The overwhelming complexity of the legal system is compounded when financial barriers are present. Hit hardest during family transitions are low-income families – especially children. During such times, financial pressures can become unbearable and the home environment begins to precipitously unravel, causing legal needs to skyrocket. High quality legal representation is critical for families to establish court orders providing child support and custody schedules allowing both the children and parents the security and stability of knowing they will be cared for. FACLC also provide legal representation to victims of domestic violence, obtaining domestic violence restraining orders protecting the victims and their children from their abusers. In 2015-2016, FACLC provided 1425 client appointments and the demand for such services only keeps growing. To serve more families and children in these times of great need, we need your help and support. Our goal is to break down barriers to allow access for all to the justice system.

**5) What other agencies will you partner with for this project, Please list? (Please have supporting documents available upon request):**

The Family & Children’s Law Center works closely with the Center for Domestic Peace, Legal Aid of Marin and Canal Alliance to provide cross referrals and services to the clients of those organizations.

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

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

**7) How will this project further Marin County's Fair Housing goals?:** The Family & Children’s Law Center represents clients to obtain court orders for child and spousal support. The funds that the client receives through these orders allow the clients to increase their financial resources. Further, by obtaining custody and visitation orders, parents have a schedule around which they can obtain employment to provide emotional stability in the home as well as to further increase the family’s income. Thus, having stable funds allows our clients to obtain affordable housing and have the economic stability, which can often be a barrier to reaching their full potential. As single parents (especially victims of domestic violence) are often discriminated against in the rental process, FACLC refers any clients who identify such struggles to Fair Housing of Marin.

Further, the services we provide are directed to the low-income, minorities, and other members of the protected parties.

8) Approximately how many moderate, low, and very low-income persons will directly benefit from the program/project? (Use the table below of income level estimates per household to determine the number of people served):

Extremely Low	70%
Very Low-Income	15%
Low-Income	10%
Moderate-Income	5%

**2016 HUD INCOME LIMITS**

Household Size	1	2	3	4	5	6	7	8
Extremely Low	\$25,850	\$29,550	\$33,250	\$36,900	\$39,900	\$42,850	\$45,800	\$48,750
Very Low-Income	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Low-Income	\$68,950	\$78,800	\$88,650	\$98,500	\$106,400	\$114,300	\$122,150	\$130,050
Moderate-Income	\$90,500	\$103,450	\$116,350	\$129,250	\$139,550	\$149,950	\$160,250	\$170,600

SOURCE: U.S. Department of Housing and Urban Development

9) Estimate the number of minorities to be served by the program/project using the following table (see note about table below):

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native	1%	
Asian	4%	
Black or African American	4%	
Native Hawaiian or other Pacific Islander	1%	
White	85%	45%
American Indian <i>and</i> White	Unknown	
Asian <i>and</i> White	Unknown	
Black <i>and</i> White	Unknown	
American Indian <i>and</i> Black	Unknown	
Multi-Racial	5%	
TOTAL	100%	
Female-Headed Households (out of above total)	70%	

10) How will your project benefit members of the Protected Classes?

The Family Law Legal Services for Low Income Marin County Families Project is critical to the well-being stability and functionality of the low income families in our community. Equal access to justice is a basic right that should be afforded to all, regardless of income level. Without the services of the Family and Children’s Law Center, low income individuals will be left to navigate a

complex and overwhelming legal system on their own, leaving them to fend for themselves to obtain domestic violence restraining orders, child custody and support orders, and other court orders that ultimately provide security for at risk families. Most self-represented litigants do not have the resources or knowledge necessary to successfully represent themselves in court. Many of the issues litigants face in family law courts who are forced to proceed without legal representation can be volatile and have long standing repercussions and implications that can negatively impact families and children for many years to come. A report on our services prepared by the Marin Community Foundation indicates that from 2009-2012 our services had an economic impact of \$7.5 million in child support payments and a \$1.8 million reduction in domestic violence and its associated costs.

Please note that HUD (U.S. Department of Housing and Urban Development) changed the data collection requirements regarding race/ethnicity categories during program year 2002-2003. These changes reflect Office of Management and Budget 1997 standards establishing that "Hispanic" is not a race category, but an ethnic category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or a multi-race may also be counted as being of Hispanic ethnicity. As such, when asking the individual/household to select a race category, the individual/household must also state whether they are of Hispanic ethnicity. For example, an individual/household of Mexican descent would likely state their race as either American Indian or White, and would also fall under the category of "also Hispanic."

**11) If your agency has a remaining project funding balance from previous years' County of Marin CDBG funding, please explain below and include a timeline for spending:**

We have no remaining project funding balance.

**12) List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goals and accomplishments? If not, please explain why. Please describe:**

CDBG funding has allowed Low income families with cases in the Marin County Family Law Courts to receive high quality, low cost family law legal services from FACLC. The low income population is one with particular needs as they are disenfranchised due to low income, minimal resources, and misinformation regarding the legal system. By providing low cost, high quality legal services the Family and Children's Law Center increases access to justice for a significant portion of the Marin County community, provides stability to families and children and safety for victims of Domestic Violence, and transforms their lives for the better.

Our goal for 2015-16 was to provide 1,300 low-income families with the legal support and advocacy they needed to obtain family law and domestic violence restraining orders. We far exceeded that goal. By the end of the fiscal year, 95% of our clients reported feeling they were better prepared for court, and 98% of clients reported satisfaction with the results they received in their cases.

*"I would have died at the hands of my ex-husband, and to say that I wouldn't be here without FACLC is not an overstatement."* –Gina

**If your organization has never received a Federal CDBG grant what is your experience with administering CDBG or other federal grant programs?**

Not applicable.

**PROJECT MANAGEMENT & FINANCIAL DATA**

2016/17 CDBG FUNDING APPLICATION

13) State who supervises and manages the program. List any approvals or authorizations required for the program to operate. Describe any computer systems or other systems used to track grant funding and client results for the program.

This program is supervised and managed by our Executive Director, Kristine Fowler Cirby. We use a custom built database to track client results for specific funding streams.

14) List program objectives and milestones, along with an estimated timetable for reaching them:

Our goal for 2016-17 is to provide 1500 low-income families with the legal support and advocacy they need to obtain critically important family law and domestic violence restraining orders. These orders will provide our clients and their children with stability and security, as well as safety for victims of Domestic Violence. By the end of the fiscal year, 95% of our clients will report feeling they were better prepared for court, and 95% of clients will report satisfaction with the results they received in their cases.

15) Program Budget:

(a) List the activities and/or items that CDBG funds will be used specifically for. Funding requests for full-time staff or staff which does not have a direct client-benefit for income eligible clientele is not allowed. Please provide detail for proposed budget in the space below and attach a proposed budget for the CDBG funds (incomplete applications will be rejected).

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

(b) List a breakdown of the TOTAL funding sources for your proposed program/project:

Funding Source	Funding Amount	Percentage of Total Funding	Uses of Funds
Marin Community Foundation	\$100,000	18%	General Operating Support
Client Fees	\$160,000	28%	General Operating Support
Wells Fargo Foundation	\$10,000	2%	Bilingual Family Law Services
Individual Donors and Special Events	\$50,000	9%	General Operating Support
CDBG	\$28,000	5%	Family Law Legal Services
County of Marin	\$20,000	4%	Family Law Legal Services
AAML	\$1,000	<1%	Family Law Legal Services

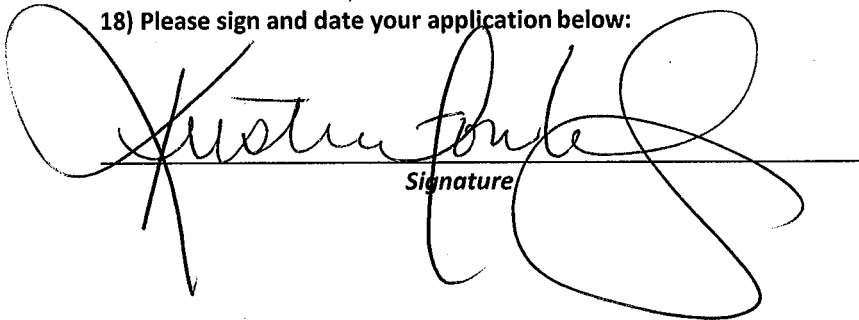
2016/17 CDBG FUNDING APPLICATION

Bequest/Wini Ragus	\$100,000	18%	General Operating Support
New Foundation funding	\$40,000	7%	General Operating Support
Marin Community Foundation	\$42,805	8%	Occupancy Differential
Maisin Foundation	\$15,000	3%	Domestic Violence Legal Services

16) Will the requested CDBG funds be expended by the end of the fiscal year (June 30, 2018)? Yes - No If No, please explain why:

17)  
Yes, the funds will be expended by the end of the fiscal year.

18) Please sign and date your application below:

  
Signature

11/7/16  
Date

**Mailing Address:**  
County of Marin  
3501 Civic Center Drive #308  
San Rafael, CA 94903  
Attn: Jared Stalling

Application submittal deadline is  
Tuesday, November 8, 2016 by 5 p.m.

**POSTMARKS WILL NOT BE ACCEPTED**

**Physical Address (if dropping off application):**  
County of Marin- Community Development  
3501 Civic Center Drive #308

## FACLC 2017 Budget

### ASSET

Bequests receivable	\$ 100,000
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### SUPPORT

Grants-Government CDBG	\$ 28,000
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Grants-Government	\$ 20,000
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Grants-Foundations/Corp	\$ 15,000
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Grants-Foundations/Corp	\$ 11,000
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Grants-MCF	\$ 100,000
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Grants-MCF-Occupancy Differential	\$ 42,805
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Grants-Foundations/Corp	\$ 40,000
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Contrib from Indivd Unres	\$ 20,000
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Fundraising Events	\$ 25,000
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### REVENUE

Legal Fees	\$ 160,000
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Cy pres	\$ -
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Continuing Education Event	\$ 5,000
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Investment Income	\$ 500
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Interest Income	\$ 25
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Other income	
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	<b>\$ 567,330</b>
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<b>EXPENSES -Personnel</b>		
	Salary-ED	\$ 95,000
	Salary-AC	\$ 54,000
	Salary-Attorneys	\$ 136,000
	Salary receptionist	\$ 22,500
	payroll tax	\$ 25,000
	health insurance	\$ 32,000
	other Benefits	\$ 600
<b>Expenses independent contractor</b>		
	Accounting & Payroll	\$ 5,000
	Consultant -Grant Writing	\$ 3,500
	Other Consultants	\$ 6,500
<b>Expenses Operating</b>		
	Rent	\$ 95,800
	Office Equipment	\$ 5,000
	Telephone & Internet	\$ 6,400
	Postage/Delivery	\$ 4,000
	Insurance	\$ 6,000
	Office Supplies	\$ 7,200
	Dues, Books, & Subscriptions	\$ 4,000
	Printing and Copying	\$ 2,400
	Conference/Education	\$ 2,000
	reserve fund	\$ 40,000
<b>Expenses-Fundraising</b>		
	Events-Food	\$ 6,000
	Events- Facility	\$ 2,200
	other	\$ 250
<b>Expenses -Other</b>		
	Board Expenses	\$ 400
	Bank Charges	\$ 5,000
	Interest	\$ -
	Depreciation	\$ -
	other	\$ 250
		<b>\$ 567,000</b>

**2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT**

**PUBLIC SERVICE APPLICATION FOR FUNDING**

Program Year: <u>2017/18</u>	Check One:	<input checked="" type="checkbox"/>	<b>New Program/Project</b>
		<input type="checkbox"/>	Existing Program/Project

1) Which Planning Area will the project be located? Check all that apply

Lower Ross Valley	Upper Ross Valley	San Rafael	Novato	West Marin	Richardson Bay
X					

**Note: The project is physically located in Larkspur however serves all areas of Marin County.**

2) Prior Years Funded by County of Marin CDBG:

Year Funded	2016	2015	2014	2013
Grant Amount	\$14,764	\$13,700	\$13,100	\$11,026
Amount Expended	\$14,764	\$13,700	\$13,100	\$11,026

3) General Information:

<b>CDBG FUNDING AMOUNT REQUESTED</b>	\$30,000
<b>PROGRAM/PROJECT NAME</b>	Therapeutic and Educational Services (offered at Marin Brain Injury Network (dba: Schurig Center for Brain Injury Recovery)
<b>ORGANIZATION/AGENCY NAME</b>	Marin Brain Injury Network (dba: Schurig Center for Brain Injury Recovery)
<b>MAILING ADDRESS</b>	1132 Magnolia Avenue, Larkspur, CA 94939
<b>PROJECT ADDRESS</b>	1132 Magnolia Avenue, Larkspur, CA 94939
<b>CONTACT PERSON &amp; PHONE NUMBER</b>	Patricia Gill
<b>E-MAIL ADDRESS</b>	<a href="mailto:patricia@schurigcenter.org">patricia@schurigcenter.org</a>
<b>WEBSITE</b>	<a href="http://www.schurigcenter.org">www.schurigcenter.org</a> ( <a href="http://www.concussionmarin.org">www.concussionmarin.org</a> )
<b>ORGANIZATION DUNS#</b>	68-0105213



**4) Program Description:**

Describe your program and how the program will address an unmet need in the community. Describe the impact your project will have on low/moderate income households Please limit your response to a half page.

Schurig Center for Brain Injury Recovery (Schurig Center) respectfully submits this proposal for grant funding to support the Program Director position that is responsible for the successful implementation of all of our services. Schurig Center is the only therapeutic and educational non-profit center in Marin County offering an array of services specific to survivors of an acquired brain injury. The services meet the short and long-term therapeutic needs of community members who have experienced a stroke, accident, concussion, viral infection, tumor, loss of oxygen, and other causes of a brain injury. Additionally, the center provides services to family members and professionals in the community who seek support, education, and referrals. The programs exist to help 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 accomplish the mission of Schurig Center and meet these needs, the programs provide education, training, therapeutic intervention and skill building courses in cognitive, social, behavioral, psychological and pre-vocational assistance. The center offers 15 services for survivors and caregivers, including a therapeutic program, resource referral assistance, brain injury information handbook, support groups, assessments and counseling, occupational and speech therapy sessions, cognitive skill building computer program (formerly at College of Marin), and concussion services that include a support group, website ([www.concussionmarin.org](http://www.concussionmarin.org)) and concussion education in collaboration with Marin County Office of Education and the County of Marin. Access to the brain injury handbook (downloadable pdf) and information about our services is available at [www.schurigcenter.org](http://www.schurigcenter.org).

Over 70% of our clients are living on a low income. For this reason, we provide services on a sliding scale or free of charge, turning nobody away from receiving help regardless of their financial ability. Due to the non-medical nature of our services and services being offered as long as an individual is in need, insurance companies and government sources do not provide reimbursement or funding. We fundraise 85% of our budget to support our mission of turning nobody away.

**5) What other agencies will you partner with for this project, Please list? (Please have supporting documents available upon request):**

We are honored to have sustaining partnerships with numerous organizations. We utilize partnerships in the areas of service provision, consultation, education, sharing resources, assessing community need, and inclusion on our leadership team. Some of the organizations that support our services and with whom will continue to collaborate include: Brain Injury Association of California, California Concussion Coalition, California Pacific Regional Rehabilitation Center, CareMeridian, College of Marin, Department of Rehabilitation, Dominican University, Health and Human Services of Marin County, Kaiser Permanente, Kentfield Rehabilitation Hospital, Marin Community Foundation, Marin County Board of Supervisors, Marin County Office of Education, Marin General Hospital, Marin Stroke Consortium, Mt. Diablo Memory Center, Novato Community Hospital, Pomeroy Center, Ragghianti Freitas LLP, San Francisco VA Medical Center, Services for Brain Injury, Stress Management Center, Sutter Hospital, The Goode Company, University of California San Francisco, and Whistlestop.

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

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

**7) How will this project further Marin County's Fair Housing goals?**

Our organization is not directly involved with housing provision. On a weekly basis however we do work with clients and community members who contact us to find suitable affordable fair housing. We not only provide resource referrals and assistance in finding suitable housing, we advocate on behalf of our clients when housing issues arise. Over 65% of our clients are living with a disability and over 70% are living on a low income. We support the County's fair housing goals and help community member's access fair housing options as part of our service provision.

**8) Approximately how many moderate, low, and very low-income persons will directly benefit from the program/project? (Use the table below of income level estimates per household to determine the number of people served):**

Extremely Low	160
Very Low-Income	53
Low-Income	60
Moderate-Income	87 (mod-high)

**2016 HUD INCOME LIMITS**

Household Size	1	2	3	4	5	6	7	8
Extremely Low	\$25,850	\$29,550	\$33,250	\$36,900	\$39,900	\$42,850	\$45,800	\$48,750
Very Low-Income	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Low-Income	\$68,950	\$78,800	\$88,650	\$98,500	\$106,400	\$114,300	\$122,150	\$130,050
Moderate-Income	\$90,500	\$103,450	\$116,350	\$129,250	\$139,550	\$149,950	\$160,250	\$170,600

SOURCE: U.S. Department of Housing and Urban Development

9) Estimate the number of minorities to be served by the program/project using the following table (see note about table below):

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native		
Asian	12	
Black or African American	7	
Native Hawaiian or other Pacific Islander	2	
White	304	22
American Indian <i>and</i> White	0	
Asian <i>and</i> White	2	
Black <i>and</i> White	3	
American Indian <i>and</i> Black	3	
Multi-Racial	5	
TOTAL	100%	
Female-Headed Households (out of above total)	Unknown – this is a new question. We will begin tracking for next year. We estimate it is 50% or above.	

10) How will your project benefit members of the Protected Classes?

Our mission is to serve survivors of an acquired brain injury and their families. Our services benefit seniors (30%) and people with disabilities. We provide direct service and education to ensure that community members receive opportunity for continued rehabilitation and support regardless of financial ability, race, color, religion, sex, age, Veteran status, national origin, or disability. Our services benefit everyone living with a brain injury and those who are caring for someone living with a brain injury, that come to us in need of rehabilitation, support, and resources.

Please note that HUD (U.S. Department of Housing and Urban Development) changed the data collection requirements regarding race/ethnicity categories during program year 2002-2003. These changes reflect Office of Management and Budget 1997 standards establishing that "Hispanic" is not a race category, but an ethnic category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or a multi-race may also be counted as being of Hispanic ethnicity. As such, when asking the individual/household to select a race category, the individual/household must also state whether they are of Hispanic ethnicity. For example, an individual/household of Mexican descent would likely state their race as either American Indian or White, and would also fall under the category of "also Hispanic."

11) If your agency has a remaining project funding balance from previous years' County of Marin CDBG funding, please explain below and include a timeline for spending: **N/A**

12) List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goals and accomplishments? If not, please explain why. Please describe:

CDBG funds have supported Schurig Center in having a Program Director on staff who has direct oversight of all services offered. This position has allowed the organization to triple the number of services offered in the past few years, resulting in increased service provision to more people in our community. The number of clients served has increased by 10% or higher each year and the outcome measures have demonstrated improvement in the areas of independence, cognitive ability, and psychological functioning. We have successfully offered sliding scale or free service, allowing service provision to low income community members, over 70%. We have been able to expand services to address the needs of seniors in our community and those living with stroke, by offering affordable stroke specific services. The Program Director has supported the organization's ability to establish successful partnerships that support increased service provision and support of the community at large through establishing a network of support. Additionally, the Program Director implemented data collection procedures that provide demographic information for CDBG reporting and for the organization's understanding of how to meet the needs of survivors, caregivers, professionals and the community at large. Every year, we successfully meet our goals for utilization of CDBG funding.

13) If your organization has never received a Federal CDBG grant what is your experience with administering CDBG or other federal grant programs? **N/A**

#### **PROJECT MANAGEMENT & FINANCIAL DATA**

14) State who supervises and manages the program. List any approvals or authorizations required for the program to operate. Describe any computer systems or other systems used to track grant funding and client results for the program.

Reiko Kitamori is the Program Director for Schurig Center. Reiko has a graduate degree in social work and supervises the services offered by the organization. She is responsible for the design, implementation, and measurement of all services. Additionally, she works directly with all clients and caregivers through direct service provision and addressing issues, concerns, and needs as they arise. Patricia Gill, Executive Director, supervises the organization and Reiko Kitamori. Currently we utilize GiftWorks to track our grant funding and basic constituents information, including survivors and caregivers. For client results and outcomes, however we utilize an Excel program at this time. We are in the process of launching a Salesforce data collection database that will store all client information, allowing us to run reports on all data, including results, with ease. This database is planned to be launched in early 2017.

**15) List program objectives and milestones, along with an estimated timetable for reaching them:**

Each year, the organization establishes goals and strategic initiatives that directly impact the clients we serve. The Program Director is responsible for accomplishing specific goals relating to service provision, demographics, and outcome measures. We have established the following goals that directly relate to the Program Director position and the organization’s mission, to be achieved by December 2017:

- Provide scholarship funding to 70% or more of our clients who are living on a low income, maintaining our mission to turn nobody away who needs our help.
- Continue to provide the only resource referral service in the County to support survivors and their families need for assistance in daily living and accessing needed services.
- Increase clients served by 10% through our on-site services, resulting in 40 more people served this year.
- Add a new service for high functioning survivors who are in need of therapeutic intervention tailored to their specific needs and goals. We plan to adapt the curriculum from a cognitive training program entitled CogSMART, which stands for Cognitive Symptom Management and Rehabilitation Therapy.
- Increase concussion services and county-wide education. On-site, we will add a concussion education group for community members living with side effects of a concussion, termed post-concussive syndrome.
- We will continue our collaboration with the County of Marin Concussion Coalition to design and implement a uniform county-wide education program that will include the schools, athletes, and physicians.
- We will implement a new database tracking system to collect demographic data and support report generation. We currently track this data in Excel and while this system works well, a long term database solution will strengthen our tracking systems and outcome reports.

**16) Program Budget:**

**(a) List the activities and/or items that CDBG funds will be used specifically for. Funding requests for full-time staff or staff which does not have a direct client-benefit for income eligible clientele is not allowed. Please provide detail for proposed budget in the space below and attach a proposed budget for the CDBG funds (incomplete applications will be rejected).**

CDBG funds will be utilized towards the salary of the full-time Program Director. This position designs, implements, and measures all services offered. This position works directly with survivors and caregivers on a daily basis, providing support, education, therapeutic intervention, and resource assistance. The salary for this position is \$60,000 per year and CDBG funding will be applied to support this critical position at our organization.

**(b) List a breakdown of the TOTAL funding sources for your proposed program/project:**

Note: Funding sources listed are for all services offered at Schurig Center. The specific funding project for CDBG funds is specific to the Program Director position. The funding for that position will come from the sources noted below in the Use of Funds.


Funding Source	Funding Amount	Percentage of Total Funding	Uses of Funds
Fee for Services	\$100,000	17%	\$15,000 to Program Director salary (25% of total salary)
Foundation Grants	200,000	33%	\$15,000 to Program Director salary (25% of total salary)

CDBG	15,000 (estimate based on funding received last year)	3%	\$15,000 to Program Director salary (25% of total salary)
Individual Donors	183,000	30%	\$10,000 to Program Director salary (17% of total salary)
Events	100,000	17%	\$5,000 to Program Director salary (8% of total salary)

17) Will the requested CDBG funds be expended by the end of the fiscal year (June 30, 2018)? Yes - No If No, please explain why:

Yes, the use of CDBG funds will be expended by the end of the fiscal year in 2018.

18) Please sign and date your application below:

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

**Mailing Address:**  
County of Marin  
3501 Civic Center Drive #308  
San Rafael, CA 94903  
Attn: Jared Stalling

Application submittal deadline is  
Tuesday, November 8, 2016 by 5 p.m.

**POSTMARKS WILL NOT BE ACCEPTED**

**Physical Address (if dropping off application):**  
County of Marin- Community Development  
3501 Civic Center Drive #308