

**INFORMATION ABOUT COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
AND HOME PROGRAM APPLICATIONS**

**Applications for Community Development Block Grant Program (CDBG) and HOME Program funds for the 2016-17 program year must be received in our office by December 11, 2015 at 5:00 p.m.**

*The current year's application form must be used.*

**Be sure to respond thoughtfully to the question about affirmative marketing.**

**Please limit CDBG applications to three or four pages.**

**Applications sent by fax or e-mail will not be accepted.**

**We Welcome New Applicants and Those Who are New to the CDBG Process!**

**New applicants are encouraged to apply. We invite you to attend the workshops. There will be plenty of time during the workshops for new applicants to ask questions. If you are unable to attend one of the workshops, please call Roy Bateman at (415) 473-6698 with your questions.**

**Workshops**

We will hold two workshops to provide general information on how to apply for grant funds from the CDBG and HOME programs. Both workshops will cover the same topics, so you don't need to attend more than one session. The workshops will be held:

**Wednesday, November 4, 2015\***  
**7:00 p.m. to 9:00 p.m.**  
**Marguerita C. Johnson Senior Center**  
**640 Drake Avenue, Marin City**

\*This session will have a special emphasis on the concerns of new applicants.

**Thursday, November 5, 2015**  
**7:00 p.m. to 9:00 p.m.**  
**Board of Supervisors Chambers, Room 330**  
**3501 Civic Center Drive, San Rafael**

Personalized Coaching for Your Application!

Please call us at 473-6698 for advice about our requirements and what to emphasize in your application. We are also offering these special “phone-in” hours during application deadline week:

Tuesday, December 8, 2015  
3 p.m. to 9 p.m.

Thursday, December 10, 2015  
2 p.m. to 9 p.m.

Just call (415) 473-6698. If you get voice mail, please leave a message. We might be on the phone with another applicant, but we’ll call you back as soon as possible. We will do our best to advise you on your application.

If you are unable to attend one of the workshops, you may call us for an individual consultation, either by phone or in person. We encourage applicants to talk to us about new proposals before they file applications. (Our phone numbers are listed in the “For More Information” section on the next page.)

You may obtain a CDBG informational brochure and the CDBG and HOME application forms at the workshop. After November 6th, the application forms will also be posted in Microsoft Word format at [www.marincounty.org/depts/cd/divisions/federal-grants](http://www.marincounty.org/depts/cd/divisions/federal-grants). If you’d like us to e-mail application forms to you as Microsoft Word attachments, just e-mail your request to [singram@marincounty.org](mailto:singram@marincounty.org) or you can call Shelly Ingram at (415) 473-6695. If you e-mail or call, specify whether you are inquiring about the CDBG or HOME program or both.

**What is CDBG?**

The CDBG program provides federal grant funds from the U.S. Department of Housing and Urban Development (HUD) to *non-profit organizations and local governments for housing, community facility, and public service projects serving lower income people*. The workshops are designed to inform you about the types of projects eligible for CDBG funding and the process for applying for these grants, and to give you an opportunity to exchange ideas with other applicants and CDBG staff.

Firm figures for the County's next CDBG grant are not yet available. Here are our best estimates for 2016-17:

<b>Funding Component</b>	<b>2016-17 Estimates</b>
Novato Planning Area*	\$223,914
San Rafael Planning Area*	372,749
Upper Ross Valley Planning Area	46,126
Lower Ross Valley Planning Area	42,892
Richardson Bay Planning Area	88,904
West Marin Planning Area	31,431
Countywide Housing**	139,568
Program Administration	350,000
<b>TOTAL</b>	<b>\$1,295,584</b>

- \* The estimates for the Novato Planning Area and the San Rafael Planning Area include those areas' shares of CDBG Countywide Housing funds. We will explain this in more detail at the workshops.
- \*\* The Countywide Housing amount excludes San Rafael's share of Countywide Housing funds, which is part of the San Rafael Planning Area funds, and Novato's share of Countywide Housing funds, which is part of the Novato Planning Area funds.

The Marin County Board of Supervisors approves the list of CDBG projects and their funding amounts. Depending on the subcategory of CDBG funding, the Board of Supervisors is advised by a Countywide Priority Setting Committee, local planning area subcommittees of the Countywide Priority Setting Committee, the Novato City Council, and/or the San Rafael City Council.

The San Rafael City Council will utilize its priorities and evaluation process for requests for CDBG funds for housing and community facility (capital) projects in the San Rafael Planning Area. The San Rafael process covers CDBG San Rafael Planning Area funds. The San Rafael City Council process covers housing and community facility (capital) projects only, but does not apply to public service projects. We will explain the City's process and priorities at the workshop. For more information about San Rafael's process, please contact Tom Adams of the San Rafael Economic Development Department at (415) 485-3134.

The Novato City Council will utilize its priorities and evaluation process for requests for CDBG funds for housing, community facility (capital), and public service projects in the Novato Planning Area. The Novato City Council process covers CDBG Novato Planning Area funds. For more information about Novato's process and priorities, please contact the City of Novato at (415) 493-4711.

Note that housing projects, including those located in the San Rafael and Novato Planning Areas, may still receive funds from the Countywide Housing component of CDBG and from the HOME Program, which are staffed by the County.

All CDBG and HOME applications should be filed with the County, not the Cities.

### **What is the HOME Program?**

The HOME Program provides federal funding for housing rehabilitation, housing construction, acquisition of existing housing, and tenant-based rental assistance. In 2015-16, Marin County received \$566,224. in HOME funds. Because of the complexity of the HUD regulations governing the HOME Program, we will probably restrict funding to only a few very large projects. We will provide general information on the HOME Program at the workshop. If you would like a HOME application, you can pick it up at our CDBG workshop, or call us at (415)473-6698. After November 6th, you can also download the HOME application at [www.marincounty.org/depts/cd/divisions/federal-grants](http://www.marincounty.org/depts/cd/divisions/federal-grants). For information on opportunities to tap the HOME set-aside for Community Housing Development Organizations (CHDOs), call Roy Bateman at (415) 473-6698. Of all our funding categories, there's the least competition for CHDO funds! Please consider filing for CHDO funding; we may have difficulty finding enough CHDO projects to use the CHDO set-aside.

### **Affirmative Marketing**

HUD requires that all CDBG and HOME 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<sup>1</sup> and equal opportunity. We will be asking sponsors of CDBG and HOME projects to increase, document, and rigorously evaluate the results of their affirmative marketing efforts. Please note that the application forms include questions about your plans for affirmative marketing. Please respond thoughtfully to these questions and discuss your approach during the application interview. Do not simply copy the text of your application from last year; it is likely to be inadequate. If you have questions about affirmative marketing, please call CDBG staff for guidance.

### **For More Information:**

If you have any questions about the workshop or any of our programs, please call Roy Bateman (415) 473-6698 or Shelly Ingram (415) 473-6695 at the Marin County Community Development Agency, Federal Grants Division. People with impaired speech or hearing using TDD devices may reach us through the California Relay Service at 711 or (800) 735-2929.

Sign language interpretation and translation into languages other than English are available. If you need sign or other interpretation, please call our office at (415) 473-6695, at least 3 days in advance of the workshop or meeting you would like to attend.

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<sup>1</sup> 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.

If you have questions about the public hearings, please call Roy Bateman at (415) 473-6698 at the Marin County Community Development Agency. People using TTY devices may reach us at (415) 473-3232 (TTY) or through the California Relay Service at 711. In consideration of persons with environmental sensitivities, please do not wear perfume or other fragrances. Sign language interpretation and translation into languages other than English are available upon request. Please call our office at (415) 473-6695, at least three days in advance of the public hearing you want to attend, if you need language translation, a sign language interpreter, an assistive listening device, or other reasonable accommodation. Call Golden Gate Transit (415) 455-2000, (415) 257-4554 (TDD) for transit information.



The Consolidated Plan, Annual Action Plans, Consolidated Annual Performance and Evaluation Reports, records regarding past use of Community Development Block Grant, HOME Investment Partnerships Program, and Housing Opportunities for Persons with AIDS Program funds, the Civil Rights Policy, the Residential Antidisplacement and Relocation Assistance Plan, the Nondiscrimination Policy, and program files are available for inspection at the Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, California. Copies of documents are available in accessible formats upon request.

**Marin County Community Development Agency, Federal Grants Division  
3501 Civic Center Drive, Room 308, San Rafael, California 94903-4157  
Telephone (415) 473-6695 - TTY 473-3232 - Fax (415) 473-7880**