

2022-24 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATIONS

Public Services Project Applications

Countywide Projects

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* Planning area designations are subject to change.

**Housing and Federal Grants Division
2021/2022 COMMUNITY DEVELOPMENT
BLOCK GRANT AND HOME PROGRAM
APPLICATION FOR FUNDING**

Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

Bambini Yoga Project

Mailing Address

P.O. BOX 9643
SAN RAFAEL, California, 94912

Website

<https://www.bambiniyogaproject.org/>

Executive Director/CEO

Jessica Cox

Email Address

info@bambiniyogaproject.org

Phone Number

(703) 772-5027

Project General Information

Program/Project Name

Wednesday Food Distribution Center at Martin Luther King Jr. Academy

Program/Project Site Address

200 Phillips Drive
Marin City, California, 94965

CDBG Year 1 Funding Amount Requested

17673.93

CDBG Year 2 Funding Amount Requested

17673.93

Application Contact Person

Jahmeer Reynolds

Title of Contact Person

Executive Director, MCCT

Email Address

jahmeerreynolds@marincountycooperationteam.org

Phone Number

(919) 771-7412

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

	% of Services Provided
Novato	10
San Rafael	30
County Other	60

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

Marin County Cooperation Team (MCCT) is the first multi-service agency in Marin City, and the first Black-led and founded multi-service agency in Marin County.

Vision: MCCT hopes to empower Marin County's historically underserved communities and most vulnerable residents to increase their health, wellness, educational outcomes, and economic opportunities, which will lead to overall improved quality of life through service, relationships, connection, and equity.

Purpose: Focused in Marin City, MCCT provides free comprehensive support services addressing critical and long-term needs as well as transparent and robust civic engagement to address the historical and systemic racism and large wealth disparities that have left parts of Marin County lacking in basic quality supports, equitable economic and educational opportunities, and safety.

Comprehensive support services: Professionals and volunteers in the areas of Family Needs, Senior and Disability Support, Educational Support, College and Career Readiness, Mental Health and Wellness, Crisis Care, and Civic and Community Engagement provide free comprehensive support services addressing both critical and long-term needs through a network of community-based organizations and transparent, robust civic engagement.

Civic and Community Engagement ("CCE"): CCE team's purpose is to develop programs that protect

and amplify the values of Marin's traditionally marginalized residents, and make institutional changes to uplift them. To do so, CCE created and operates the Marin City Public Safety Initiative ("MCPSI"), School to Life Project ("STL"), and Frederick Leon Marcus Youth Academy ("FLMYA"). MCPSI is an initiative about re-imagining policing and public safety, while also strengthening the relationships between law enforcement and the Marin City community. FLMYA is a system designed to uplift, transform, and empower our youth of color by providing healing support, generating safety, confronting and disrupting toxic masculinity, enriching students' futures through programming otherwise unavailable to them, and creating the next generation of civic-minded leaders. FLMYA launched in 2021. 15-20 students meet 1-2 times a week for 1-hour sessions covering personal development, civic engagement, leadership development, social justice, community building, health and wellness practices, financial literacy, coding, trauma response, and public safety training. STL is designed to interrupt the special education to prison pipeline by providing social, emotional and academic mentors to students of color with special education needs. STL will serve 3rd through 8th grade, mild to moderate Special Education students with IEPs and 504 plans in the Sausalito-Marin City School District. STL will launch in mid-2022.

Since its formation in April 2020, MCCT has served about 6,800 clients.

Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

Marin City is a food desert, without a grocery store and with limited access to affordable and healthy foods. This reality--coupled with lack of transportation options for community members to reach areas with equitable access to healthy foods and the discrimination people of color face even if they are able to travel to those areas with healthy food access--serves as an invidious form of discrimination against Marin City residents. MCCT's Wednesday Food Distribution Center was created to combat this discrimination and provide a place-based solution to address food equity for Marin City residents. While the Wednesday Food Distribution Center was initially created in service to the Marin City community, it now serves all of Marin County.

MCCT's Wednesday Food Distribution Center is made possible through partnerships with the Sausalito Marin City School District (SMCSD), the Marin County Sheriff's Office, SF Marin Food Bank, and the Marin County Department of Probation. Each week from approximately 9:00 am-1:00 p.m., 10-15 volunteers set up workstations to sort, organize, bag and distribute food. The food distributed includes organic fruit & vegetables, grains, perishable goods, meats (i.e. organic chicken), etc.

The Wednesday Food Distribution Center serves approximately 100-120 families a week, or 5,000 people per year, and has distributed approximately 180,000 pounds of food. Presently, MCCT's Executive Director, Jahmeer Reynolds, is primarily responsible for supervising the Wednesday Food Distribution Center, its programming, marketing, partnerships, and volunteers.

While the world has struggled through a global pandemic for almost two years, MCCT has ensured that health concerns or circumstantial limitations do not impede community members' access to healthy foods. At the inception and height of COVID-19, the Wednesday Food Distribution Center was a drive-through system to ensure the community's safety. MCCT has adjusted the logistics for in-person, walk-up or drive-through access depending on the status of the COVID-19 pandemic. For those community members who are unable to physically attend the Wednesday Food Distribution Center due to mobility issues, being immunocompromised, or being first time mothers, volunteers with the Wednesday Food Distribution Center deliver bags of food directly to community members. Having the Wednesday Food Distribution located at the SMCSD's Phillip's Drive campus in the heart of Marin City also facilitates safe access to it. All Wednesday Food Distribution staff also wear masks and use hand sanitizer to address COVID-19 concerns.

The services and activities outlined above have been performed since March of 2020. The scope of work for this project includes all activities outlined immediately above, and the affirmative marketing

plan discussed below.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

MCCT was created to ensure continuation of comprehensive support services in Marin City during the COVID-19 pandemic. When the world shut down, MCCT's staff brought services directly to Marin City's most vulnerable community members by conducting door-to-door canvassing at seniors' residences to conduct wellness checks and assess critical needs; securing rental assistance for community members; providing emergency assistance for domestic violence victims; arranging housing relocation services; conducting medication pickups/transportation to medical appointments; providing seniors with emergency resources to eradicate health-related and biohazard issues in their homes; assisting residents with access to and securing funding for routine and emergency dental care; and purchasing and distributing power outage kits for seniors, as well as supplies/kits to assist with at home COVID-19 protocols and remote learning. MCCT has continued to provide these services, and more, throughout the COVID-19 pandemic.

MCCT serves as the Marin County Health and Human Services' lead agency for the Southern Marin Community Response Team. In this work, MCCT builds capacity and infrastructure in collaboration with partners to respond to and recover from public health threats and emergencies with equitable support for vulnerable communities. Presently, we are focusing on COVID-19 education, outreach, testing and vaccination efforts. MCCT is tasked with building community partnerships; hosting bi-monthly zone meetings and activities with its 13 community partners; developing a communications plan to ensure rapid and coordinated information sharing; and attending weekly meetings with other lead agencies in the county. Since the beginning of 2022, MCCT has distributed about 1,650 COVID-19 rapid home testing kits in Southern Marin.

MCCT's service model collaborates with and builds upon community-based organizations and governmental programming already in existence. MCCT coordinates over 200 volunteers and 50 partners and in so doing, diversifies each partners' service model. As a result of this organized partnership network, MCCT coordinates partners' individual efforts to provide an umbrella of services, creates connections and breaks down silos between Marin's social service agencies to avoid duplication of services, increases the ease of community access and utilization, and maximizes resource management.

MCCT is entirely volunteer-run. In order to best serve the community and sustain MCCT's work through a global pandemic, MCCT's 2022 goal is to provide compensation for the following positions, which have been fully volunteer: Executive Director; Director of Development, Communications, and Operations; and Community Liaison/Intake Coordinator. All positions noted have been fully volunteer for 1.5-2 years. MCCT's ED is transitioning to a full-time position in February 2022. MCCT is now fully compensating its part-time Community Liaison/Intake Coordinator.

For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

Food Security

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

As a food bank, the Wednesday Food Distribution Center is directly aligned with the Public Service project's stated priority of Food Security. Specifically, the Wednesday Food Distribution Center addresses not only food insecurity, but healthy food insecurity. It provides Marin City's residents and other marginalized Marin community members with easy access to free healthy foods in order to lead a productive and healthy life.

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

Activities benefiting low and moderate-income persons. (LMI)

Activities benefiting low and moderate area. (LMA)

How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

Focused in Marin City, the Wednesday Food Distribution is centered on removing the barriers that limit access to healthy foods for Marin's most marginalized and vulnerable residents.

MCCT believes food is a right, not a privilege. Food insecurity, and not knowing where your next meal comes from, affects our children psychologically, their ability to learn and function academically, and their self esteem. In most urban areas, like Marin City, there are no healthy food stores or options (or such options are inadequate), and healthy food options are too expensive or difficult to access physically (i.e. transportation barriers). This lack of options forces community members to access what's being offered to them in the form of unhealthy foods. This inaccessibility stifles the growth of communities of color. Illness and deaths in urban communities are sometimes attributable to diet, such as diabetes, hypertension, heart conditions, and more. Living in a food desert stifles communities of color's ability to change their family's health history and life trajectories.

Food deserts and food insecurity have the same effect as gentrification, redlining, and other methodological, generational, and systemic forms of racism. Through the Wednesday Food Distribution Center, and MCCT's other food equity work as a Community Convener for Marin County Healthy Eating Active Living ("HEAL") Collaborative Community Action Teams, MCCT is attempting to change the narrative for Marin's underserved and marginalized residents by eradicating food insecurity as a structural form of oppression and empowering the community in the process.

As the Marin City Community Convener for the Marin County HEAL Collaborative Community Action Teams, MCCT will convene community stakeholders to discuss strategies and develop priorities with the aim to remedy food inequities. Through this work, we will promote healthy food systems, and community-driven solutions and leadership.

The Wednesday Food Distribution Center and the HEAL grant provide a holistic approach to food equity, providing both short and long-term solutions - with the Food Distribution Center addressing the urgent need to satisfy daily hunger, and the HEAL grant prioritizing community empowerment within their local food systems and encouraging leadership from communities of color.

MCCT is a firm believer in meeting the community where they are, and providing the needed support and scaffolding to help move them beyond being mere receivers of information or even consultants to active collaborators in building the systems they need. Through this project and the HEAL collaborative, it is our hope to be in partnership with the community as they take ownership of the systems that serve them.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

MCCT's staffing model is community-centered and reflects our clients' races, cultures, socioeconomics, familial statuses, and life experiences. This community-centered approach permeates MCCT, and directly informs our affirmative marketing and outreach strategy to members of federally protected classes. MCCT also builds partnerships and community trust, and gains community input, by being present in the community in a myriad of community spaces. In turn, our affirmative marketing and outreach plan is founded upon embedding and integrating ourselves firmly and regularly into the community.

Presently, the Food Distribution Center is marketed through social media, as well as physical flyers and door-to-door canvassing in the Marin City community. To further advance affirmative fair marketing for its project, MCCT will promote the Food Distribution Center by tabling at community-wide events which will include flyer distribution; canvassing at community locations via flyering and 1:1 engagement; conducting in person, door-to-door outreach via home visits/flyering, door hangers, and magnet distribution; using school-based communication platforms; and/or conducting outreach via MCCT's and its partners' social media, websites, and newsletters. These outreach methods are also utilized in MCCT's work as the lead agency for the Southern Marin Community Response Team's COVID-19 outreach efforts.

To increase the connections and impact of our work, MCCT employs staff from the Marin City community who have known the majority of the clients we are serving for years, have established trust with them, and are intimately aware of the cultures and life experiences of our clients, their families and the communities they come from. To that end, MCCT's Community Liaison will primarily be responsible for implementing this affirmative marketing plan. He is a lifelong Marin City resident and is raising his children in the Marin City community. Having worked as the Community School Director for SMCSD, Jahmeer Reynolds has the necessary background, connections and life experience to ensure the project's and provides a direct connection to the Marin City community.

MCCT is also able to create and implement a robust affirmative marketing plan because of its highly organized partnership network. These partners include community-based organizations, educational and faith-based institutions, and local public service and law enforcement agencies. A few of MCCT's partners include: Play Marin, 10,000 Degrees, King Movement Marin, MC Arts and Culture, SMCSD, Tamalpais Unified School District, Community Action Marin, the Ministerial Alliance, Marin County Department of Probation, and the Marin City Health and Wellness Center. As with MCCT's core programmatic staff, our community-based partners and their leadership are established and trusted in Marin City.

Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document.)

	Number
Moderate Income	600
Low Income	3750
Very Low Income	650
Extremely Low Income	0

Total Number of Persons by Income Demographic

5000

How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers (Please limit to 3000 characters.)

Presently, MCCT has clients complete a household and income verification form. The form is provided to us by the SF Marin Food Bank, and is from the California Department of Social Services, Health and Human Services Agency. It is titled "The Emergency Food Assistance Program Certification of Eligibility." Each client must attest under penalty of perjury that their household income does not exceed the Emergency Food Assistance Program's (TEFAP) posted monthly guidelines, that they are

facing an economic emergency, and that the number listed for their household size is true and correct. Each client is also instructed that commodities are for their personal home use, not to be sold, traded or given away.

We are open to exploring other options for income verification as necessary. The majority of our clients are presumed low-income (or presumed benefit) by HUD, such that income verification is not required.

Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native	0	
Asian	350	
Black or African American	2750	
Native Hawaiian or Other Pacific Islander	0	
White	1900	1300
American Indian and White	0	
Asian and White	0	
Black and White	0	
American Indian and Black	0	
Multi-Racial	0	

Total Number of Persons

5000

Total Number Identifying as Hispanic

1300

Female-Headed Households (out of above total)

3000

Persons with Disabilities (out of above total)

8

PROJECT MANAGEMENT & FINANCIAL DATA

Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)

Both the SM CRT and HEAL grants with the County of Marin require federal fund eligibility. MCCT has performed work for the SM CRT since August of 2021, and the HEAL grant is launching in January 2022. Alongside our fiscal sponsor, Bambini Yoga Project, MCCT administers these grant programs.

Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

MCCT's Executive Director, Jahmeer Reynolds, will supervise and manage the project.

Jahmeer is an education leader and community advocate, specializing in community relations, strategic analysis and planning, and program development. He is an integral leader who proactively promotes increased productivity that results in value-added professional relationships. Jahmeer is an effective and efficient communicator with people at all levels, prioritizing tasks to optimize workflow and enhance productivity.

As MCCT's ED for almost two years, he oversees the majority of our programs and projects. This includes designing, planning, and implementing all programmatic components, including staffing, budgets, program guides/manuals, program calendars/timelines, program deliverables and surveys, community partners, and community participants.

As the Community School Director for the SMCSD, he has implemented needs-driven, high-quality programs and services in adherence with the community school model. He conducts annual and ongoing evaluations of partnerships based on LCAP and community school development goals. He manages department budgets and fosters partnerships with community-based organizations and individuals who provide resources and services to SMCSD's students, parents, and families. He is responsible for establishing accountability systems in collaboration with community-based organizations. In this role, Jahmeer increased parent engagement by 72% within one year, reduced behavioral referrals by 45%, and secured \$400,000 in grants for student programming and 28 partnerships.

As the Full Service Community School Manager for the West Contra County School District, he empowered Black parents through establishing Black parent groups, enrichment of activities for both parents and students of color to increase academic achievement, sponsored a bi-weekly food bank, and increased socio-wellness groups for students. In this role, Jahmeer reduced suspensions by 55% in one year; decreased food insecurities significantly within 8 months, with 98% of students receiving free or reduced lunch; and secured partnerships/collaborations resulting in \$100,000 of in-kind services.

While living abroad, Jahmeer launched the first youth mentoring organization in the United Arab Emirates for Black youth, "I Promise". From 2012-2016, Jahmeer developed and implemented program policies and procedures for recruitment, training, matching of mentors and mentees; managed and monitored the organization's operating budget and ensured maximum resource utilization.

From 2010-2015, Jahmeer was the Community Relations Manager for Accelerating Mens' ministries. He developed and implemented programs that promoted health in designated communities. His work revolved around mentoring youth of color and soliciting partnerships through community relations.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

While he has volunteered in the role since March of 2020, MCCT's Executive Director, Jahmeer Reynolds, is transitioning to Executive Director full-time as paid staff on February 7, 2022. As of January 2022, MCCT is compensating its part-time Community Liaison/Intake Coordinator.

For Housing and Capital (construction and renovation) projects, what is your 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)

Describe any flexibility regarding your projects start/completion date. (Limit to 3000 characters.)

The project started in March 2020, and is ongoing.

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget



Marin County Cooperation Team (MCCT) - Pu...

Attach Organization Budget



Bambini Yoga Project (Fiscal Sponsor) Organ...

Attach Dynamic Flood Map



Marin County Cooperation Team (MCCT) - Dy...

Attach Miscellaneous



Marin County Cooperation Team (MCCT) - Ge...



Marin County Cooperation Team (MCCT) - Or...

Signer Name

Jahmeer Reynolds

Signer Title

Executive Director, MCCT

Signer Affirmation

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Public Services Project Budget Template

Organization Name: Bambini Yoga Project (Fiscal Sponsor)/Marin County Cooperation Team (Agency)

Project Title: Wednesday Food Distribution Center at Martin Luther King Jr. Academy (weekly, 9:30am-12:30pm)

Date: 1/24/22

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<i>Committed</i>				
Foundations:				
(Add rows)				
Government:				
(Add rows)				
Corporations:				
(Add rows)				
Individual Contributions:				
(list total):				
Earned Income:				
(Add rows)				
Other (specify):				
(Add rows)				
Subtotal, Committed Income	\$ 17,673.93	\$ -	\$ -	\$ -
<i>Uncommitted</i>				
Federal Grants Request	\$ 17,673.93			
Other Foundations:				
(Add rows to list other Foundations)				
Government:				
agencies)				
Corporations:				
(Add rows to list other corporations)				
Individual Contributions:				
(Add rows to list other contributions)				
Other (specify):				
(Add rows to list others)				
Subtotal, Uncommitted Income	\$ 17,673.93	\$ -	\$ -	\$ 17,673.93
Other:				
Earned Income:				
(Add rows)				
Subtotal, Earned Income	\$ 17,673.93	\$ -	\$ -	\$ -
Grand Total Income	\$ 17,673.93	\$ -	\$ -	\$ 17,673.93

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Executive Director (Monthly Salary: \$9,166 x 5% of time (or 2 hours/week) x 11.5 months)	\$ 5,270.45			
Community Liaison (\$25/hour for 4 hours a week over 11.5 months/50 weeks)	\$ 5,000.00			
Communications/Operations Director (Monthly Salary: \$7,500 x 5% of time (or 2 hours/week) x 11.5 months)	\$ 4,312.50			
Additional volunteers staff (10 ppl/week at Benefits (@ %: _____))			\$ 50,000.00	
<i>Subtotal Salaries and Benefits</i>	\$ 14,582.95	\$ -	\$ 50,000.00	\$ 64,582.95
Contracted Services				
Bookkeeping/banking	\$ 700.00			
Project Consultant				
(Add rows to list other contracted expenses)				
<i>Subtotal Contracted Services</i>	\$ 700.00	\$ -	\$ -	\$ 700.00
Direct Project Related Expenses				
Telephone and cell phones	\$ 276.00			
Office Supplies	\$ 500.00			
Technology	\$ 700.00			
Printing/postage	\$ 240.00			
Marketing expenses	\$ 500.00			
Food for Distribution (provided in-kind by			\$ 500,000.00	
<i>Subtotal, Direct Project Related Expenses</i>	\$ 2,216.00	\$ -	\$ 500,000.00	\$ 502,216.00
Indirect Expense (specify % in column A below)				
0%				
Fiscal Sponsorship Fee (specify % in column A below)				
1%	\$ 174.98			\$ 5,674.99
<i>Grand Total All Expenses</i>	\$ 17,673.93	\$ -	\$ 550,000.00	\$ 573,173.94

Revenue	2021
<u>Grants</u>	
EACH Foundation	
Yoga Dana Foundation	15000
Lululemon - Here to Be Grant	15000
Marin Charitable Foundation	5000
Marin County Grant	10000
Morgan Stanley Grant	100000
Total	145000
<u>Fee for Service</u>	
Site 1 - Coleman	11240
Site 2 - Glenwood	
Site 3 - Laurel Dell	11240
Site 4 - Madrone Continuation High School	5670
Site 5 - San Pedro	11240
Site 6 - Short	
Site 7 - Willow Creek/Bayside	18500
Total	57890
<u>Trainings + Afterschool Enrichments</u>	
Trainings	22500
Afterschool Enrichment Programs	
Total	22500
<u>Events + Sponsorship</u>	
Collaborative Yoga Project	
Events	15000
Corporate Sponsorships	10000
Total	25000
<u>Individual Donations</u>	
Board	10000
Individual	10000
Total	20000
<u>COVID Funds</u>	
PPP Loan	12000
SBA Loan	
Total	12000
Total Revenue	282390

Expenses	
<u>Staff Salary + Wages</u>	
Executive Director	45000
Executive Research Team	115000
Program Manager/Operations	30000
Trainers	
Total	190000
<u>Instructors</u>	
Yoga Teacher Wages	50000
Total	50000
<u>Operations</u>	
Accounting/Bookeeping	2900
Adverstising/Marketing	10000
Filing Fees	500
Fundrasing Expenses	5000
Inc. Tax Expenses	15000
Printing/Copying	500
Professional Dev/Training	3500
Supplies/Materials	3000
Travel	
Total	40400
Total Expenses	280400

MCCT's Organization Budget

Staff:	Proposed Yearly Salary¹	Actual Salary	Actual/Planned funding source²
Executive Director (FT)	\$110,000/yr.	\$50,329.80	CRT /PHC/ HEAL/CA Children's Trust
Deputy Director (FT)	\$100,000/yr.	\$26,666.4	CRT /PHC
Director of Development, Communications, Operations (FT)	\$90,000/yr.	\$38,750	HEAL/Echoing Green (\$32,000)
Community Liaison/Intake Coordinator (PT)	\$24,000/yr	\$19,600	CRT/PHC/HEAL
Total Compensation³		\$135,246.2	
Administrative/Operating Expenses	Yearly Costs		
Team Lead stipends	\$37,500/yr (\$7,500 per team lead/org)		MCF
Partnership grants	\$30,000		CRT
Needs-based Client Grants	\$10,000		First 5, CVNL, SURJ, Echoing Green (\$3,000)
Youth Academy (FLMYA)	\$12,000/yr		\$10,000 from Sheriff, \$2,000 from individual donations
School to Life Project (STL)	\$20,000/yr		\$20,000 from Probation
Banking and bookkeeping Expenses	\$7,000/year		
Office supplies	\$5,000/yr		CRT
Technology	\$7,000/yr		MCF
Printing/postage	\$2,400/yr		CRT
Marketing expenses	\$5,000/yr		MCF
Fundraising and Development	\$1,000/yr		PHC
Volunteer appreciation	\$2,500/yr		HEAL
Secretary of State, Attorney's General Office Filing Fees	\$170/yr		Individual donations
Miscellaneous	\$5,000/yr		PHC
Telephone/Cell Phone Expenses	\$2,760/yr		HEAL
Rent (beginning 11/1/21)	\$18,000/yr (\$1,500/mo.)		
Insurance	\$7,000/yr		
Payroll Taxes	\$7,000/yr		
Form 990 Tax Filing Fees	\$1,000		

¹ Because these personnel are not yet paid, their monthly salaries are approximations. MCCT plans to increase salaries as funding allows.

² Please refer to the next page for details on MCCT's funding sources/income.

³ This only includes those amounts with funding sources in Column 4.

Total Administrative/ Operational⁴	\$140,330
Total Organizational Budget	\$275,576.2
<i>Fiscal Sponsorship (1% of all grants requiring fiscal sponsorship)</i>	\$2,550 MCF, CRT, HEAL
TOTAL BUDGET	\$278,226.2

MCCT's Actual/Planned Funding Sources

	Committed	Uncommitted	Funding Term
Contributed Income			
Foundations			
Marin Community Foundation: Safety Net Services Grant	\$50,000		from 10/1/2021 to 6/30/2022
Echoing Green/Jerome L. Greene Foundation	\$80,000		from 9/1/2021 to 9/1/2022
CA Children's Trust	\$10,000		1/1/2022-6/30/2022
Government			
Marin County Department of Probation (MCDP)	\$ 20,000		Ongoing
Marin County Public Health Marin County Health & Human Services (MHHS) - Community Response Team (CRT)	\$150,000		from 09/01/2021 to 09/01/2023
Marin County Public Health Marin County Health & Human Services (MHHS) - HEAL Collaborative (HEAL)	\$30,000		1/1/2022-12/31/2022
Marin County Sheriff's Office (MCSO)	\$10,000		from 2/01/2021 to 06/30/2021
Individual Contributions/Miscellaneous			
Numerous Individual Donors	\$13,995		Ongoing
SURJ Marin	\$ 3,500		Ongoing

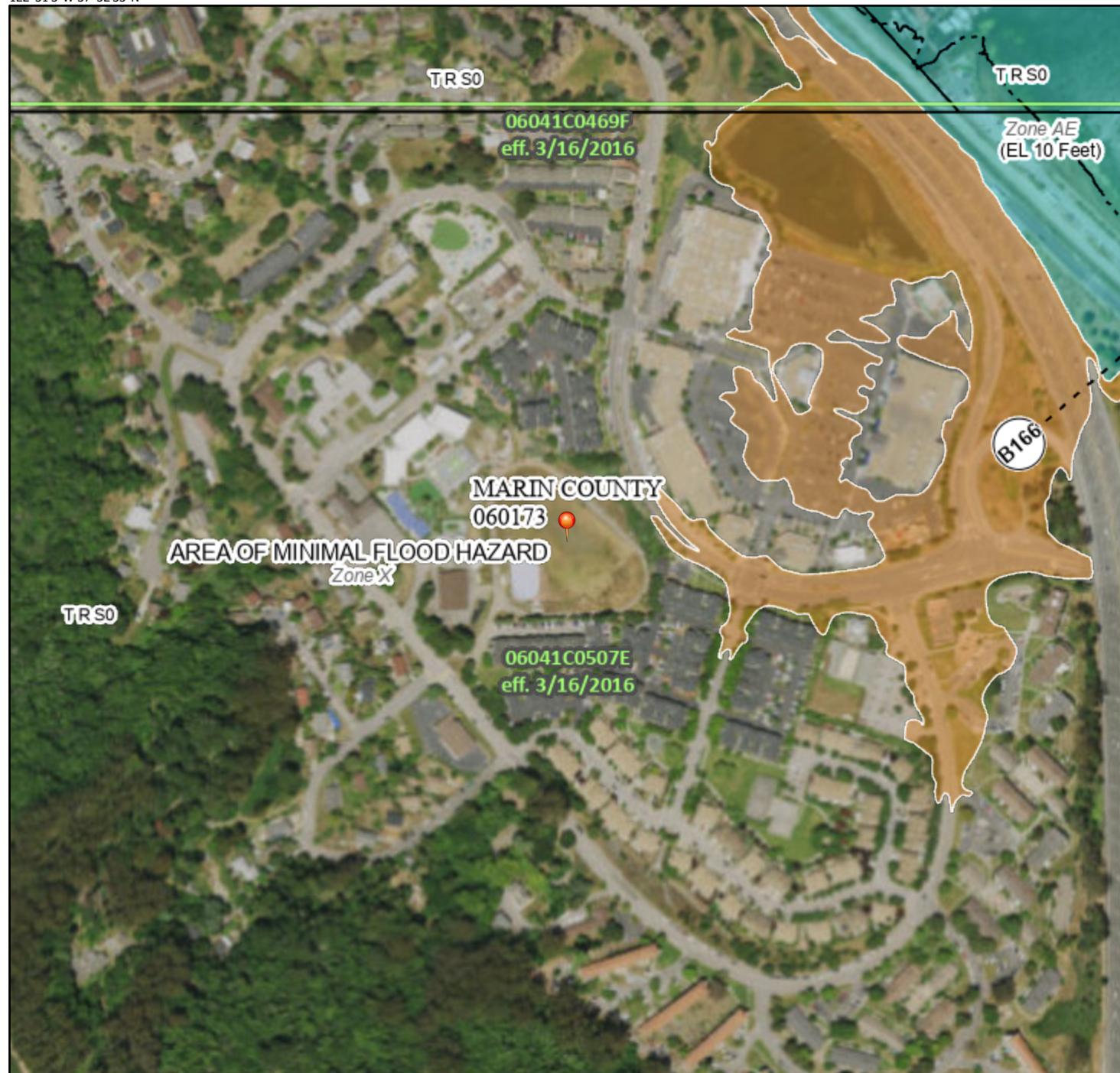
⁴ This only includes those amounts with funding sources in Column 4.

Center of Volunteer & Nonprofit Leadership (CVNL)	\$ 2,500	awarded on 01/07/2021	
Partnership Healthplan of California (PHC)	\$25,000	from 9/1/21 to 5/31/2022	
First 5 of Marin	\$ 1,000	awarded on 02/19/2021	
Earned Income			
Total	\$395,995	\$0	\$395,995

National Flood Hazard Layer FIRMette



122°31'3"W 37°52'33"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS

	Without Base Flood Elevation (BFE) Zone A, V, A99
	With BFE or Depth Zone AE, AO, AH, VE, AR
	Regulatory Floodway

0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X

Future Conditions 1% Annual Chance Flood Hazard Zone X

Area with Reduced Flood Risk due to Levee. See Notes. Zone X

Area with Flood Risk due to Levee Zone D

OTHER AREAS OF FLOOD HAZARD

NO SCREEN Area of Minimal Flood Hazard Zone X

Effective LOMRs

Area of Undetermined Flood Hazard Zone D

OTHER AREAS

- - - Channel, Culvert, or Storm Sewer

::::: Levee, Dike, or Floodwall

20.2 Cross Sections with 1% Annual Chance
17.5 Water Surface Elevation

8 - - - Coastal Transect

~~~~ 513 ~~~~ Base Flood Elevation Line (BFE)

Limit of Study

Jurisdiction Boundary

- - - - - Coastal Transect Baseline

- - - Profile Baseline

- - - Hydrographic Feature

Digital Data Available

No Digital Data Available

Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/19/2022 at 2:21 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

# MARIN COUNTY COOPERATION TEAM



## Purpose

Focused in Marin City—a historically Black community in Marin County, California—MCCT provides free (1) **comprehensive support services** addressing both critical and long-term needs and (2) **transparent and robust civic engagement** to address the historical and systemic racism and large wealth disparities that have left parts of Marin County lacking in basic quality supports, equitable economic and educational opportunities, and safety.

**Seven specialty teams** of dedicated professionals and volunteers in the areas of **Family Needs, Senior and Disability Support, Educational Support, College and Career Readiness, Mental Health and Wellness, Crisis Care, and Civic and Community Engagement** fulfill MCCT's purpose.

## Vision

Life trajectories can be determined by mentorship, support services, safe spaces and trust, mutual respect, and empowerment. It is MCCT's hope to empower Marin County's historically underserved communities and most vulnerable residents to increase their health, wellness, educational outcomes, and economic opportunities, which will lead to an overall improved quality of life through service, relationships, connection, and equity.

## Client Testimonial

"MCCT helped me financially and through depressive times with work and family situations. MCCT is a **great asset for Marin City** because they are helping our community needs for struggling families and helping our community feel safe with police brutality."

**- LaDonna Jones, Marin City resident**

## For More Information:

MarinCountyCooperationTeam.Org  
[intake@marincountycooperationteam.com](mailto:intake@marincountycooperationteam.com)  
(510) 737-4717

TRUST  
CONNECT  
EMPOWER  
SERVE

# MCCT's Impact

## Direct Service

Since its formation in April 2020, MCCT:

- Became the **first Black-led and founded** comprehensive-service agency in Marin County
- Served about **6,800 clients**
- Distributed between **180,000 pounds** of food to the community

## Southern Marin Community Response Team

As Marin County Health and Human Services' **lead agency** for the Southern Marin Community Response Team, MCCT builds capacity and infrastructure in collaboration with partners to respond to and recover from public health threats and emergencies with **equitable support for vulnerable communities**.

## Our Partners

MCCT has over **50** community partners, including: Play Marin, Southern Marin Fire District, SMCSD, 10,000 Degrees, MC Arts and Culture, TUSD, Community Action Marin, Marin County Department of Probation, First Missionary Baptist Church, and the Marin County Sheriff's Office.



**SERVE.**

**CONNECT.**

## The Frederick Leon Marcus Youth Academy

Named for the first Black Sheriff Deputy in Marin County, MCCT's FLMYA is designed to **uplift, transform, and empower** our youth by providing healing support, generating safety, confronting and disrupting toxic masculinity, enriching students' futures and creating the next generation of civic-minded leaders.

Male students of color in **grades 9-12** are provided with weekly training in:

- personal and leadership development
- civic engagement
- social justice
- community building
- health and wellness practices
- financial literacy
- coding
- trauma response and public safety

Cohorts of **15-20 students** meet **1-2 times per week** for an hour-long session, utilizing the Men of Honor Curriculum by the One Circle Foundation as well as guest lecturers, health and wellness professionals, field trips, and healing circles to address the program's focus areas.

**EMPOWER.**

## The School to Life Project

The School to Life Project actively works to interrupt the **special education to prison pipeline**, through the provision of skilled, trained mentors to build relationships and provide academic, social and emotional support to students with special education needs.

The STL will serve approximately **50 3rd-8th grade students** with Mild to Moderate special education needs, and IEPs or 504 plans through a partnership with the Sausalito Marin City School District.

## For More Information

Contact Shakira Reynolds, Deputy Director:  
**shakirareynolds@marincountycooperationteam.org**

# Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services

## Organization (Fiscal Sponsor) General Information

**Organization/Agency Name**

Center for Employment Opportunities, Inc

**Mailing Address**

50 Broadway 18th Floor  
New York, New York, 10004

**Website**

<https://ceoworks.org/mission>

**Organization DUNS#**

884703257

**Executive Director/CEO**

Sam Schaeffer

**Email Address**

marinf@ceoworks.org

**Phone Number**

(415) 878-1530

## Project General Information

**Program/Project Name**

Employment and Training Services for Formerly Incarcerated Marin County Residents

**Program/Project Site Address**

3100 Kerner Blvd, Suite C1  
San Rafael , California, 94901

**CDBG Year 1 Funding Amount Requested**

15000

**CDBG Year 2 Funding Amount Requested**

15000

**Application Contact Person**

Schenelle Andrews

**Title of Contact Person**

Marin County Site Director

**Email Address**

marinf@ceoworks.org

**Phone Number**

(415) 878-1530

**Is this project located in a Special Flood Hazard Area as indicated by FEMA?**

Yes

**Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

|              | % of Services Provided |
|--------------|------------------------|
| Novato       | 15                     |
| San Rafael   | 52                     |
| County Other | 33                     |

**Total Percentage**

100

**Is your organization receiving other County of Marin funding for this project?**

No

**Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

The Center for Employment Opportunities (CEO) believes in the transformational power of work, and our mission is to provide immediate, effective, and comprehensive employment services to individuals with criminal convictions who have recently returned home from incarceration. Our vision is that anyone with a criminal record who wants to work has the preparation and support needed to find a job and stay connected to the labor force. Working exclusively with one population on one issue for nearly 40 years has enabled CEO to hone an expertise unmatched among peer organizations, providing workforce readiness and job placement services to individuals with criminal convictions. CEO is nationally recognized leader in providing reentry employment services, and has successfully replicated our program model across the country – now operating within 31 jurisdictions in 12 states.

CEO's core program services develop and promote self-sufficiency through job readiness training, temporary transitional work, evidence based practices (cognitive-behavioral interventions and motivational interviewing), vocational certifications, assistance with all aspects of the employment application process, tailored job placements, and retention services once employed with businesses in the community. Our employment model breaks the cycle of reincarceration and stems the persistence of poverty by addressing the immediate and long-term income needs of Marin's formerly incarcerated population. Since 2019, CEO Marin has served as the employer of record for the 351 participants

working on one of our transitional employment crews, and placed over 70 of these individuals into unsubsidized employment outside of CEO.

Further, CEO is one of the only employment-focused reentry programs in the country to undergo rigorous evaluation and demonstrate statistically significant impacts on recidivism and long-term employment. In a randomized control trial evaluation by the independent research firm MDRC, CEO was found to reduce re-arrests, reconviction, and re-incarceration of recently released individuals by 16-25% in the 3 years following release from prison. Additional evaluations by Harder and Company and the NYS Division of Criminal Justice Services validated our long-term impact on recidivism and employment outcomes for CEO participants. The DCJS results show that three years post-enrollment in our program, participants were 48% more likely to be employed than the comparison group. Finally, CEO has a proven record of success in establishing and participating in collaborative efforts with employers, agencies, community based organizations (CBOs), vocational trainers, and more to effectively mitigate barriers and secure employment opportunities for justice-involved individuals.

**Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

CDBG funding will assist CEO Marin to support economic opportunity for formerly incarcerated individuals through evidence-based vocational services, paid transitional work opportunities, and free vocational certifications. CEO provides comprehensive reentry employment services for individuals returning home from incarceration, focusing our efforts on individuals who are at medium to high-risk of recidivism. We exist to create greater opportunities for these individuals who face multiple barriers to success and self-sufficiency. To do so, CEO created a program model composed of four key components that work together to reduce recidivism and create long-term attachment to the workforce. For this project, CEO will extend its unique employment model to an additional 70 Marin residents on parole or probation, providing them with a comprehensive set of services to address the need for immediate income, permanent employment, and a foundation for career growth. These four components are shared in greater detail below:

**Job Readiness Training:** CEO's program begins with a two day, paid orientation course entitled "Pathway to Employment" (P2E), which prepares participants for CEO's services including our program model, transitional work crew safety, organizational policies, and completion of employment paperwork to immediately begin work.

**Transitional Employment:** After graduating from P2E, participants immediately become CEO employees and begin paid transitional employment on our social enterprise work crews, providing maintenance and neighborhood beautification services in collaboration with private and public sector customers.

**Job Coaching and Placement:** CEO participants receive a full suite of vocational services (including one-on-one job coaching and development support) while working on a transitional work crew to help them become ready for a job and obtain employment outside of CEO. During this time, participants become immersed in hard and soft skills training to enhance their resumes and refine their skills to be more competitive in the job market.

**Retention Services:** Once a participant secures employment, CEO continues working with them for a full year to ensure they have the support they need to grow in their careers and remain attached to employment. Additionally, CEO offers Rapid Rewards, monthly bonuses that incentivize individuals to meet progressive employment retention goals.

Through this proven and effective model, CEO breaks the cycle of recidivism and helps the Marin community thrive through lower crime rates and safer neighborhoods. Our program helps participants prepare to (re)enter and remain connected to the workforce and seize the opportunity to build healthier lives.

**Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)**

CEO Marin is proud to say we have continued to provide vocational services and transitional work opportunities despite the on-going impacts of the COVID-19 Pandemic. Our services - particularly the paid jobs we provide - are integral to formerly incarcerated individuals to support their basic needs (food, housing, transportation) during this dire time.

At the start of the pandemic, CEO faced significant challenges to our organization's operations, including the delivery of our transitional work crews, adjusting to remote service delivery, and navigating staff burnout during a globally stressful time. Specifically, CEO experienced a short-term loss of revenue due to lack of fielding of our transitional work crews and the associated reductions and cancellations of our transitional employment services in response to the increased need for social distancing and COVID-19 exposure risks. To address these barriers, CEO implemented program adjustments including creating work from home procedures; providing training and accessibility for participants to engage in our program services virtually; and negotiating with work crew customers to creatively continue to staff, perform the work, and provide alternative learning assignments that still provided income for our participants. Finally, the Pandemic also impacted our referral numbers dramatically, resulting in a significant, persistent decrease in our referral streams since the start of the pandemic. To overcome this challenge, our staff members continue to collaborate with our partners at the County of Marin to improve our referral network and ensure a steady stream of individuals are referred to CEO services.

While the COVID-19 Pandemic continues to present challenges to our organization and those we serve, it also presented the opportunity for unique innovation at CEO to determine new ways to deliver our services and support formerly incarcerated individuals. One key innovation CEO implemented in response to the pandemic is our own internal NEST (Network for Employment Services and Training) platform to deliver online vocational training to participants across any CEO office location. Participants can view the upcoming training calendar at the publicly available NEST website, [www.ceonest.org](http://www.ceonest.org). CEO staff also have worked to coordinate referrals to training, which range from hard skills credentials (like OSHA-10 Hour General Industry) to soft skills such as "How to Ace a Job Interview." To date, CEO Marin participants have completed over 50 NEST trainings. Collectively, the most important adjustment of CEO's COVID-19 response involved embracing greater flexibility and engaging in collective problem-solving. As a result of COVID and a reinvigorated racial justice movement, we learned how to more holistically support each other and ourselves during this time.

**For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

Food Security

Housing Support Services

**For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)**

Through our evidence-based service delivery, CEO creates greater opportunities for justice-involved individuals by addressing the multiple barriers they face to maintaining their freedom, achieving economic mobility, and fostering self-sufficiency. CEO operates under the premise that income and stable employment will lead to improved access to vital resources (e.g. housing, healthcare, food security, etc.), and is directly aligned with the Marin County 2022-24 Community Development Block Grant's priorities of food security and housing support services.

Upon release, returning citizens face a myriad of barriers that have a profoundly negative effect on their wellbeing. The Brookings Institution published a report highlighting the connection between incarceration and poverty – finding that in the first year after their release, only 55% of individuals reported any earnings, with the median earnings of \$10,090. The Prison Policy Institute found the

unemployment rate among those formerly incarcerated consistently hovers around 27% for one year post-release – nearly five times the rate of the general public. This is compounded by social and economic challenges, including limited access to public benefits, few housing options, and drained family resources.

Based on the hundreds of interactions our staff members have with participants, the two most common barriers to reentry for Marin residents are food and housing insecurity. Sage Journals published a study examining food insecurity among formerly incarcerated adults, and found that, “a history of incarceration is associated with an increased likelihood of experiencing food insecurity.” Given the importance of a healthy nutritional diet, our Outreach Specialist works with participants to enroll them in the Supplemental Nutrition Assistance Program (SNAP). Our Intake Specialist assists participants through the process, answering any questions they may have and ensuring all participants have access to food and food resources once enrolled in the program.

Mass incarceration is also a contributor to the homelessness crisis. Each year approximately 700,000 individuals are released from state prisons in the United States, and an additional 9 million are released from county jails. More than 10% of the individuals who are released from prisons and jails experienced homelessness in the months preceding and/or following their incarceration (Council of State Governments, 2016). Being homeless, unstably housed, or living in a high crime neighborhood all heighten an individual’s risk of reoffending (Andrews & Bonta, 1995). To address this issue, our staff members maintain relationships with various housing providers in Marin County. Once a need is identified, our staff members then make a referral to these services on behalf of the participant. We continuously work to improve this referral process, and are continuing to develop new partnerships with providers in Marin County.

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

Activities benefiting low and moderate-income persons. (LMI)

### **How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

CEO's CDBG project will Affirmatively Further Fair Housing through our core programming that seeks to combat the discrimination justice-involved individuals experience when seeking employment; our organizational commitment to Diversity, Equity, and Inclusion (DEI) to foster inclusive communities; and our policy and advocacy work that aims to reduce barriers to opportunity for those with a criminal record.

#### **CEO's Core Program**

CEO exists to create opportunities for formerly incarcerated people who are systematically excluded from realizing economic success, and our mission is deeply rooted in dismantling the racial inequities that the American criminal justice system is designed to perpetuate. Through our comprehensive employment programming, CEO addresses individuals' employment barriers by providing the support and resources they need to successfully secure and maintain employment, and reduce continued interactions with the criminal justice system.

#### **CEO's Commitment to Diversity, Equity, and Inclusion**

In 2019, CEO formed an Inclusive Experience unit that focuses on building and implementing our Diversity, Equity, and Inclusion (DEI) strategy. CEO prioritizes initiatives focused on racial equity, such as employee-led affinity groups, a DEI Steering Committee, and foundational DEI knowledge-building workshops. To develop more equitable practices within our organizational structure, CEO invested in upgrading our talent tracking and HR systems, and continues to build out inclusive hiring, promotion, and compensation policies through an equity lens. Additionally, a key component of CEO's DEI commitment is ensuring staff and leadership reflect the demographics of CEO participants. Nationally, 75% of CEO's staff are BIPOC and 18% self-reported as formerly incarcerated.

#### **CEO's Policy and Advocacy Work**

While we support and celebrate individual employment successes through our direct service programming, CEO simultaneously fights to remove the collateral consequences of a conviction and encourage systems-wide reentry reform. CEO advocates for increased investment in employment-focused reentry supports, fair wages, and vocational training programs that reduce racial disparities in employment opportunities. We push policymakers to reform the laws, regulations, and discriminatory institutions that keep people with justice involvement from success in the workforce, including reducing incarceration and legal responses that disproportionately harm people and communities of color.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

**Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)**

Currently, CEO is considered the employer of more than 80 justice-involved Marin County residents and as such, our anti-discrimination policy also applies to participants. CEO is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, national origin, ancestry, alienage, or citizenship status, age, disability or handicap, marital status, veteran status, sex, sexual orientation, gender identity, expression or reassignment, pregnancy or maternity, arrest record, genetic predisposition, carrier status, status with regard to public assistance, membership or activity in a local commission, or any other characteristic protected by applicable federal, state or local laws. CEO is dedicated to ensuring the fulfillment of this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

According to the Affirmative Marketing plan for public services projects on the Marin CDBG website, there is an under-representation of the following demographic groups in our services: Asian, American Indian or Alaskan Native, and Native Hawaiian or Pacific Islander. At the moment, we have a vacant position for our Outreach Specialist, however we are actively recruiting for a person who is qualified for this position. Once we have hired an Outreach Specialist, we will be focusing on reaching out to different community based organizations to promote our services to the demographic groups listed above. For example, a popular nonprofit organization that caters to Asian Americans in Marin County is the Asian American Alliance of Marin (AAAM). The proposed plan would be to have the Outreach Specialist contact a leader in this organization to share information about services either by using one of our CEO flyers or by joining one of their meetings to share our program model. Our dedicated staff member will then take the time to find similar organizations that cater to American Indian or Alaskan Native and Native Hawaiian or Pacific Islanders (Marin American Indian Alliance, Multi-Cultural Center of Marin, etc.)

Similarly, CEO Marin partners with Giving Marin to submit an ad to be run by their partners for exposure in the community. This ad reaches various audiences with partners such as, Kaiser Permanente, CPI Developers, Redwood Credit Union and more. Our ad has been selected in FY21 which brought an influx of participants to our services. With the support of Marin CDBG, we can continue to submit ads and reach more audiences throughout Marin County. To better advertise for the under-represented demographic groups above, we can tailor our flyers to target specific groups. Our Outreach Specialist will be a crucial component in our Affirmative Marketing plan and will form significant relationships with different community based organizations in Marin County.

**Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document.)**

|                             | <b>Number</b> |
|-----------------------------|---------------|
| <b>Moderate Income</b>      | 0             |
| <b>Low Income</b>           | 89            |
| <b>Very Low Income</b>      | 0             |
| <b>Extremely Low Income</b> | 0             |

#### **Total Number of Persons by Income Demographic**

89

**How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers (Please limit to 3000 characters.)**

CEO works exclusively with individuals who are unemployed—therefore 100% of participants will have income below the established low- and moderate-income limits and qualify for CDBG funding. During CEO's on-boarding process, CEO Marin verifies income levels through the SNAP enrollment process. If a participant is interested in receiving SNAP benefits, then a dedicated staff member walks them through the process where income information is gathered and recorded on Salesforce.

**Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.**

|                                                  | <b>Total Number of Persons</b> | <b>Number Identifying as Hispanic</b> |
|--------------------------------------------------|--------------------------------|---------------------------------------|
| <b>American Indian or Alaskan Native</b>         | 4                              |                                       |
| <b>Asian</b>                                     | 0                              |                                       |
| <b>Black or African American</b>                 | 24                             |                                       |
| <b>Native Hawaiian or Other Pacific Islander</b> | 0                              |                                       |
| <b>White</b>                                     | 36                             | 14                                    |
| <b>American Indian and White</b>                 | 0                              |                                       |
| <b>Asian and White</b>                           | 0                              |                                       |
| <b>Black and White</b>                           | 0                              |                                       |
| <b>American Indian and Black</b>                 | 0                              |                                       |
| <b>Multi-Racial</b>                              | 25                             |                                       |

#### **Total Number of Persons**

89

## Total Number Identifying as Hispanic

14

## PROJECT MANAGEMENT & FINANCIAL DATA

**If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)**

Our Marin office has not received CDBG/HOME funds.

**If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

N/A

**Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)**

Nationally, over the last five years CEO has been awarded 110 federally-funded grants totaling more than \$31.5M in federal expenditures from federal-funded agencies including: Housing and Community Development Act Community Development Block Grant Programs, U.S. Department of Labor, Workforce Innovation and Opportunity Act (WIOA), and U.S. Department of Agriculture and Department of Human Services' Supplemental Nutrition Assistance Program (SNAP). CEO is experienced and familiar with the requirements of federal funding. Further, CEO has managed the program performance and reporting of federal-funded contracts, which totaled over nearly \$9M in 2020. CEO has extensive experience managing and tracking specific milestones and indicators and reporting on progress and outcomes in these contracts. Specifically, in California we have successfully managed \$850,000 in Workforce Accelerator Funds (WAF) through 5 WAF funded programs. To help manage these funds, our Grants Finance unit works closely with CEO program staff to ensure that grant financial and programmatic goals are met concurrently during the life of the grant. The Grants Finance unit also interfaces with the funder's finance office to resolve any matters arising related to the fiscal administration of the grant. This team has significant experience with federal funding procurement and grants administration policies and practices.

Locally, in the Marin office, our experience with administering federal grant programs has only been with SNAP. Similarly, we have a team of dedicated staff members that manage SNAP in the Marin office and ensure that we are meeting the requirements of this contract.

**Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

CEO's program model is supervised and managed by a team of leaders who have vast experience with the reentry field and with project management, including our local Site Director, Regional Director, and national Executive Team

Marin's Site Director, Schenelle Andrews, is at the forefront of CEO Marin's operations and oversees daily operations. Schenelle has over 12+ years experience in the non-profit sector, having held various positions of increasing responsibility across the human services system of care (e.g. transitional housing, permanent supportive housing and supported employment) serving multiple sub-populations, including survivors of domestic violence, reentry, seniors, persons living with HIV/AIDS, and persons with co-occurring mental health and substance use disorders and re-entry). Prior to joining CEO, Schenelle was the Director of Housing Services with Tenderloin Housing Clinic and Manager of Employment Services with Community Housing Partnership both in the San Francisco and Tenderloin area. Her experience across multiple areas has equipped Schenelle to be an effective project manager at CEO.

Leading the Northern California region is KaShonda Lawson, who joined CEO in July 2020 as the

Regional Director of North Bay, where she oversees the performance of the Sacramento, Solano, and Marin offices. KaShonda has over 25 years of management experience and has worked in a Senior Leadership capacity for several Fortune 500 and 100 organizations where she oversaw programmatic goals and outcomes of contracts for the State of California and Federal Government. Prior to working at CEO, she served as a Vice President/Management Consultant, Director of Operations, and Customer Service Site Manager for various organizations. KaShonda holds a Master of Business Administration and a B.A. in Business Management from the University of Phoenix.

With Schenelle's and KaShonda's project management experience in various sectors, they will be able to efficiently manage the outcomes for the proposed project. Schenelle and KaShonda will both ensure that CEO's program model is providing formerly incarcerated individuals with the tools necessary for a successful reentry journey. Finally, CEO Marin benefits from the leadership and oversight of CEO's National Executive Team, including our California Deputy-Executive Director Sarah Glenn-Leistikow, Chief Executive Officer & Executive Director Sam Schaeffer, and President Samra Haider.

**Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)**

Our Marin office does not have any recent or upcoming leadership transitions.

**For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

N/A

**For HOME projects: Please describe how you will need the 25% funding match requirement? (Please limit to 3000 characters.)**

N/A

**For HOME projects: Describe your project's ability to pencil out with HOME Low Rents. (Limit to 3000 characters.)**

N/A

**For Housing and Capital (construction and renovation) projects, what is your 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)**

**Describe any flexibility regarding your projects start/completion date. (Limit to 3000 characters.)**

CEO is ready to deliver our "Employment and Training Services for Formerly Incarcerated Marin County Residents" project immediately upon receipt of CDBG funds. CEO's program model is ongoing, and participants are enrolled in our services on a rolling basis. Additionally, CEO does not operate a cohort model, so justice involved individuals can access services for different lengths of time to maximize their success. The average participant spends 2-3 months on a work crew, 3-4 days a week and spends at least one day each week with a Job Coach or BAM. The

maximum number of days on a work crew is 75 . For this reason, the project's start date and completion date is flexible and can be determined by Marin County's application review, approval, and implementation processes.

**Required Attachments:**

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

**Attach Project Budget**



Marin CDBG Project Budget\_CEO.xlsx - Projec...

**Attach Organization Budget**



FY22 Organizational Budget.pdf

**Attach Dynamic Flood Map**



CDBG Map.pdf

**Signer Name**

Schenelle Andrews

**Signer Title**

Marin County Site Director

**Signer Affirmation**

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

**Public Services Project Budget Template**

**Organization Name:** Center for Employment Opportunities

**Project Title:** Employment and Training Services for Formerly Incarcerated Marin County Residents

**Date:** 01/2022

| INCOME:                                                  | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Income |
|----------------------------------------------------------|------------------------|-----------------------|---------|-------------------------------|
| <b><i>Committed</i></b>                                  |                        |                       |         |                               |
| <b>Foundations:</b>                                      |                        |                       |         |                               |
| Smart Family Foundation                                  |                        | \$ 40,000.00          |         |                               |
| Crankstart Foundation                                    |                        | \$ 1,162,624.00       |         |                               |
| (Add rows)                                               |                        |                       |         |                               |
| <b>Government:</b>                                       |                        |                       |         |                               |
| (Add rows)                                               |                        |                       |         |                               |
| <b>Corporations:</b>                                     |                        |                       |         |                               |
| (Add rows)                                               |                        |                       |         |                               |
| <b>Individual Contributions:</b><br><b>(list total):</b> |                        |                       |         |                               |
| <b>Earned Income:</b>                                    |                        |                       |         |                               |
| (Add rows)                                               |                        |                       |         |                               |
| <b>Other (specify):</b>                                  |                        |                       |         |                               |
| (Add rows)                                               |                        |                       |         |                               |
| <b><i>Subtotal, Committed Income</i></b>                 |                        | \$ 1,202,624.00       | \$ -    | \$ 1,202,624.00               |
| <b><i>Uncommitted</i></b>                                |                        |                       |         |                               |
| <b>Federal Grants Request</b>                            | \$ 15,000.00           |                       |         |                               |
| <b>Other Foundations:</b>                                |                        |                       |         |                               |
| (Add rows to list other Foundations)                     |                        |                       |         |                               |
| <b>Government:</b>                                       |                        |                       |         |                               |
| State CalFresh (SNAP)                                    |                        | \$ 215,034.00         |         |                               |
| (Add rows to list other Government agencies)             |                        |                       |         |                               |
| <b>Corporations:</b>                                     |                        |                       |         |                               |
| (Add rows to list other corporations)                    |                        |                       |         |                               |
| <b>Individual Contributions:</b>                         |                        |                       |         |                               |
| (Add rows to list other contributions)                   |                        |                       |         |                               |
| <b>Other (specify):</b>                                  |                        |                       |         |                               |
| (Add rows to list others)                                |                        |                       |         |                               |
| <b><i>Subtotal, Uncommitted Income</i></b>               | \$ 15,000.00           | \$ 215,034.00         | \$ -    | \$ 230,034.00                 |
| <b>Other:</b>                                            |                        |                       |         |                               |
| <b>Earned Income:</b>                                    |                        |                       |         |                               |
| Caltrans Marin County                                    |                        | \$ 965,700.00         |         |                               |
| Page 33 of 440 (Add rows)                                |                        |                       |         |                               |

|                                |              |                 |      |                 |
|--------------------------------|--------------|-----------------|------|-----------------|
| <b>Subtotal, Earned Income</b> |              | \$ 965,700.00   | \$ - | \$ 965,700.00   |
| <b>Grand Total Income</b>      | \$ 15,000.00 | \$ 2,383,358.00 | \$ - | \$ 2,398,358.00 |

| EXPENSES (Add rows to list other expenses)    | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Expenses |
|-----------------------------------------------|------------------------|-----------------------|---------|---------------------------------|
| <b>Personnel Expenses</b>                     |                        |                       |         |                                 |
| Business Account Manager<br>(% FTE: _100____) |                        | \$ 45,000.00          |         |                                 |
| Retention Specialist<br>(% FTE: _100____)     |                        | \$ 51,912.00          |         |                                 |
| Site Supervisor<br>(% FTE: _229____)          |                        | \$ 104,362.00         |         |                                 |
| Life Skills Educator<br>(% FTE: _229____)     |                        | \$ 45,000.00          |         |                                 |
| Program Director<br>(% FTE: 100____)          |                        | \$ 84,100.00          |         |                                 |
| Per Diem Hours<br>(% FTE: 100____)            |                        | \$ 7,000.00           |         |                                 |
| National Management Staff<br>(% FTE: 5____)   |                        | \$ 91,043.00          |         |                                 |
| Participant Wages<br>(% FTE: 100____)         |                        | \$ 366,822.00         |         |                                 |
| (Add rows)                                    |                        |                       |         |                                 |
| Benefits (@ %: _26.54____)                    |                        | \$ 211,088.00         |         |                                 |
| <b>Subtotal Salaries and Benefits</b>         | \$ -                   | \$ 1,006,327.00       | \$ -    | \$ 1,006,327.00                 |
| <b>Contracted Services</b>                    |                        |                       |         |                                 |
| Professional Fees                             |                        | \$ 7,336.00           |         |                                 |
| Insurance                                     |                        | \$ 25,284.00          |         |                                 |
| Project Consultant                            |                        |                       |         |                                 |
| (Add rows to list other contracted expenses)  |                        |                       |         |                                 |
| <b>Subtotal Contracted Services</b>           | \$ -                   | \$ 32,620.00          | \$ -    | \$ 32,620.00                    |
| <b>Direct Project Related Expenses</b>        |                        |                       |         |                                 |
| Rent                                          |                        | \$ 87,540.00          |         |                                 |
| Utilities                                     |                        | \$ 15,258.00          |         |                                 |
| Supplies                                      |                        | \$ 14,986.00          |         |                                 |
| Equipment                                     |                        | \$ 7,358.00           |         |                                 |
| Travel                                        |                        | \$ 1,303.00           |         |                                 |
| Professional Development                      |                        | \$ 6,125.00           |         |                                 |
| Vehicle Expenses                              | \$ 11,938.00           | \$ 55,828.00          |         |                                 |

|                                                             |              |                 |      |  |                 |  |
|-------------------------------------------------------------|--------------|-----------------|------|--|-----------------|--|
| Participant Incentives                                      |              | \$ 6,240.00     |      |  |                 |  |
| (Add rows to list other direct project expenses)            |              |                 |      |  |                 |  |
| <b>Subtotal, Direct Project Related Expenses</b>            | \$ 11,938.00 | \$ 194,638.00   | \$ - |  | \$ 206,576.00   |  |
| <b>Indirect Expense (specify % in column A below)</b>       |              |                 |      |  |                 |  |
| 25.65%                                                      | \$ 3,062.00  | \$ 153,038.00   |      |  | \$ 319,476.65   |  |
| <b>Fiscal Sponsorship Fee (specify % in column A below)</b> |              |                 |      |  |                 |  |
|                                                             |              |                 |      |  | \$ -            |  |
| <b>Grand Total All Expenses</b>                             | \$ 15,000.00 | \$ 1,386,623.00 | \$ - |  | \$ 1,564,999.65 |  |

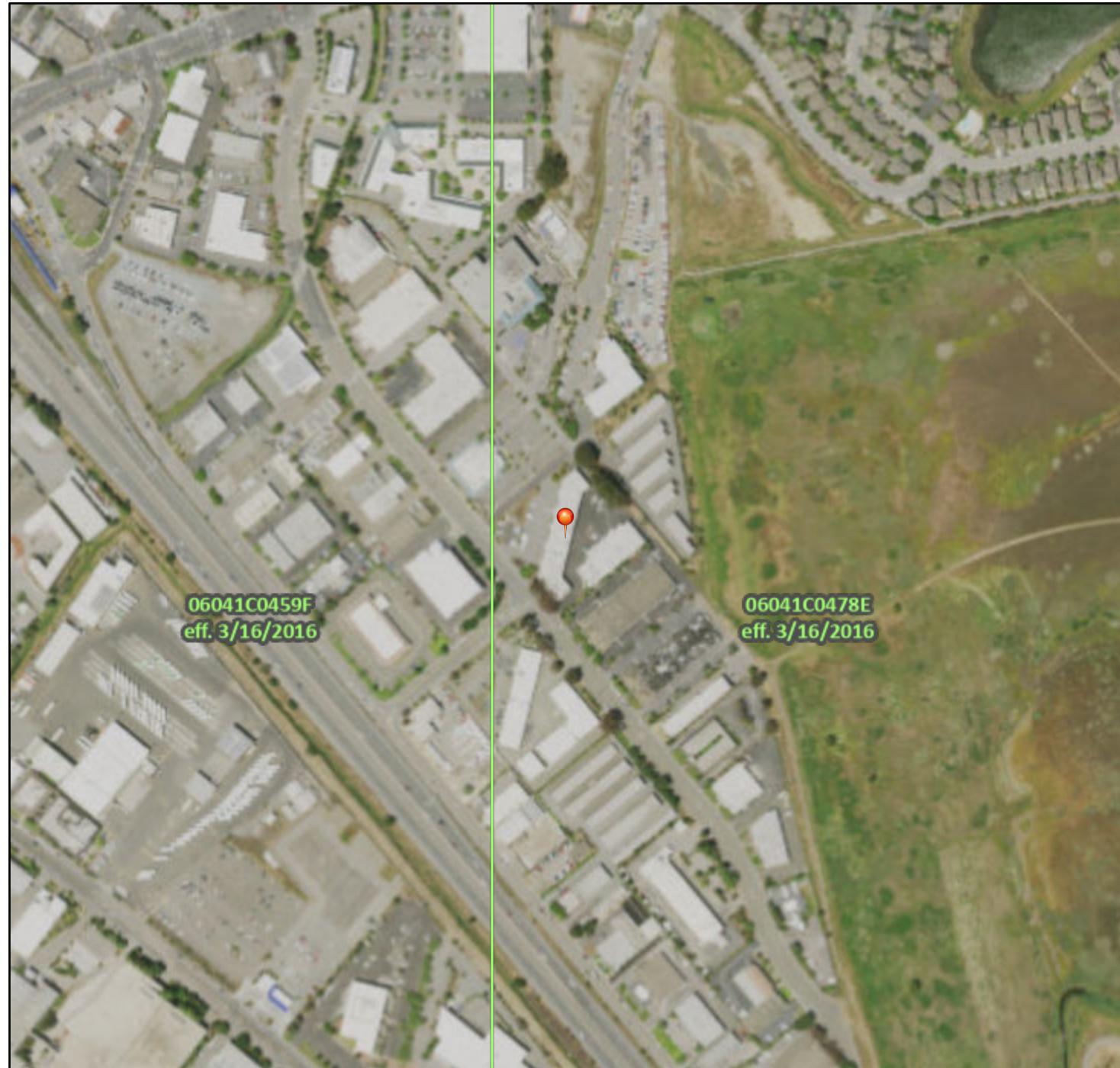
| Accounts                                            | FY2022            |
|-----------------------------------------------------|-------------------|
| <b>Revenue</b>                                      |                   |
| <b>Public Support &amp; Revenue</b>                 | 59,818,131        |
| <b>Contributions</b>                                | 26,817,669        |
| <b>Interest and other income</b>                    | 575,000           |
| <b>Total</b>                                        | <b>87,210,800</b> |
|                                                     |                   |
| <b>Expense</b>                                      |                   |
| <b>Personnel</b>                                    |                   |
| <b>Salaries and Wages</b>                           |                   |
| <b>Staff - Salaries and Wages</b>                   |                   |
| <b>5010 Salary &amp; Wages</b>                      | 32,867,591        |
| <b>5011 Overtime</b>                                | 1,272,002         |
| <b>5012 Bonus</b>                                   | 208,000           |
| <b>Total</b>                                        | <b>34,347,592</b> |
| <b>Participants - Salaries and Wages</b>            | 16,394,164        |
| <b>Total</b>                                        | <b>50,741,757</b> |
| <b>Employee Benefits</b>                            |                   |
| <b>Staff - Employee Benefits</b>                    |                   |
| <b>5043 EB - Health Insurance ER</b>                | 5,184,678         |
| <b>5044 EB - Other Employee Benefits</b>            | 230,086           |
| <b>5047 EB - Workers Compensation</b>               | 1,057,605         |
| <b>5070 Pension Plan</b>                            | 486,920.29        |
| <b>Total</b>                                        | <b>6,959,290</b>  |
| <b>Participants - Employee Benefits</b>             | 1,451,250         |
| <b>Total</b>                                        | <b>8,410,540</b>  |
| <b>Payroll Taxes</b>                                |                   |
| <b>Staff - Payroll Taxes</b>                        |                   |
| <b>5020 EE - Payroll Taxes - Medicare and SS ER</b> | 2,460,266         |
| <b>5025 EE - State Unemployment Taxes - ALL</b>     | 984,339           |
| <b>Total</b>                                        | <b>3,444,605</b>  |
| <b>Participant - Payroll Taxes</b>                  | 1,696,455         |

|                                                  |                   |
|--------------------------------------------------|-------------------|
| <b>Total</b>                                     | <b>5,141,060</b>  |
| <b>Total</b>                                     | <b>64,293,356</b> |
| <b>OTPS</b>                                      |                   |
| <b>Consultants</b>                               | 2,897,546         |
| <b>Occupancy Expenses</b>                        | 4,448,409         |
| <b>Technology and Furniture Expense</b>          | 2,770,514         |
| <b>Publication and subscriptions</b>             | 3,816             |
| <b>Office Expense</b>                            | 766,584           |
| <b>Telephone</b>                                 | 700               |
| <b>Staff Travel, Training and Other Expenses</b> | 645,692           |
| <b>Insurance</b>                                 | 1,573,968         |
| <b>Interest, Finance, and Banking Expenses</b>   | 85,081            |
| <b>Office Supplies</b>                           | 167,063           |
| <b>Program Expenses</b>                          | 3,122,666         |
| <b>Utilities</b>                                 | 905,822           |
| <b>Miscellaneous</b>                             | 2,158,513         |
| <b>Vehicle Expenses</b>                          | 3,217,322         |
| <b>Total</b>                                     | <b>22,763,697</b> |
| <b>Depreciation expenses</b>                     | 1,058,434         |
| <b>Total</b>                                     | <b>88,115,487</b> |
| <b>Net Income</b>                                | -904,687          |
| <b>Net Income %</b>                              | -1.00%            |

# National Flood Hazard Layer FIRMette



122°30'16"W 37°57'42"N



## Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

### SPECIAL FLOOD HAZARD AREAS

|                                                      |
|------------------------------------------------------|
| Without Base Flood Elevation (BFE)<br>Zone A, V, A99 |
| With BFE or Depth Zone AE, AO, AH, VE, AR            |
| Regulatory Floodway                                  |

0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X

Future Conditions 1% Annual Chance Flood Hazard Zone X

Area with Reduced Flood Risk due to Levee. See Notes. Zone X

Area with Flood Risk due to Levee Zone D

### OTHER AREAS OF FLOOD HAZARD

NO SCREEN Area of Minimal Flood Hazard Zone X

Effective LOMRs

Area of Undetermined Flood Hazard Zone D

### OTHER AREAS

Channel, Culvert, or Storm Sewer

Levee, Dike, or Floodwall

20.2 Cross Sections with 1% Annual Chance  
17.5 Water Surface Elevation

8 - - - Coastal Transect

~~~ 513 ~~~ Base Flood Elevation Line (BFE)

Limit of Study

Jurisdiction Boundary

Coastal Transect Baseline

Profile Baseline

Hydrographic Feature

OTHER FEATURES

Digital Data Available

No Digital Data Available

Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **1/24/2022 at 4:06 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

**Housing and Federal Grants Division
2021/2022 COMMUNITY DEVELOPMENT
BLOCK GRANT AND HOME PROGRAM
APPLICATION FOR FUNDING**

Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

Community Action Marin

Mailing Address

555 Northgate Drive, Suite 201
San Rafael, California, 94903

Website

www.camarin.org

Organization DUNS#

098325392

Executive Director/CEO

Chandra Alexandre

Email Address

calexandre@camarin.org

Phone Number

(415) 526-7511

Project General Information

Program/Project Name

Driving to Thriving Project: Commercial Driver's License Workforce Development Project

Program/Project Site Address

555 Northgate Drive, Suite 201
San Rafael, California, 94903

CDBG Year 1 Funding Amount Requested

65000

CDBG Year 2 Funding Amount Requested

65000

Application Contact Person

Liz Valone

Title of Contact Person

VP Program & Strategic Initiatives

Email Address

evalone@camarin.org

Phone Number

(415) 526-7502

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

| | % of Services Provided |
|--------------|------------------------|
| Novato | 25 |
| San Rafael | 50 |
| County Other | 25 |

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

Community Action Marin (CAM) is the largest non-profit provider of social services to individuals & families of low income in Marin County. Designated by the Marin Board of Supervisors as the county's official antipoverty agency, our mandate is to eliminate the causes and consequences of poverty. The agency is an independent 501(c)(3) & part of the national network of over 1,000 Community Action agencies birthed from President Lyndon Johnson's "War on Poverty." Created through the Economic Opportunity Act of 1964, our agency is committed to driving equity and self-sufficiency for all.

Our mission is to make it possible for people to achieve wellbeing by providing the education, mental health, & vital services they need. Together, we break down barriers that get in the way of fair and lasting change in service to better outcomes for all. We reach over 20,000 unduplicated individuals annually across a breadth of programs under five service areas:

- Economic Opportunity & Workforce Development: We help put long-term financial security within reach by providing access to training, financial coaching, and job opportunities.
- Children & Family Services: We provide healthy meals & high-quality childcare to over 500 children daily, and prenatal & child development education to their families.
- Food Justice & Safety Net: We help families and those experiencing homelessness cover unexpected financial emergencies and secure stable housing and increase food security

- Mental Health: We assist individuals struggling with mental health challenges through support groups, education, and our peer support Warm Line.
- Equity Initiatives: We work with partners to bring our clients' often-overlooked narratives to the center of public discourse and promote equitable access to resources that everyone needs to thrive.

Our programs facilitate pathways to opportunity and self-sufficiency for those we assist, who are disproportionately affected by pre-existing inequities in Marin. Many of our clients are working poor – earning income. We also assist survivors of domestic violence, veterans, older adults, immigrants, English Language Learners, and people experiencing homelessness. In a county with one of the highest median household incomes, our clients live with bleak choices – between going hungry, not making rent, or going without medication. With COVID-19, they are at disproportionately higher risk of threats to their health and economic stability.

Thus, our approach is one of intensive and long-term stewardship, with the goal of helping clients move from a state where their immediate needs are not met to a place of thriving. As our clients achieve self-sufficiency & wellbeing, we believe that they also gain more time, energy, & headspace to fully participate in the civic dialogues & processes that inform our local and national policies. The result will be a fairer and more equitable Marin County that strives for better outcomes for all its residents.

Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

The 12-month, Driving to Thriving Project: Commercial Driver's License Workforce Development project will create a system of support for low-income individuals seeking sustainable career tracks. Participants of the project will be equipped with the tools, strategies and confidence to achieve financial stability and work toward opportunities in high-demand industries employing commercial drivers.

Central to this project is CAM's growing partnership with Vivalon, the largest non-profit serving older adults and people with disabilities in Marin County. CAM in partnership with Vivalon, will provide participants job training and ready access to driving careers. As of January 2022, Vivalon is completing their final steps to become an Eligible Training Provider, which will allow the company to offer a specialized classroom and field-based training program for individuals to obtain a Commercial C California Driver's License. Participants will be able to secure employment in various companies that operate specialized bus charter services and wheelchair-accessible Class B or C buses, which according to labor market reports is in high demand across the country.

The project will offer 11 low-income individuals the tailored support needed to be successful, across a four-phase approach:

1. Stabilization - Each participant will co-create plans and gain support from dedicated case managers in housing navigation, financial coaching, childcare, and cash assistance.
2. Discovery – With their coaches, participants will co-create individualized employment & financial capability plans.
3. Training/Education – Participants will begin education and vocational training and receive ongoing financial literacy, career coaching, and wellness support. They will pursue on-the-job training opportunities, gain experience and job-ready skills through a Commercial Driver's License course. They will also work with an Employment Counselor and a Financial Coach to ensure they make progress toward their goals.
4. Employment – Participants will secure self-sufficient employment with Vivalon and develop a personal crisis prevention plan under the guidance of our agency's Mental Health Services team, including strategies to utilize their networks to continue on the road to well-being and prosperity.

This project will build on CAM's pilot project being implemented between February 2022 and June 2022. As part of the pilot, CAM is in the process of 1) strengthening our internal systems (database and research & learning processes), 2) hiring and training new team members (Workforce Development

Coordinator and Data Analyst Manager) and 3) launching a pilot Commercial Drivers License training course. Each participant will also be integrated into CAM's larger service offerings such as career counseling, mental health support and childcare. CAM's focus on a Whole Family Approach will help to ensure that both the participant and household are provided tailored support.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

As we face the social and economic challenges brought about by COVID-19, Community Action Marin continues to make our clients' wellbeing a top priority. COVID-19 has worsened our clients' struggle to ensure their families' health and wellbeing; the need for our services has grown as the pandemic continues to unfold, with its long-term economic consequences already affecting community members. The women we will assist are among those who lack access to vital support services due to social inequities rooted in race, income level, sex, gender, and disability. They face more hurdles in finding and securing gainful employment to keep their families financially stable, including limited education, work experience, English proficiency, and a lack of affordable housing and employment opportunities that would link them to living-wage jobs. Consequently, they struggle to meet basic needs and are often underrepresented in high-wage occupations and industries. Because of the economic impacts of the pandemic, many have lost their homes and face even greater health risks.

Through the Driving to Thriving project, participants will gain the tools and experience to increase their competitiveness in the job market, opening paths to securing housing and financial stability amid the pandemic. Our project will offer participants work-based learning and access to jobs immediately, as well as a lifelong network of professionals and peers who will offer them support in sustaining long-term employment. Furthermore, our agency will prioritize connecting with employers who provide quality jobs for participants—those who offer not just minimum wage, but living-wage jobs, as well as comprehensive medical benefits.

While our organization was forced into a staff furlough and cutbacks in 2020, the team adapted to ensure equitable access to our services. We continue to offer one-on-one orientations both in-person and virtually, and have developed online video guides for our services, added pick-up and drop-off boxes outside the main office building for documents, and helped clients complete intake paperwork over the phone as well as through on-site clinics for rental assistance. We are currently expanding our organization to continue meeting the evolving needs of community members and to ensure the wellbeing of our team. This grant will provide crucial funding for us to continue meeting these needs for women experiencing homelessness and housing insecurity.

For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

Housing Support Services

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

All four phases of the project will help low-income participants achieve economic and housing stability. In the Stabilization Phase, participants will partner with case managers who will assist them in meeting their immediate needs, including housing navigation. The case managers will connect participants to relevant programs and benefits offered by our agency, government, and community partners, including rental assistance. In the Discovery and Training/Education phases, participants will work with coaches in crafting and progressing toward their personal and financial goals. Simultaneously, participants will be equipped with skills and certifications that will help them achieve sustainable employment, allowing them to improve their living conditions and financial status. When participants reach the Employment phase and graduate from the program, they will remain connected to their network of peers and professionals, who will help them maintain stable housing and employment, as well as access additional opportunities for career advancement.

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

Activities benefiting low and moderate-income persons. (LMI)

How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

Our project is thoroughly grounded in creating systemic impact on equity, ensuring that all people, regardless of race, income level, and background, have access to the basic services they need to thrive. Certified project team members who have lived experiences of housing and financial insecurity will bring a lens of deep understanding to our participants and the specific barriers they face, as well as engineer solutions to overcome them. By placing participants at the center of the service delivery system, we will account for their evolving needs, provide seamless Safety Net services, and expand their social and economic opportunities. Through our website, focus groups, outreach activities, and partnerships with community organizations, we will also provide clients with information on fair and equitable housing access based on state HUD guidelines and statutes. These activities will help build a coalition of people of low income and people of color who engage in activities that promote fair housing opportunities.

As an agency that exists to eliminate the causes and consequences of poverty, our project will take a long-term approach to participants' employment and wellbeing. It will connect participants with networks of peers and professionals: an inclusive Community of Recovery that will support them on the path to thriving. Upon program completion, participants will continue to have access to their networks and will have developed strategies to navigate crises and continue on their road to thriving.

As a whole, our agency is a leader in the work for equity in our community. We work with partners across government, community, and private sectors to advocate for improved public services—fair and equitable access to housing, education, economic opportunity, healthcare—so that all Marin residents can live a life of dignity. We represent the interests and challenges of the people we assist in local government decision-making, spotlighting the invisible narratives of our community members in public discourse. We are continuously strengthening our work for greater visibility and representation of underserved communities in solutions for fair and affordable housing in Marin.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

CAM's Driving to Thriving Project will assist historically disadvantaged members of our community by expanding workforce development opportunities that ensure a living wage. Central to CAM's vision is to reach those that have often excluded from economic opportunities and responding to their needs by providing wrap-around services that ensure their success.

CAM will expand our existing marketing efforts at program level to create a Affirmative Marketing plan. The integration of Affirmative Marketing into our proposed workforce development project will further inclusivity amongst a historically marginalized population.

CAM's marketing efforts are led by Margot Tanner Segal, who brings 40 years of experience in marketing strategic planning, program management and execution in the nonprofit and for-profit sectors. Margot, alongside the CEO and VP of Program & Strategic Initiatives will craft a thoughtful and tailored Affirmative Marketing Plan to support the Driving to Thriving Project.

CAM's Affirmative Marketing Plan will be outlined in accordance to County of Marin's template, detailing proposed marketing activities, target demographics, evaluation of marketing efforts and key team members responsible for implementation. CAM will leverage our long-standing and trusted role in Marin County, including CAM's network of partners and our connection to the communities we serve through our team members and community networks. Our connection to the communities we serve is

critical in ensuring inclusive approaches to program participation. Further, the Affirmative Marketing plan will be supported by our internal systems, including data driven outreach and case management, which will ensure we are reaching the program's target population with tailored support services, alongside workforce development training activities.

Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document.)

| | Number |
|-----------------------------|---------------|
| Moderate Income | 0 |
| Low Income | 8 |
| Very Low Income | 3 |
| Extremely Low Income | 0 |

Total Number of Persons by Income Demographic

11

How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers (Please limit to 3000 characters.)

Our organization assists members of our community who are at or below 200% of the federal poverty line. We define low- to moderate-income by using federal and state guidelines, including eligibility for federally funded Head Start and CalFresh, state-funded child development programs, and federal energy assistance programs. Our income verification process varies by program, is often aligned with government contracts for income-eligible subsidies, and typically relies on collection of pay stubs or tax documents.

Our client intake requires self-reported household income. For this project, we will validate income through tax returns and pay stubs provided by the individuals and families we assist during program eligibility determination.

Additionally, our organization assists clients who have limited access to government financial aid because they do not meet certain criteria for selection, including: minimum income threshold, having minor-aged children in the home, proof of disability, senior status, or being a veteran or victim of domestic violence.

Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.

| | Total Number of Persons | Number Identifying as Hispanic |
|--|--------------------------------|---------------------------------------|
| American Indian or Alaskan Native | 0 | 0 |
| Asian | 1 | 0 |
| Black or African American | 2 | 0 |
| Native Hawaiian or Other Pacific Islander | 0 | 0 |
| Page 44 of 440 | | 6 |

| | Total Number of Persons | Number Identifying as Hispanic |
|----------------------------------|-------------------------|--------------------------------|
| White | 6 | 5 |
| American Indian and White | 0 | 0 |
| Asian and White | 0 | 0 |
| Black and White | 0 | 0 |
| American Indian and Black | 0 | 0 |
| Multi-Racial | 2 | 1 |

Total Number of Persons

11

Total Number Identifying as Hispanic

6

Female-Headed Households (out of above total)

4

Persons with Disabilities (out of above total)

0

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

CDBG funding has supported the success of multiple Community Action Marin programs. In 2016-17, we were awarded \$15,600 in CDBG funds, which enabled us to provide over 300 hours of therapeutic support for nearly 50 children of low-income backgrounds at the Marin Learning Center. This included individual and small group sessions with a certified counseling therapist, which covered mindful education, therapeutic movement, social skills, and music. In 2017-18, we were awarded \$10,000, which similarly supported our Children and Family Services and created a home-away-from-home for nearly 1,000 children.

We were also awarded \$350,000 in CDBG funding for rental assistance in 2020, allowing us to further our Economic Opportunity and Safety Net programs. We worked with community partners such as Women Helping All People in Marin City and West Marin Community Services in Point Reyes Station to assist over 107 south and west Marin households in acquiring emergency rental assistance and other COVID-19 response subsistence payments.

Additional CDBG funds in the same year supported the renovation of our Community Intake and Welcome Center at the agency's main office (555 Northgate In San Rafael), which allowed us to streamline and expand our services as the impacts of COVID-19 increased demand for them. In light of this, we swiftly adopted a remote service delivery model, adjusted our documentation requirements to better assist clients who only had access to cell phones (rather than laptops, scanners or printers), and implemented initiatives such as one-stop pop-up events for clients without technology access. We additionally recruited personnel from our other programs to assist with outreach, engagement, and service delivery.

If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

Our agency has no remaining CDBG or HOME funds.

Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)

As an agency managing over \$6M in federal grants, including Head Start (and over \$8M in state and county government funds), we bring deep experience in successfully meeting rigorous and complex government compliance and fiscal reporting standards. One example of this is our recently completed "Accelerating Pathways to Thrive" program, funded by the California Workforce Accelerator Fund. The year-long program assisted 16 women experiencing homelessness with comprehensive stabilization services, education, and training. Upon graduating from the program, we were pleased to report to the California Employment Development Department that these women gained permanent housing, sustainable employment, and the skills to achieve career progression and thrive in the community.

CAM has a strong track record of monitoring metrics for programs delivered at multiple sites. Our provision of technical assistance has been tested through a variety of strategic partnerships, including efforts to alleviate poverty with county, higher-education, school district, and other community-based partners. As the largest non-profit for people of low income in the county, we deliver a robust set of programs through federal, state, and county contracts including early childhood education, mental health, and homeless outreach.

Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

The program will be overseen and managed by our dedicated team of non-profit leaders who have demonstrated expertise in program management and advocacy to achieve racial and economic justice in Marin County. Our team brings a breadth of experience from around the globe, driving evidence-based programs in the areas of workforce development, trauma response, and housing.

Driving our efforts will be Community Action Marin CEO Chandra Alexandre, a seasoned non-profit executive with over 20 years of experience supporting organizations toward social justice. Her work has helped strengthen regional affordable housing and education reform initiatives nationally. As a leader for economic justice in Marin, Chandra has worked with government, elected officials, community partners, and others to help bring cross-sector perspectives to the project's implementation.

Laurel Hill is the Director of Safety Net Services at Community Action Marin. Born and raised in Marin County, she brings over three decades of program expertise from a variety of key roles across the agency. She currently leads the Safety Net Service team, offering Marin communities a first line of response to meeting their needs in crises like the pandemic. With extensive experience managing state- and federally-funded programs, Laurel is particularly skilled at results-oriented outcome management, budget development and management, and outcome data collection and analysis. Laurel, along with the Safety Net team, thoroughly understands the evolving needs of community members and is best positioned to meet them through this project.

Heather Bettini, Director of Economic Opportunity at Community Action Marin, leads the implementation of our proven financial and career coaching model and the delivery of basic needs services that mitigate economic disparities in the county. She brings years of experience with the UWBA SparkPoint network, United Nations, Peace Corps, and AmeriCorps, and has led a national pilot project with American Association of Community Colleges that improved success rates of students of low income. She will provide the project with deep expertise in vocational training and bridging resource gaps for individuals of low income and their families.

Working alongside them is a strong program team whose members bring trauma-responsive expertise in ensuring that participants of "A Road to Self-Sufficiency" are appropriately supported. Our Mental Health programs (led by a program director with lived experience of mental health challenges) and

Homeless Outreach team both employ people with lived experiences of income and housing insecurity who are stabilized, trained, and certified to help participants on the path to thriving.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

In December 2021, Community Action Marin welcomed Liz Valone as our Vice President of Program & Strategic Initiatives. Liz Valone is responsible for strengthening CAM's work in the economic justice and food justice space, alongside other key organizational initiatives. She brings 15 years of experience in both U.S based and international non-profit organizations focused on poverty alleviation. Her expertise in program management, program design and business development makes her well-positioned to support our programs' success and continuous improvement.

For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)

N/A

For HOME projects: Please describe how you will need the 25% funding match requirement? (Please limit to 3000 characters.)

N/A

For HOME projects: Describe your project's ability to pencil out with HOME Low Rents. (Limit to 3000 characters.)

N/A

For Housing and Capital (construction and renovation) projects, what is your 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)

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget



Public Service Project Budget.xlsx

Attach Organization Budget



FY22 Budget 7-16-21.pdf

Attach Miscellaneous



CAM2.0.pdf

Signer Name

Sadaf Fakhri

Signer Title

Compliance and Development Manager

Signer Affirmation

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Public Services Project Budget Template

Organization Name: Community Action Marin

Project Title: Driving to Thriving Project: Commercial Driver's License Workforce Development Project

Date: Jan 24, 2022

| INCOME: | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Income |
|--|-------------------------------|------------------------------|----------------|--------------------------------------|
| <i>Committed</i> | | | | |
| Foundations: | | | | |
| | | | | |
| (Add rows) | | | | |
| Government: | | | | |
| | | | | |
| (Add rows) | | | | |
| Corporations: | | | | |
| | | | | |
| (Add rows) | | | | |
| Individual Contributions: | | | | |
| (list total): | | | | |
| Earned Income: | | | | |
| | | | | |
| (Add rows) | | | | |
| Other (specify): | | | | |
| Community Action Marin | | | \$ 231,242 | |
| (Add rows) | | | | |
| <i>Subtotal, Committed Income</i> | \$ - | \$ 231,242 | \$ 231,242 | \$ 231,242 |
| <i>Uncommitted</i> | | | | |
| Federal Grants Request | \$ 361,242 | | | |
| Other Foundations: | | | | |
| | | | | |
| (Add rows to list other Foundations) | | | | |
| Government: | | | | |
| WIOA | \$ 296,242 | | | |
| County of Marin - CDBG | \$ 65,000 | | | |
| Corporations: | | | | |
| | | | | |
| (Add rows to list other corporations) | | | | |
| Individual Contributions: | | | | |
| | | | | |
| (Add rows to list other contributions) | | | | |
| Other (specify): | | | | |
| (Add rows to list others) | | | | |
| <i>Subtotal, Uncommitted Income</i> | \$ 361,242 | \$ - | \$ - | \$ 361,242 |
| Other: | | | | |
| Earned Income: | | | | |
| | | | | |
| (Add rows) | | | | |
| <i>Subtotal, Earned Income</i> | | \$ - | \$ - | \$ - |
| <i>Grand Total Income</i> | \$ 361,242 | \$ - | \$ 231,242 | \$ 592,484 |

| EXPENSES (Add rows to list other expenses) | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Expenses |
|---|------------------------|-----------------------|-------------------|---------------------------------|
| Personnel Expenses | | | | |
| Workforce Manager 100% FTE | \$ 33,313 | | | |
| Data Analyst 75% FTE | \$ 20,020 | | | |
| Other Staff 180% FTE | | | \$ 157,220 | |
| (Add rows) | | | | |
| Benefits (@ %: 20%) | \$ 10,667 | \$ - | \$ 31,444 | |
| Subtotal Salaries and Benefits | \$ 64,000 | \$ - | \$ 188,664 | \$ 252,664 |
| Contracted Services | | | | |
| Professional Fees | \$ 159,600 | | | |
| Project Consultant | | | | |
| (Add rows to list other contracted expenses) | | | | |
| Subtotal Contracted Services | \$ 159,600 | \$ - | \$ - | \$ 159,600 |
| Direct Project Related Expenses | | | | |
| Rent | | | \$ 11,867 | |
| Utilities | | | | |
| Supplies | \$ 17,442 | | \$ 6,558 | |
| Equipment | | | | |
| Travel | | | \$ 1,333 | |
| Participant Support Services | \$ 115,200 | | | |
| Marketing | | | \$ 7,820 | |
| Contractual Services - Vivalon | | | | |
| (Add rows to list other direct project expenses) | | | | |
| Subtotal, Direct Project Related Expenses | \$ 132,642 | \$ - | \$ 27,578 | \$ 160,220 |
| <i>Indirect Expense (specify % in column A below)</i> | | | | |
| \$ 0 | \$ 5,000 | | \$ 15,000 | \$ 20,000 |
| <i>Fiscal Sponsorship Fee (specify % in column A below)</i> | | | | |
| | | | | \$ - |
| Grand Total All Expenses | \$ 361,242 | \$ - | \$ 231,242 | \$ 592,484 |

Community Action Marin
 FY 2022 Budget as of 7/16/2021
 Summary Statement of Activities



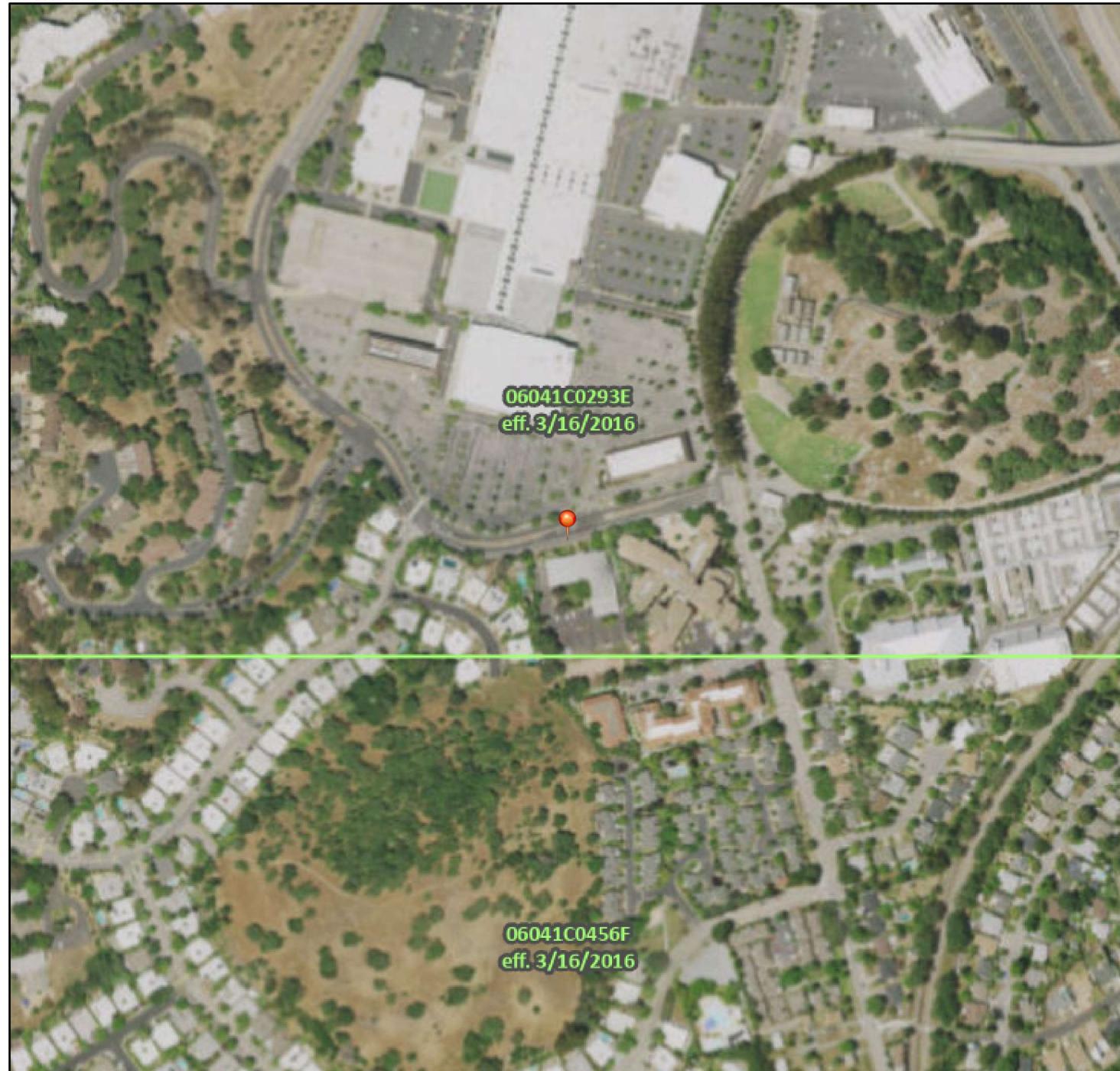
Figures in \$000s

| Revenue | CFS | Mental Health | Economic Opportunity | Safety Net | Food Services | Program Services Total | Fundraising | General Operations | General Total |
|-----------------------------|--------|---------------|----------------------|------------|---------------|------------------------|-------------|--------------------|---------------|
| <hr/> | | | | | | | | | |
| Total Revenues | 13,498 | 2,021 | 450 | 1,773 | 665 | 18,407 | 600 | 672 | 19,679 |
| <hr/> | | | | | | | | | |
| Expenses | | | | | | | | | |
| Compensation | 8,882 | 1,284 | 274 | 408 | 186 | 11,034 | 366 | 1,727 | 13,127 |
| Client Expenses | 265 | 312 | 22 | 1007 | 150 | 1,756 | 0 | 0 | 1,756 |
| Professional fees | 722 | 56 | 7 | 89 | 0 | 874 | 115 | 177 | 1,166 |
| Contracts & Program Service | | | | | | | | | |
| Costs | 2806 | 333 | 86 | 186 | 141 | 3,552 | 66 | (1144) | 2,474 |
| Occupancy | 829 | 28 | 53 | 9 | 69 | 988 | 20 | 145 | 1,153 |
| total expenses | 13,504 | 2,013 | 442 | 1,699 | 546 | 18,204 | 567 | 905 | 19,676 |
| Surplus/Deficit | (6) | 9 | 8 | 74 | 119 | 204 | 33 | (233) | 4 |

National Flood Hazard Layer FIRMette



122°32'57"W 38°0'17"N



Page 52 of 440

0 250 500

1,000

1,500

Feet
2,000

1:6,000

122°32'20"W 37°59'49"N

Basemap: USGS National Map: Orthoimagery: Data refreshed October, 2020

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS

- Without Base Flood Elevation (BFE)
Zone A, V, A99
- With BFE or Depth Zone AE, AO, AH, VE, AR
- Regulatory Floodway

- 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
- Future Conditions 1% Annual Chance Flood Hazard Zone X

OTHER AREAS OF FLOOD HAZARD

- Area with Reduced Flood Risk due to Levee. See Notes. Zone X
- Area with Flood Risk due to Levee Zone D

OTHER AREAS

- NO SCREEN Area of Minimal Flood Hazard Zone X
- Effective LOMRs

GENERAL STRUCTURES

- Channel, Culvert, or Storm Sewer
- Levee, Dike, or Floodwall

- 20.2 Cross Sections with 1% Annual Chance
- 17.5 Water Surface Elevation
- 8 - - - Coastal Transect
- ~~~~~ 513 ~~~~ Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary
- Coastal Transect Baseline
- Profile Baseline
- Hydrographic Feature

- Digital Data Available
- No Digital Data Available
- Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/28/2022 at 8:02 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



CAM 2.0

Sustaining Agency Resilience for
Racial & Economic Equity

COMMUNITY ACTION MARIN 

IN YOUR CORNER™

WELCOME



Community Action Marin stands for values of relationship, inclusivity, unity, and service. Our work is to eliminate the causes and consequences of poverty in Marin County. How will we achieve this?

To inspire our actions, we have aligned with the 2030 Agenda for Sustainable Development, Goal #1: No Poverty, adopted by the United Nations. To create the roadmap for our efforts in partnership with community, we have adopted CAM 2.0 as a prioritization of four guiding goals. This document offers a vision of what success looks like for each of these goals and it strengthens our agency's clarity of purpose to achieve racial and economic equity.

We know that at the heart of all we do lies our trust in people and their trust in us. We recognize that we cannot go it alone, that we must collaborate and strategically partner to get to desired outcomes. The voices of consumers, youth, low-wage workers, and grassroots leaders must be invited to our table so that the principles of community action will work. Data must be a focus in our decision-making, and we must use stories and facts to move the needle for people of low income—disproportionately people of color in Marin County. Finally, we recognize that reaching our goals will require advocacy to change laws and policies.

We are ready. We are in your corner.

A handwritten signature in black ink that reads "Chandra Alexandre".

Chandra Alexandre
Chief Executive Officer

PURPOSE



To give all employees and board a clear set of goals that will strengthen our mission and align us around the work required to achieve our agency's vision.

OBJECTIVES

- Provide leadership and staff with a roadmap for what's needed to get to and sustain our desired future state.
- Elevate transparency, collaboration, accountability, and inclusion.
- Create a shared sense of ownership around the goals and trust in the process of change needed to achieve them.
- Demonstrate the usefulness of Results-Oriented Management and Accountability (ROMA) in support of strengthening a learning orientation and growth mindset agency-wide.
- Inform future strategic planning efforts.

➤ OUR VISION

All of us in Marin have an equal opportunity to live our lives with dignity and respect.

➤ OUR MISSION

We make it possible for people to achieve well-being by providing the education, mental health, and vital services they need. Together, we break down the barriers that get in the way of fair and lasting change in service to better outcomes for all.

ACTION FOR ALL LEADERS



| | |
|-------------------------------------|--|
| CONVERSATION | We understand the importance of listening, of feedback, and of how staff need to be informed. |
| PLANNING AND FOCUS | We focus on the right things. We plan so we all understand who will do what, by when. |
| DOING | We hold ourselves and each other accountable for doing our part. We inspire strengths and teamwork. |
| COMMUNICATING | We share regular progress on how far we've come and how far we have to go. |
| SHARING SUCCESS AND FAILURES | We share our experiences in order to learn and to grow. We learn from mistakes. |
| SUPPORTING EACH OTHER | We have each other's back and are willing to lend a hand. We recognize and appreciate our team and colleagues. |
| LEARNING AND GROWTH | We take time to learn from each other and we support our teams, from onboarding to exiting. |
| WALKING THE TALK | We model the behaviors we want to see, and we ensure that our teams understand their roles and accountabilities. |

GOAL 1

➤ Each Employee Belongs

Establish an inclusive culture and create a warm & professional work climate.

Key Staff:
Supervisors, Staff Council,
Executives

WHAT DOES SUCCESS LOOK LIKE?

We live our values of Relationship, Unity, Inclusivity, and Service within an inclusive, diverse, and equitable workplace.

We respect and support each other in our shared effort to improve the lives of our clients and the community.

Our individual strengths are appreciated as we connect, learn, and grow at work.



GOAL 2

Access to Services

Enhance impact through a focus on listening to needs and on leveraging community strengths.

Key Staff:

Success Coaches

- Family Advocates
- Home Visitors
- Family Partners
- Peer Specialists
- CARE Teams
- Economic Opportunity Coaches
- Client Intake Specialists

WHAT DOES SUCCESS LOOK LIKE?

We partner with our clients as one agency within a community of resources to help people reach self-sufficiency.

We have a no-wrong-door approach and always consider both the needs and strengths of clients. The services we provide span a crisis-to-thriving continuum in support of individual, family and community well-being.



GOAL 3



A Whole-Family Focus

Implement a whole-family, multi-generational approach to help people thrive.

Key Staff:
Program Directors



WHAT DOES SUCCESS LOOK LIKE?

We have an agency-wide mindset that puts people at the center. Our programs support children, parents, and older adults within the community family.

Across generations, trusted relationships are the foundation of better outcomes today and tomorrow.

GOAL 4

➤ Continuous Improvement

Increase effectiveness & excellence through a focus on planning, learning, data, and outcomes.

Key Staff:

Pathways to Excellence
Cross-Agency Team

WHAT DOES SUCCESS LOOK LIKE?

Our policies, systems, structures, and processes support shared expectations and outcomes that align with our mission and move us toward excellence.

We have the training, skills, metrics, and analytics that allow us to achieve meaningful impact.

We learn by looking back on what we've done, evaluating, and working forward to success.



BUILDING RESILIENCE



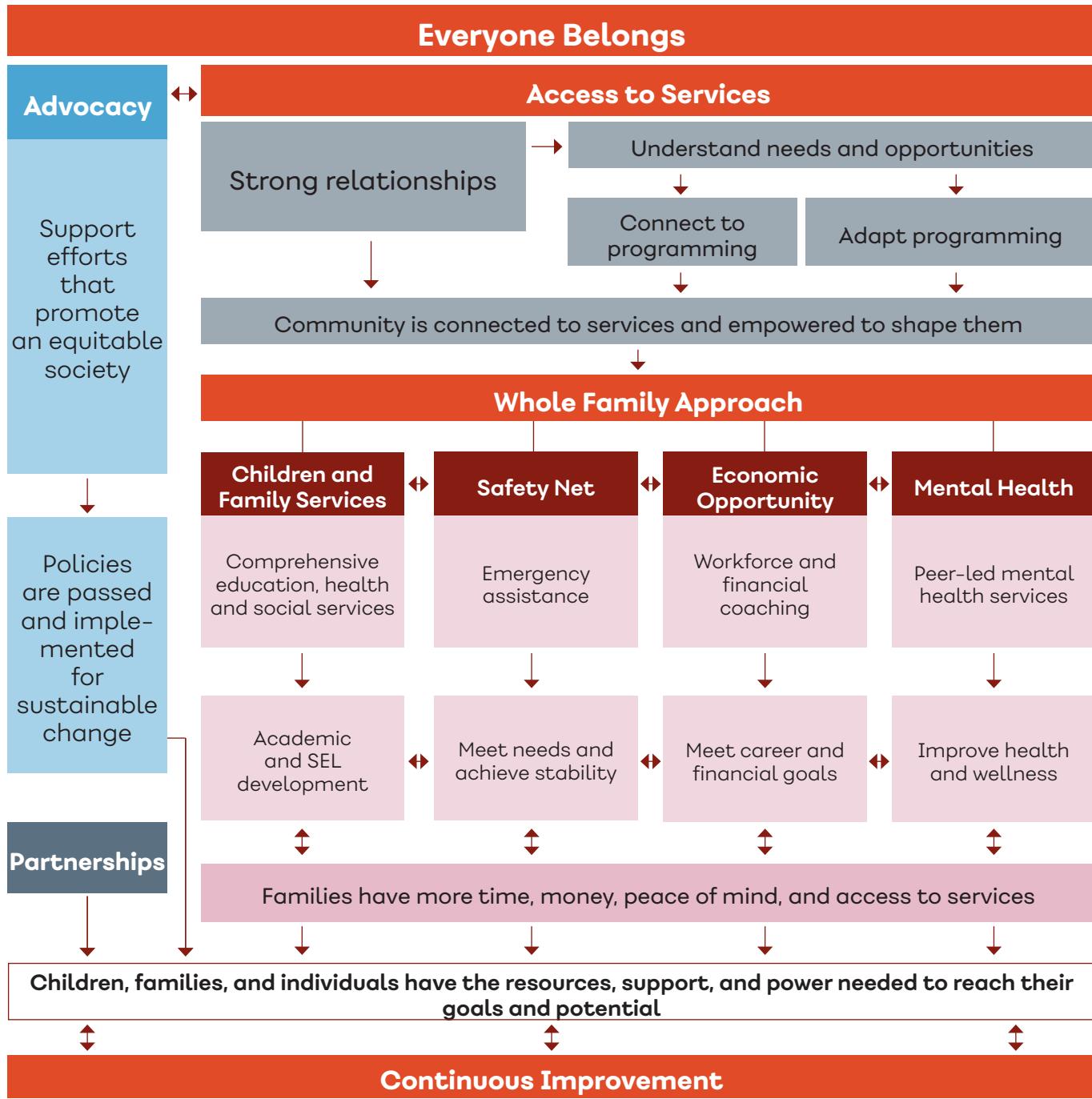
CORE COMPETENCIES

Competencies are the skills and attributes that people need to perform effectively. You can think of them as the kind of actions and behaviors the organization values and which it requires to achieve its objectives.

We expect all staff to have these.

- **Equity mindset:** a belief that all people have an equal opportunity to attain self-sufficiency. It's about respecting all people equally regardless of background, race or gender.
- **Expertise:** the training and experience needed to ensure job success.
- **Cultural humility:** a humble and respectful attitude toward individuals of other cultures. It involves challenging our own cultural biases and a curiosity about other cultures.
- **Client orientation:** a recognition that the agency and all who serve in it are part of our community family. We put people first.
- **Reliability:** is doing what you say you will do.
- **Kindness:** is being considerate. It means caring about the well-being of others.
- **Empathy:** the ability to sense or understand the feelings of others. It's about putting ourselves in someone else's shoes.

THEORY OF CHANGE



VISION: All of us in Marin have an equal opportunity to live our lives with dignity and respect

"As we seek to achieve lasting and equitable outcomes across generations, our starting place is in our own house. The work of our agency is people-centered and values based. What we stand for drives how we show up, and it's what moves us forward.

*The culture we're creating through **CAM 2.0** is the conduit for resilience in partnership with community. We know that changing ourselves changes the world, and that sustainability only comes by empowering the cycle of well-being.*

We are committed to taking on the challenge of reaching our goals because we're stronger and better together—and everyone in Marin County deserves an equal opportunity to live, work, play, and serve here with dignity and respect."

—Chandra Alexandre, CEO



555 Northgate Dr., Suite 201
San Rafael, CA 94903
Main: (415) 526-7500
Fax: (415) 457-9677

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

Covia Foundation

Mailing Address

2185 N. California Blvd. Suite 215
Walnut Creek, California, 94596

Website

<https://covia.org/foundation/>

Organization DUNS#

964797471

Executive Director/CEO

Katharine Miller

Email Address

kamiller@frontporch.net

Phone Number

(925) 956-7393

Project General Information

Program/Project Name

Home Match Marin

Program/Project Site Address

851 Irwin St. Ste 200G
San Rafael, California, 94901

CDBG Year 1 Funding Amount Requested

15000

CDBG Year 2 Funding Amount Requested

15000

Application Contact Person

Mary Gregory

Title of Contact Person

Manager of Institutional Giving

Email Address

mgregory@frontporch.net

Phone Number

(415) 412-7772

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

| | % of Services Provided |
|--------------|-------------------------------|
| Novato | 17 |
| San Rafael | 43 |
| County Other | 40 |

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

For over 50 years, Covia has been a leading nonprofit provider of housing and services for older adults from Sonoma to Monterey County. Its mission is to inspire and build community, cultivating meaningful relationships and experiences that respond creatively to changing needs. Covia built its first retirement community, Canterbury Woods, in 1965 in Pacific Grove; today, Covia owns and operates eight affordable senior housing and six market-rate retirement communities, housing nearly 2,500 older adults. On April 1, 2021 Covia affiliated with Front Porch, a Southern California owner/operator of 12 senior retirement communities and 14 affordable housing communities. The completed merger of the two companies is expected to be completed by March 31, 2022.

As part of its commitment to social accountability, Covia commits 2% of its annual revenue to its Community Services division. Established 20 years ago, Community Services serves 15,000 older adults annually. Participants fall into one or more of the following groupings: low-income, socially isolated, living with one or more physical disabilities, people of color, or single female heads of household. All programs aim to address three critical social problems disproportionately affecting the people Covia serves: food insecurity, unstable or inadequate housing, and isolation/loneliness. While these problems negatively impact Americans of all ages, they can be most difficult to overcome in the older adult population, particularly those who live on low or very low fixed incomes.

Community Services programs include Market Day, providing consistent access to healthy food at affordable prices for low-income seniors residing in food deserts. Market Day has 25 locations serving 1,200 shoppers in Northern California. Social connection programs intervene against isolation and loneliness by leveraging the interests and skills of older adults as their own guide to social connectivity. Well Connected and Well Connected Español provide the virtual space for older adults to lead and participate in support groups, creative engagement, and lifelong learning; Social Call is a nationwide virtual 1:1 friendly visitor program that matches volunteers with isolated seniors for mutual companionship. Home Match is Covia's home sharing program. Home Match provides a low-cost, timely option to increase stable local housing without hammering a single nail. Home Match helps low-income older adults to age in place, create affordable places to live, and combats social isolation. Home Match was piloted in 2012 and has served 600 low-income older adults and low-income community members in five Bay Area Counties: Alameda, Contra Costa, Marin, Monterey and San Francisco.

Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

Home Match helps communities address three important challenges:

- Empower aging residents to stay in their chosen homes
- Create affordable places to live
- Build community engagement that combats social isolation

Home Match improves the lives of low-income individuals and communities of color by creating shared affordable housing, which helps provides economic stability for home providers and seekers. Home providers are generally older adults who live alone on low fixed incomes; home seekers are diverse and typically minimum wage earners. In Marin, Home Match lodger fees range from \$900 to \$1,850 with an average rate of \$1,100. 80% of the placed home seekers are extremely or very low income and 20% are low income. Since 2016, HM has made 122 Marin County matches for 238 individuals.

Home Match completes an intake application for each participant, including a questionnaire that seeks to clarify home-sharing goals, verify photo ID and income, and perform background checks. For home providers, staff also verify homeownership or permission to rent the room. Staff and matched participants meet in the home to negotiate a "Living Together Agreement," discuss house rules, and sometimes negotiate performed service in exchange for lowered fees. Funds of up to \$250.00 per provider and/or seeker are available as part of the "Home Readiness" program. Funds can be used by providers for cleanup, room painting and minor repairs and seekers can offset moving costs. Home Match offers on-going support for the life of the match and will provide professional conflict remediation services if necessary to preserve the match.

Description of Activity/Milestone Estimated Completion Date

65 Outreach/educational activities including: distribution of outreach collateral and materials; presentations; placing information in partners' newsletters, websites or email blasts; and digital marketing such as social media/online housing boards and banner ads.

Q 1: 3, Q 2: 12, Q 3: 20, Q4: 13

1,100 Inbound inquiries from individuals: Q1: 300, Q2: 150, Q3: 350,
Q4: 300

180 Completed intake/applications interviews with providers, seekers and Home Match staff. This includes appointment scheduling, materials distribution, application review, database entry, and follow up including travel to clients' homes or workplaces or providing technical support to non-tech savvy clients as needed.

Q1: 50, Q2: 20, Q3: 55, Q4: 55

15 units of stabilized housing via a shared housing match. This includes: matchmaking work (described above) and follow-up services to help clients maintain a successful matches. Q1: 4, Q2: 2, Q3: 5, Q4: 4

Home Match benefits Marin County by providing a means for low-income older adults to remain in their homes and alleviate social isolation while improving financial security. Home seekers have an option to live in the community where they work or study. 45% of seekers were in unstable housing and felt at risk of homelessness when they contacted the program.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

Home Match Marin continues to carry out all program activities modified to comply with public health protocols during the height of the COVID pandemic. Inbound inquiries from potential home providers and home seekers were only 13% lower than planned during the height of the pandemic. However, COVID-19 slowed the process of moving potential participants from the information and referral phase to submitting applications, screening potential matches and meeting people in person. Many applicants put the process on hold entirely. Program staff therefore spent more time with people seeking housing information; we provided information and referrals to other essential resources & services for those for whom home sharing might not be the best option. We are proud to state that not a single Home Match Marin participant reported that they contracted COVID as a result of working with our program.

Home Match Marin pre-pandemic outreach efforts were focused on frequent in person community events. Home Match Marin is one of 5 service areas of the program. All service areas worked together to create modified outreach plans. Home Match Marin worked with colleagues to design eight new pieces of collateral including provider and seeker postcards, bookmarks, bilingual English and Spanish provider and seeker flyers, an "Available Rooms Catalogue" and room flyer tear off sheets for bulletin boards.

Home Match Marin also invested in 5 print advertisements in the Vivalon Directory, Born to Age Older Adult Directory, 50up, Marin Independent Journal, and Pacific Sun Newspaper. Home Match Marin carried out 35 large outreach events including postcard campaigns to over 15,000 residential addresses and businesses, blog posts, virtual large group presentations, flyers and postcard distribution. 40 smaller outreach events included virtual small group presentations and distribution of an "Available Rooms Catalogue" to 200+ partners/businesses monthly. These activities have proved successful and inquiries and applications numbers now exceed pre-pandemic monthly averages.

As of January 14, 2022 Home Match Marin has temporarily postponed in-person intakes and home visit appointments. All intake and home visit appointments will be conducted virtually until the surge in COVID-19 cases due to the Omicron variant has subsided.

For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

Housing Support Services

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

Home sharing's primary benefit to the extremely low-income to low-income beneficiaries we work with is to maintain an affordable home for the provider and create new units of affordable housing using existing housing stock to home seekers. Home Match Marin simultaneously helps older adults preserve their housing and helps low-income wage earners access safe, affordable and vetted housing.

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

How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

Significant historical and current disparities and discrimination exist against racial and ethnic minorities in the Bay Area housing market. People with low-income, especially those who live on Social Security and minimum wage earnings struggle in housing markets with exorbitant rent costs such as Marin County. Seekers are discouraged when referred to traditional affordable housing options, which have long, untenable waitlists. Home Match is ideally suited to help address this legacy of exclusion.

Home Match typically serves a diverse population. Program data shows that program participants are 63% people of color, 18% are immigrants, 61% are female, 19% identify as LGBTQ, and 30% of home providers live with at least one disability. In Marin, Home Match finds that a high proportion of home seekers are at risk of displacement or had already been displaced, with 25% reporting during the intake interview that they were experiencing homelessness or were at risk of homelessness, and approximately 10% were living in transitional housing.

Lodging fees for Home Match Marin residences are 50-60% less than the average rent for a one bedroom apartment in Marin County. With a 3% vacancy rate for traditional rentals, home sharing is an important lever to increase housing stock for people shut out of market rate housing. In addition to those matched with a housing provider, Home Match also connects hundreds of people annually to housing counseling and resources.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

Home Match Marin implements our affirmative marketing strategies through extensive networking and outreach to diverse low income neighborhoods, churches, schools, social services, businesses, and intentionally targets local organizations that assist people of color, immigrant groups, low income individuals, veterans, and other protected classes.

All Home Match materials are in English, Spanish, and Chinese. Home Match Marin staff speak Spanish. Home Match staff in our other counties speak Chinese. For other languages we access "In What Language" translation services.

Home Match Marin uses a multitude of methods to publicize our program as well as other affordable housing resources to an array of individuals, including older adults and their family members, caregivers, and other service providers. These channels range from social media, county publications, partner newsletters, blog posts, and e-mail blasts. Home Match Marin posts information in the Canal District and Southern Marin where a high population of monolingual Spanish speakers live, in the Marin Independent Journal, and on multiple nonprofit partners' blogs.

Home Match Marin consistently works with the Marin Housing Authority, the Marin YWCA in San Rafael, the Marin Community Clinic and Vivalon to help ensure people most likely to benefit from home sharing are aware of the program.

Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document.)

| | Number |
|-----------------------------|---------------|
| Moderate Income | 16 |
| Low Income | 20 |
| Very Low Income | 33 |
| Extremely Low Income | 111 |

Total Number of Persons by Income Demographic

180

How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers (Please limit to 3000 characters.)

Staff verify participants' household incomes during their intake appointments. All participants are requested to provide proof of income, which may include: most recent tax return, paystubs representative of the past three months, recent documentation of public benefits (such as a letter from the Social Security Administration), a signed offer letter for upcoming employment along with three months' proof of previous employment, and/or a profit & loss statement with three months' bank statement if self-employed. Staff review these documents to verify income history and status, and to project expected gross income over the next 12 months. This is recorded along with household size and type of household (single versus dual-headed household). For participants in a multi-person household, total household income is verified.

Staff document detailed notes of the proof of income provided, along with the verified gross household income amount, in participants' files. Participants are not referred for match opportunities until income verification is complete; matches are not finalized until staff also check in with participants on any changes to their income since last verified.

Income verification helps ensure lasting matches. Staff provide budget counseling to help seeker participants determine affordable maximum rent budgets based on their incomes and expenses. Verification also ensures we are serving the intended population and accurate program reporting.

Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.

| | Total Number of Persons | Number Identifying as Hispanic |
|--|--------------------------------|---------------------------------------|
| American Indian or Alaskan Native | 2 | |
| Asian | 12 | |
| Black or African American | 12 | |
| Native Hawaiian or Other Pacific Islander | 3 | |
| | | |

| | Total Number of Persons | Number Identifying as Hispanic |
|---------------------------|-------------------------|--------------------------------|
| White | 146 | 20 |
| American Indian and White | | |
| Asian and White | | |
| Black and White | | |
| American Indian and Black | | |
| Multi-Racial | 5 | |

Total Number of Persons

180

Total Number Identifying as Hispanic

20

Female-Headed Households (out of above total)

109

Persons with Disabilities (out of above total)

54

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

Home Match Marin was funded in the Fiscal Year 2020-2021 cycle.

Objective Progress as of December 31, 2021

10 matches 9 matches

25 unduplicated extremely low-income to low-income individuals receive stabilized housing. 18 unduplicated extremely low-income to low-income individuals receive stabilized housing.

448 inbound inquiries 813 inbound inquiries

70 completed applications 120 completed applications

50 outreach activities 17 outreach activities

If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

NA

Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)

Covia Foundation has received and successfully administered CDBG funds for over 10 years, and we have successfully administered County of Marin contracts for Title IIIb funds for 4 years. Covia has the systems in place to comply with financial management, data collection and analysis and reporting requirements that federal grant programs require.

Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

Home Match Marin is a lean operation with two full-time staff—a Program Director and Program Coordinator—who is bilingual (English/Spanish) and bicultural. The Director sets program, outreach,

and partnership strategy, manages staff and key relationships, and works directly with home providers, matches, and provides mediation. The Director has over 5 years experience managing programs, budgets and personnel.

The Coordinator is responsible for administrative functions, interviewing home seekers, and providing housing, financial and critical resource counseling. HM also benefits from operations, financial, and other critical support from Covia's Community Services division and corporate office.

In 2021, Covia created a new cross county position to field all inbound inquiry calls, which has greatly increased operational efficiencies and also have led to a more consistent user experience. Marin County program staff other counties now can focus on outreach and matchmaking vs. answering the most basic phone calls.

Marin County staff are supported by Covia's Senior Director of Community Services, who offers guidance and direction pertaining to the day-to-day operations, including ongoing program evolution incorporating best practices and creating new program efficiencies such as online applications. The Senior Director of Community Services has over 20 year's experience managing large scale programs with 20+ employees.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

NA

For Housing and Capital (construction and renovation) projects, what is your 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)

Describe any flexibility regarding your projects start/completion date. (Limit to 3000 characters.)

Home Match has been active in Marin County since 2016 and is a full time, ongoing program. Activities are ongoing and specific project starts and completion times can be adjusted with advance notice.

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget



Covia Foundation HM Marin CDBG Project Bu...

Attach Organization Budget



CS Org Budget FY22-23 One Page DRAFT.pdf

Attach Dynamic Flood Map



FEMA Flood Map 1.22.pdf

Attach Miscellaneous



HM All Counties_Impact Survey One Pager 8...

Signer Name

Mary Gregory

Signer Title

Manager of Institutional Giving

Signer Affirmation

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Organization Name: Covia Foundation

Project Title: Home Match Marin

Date: 1/20/2022

| INCOME: | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Income |
|--|------------------------|-----------------------|---------|-------------------------------|
| <u>Committed</u> | | | | |
| Foundations: | | \$93,000.00 | | |
| (Add rows) | | | | |
| Government: | | \$87,000.00 | | |
| (Add rows) | | | | |
| Corporations: | | | | |
| (Add rows) | | | | |
| Individual Contributions: | | | | |
| (list total): | | | | |
| Earned Income: | | | | |
| (Add rows) | | | | |
| Other (specify): | | | | |
| Covia | | \$68,000.00 | | |
| (Add rows) | | | | |
| Subtotal, Committed Income | | \$248,000.00 | 0 | \$248,000.00 |
| <u>Uncommitted</u> | | | | |
| Other (specify): | | | | |
| Federal Grants Request | \$15,000 | | | |
| Other Foundations: | | | | |
| (Add rows to list other Foundations) | | | | |
| Government: | | | | |
| (Add rows to list other Government agencies) | | | | |
| Corporations: | | | | |
| (Add rows to list other corporations) | | | | |
| Individual Contributions: | | | | |
| Subtotal, Uncommitted Income | | | | |
| Other | | | | |
| Earned Income: | | | | |
| (Add rows) | | | | |
| Subtotal, Earned Income | | | | |
| Grand Total Income | \$15,000.00 | | \$0.00 | \$15,000.00 |

| EXPENSES (Add rows to list other expenses) | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Expenses |
|--|------------------------|-----------------------|---------|---------------------------------|
| Page 73 of 440 | | | | |

| Personnel Expenses | | | | |
|---|-------------|--|--------------|--------------|
| Program Director
(% FTE: 100) | \$15,000 | | \$75,000.00 | |
| Program Coordinator
(% FTE: 100) | | | \$67,000.00 | |
| Intake Coordinator (% FTE: 20) | | | \$13,000.00 | |
| Subtotal | | | \$155,000.00 | |
| Benefits (@ %:22) | | | \$35,970.00 | |
| Subtotal Salaries and Benefits | \$15,000.00 | | \$190,970.00 | 0 |
| Contracted Services | | | | |
| Professional Fees | | | \$5,000.00 | |
| (Add rows to list other contracted expenses) | | | | |
| Subtotal Contracted Services | 0 | | \$5,000.00 | 0 |
| Direct Project Related Expenses | | | | |
| Rent | | | \$13,000.00 | |
| Phone | | | \$2,000.00 | |
| Utilities | | | \$4,500.00 | |
| Supplies | | | \$2,800.00 | |
| Equipment | | | \$2,000.00 | |
| Travel | | | \$530.00 | |
| Professional Development | | | \$1,500.00 | |
| Printing | | | \$1,700.00 | |
| Marketing | | | \$6,500.00 | |
| Background screening | | | \$2,500.00 | |
| (Add rows to list other direct project expenses) | | | | |
| Subtotal, Direct Project Related Expenses | 0 | | \$37,030.00 | 0 |
| Indirect Expense (specify % in column A below) | | | | |
| 11.00% | | | | |
| Fiscal Sponsorship Fee (specify % in column A below) | | | | |
| | | | | 0 |
| Grand Total All Expenses | \$15,000.00 | | \$233,000.00 | 0.00 |
| | | | | \$248,000.00 |

Community Services Budget**Budget FY 2022-2023****DRAFT****Income Statement**

| | Budget FY
2022-2023 |
|----------------------------------|--------------------------------|
| Program Revenue/Grants/Donations | |
| Administration Grants | 262,211 |
| Market Day Revenue | 90,000 |
| Market Day Grants | 40,400 |
| Well Connected | 195,358 |
| Marin | 25,000 |
| Ruth's Table | 154,013 |
| Creative Spark | 186,886 |
| Social Call | 164,500 |
| Home Match - Marin | 248,000 |
| Home Match - SF | 140,000 |
| Home Match - Contra Costa | 20,000 |
| Home Match - Fremont | 36,000 |
| Home Match - Monterey | 100,000 |
| Foundation | 2,000,000 |
| Total Revenues | 3,662,368 |
| Program Expenses | |
| Admininstration | 591,589 |
| Market Day | 302,507 |
| Well Connected | 767,532 |
| Marin | 248,000 |
| Ruth's Table | 154,013 |
| Ruth's Table Expansion | 234,555 |
| Social Call | 529,003 |
| Home Match - Marin | 255,702 |
| Home Match - SF | 371,010 |
| Home Match - Contra Costa | 71,346 |
| Home Match - Fremont | 90,269 |
| Home Match - Monterey | 202,544 |
| Total Expenses | 3,662,368 |

| Community Services Budget | | |
|----------------------------------|--|---------------------|
| Budget FY 2022 | | |
| 250-7860 Home Match-Marin | | |
| 781001 | Institutional Funding Private & Government | \$180,000.00 |
| 781002 | Released from Foundation | \$68,000.00 |
| | Total Revenue | \$248,000.00 |
| 600000 | Salaries & Wages | \$170,000.00 |
| | Total Salaries Expense | \$170,000.00 |
| 612400 | PTO Expense | \$3,127.00 |
| 612500 | Medical Insurance Expense | \$10,792.00 |
| 612510 | Dental Insurance Expense | \$794.00 |
| 612520 | Vision Insurance Expense | \$84.72 |
| 612530 | Group Life Insurance Expense | \$339.36 |
| 612540 | Long-Term Disability Expense | \$459.60 |
| 612550 | EAP Program Expense | \$93.60 |
| 612605 | 403B Match Expense | \$2,242.13 |
| 612700 | Workers Compensation Expense | \$350.33 |
| 612899 | Other Employee Benefits Expense | \$226.44 |
| 612100 | FICA Tax Expense | \$9,000.00 |
| 612300 | Unemployment Expense | \$420.40 |
| 612600 | Retirement Benefit Expense | \$6,390.06 |
| | Total Benefits Expense | \$35,970.00 |
| 624000 | Professional Fees | \$5,000.00 |
| | Total Professional Fees | \$5,000.00 |
| 668021 | Applicant Screening | \$2,500.00 |
| 624902 | Marketing & Communications | \$6,500.00 |
| 668100 | Travel Expense | \$530.00 |
| 668650 | Communication - Cells, Pagers | \$2,000.00 |
| 668800 | Seminars & Continuing Education | \$1,500.00 |
| 782998 | Office Rent Expense | \$13,000.00 |
| | Utilities | \$4,500.00 |
| 782701 | Printing | \$1,700.00 |
| 782702 | Telephone | \$2,000.00 |
| 635800 | Supplies - Office | \$2,800.00 |
| | Total Other Expenses | \$37,030.00 |
| | Total Home Match Marin Program | \$248,000.00 |

National Flood Hazard Layer FIRMette



122°31'36"W 37°58'30"N



Page 77 of 140

0 250 500 1,000 1,500

Feet

1:6,000

122°30'58"W 37°58'1"N

Basemap: USGS National Map: Orthoimagery: Data refreshed October, 2020

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS

| |
|---|
| Without Base Flood Elevation (BFE) |
| Zone A, V, A99 |
| With BFE or Depth Zone AE, AO, AH, VE, AR |
| Regulatory Floodway |

0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X

Future Conditions 1% Annual Chance Flood Hazard Zone X

Area with Reduced Flood Risk due to Levee. See Notes. Zone X

Area with Flood Risk due to Levee Zone D

NO SCREEN Area of Minimal Flood Hazard Zone X

Effective LOMRs

Area of Undetermined Flood Hazard Zone D

GENERAL STRUCTURES

Channel, Culvert, or Storm Sewer

Levee, Dike, or Floodwall

- 20.2 Cross Sections with 1% Annual Chance
- 17.5 Water Surface Elevation
- 8 - - - Coastal Transect
- ~~~ 513 ~~~ Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary
- Coastal Transect Baseline
- Profile Baseline
- Hydrographic Feature

OTHER FEATURES

- Digital Data Available
- No Digital Data Available
- Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/24/2022 at 6:29 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



Our Impact

2021 Match Survey Highlights



Elli & Kathleen, matched in Contra Costa County

Home Match is a vital housing resource in the Bay Area.

Our matches:

- **Save on housing costs;**
- **Feel more connected to their communities;** and
- **Feel more secure in their housing.**

93% of our survey respondents are **satisfied with our service** and **95% would recommend us to a friend or relative** – or already have!

About Us

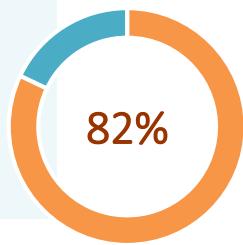
Home Match is a nonprofit home-sharing program that harnesses the strength of community to improve lives.

covia.org/services/home-match

..... TOP 4 REASONS PEOPLE LOVE HOME MATCH

1 Savings & Financial Stability

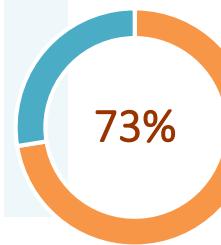
"I needed the financial assistance so my children helped to connect me with Home Match."



- Feel **less worried about money** due to their match, with 53% reporting **monthly savings of \$600 or more**.

2 Safe & Compatible Homemates

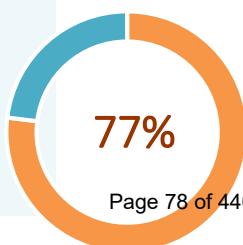
"I wanted to share my home with someone having difficulty finding a place to live in the Bay Area."



- Feel they have **safer and more secure housing**: "I love Home Match because [they] thoroughly vet applicants."

3 Stable & Secure Housing Options

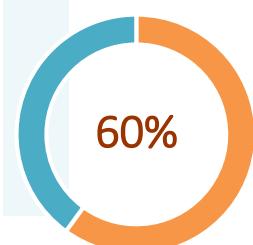
"I had nowhere to go, Home Match helped me find an affordable room for rent with a lovely family."



- Feel **more comfortable in their housing**, with 74% reporting they feel **happier** due to their match.

4 Companionship & Mutual Benefit

"[The Home Provider] has been my friend for years. I was at a transition point and Home Match was a good option."



- Feel **more connected to others**: "We had a spare room, we needed support and we wanted to offer support to another."

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

ExtraFood.org

Mailing Address

907 Sir Francis Drake Blvd
Kentfield , California, 94107

Website

<https://extrafood.org/>

Organization DUNS#

042696065

Executive Director/CEO

Will Dittmar

Email Address

Will@extrafood.org

Phone Number

(434) 981-6915

Project General Information

Program/Project Name

Building an Equitable and Sustainable Food Safety Net in Marin County

Program/Project Site Address

907 Sir Francis Drake Blvd
Kentfield , California, 94107

CDBG Year 1 Funding Amount Requested

25000

CDBG Year 2 Funding Amount Requested

25000

Application Contact Person

Amber Driscoll

Title of Contact Person

Development Director

Email Address

Amber@extrafood.org

Phone Number

(949) 310-8006

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

| | % of Services Provided |
|--------------|------------------------|
| Novato | 18.5 |
| San Rafael | 38.2 |
| County Other | 43.3 |

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

Yes

Funding Source

Community Partnerships

Funding Amount

20000

Date Funding Received

Thursday, October 7, 2021

Is your organization receiving any other County of Marin funding for this project?

No

Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

ExtraFood is solving hunger differently by leading a countywide movement to permanently change our food system to prevent all edible food from being thrown away. We are shifting businesses' and schools' behavior from wasting food to donating it, expanding awareness of the benefits of donating excess food instead of throwing it away, increasing the number of food distribution sites in

underserved areas of Marin, and increasing equitable access to healthy food by sharing Marin's abundance with our most vulnerable residents. Our vision is to enroll every available food donor in our program, sustainably scale to increase the geographic area in which we work, and to capture every available pound of excess edible food for people in need.

Since our inception in 2013, ExtraFood has organized, recovered, and delivered more than 5M pounds of food from 275+ food donors to 169 food distribution sites across Marin County. Our work recovering fresh food has also prevented more than 419,000 pounds of methane from warming our planet and reaching over 8,500 people every week. Our edible food recovery work significantly reduces hunger in our County and helps mitigate climate change; and as an advisory member of DRAWDOWN:Marin, ZeroWaste Marin, and Marin Food Policy Council, ExtraFood is well positioned to influence agricultural and environmental policy at a local level. Each investment in ExtraFood helps us meet new challenges as we progress towards our goal of transforming Marin's food ecosystem, creating lasting change in our community's safety net environment, and increasing equitable access to healthy, fresh food.

Over the past year, our Food Recovery and Community Meals programs have pivoted to serve greater demand for fresh food – for those who lost jobs, homebound seniors unable to accept visitors or cook for themselves, families who rely on food-assistance programs through their children's schools – as well as nearly 49,000 people in need of food assistance in our county year-round, including more than 19,000 seniors and 10,000 children.

As a result of the ongoing pandemic, our nimble model has rapidly adapted as our partners' food programs shift, facilities' safety procedures and hours change, and the number of people they serve increases. ExtraFood is working even more closely with these partners to understand their changing needs, on an hour-by-hour basis in many cases, and adjusting our sourcing and delivery methods to bring more food to more people, including supporting new meal distribution programs and pop-up food pantries across the county. We have also transformed our Community Meals Program to reach more people with prepared meals, and through this program, we have delivered nearly 100,000 prepared meals to homebound seniors and other low-income families.

Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

ExtraFood's vision is to make food recovery a way of life in Marin: to enroll every available food donor in our program, and to capture every available pound of excess food for people in need. To reach the goals of ending hunger and food waste in Marin, ExtraFood is:

Cultivating new partnerships with food businesses in order to grow the total amount of donated fresh food and redistributed to people in communities that have been disenfranchised due to discrimination;
Expanding the food safety net in Marin by increasing the number of food programs and food distribution sites that serve our most vulnerable community members;
Increasing the total number of food trips to expand the total food redistributed throughout the county and increase the number of people served by our programs;
Educating food businesses, hospitals and schools about the benefits of donating food instead of throwing it away, broadening the awareness of the financial savings of small behavioral changes;
Expanding awareness of SB 1383 among food businesses and supporting our food donor partners in donating more fresh food to our food recovery program;
Increasing equity and representation on our staff and board, and promoting a community-led approach to our work;
Partnering with the County of Marin to distribute freshly-prepared meals to COVID-positive residents and their families to keep our community safe; and
Responding swiftly to the changing needs of our community partner organizations, adjusting deliveries daily to ensure that the fresh food we redistribute reaches the people with the greatest need.

As a result of the ongoing pandemic, our nimble model has rapidly adapted as our partners' food

programs shift, facilities' safety procedures and hours change, and the number of people they serve increases. ExtraFood is working even more closely with these partners to understand their changing needs, on an hour-by-hour basis in many cases, and adjusting our sourcing and delivery methods to bring more food to more people, including supporting new meal distribution programs and pop-up food pantries across the county. We have also transformed our Community Meals Program to reach more people with prepared meals, and through this program, we are delivering tens of thousands of meals to Marin's most vulnerable community members.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

Amid the ongoing COVID-19 crisis, ExtraFood continues to experience a significant increase in food needs from our community's most vulnerable children, seniors and working families; an increase in food donations from businesses and schools that are closed; an unprecedented daily array of pickup/delivery schedule changes based on new and changing needs of the vulnerable people we serve, and closures of various partners; and an increase in new food programs at our safety-net partner sites.

Despite the increase in food needs and donations, ExtraFood has responded quickly to address these challenges by increasing the usage hours of our refrigerated vehicles, bringing on new operational staff, and recruiting, training, equipping, and coordinating new volunteers. We have also increased our Community Meals program efforts, distributing over 100,000 freshly-prepared meals at sites throughout the county since this crisis began. We have also worked with the County of Marin's Health & Human Services Department to provide complete meals for COVID-19+ people and for those who have been in close contact and require additional support while quarantining. Through this partnership, we have delivered 17K+ prepared meals, helping to keep our community healthy and safe.

In spite of the many challenges over the past nearly two years, we are encouraged and inspired by our dedicated volunteers, food partners, financial donors, and community advocates. Together with a resilient and hopeful community of supporters, ExtraFood will continue to work toward the day when all people in Marin – and our planet – are healthy and thriving.

For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

Basic Health Services

Food Security

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

Marin ranks 54th in income inequality out of 57 counties across California; and more than 1/3 of families do not earn enough to make ends meet without assistance. 49,000 residents are in need of food assistance, including more than 19,000 seniors and 10,000 children who live in poverty.

ExtraFood's fresh food deliveries serve the children in our community who come to school without breakfast and lunch, and our seniors and working families whose income doesn't last the month, or the week. While Marin boasts many resources, disparities persist along economic lines in both health access and health outcomes. ExtraFood bridges the gap between abundance and need in Marin during a time when disparities in our community have become exacerbated due to an ongoing and unprecedented global crisis. In the last 12 months, ExtraFood has recruited 24 new food donors and recovered and delivered over 994,000 pounds of food – the equivalent of 828,000 meals – with a focus on fresh fruits and vegetables, lean proteins including eggs and dairy products, prepared food, and whole grains.

Through a county-wide coalition we are reaching 8,500 vulnerable members of our community each week, 100% of whom are low to moderate-income, with deliveries of fresh, healthy food. Although we deliver to every town and city in Marin, we focus especially in areas where residents lack sufficient access to fresh, affordable food, including the Canal district of San Rafael, West Marin, Novato, and Marin City. ExtraFood recipient partners include organizations such as Next Generation Scholars,

North Bay Children's Center, West Marin Community Services, and Marin City Senior Center. ExtraFood's free daily and weekly fresh food deliveries helps our recipient partners provide more complete and healthy meals to more people, and frees up some of their limited financial resources to other critical services.

With the help of a Community Development Block Grant, ExtraFood will expand equitable access to fresh, nutritious food for Marin's most vulnerable community members. ExtraFood is committed to rescuing and redistributing fresh and healthy food – including fresh fruits and vegetables, prepared food, dairy products, eggs, meat, packaged goods, and baked goods – to our most food-insecure neighbors. We recognize that health is medicine, and the people who are struggling to put enough food on their tables – particularly BIPOC residents who have suffered from lack of access in our food system due to institutional discrimination – benefit from fresh, nutritious food in particular.

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

Activities benefiting low and moderate-income persons. (LMI)

How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

ExtraFood seeks to ensure it is a model of diversity, equity, and inclusion, with a focus on forming a culture of understanding and acceptance in all work and program environments. We view this as a core value and want our staff, volunteers, and individuals we serve to feel represented, and supported with the ultimate goal they achieve success, sustainability, and security. ExtraFood is an equal opportunity employer, and all team members are provided an employee handbook which clearly outlines the organization's discrimination prevention policies. Beginning in 2021 all staff must also complete a diversity, equity, and inclusion training in order to strengthen employees' diversity awareness and inclusive practices. In 2019, ExtraFood launched a Diversity & Inclusion Committee, a diverse group of ExtraFood staff that works on behalf of and in collaboration with the organization to improve the diversity of our workforce and promote inclusivity in everything we do. Everyone in our community should have the food they need. And, food justice is racial justice: We stand for full racial equality and the dismantling of structural racism in all of our society's institutions.

ExtraFood is committed to fostering an inclusive and accessible volunteer experience. To this end ExtraFood provides the same access and training opportunities to all volunteers and does not limit opportunities based on skill requirements or previous experience. Our volunteer portal is public and all shifts are posted each Sunday evening providing all volunteers an equal opportunity to sign up for the shift that best suits their time schedule and capacity to pick up a large or small food donation. 77% of our volunteers are over the age of 55 and appreciate the flexibility of scheduling smaller food trips, especially those who are unable to lift large amounts of food. ExtraFood is aware that not all volunteers are physically able to take on a regular or spontaneous food trip which is why we create alternative volunteer opportunities such as food sorting opportunities for volunteers from the Arc San Francisco, a learning center for adults with developmental disabilities.

ExtraFood disseminates regular bilingual (English and Spanish) marketing material to our volunteers, food donors, and greater ExtraFood community, and we have plans to increase our bi-lingual presence online. Although ExtraFood is not able to guarantee every recipient site will have a Spanish speaking staff member available, we do create opportunities for pop-up food distribution shifts that are accessible to our non-English speaking volunteers.

Our volunteers go through training with our staff to ensure that they are aware of any potential cultural sensitivities that they may encounter while making a food trip, and volunteers of all races, ages, and physical abilities are celebrated and appreciated by our community, staff, and recipient partners.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected

Classes under federal fair housing laws. (Please limit to 3000 characters.)

ExtraFood is a community-based, community-driven organization. We strive to raise awareness about the unsustainable nature of our local food system, the benefits of our programs to permanently change behavior from wasting food to donating food, and ways in which we can all work together towards the day when everyone in our community has the food they need to thrive. Our marketing is focused on general community awareness about the food insecurity issues so many people in our community face, as well as direct-to-business outreach to encourage food businesses, schools, hospitals, and restaurants to donate more fresh food to our food recovery program.

ExtraFood works to meet the needs of Marin's most vulnerable community members by continuing to strengthen our county's safety net and expanding our food recovery program – with the goal of reaching more people with our nutritious, fresh food deliveries; making Marin's food system more equitable; and ensuring that no one is left without the food they need, especially during items of disaster, emergency, or community crisis. Research verifies that food recovery is a best practice strategy for addressing overall health, hunger, and environmental issues. ExtraFood is permanently changing the food system in Marin by shifting businesses' behavior from wasting food to donating it which benefits our community's most vulnerable residents and allows businesses to positively impact our community.

ExtraFood is committed to fostering an inclusive and accessible experience for all our 169 recipient partners. ExtraFood does and will continue to disseminate regular bilingual (English and Spanish) marketing material to all of our recipient partners and the greater ExtraFood community, and we have plans to increase our bi-lingual presence online and through billboards and annual direct mailing campaigns.

Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document.)

| | Number |
|-----------------------------|---------------|
| Moderate Income | 0 |
| Low Income | 5000 |
| Very Low Income | 2000 |
| Extremely Low Income | 1000 |

Total Number of Persons by Income Demographic

8000

How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers (Please limit to 3000 characters.)

ExtraFood works with over 169 safety-net partners that serve community members that fall under the HUD presumed benefit population including the elderly, the houseless/homeless, and adults with serious disabilities. Our recipient partners that serve houseless/homeless individuals and families are Ritter, Downtown Streets, St. Vincent's, Homewards Bound of Marin - Voyager Carmel Center, Homeward Bound of Marin - Family Center, Homeward Bound - New Beginnings Center, Homeward Bound of Marin - Oma Village, Homeward Bound of Marin - Fourth Street Center, and Gilead House, all of whom serve over 1,000 people a week. We also partner with recovery centers such as Helen Vine, Marin Services for Men - Mission Ave, Center Point, and Center Point Residential Women & Children,

ExtraFood delivers food 7/365 to our food distribution partner organizations, which serve 100% low, very low, and extremely low income adults and seniors across the County – in addition to the HUD presumed benefit population – and each partner organizations is responsible for verifying qualifying client income for the people that they serve and that our food deliveries support. Many Marin's most vulnerable residents are disconnected from services due to transportation barriers, isolation and stigma associated with reaching out for help. Geographic barriers pose a significant problem for our community which is why ExtraFood focuses on expanding deliveries and distribution partnerships in Marin's "food deserts", including the Canal area of San Rafael, Marin City, and West Marin.

Structural racism has long been shown to result in far greater food insecurity among BIPOC communities, and COVID-19 has only increased the disproportionate percentage of BIPOC individuals who are struggling with hunger. ExtraFood is committed to making an impact on ending system racism, specifically as it relates to inequities in the food system and to our mission to end hunger and food waste in Marin. ExtraFood prioritizes partnerships and projects that focus on BIPOC communities including co-launching our partnership with Growing the Table, AIM, and Performing Stars of Marin in Marin City to deliver more than 18 tons of excess fresh fruits and vegetables from small farms, particularly BIPOC-owned farms, to vulnerable people.

Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.

| | Total Number of Persons | Number Identifying as Hispanic |
|---|-------------------------|--------------------------------|
| American Indian or Alaskan Native | 0 | 0 |
| Asian | 400 | 0 |
| Black or African American | 800 | 0 |
| Native Hawaiian or Other Pacific Islander | 0 | 0 |
| White | 3600 | 3200 |
| American Indian and White | 0 | 0 |
| Asian and White | 0 | 0 |
| Black and White | 0 | 0 |
| American Indian and Black | 0 | 0 |
| Multi-Racial | 0 | 0 |

Total Number of Persons

4800

Total Number Identifying as Hispanic

3200

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

N/A

If your agency has remaining CDBG/HOME funds previously approved, please describe the

timeline for expending the fund balance. (Please limit to 3000 characters.)

N/A

Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)

ExtraFood does not have prior experience with administering federal grants. ExtraFood has only recently applied or is in the process of applying to federal grant programs including the National Institute of Food & Agriculture and AmeriCorps, and we expect to hear back later this year. ExtraFood has been the recipient of a California State Grant through CalRecycle in 2018 and 2019.

Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

The lead project supervisors for this project would be ExtraFood's Director of Programs, Monica Ravizza and Deputy Director, Cherie Graham. Cherie has overall operational responsibility for ExtraFood's county-wide food recovery and Community Meals programs, as well as overseeing business operations and partnering with the Executive Director on all major organizational decisions. Cherie's program team is responsible for all food sourcing and recipient partnerships, fleet management, volunteer management, our technology platform, and food delivery logistics. Most recently, Cherie was Interim Executive Director and Director of Development and Outreach at Next Generation Scholars, a nonprofit working to help low-income, primarily BIPOC, middle and high-school students gain entry into college. Before that, Cherie was COO at Girls Leadership, a nonprofit focused on equipping girls with the skills to exercise the power of their voice.

Monica is responsible for overseeing the operations that source thousands upon thousands of pounds of healthy, fresh food and then deliver it to the people who need it most in our community. Monica is committed to the cultivation and satisfaction of food donors, support of volunteer programs, building and maintaining relationships with our nonprofit recipient partners, and management of vehicles and drivers, as well as coming up with creative solutions to obstacles that inevitably arise. Monica has over 10 years of experience in the non-profit sector including grant writing, program development and management, and community based field research. Prior to ExtraFood Monica was a Co-Project Director at Providence Health & Services where she developed, planned, and implemented physical activity and nutrition education programs as part of a U.S. Department of Education grant. She was responsible for the identification and development of collaborative partnerships, management of staff, monitoring program budgets, writing progress reports, developing funding opportunities, and securing outside resources to further program goals and objectives.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

In December of 2021 ExtraFood's Founder and Executive Director, Marv Zauderer, transitioned out of his role as Executive Director and we welcomed our next passionate and experienced leader, Will Dittmar. Will's deep personal commitment to our environment and the most vulnerable among us, his broad skill set, and his record of success and impact growth make us more excited than ever about ExtraFood's future.

Under Will's leadership, ExtraFood will continue to create a triple impact: on hunger, on food waste's massive effect on the climate crisis, and on transforming Marin's food system: from wasting food to donating it for people in need. Will and the EF team will continue to accelerate the realization of ExtraFood's vision:

A vision of food justice: Everyone in our community should have the food they need.

A vision of climate action: Food waste and its enormous harm to our planet must end.

A vision of community: Food waste and hunger are solvable problems in Marin; with ExtraFood's living, growing coalition of people and partners, we can solve them – together.

Despite many challenges over the past year, we are encouraged and inspired by our dedicated volunteers, food partners, financial donors, and community advocates. Together with a resilient and hopeful community of supporters, ExtraFood will continue to work toward the day when all people in

Marin – and our planet – are healthy and thriving.

For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)

N/A

For HOME projects: Please describe how you will need the 25% funding match requirement? (Please limit to 3000 characters.)

N/A

For HOME projects: Describe your project's ability to pencil out with HOME Low Rents. (Limit to 3000 characters.)

N/A

For Housing and Capital (construction and renovation) projects, what is your 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)

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget



Final CDBG ExtraFood Project Budget.xlsx

Attach Organization Budget



EF 2022 Org Budget.pdf

Attach Dynamic Flood Map



ExtraFood Flood Map.pdf

Signer Name

Amber Driscoll

Signer Title

Development Director

Signer Affirmation

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Public Services Project Budget Template

| |
|---|
| Organization Name: ExtraFood |
| Project Title: Building an Equitable and Sustainable Food Safety Net in Marin County |

Date: 1/31/2022

| INCOME: | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Income |
|--|-------------------------------|------------------------------|----------------|--------------------------------------|
| <i>Committed</i> | | | | |
| Foundations: | | | | |
| Norman Rabb | | \$ 25,000.00 | | \$ 25,000.00 |
| Crescent Porter Hale | | \$ 100,000.00 | | \$ 100,000.00 |
| Marin Community Foundation | | \$ 50,000.00 | | \$ 50,000.00 |
| West Marin Fund | | \$ 10,000.00 | | \$ 10,000.00 |
| | | | | |
| Government: | | | | |
| | | | | |
| | | | | |
| Corporations: | | | | |
| Patagonia | | \$ 10,000.00 | | \$ 10,000.00 |
| Clif Bar Family Foundation | | \$ 5,000.00 | | \$ 5,000.00 |
| | | | | |
| Individual Contributions: | | | | |
| Earned Income: | | | | |
| Individuals Small | | \$ 41,851.00 | | \$ 41,851.00 |
| Other (specify): | | | | |
| | | | | |
| | | | | |
| <i>Subtotal, Committed Income</i> | | \$ 241,851.00 | \$ - | \$ 241,851.00 |
| <i>Uncommitted</i> | | | | |
| Federal Grant Request | \$ 50,000.00 | | | \$ 50,000.00 |
| Other Foundations: | | | | |
| Harbor Point Charitable Fund | | \$ 10,000.00 | | \$ 10,000.00 |
| | | | | |
| Government: | | | | |
| | | | | |
| | | | | |
| Corporations: | | | | |
| Bank of America | | \$ 25,000.00 | | \$ 25,000.00 |
| | | | | |
| Individual Contributions: | | | | |
| | | | | |
| | | | | |
| Other (specify): | | | | |
| | | | | |
| | | | | |
| <i>Subtotal, Uncommitted</i> | \$ 50,000.00 | | \$ - | \$ 85,000.00 |
| Other: | | | | |
| Earned Income: | | | | |
| | | | | |
| (Add rows) | | | | |
| <i>Subtotal, Earned Income</i> | | | \$ - | \$ - |
| <i>Grand Total Income</i> | \$ 50,000.00 | \$ 276,851.00 | \$ - | \$ 326,851.00 |

| EXPENSES (Add rows to list other expenses) | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Expenses |
|---|------------------------|-----------------------|-------------|---------------------------------|
| Personnel Expenses | | | | |
| Operations Coordinator | \$ 6,000.00 | \$ 46,000.00 | | |
| Volunteer Coordinator | \$ 6,000.00 | \$ 54,000.00 | | |
| Food Recovery Coordinator I | \$ 6,000.00 | \$ 54,000.00 | | |
| <i>Subtotal Personnel</i> | \$ 18,000.00 | \$ 154,000.00 | | |
| Benefits | \$ 2,160.00 | \$ 24,375.00 | | |
| <i>Subtotal Salaries and Benefits</i> | \$ 20,160.00 | \$ 178,375.00 | \$ - | \$ 198,535.00 |
| Contracted Services | | | | |
| Accountant | \$ 2,340.00 | \$ 15,660.00 | | \$ 18,000.00 |
| <i>Subtotal Contracted Services</i> | \$ 2,340.00 | \$ 15,660.00 | \$ - | \$ 2,340.00 |
| Direct Project Related Expenses | | | | |
| Volunteer Program (Food) | \$ 2,500.00 | \$ 2,090.00 | | \$ 4,590.00 |
| Occupancy | \$ 10,000.00 | \$ 21,536.00 | | \$ 31,536.00 |
| Operations Software (CRM for | \$ 2,000.00 | \$ 9,912.00 | | \$ 11,912.00 |
| (1) Refrigerated Truck (1) | \$ 6,000.00 | \$ 21,900.00 | | \$ 27,900.00 |
| Office Expenses | \$ 2,000.00 | \$ 16,658.00 | | \$ 18,658.00 |
| Marketing (Education and | \$ 5,000.00 | \$ 26,380.00 | | \$ 31,380.00 |
| <i>Subtotal, Direct Project</i> | \$ 27,500.00 | \$ 98,476.00 | \$ - | \$ 125,976.00 |
| <i>Indirect Expense (specify % in column A below)</i> | | | | |
| | | | | \$ - |
| <i>Fiscal Sponsorship Fee (specify % in column A below)</i> | | | | |
| | | | | \$ - |
| <i>Grand Total All Expenses</i> | \$ 50,000.00 | \$ 292,511.00 | \$ - | \$ 326,851.00 |

ExtraFood.org 2022 Budget
*** ExtraFood Confidential ***

Income Categories

Large ($\geq \$1K$) Individual Donations \$ 675,000
Small Individual Donations \$ 150,000
Foundation Grants \$ 430,000
Government Grants -
Corporate Grants/Sponsorships \$ 185,000
Program Service Revenue -
Total Income \$ 1,440,000

Expense Categories

Personnel - \$1,176,682
Community Meals Program -
Corporate Insurance - \$22,000
Bank and Credit Card Processing Fees - \$15,000
Accounting - \$33,500
Occupancy - \$11,160
Office Expenses/Equipment - \$18,658
Fundraising - \$25,000
Truck/Van Operating Costs - \$27,900
Truck/Van Depreciation - \$21,429
Volunteer Program Materials - \$10,900
Operations Software - \$11,912
Marketing/PR/Events - \$31,380
HR/Training/Legal - \$22,200
Evaluation -
Board Expenses - \$3,000
Travel/Meals - \$2,000
Dues/Subscriptions/Admissions - \$1,200

Total Operating Expenses - \$1,433,911

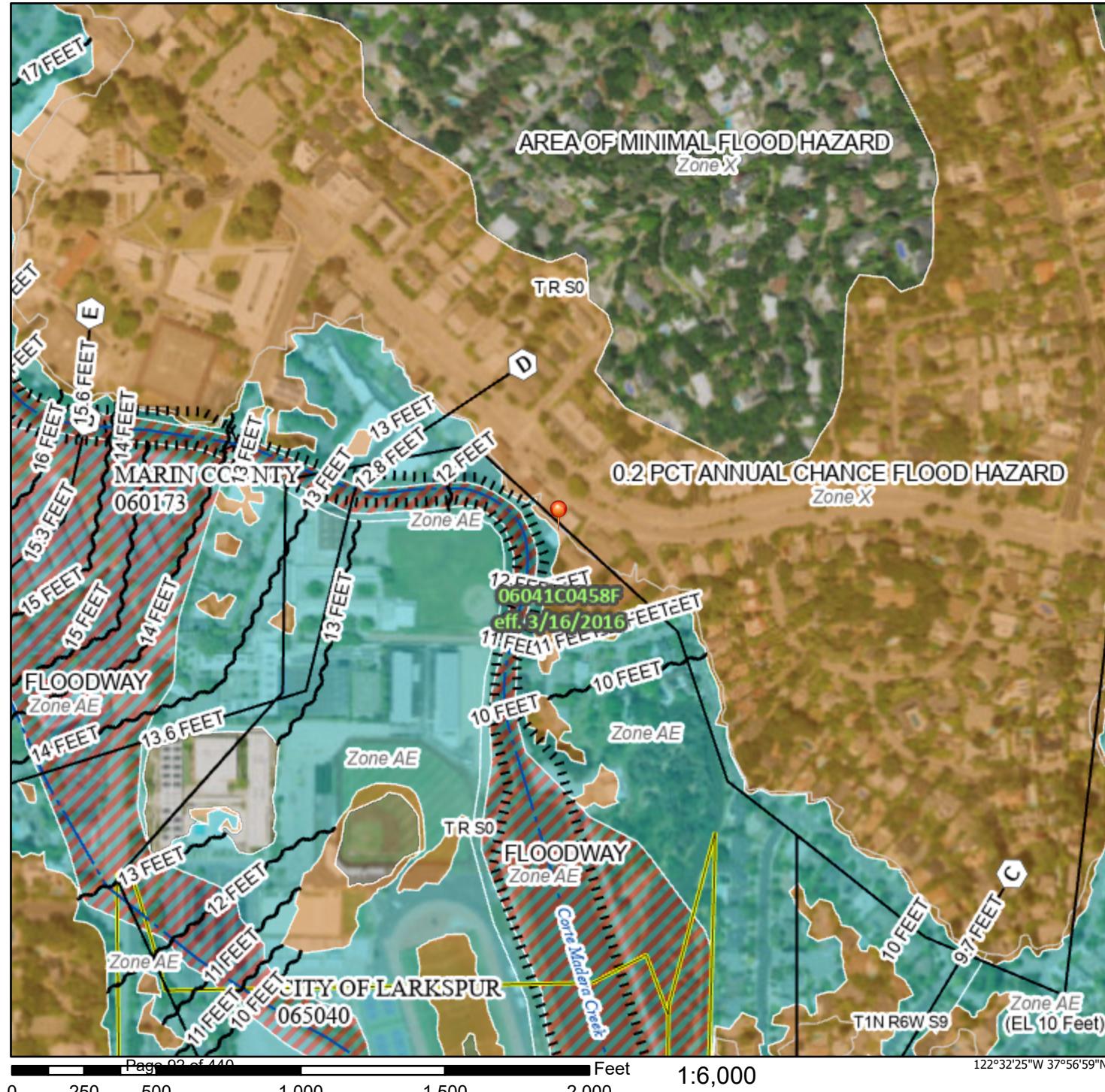
Net Operating Income - \$6,089

National Flood Hazard Layer FIRMette



FEMA

122°33'2" W 37°57'27" N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

| | | |
|-----------------------------|--|---|
| | | Without Base Flood Elevation (BFE)
Zone A, V, A99 |
| SPECIAL FLOOD HAZARD AREAS | | With BFE or Depth Zone AE, AO, AH, VE, AR
Regulatory Floodway |
| | | 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X |
| | | Future Conditions 1% Annual Chance Flood Hazard Zone X |
| OTHER AREAS OF FLOOD HAZARD | | Area with Reduced Flood Risk due to Levee. See Notes. Zone X |
| | | Area with Flood Risk due to Levee Zone D |
| | | NO SCREEN Area of Minimal Flood Hazard Zone X
Effective LOMRs |
| OTHER AREAS | | Area of Undetermined Flood Hazard Zone C |
| GENERAL STRUCTURES | | Channel, Culvert, or Storm Sewer |
| | | Levee, Dike, or Floodwall |
| OTHER FEATURES | | Cross Sections with 1% Annual Chance Water Surface Elevation |
| | | 17.5 |
| | | Coastal Transect |
| | | Base Flood Elevation Line (BFE) |
| | | Limit of Study |
| | | Jurisdiction Boundary |
| | | Coastal Transect Baseline |
| | | Profile Baseline |
| | | Hydrographic Feature |
| MAP PANELS | | Digital Data Available |
| | | No Digital Data Available |
| | | Unmanned |
| | | N |

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **1/31/2022 at 11:13 AM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

Fair Housing Advocates of Northern California

Mailing Address

1314 Lincoln Avenue, Suite A
San Rafael, California, 94901

Website

www.fairhousingnorcal.org

Organization DUNS#

362281065

Executive Director/CEO

Caroline Peattie

Email Address

peattie@fairhousingnorcal.org

Phone Number

(415) 483-7552

Project General Information

Program/Project Name

Fair Housing Counseling and Education

Program/Project Site Address

1314 Lincoln Avenue, Suite A
San Rafael, California, 94901

CDBG Year 1 Funding Amount Requested

75000

CDBG Year 2 Funding Amount Requested

79500

Application Contact Person

Caroline Peattie

Title of Contact Person

Executive Director

Email Address

peattie@fairhousingnorcal.org

Phone Number

(415) 483-7552

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

| | % of Services Provided |
|--------------|------------------------|
| Novato | 22 |
| San Rafael | 35 |
| County Other | 43 |

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

The mission of Fair Housing Advocates of Northern California (FHANC) is "to ensure equal housing opportunity and to educate our communities on the value of diversity in our neighborhoods."

FHANC provides the following services: (1) housing counseling for individual tenants and homeowners; (2) intervention and case investigation; (3) referral of and representation in complaints to state and federal enforcement agencies; (4) intervention for people with disabilities requesting reasonable accommodations and modifications; (5) fair housing training seminars for housing providers, community organizations, and interested individuals; (6) systemic discrimination investigations; (7) monitoring Craigslist for discriminatory advertising; (8) education and outreach activities to members of protected classes on fair housing laws; (9) Affirmatively Furthering Fair Housing (AFFH) training and activities to promote fair housing for local jurisdictions and county programs; (10) pre-purchase counseling/education; and (11) foreclosure prevention.

In 2020-21, the organization served more than 2,000 clients (tenants and homeowners); provided counseling on 490 fair housing cases, assisted 107 clients with disabilities in requesting reasonable accommodations (87 of which were granted or are still pending); investigated 132 rental properties for

discriminatory practices; filed 13 administrative fair housing complaints and 2 lawsuits; garnered \$14,210 in settlements for clients and the agency; counseled 74 distressed homeowners to prevent foreclosure; educated 345 prospective homebuyers; trained and educated 1,839 people, including: 1,222 tenants, service agency staff, and housing providers on fair housing law and our services, 388 community members through Fair Housing and Reasonable Accommodation's conferences and a "Fair Housing in Times of COVID" panel, and 229 students through fair housing presentations for San Rafael High School; and distributed 6,280 pieces of literature. FHANC provides free fair housing services to residents protected under federal and state fair housing laws in all its service areas (Marin County, Sonoma County, Santa Rosa, Fairfield, and Vallejo).

Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

Please see description of services listed under Organizational Overview, above; all services are currently offered in Marin County and we propose to offer all but #10 (repurchase) and #11 (foreclosure prevention) again in 2020-21. As the only HUD-certified Housing Counseling Agency in the county, as well as the only fair housing agency with a testing program in the county, Fair Housing Advocates of Northern California (FHANC) provides free services to residents protected under federal and state fair housing laws. FHANC helps people address discrimination they have experienced, increasing housing access and opportunity through our advocacy as well as by requiring housing providers to make changes in discriminatory policies. Historically, FHANC's fair housing services have been especially beneficial to Latinx households, Black households, people with disabilities, immigrants, families with children, female-headed households (including victims of domestic violence and sexual harassment), and senior citizens. Approximately 90% of our clients are low-income. FHANC's education services are also available to members of the housing, lending, and advertising industry. Providing industry professionals with information about their fair housing responsibilities is another means by which FHANC decreases incidences of discrimination and helps to protect the rights of members of protected classes.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

FHANC developed education and outreach materials in English and Spanish to inform residents of fair housing protections related to COVID-19. In addition, FHANC created a web page with COVID-19 resources and information useful to residents.

In December 2020, FHANC hosted a "Fair Housing in Times of COVID" Forum, featuring panelists from Canal Alliance, Marin County's Social Equity Program, California Department of Housing & Community Development, and Fair Housing Advocates of Northern California.

Due to COVID-19, FHANC had to adapt the delivery of some of its programs. FHANC offers annual conferences on Reasonable Accommodations for people with disabilities for public and private housing providers, advocates, and agency staff to better prepare them to work with people with special needs. The conference offers an opportunity to participate in small group discussions tailored to the participant's questions and experiences. Since COVID, we have offered this conference via Zoom, with breakout sessions to carry out the small group discussions, led by experienced and knowledgeable facilitators. In addition, FHANC offers an annual April Fair Housing Conference to discuss relevant and emerging fair housing issues, and pivoted to a virtual conference in April 2020.

FHANC staff have also advocated for policies to alleviate the negative impacts of COVID-19 on homeowners and tenants. For example, in June 2021, staff attended and provided comments at a Marin County Board of Supervisors' meeting in support of adopting an urgency ordinance barring evictions for nonpayment of rent due to COVID.

Since the beginning of the pandemic, FHANC received many calls from people experiencing COVID-

related housing hardships such as inability to pay rent/mortgage due to income loss; increased rents despite financial hardship; need for reasonable accommodations in order to protect from COVID infections and/or because of increases in stress; domestic violence exacerbated by quarantine/isolation; sexual harassment/exploitation of tenants unable to move/pay rent; neighbor-on-neighbor harassment related to increases in stress/prolonged proximity; and harassment/discrimination based on stereotypes about which groups are likely to have COVID. FHANC has seen an overall decrease in eviction cases during the pandemic. For example, a client with an autoimmune disease and is considered high-risk with regard to COVID-19 reached out to FHANC to prevent her landlord from unnecessarily entering her unit during the COVID-19 pandemic. She had had repeated issues with the landlord entering her unit often and on short notice, without taking proper precautions to prevent the spread of COVID-19. FHANC sent a letter detailing her condition, with verification from her doctor, and requested that the landlord not enter the unit except in case of emergency or for significant repairs. The landlord agreed to the request, and the issue has not persisted since it was granted.

For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

Housing Support Services

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

The first part of our mission is “to ensure equal housing opportunity” and virtually all our services are in support of increasing access and opportunity in housing for tenants and homeowners. This includes providing services to all those protected under federal, state, and local fair housing laws. FHANC works to maximize housing opportunities for all persons regardless of race, color, religion, national origin, familial status, disability, gender, marital status, sexual orientation, age, ancestry, source of income, immigration status, or arbitrary reason.

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

Activities benefiting low and moderate-income persons. (LMI)

Activities benefiting low and moderate area. (LMA)

How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

FHANC is committed to affirmatively furthering fair housing (AFFH) and implementing an AFFH plan that works to address and overcome the impediments to fair housing choice that exist in Marin County. Through its proposed project, FHANC will address its obligation to affirmatively further fair housing by operating a full-service fair housing center experienced in fair housing counseling, investigation and enforcement activities, and fair housing education and outreach.

With the proposed project, FHANC plans to address impediments to fair housing choice by engaging in a number of fair housing activities, from affirmatively changing discriminatory housing policies through education and enforcement, but also proactively advocating for changes in housing policy that AFFH. In addition, FHANC has much to offer the County with regard to expertise in matters relating to Marin County's Voluntary Compliance Agreement and HUD's existing national and state mandates that jurisdictions receiving federal funds must Affirmatively Further Fair Housing (AFFH), given the regulations issued by the Department of Housing and Urban Development ("HUD") in July 2015 and the new rule that the current administration is implementing (for which FHANC staff was invited to and provided input at three stakeholder meetings in October 2021). In addition, FHANC can offer its perspective on California's AFFH rule (which took effect January 1, 2019) and the Marin County Housing Element, through which AFFH is implemented in California.

Virtually all of the agency's clients are among groups of people protected by fair housing law, as that is

an eligibility requirement to receive fair housing counseling services. Each individual seeking our services goes through intake to determine if they are members of a protected class and whether they have a fair housing issue; their case is assessed for the best approach based on the client's desired outcome, whether the alleged fair housing violation can be corroborated through testing, and other factors. Counselors advise clients of their options for seeking redress; members of protected classes are informed of their rights under federal, state, and local fair housing law, and agency staff attorneys and housing counselors represent protected class clients as needed throughout investigation, intervention, and/or the administrative complaint process or lawsuits. FHANC may file an administrative complaint or lawsuit in order to change discriminatory policies of housing providers and effect change for protected classes. FHANC will also provide fair housing education to 1) housing providers so they will understand their obligation to follow fair housing law and treat members of protected classes fairly; 2) service providers for better referrals; and 3) the community so that members of protected classes can better assert their fair housing rights and help disseminate this information to others. (Please also see attached AFFH Detail.)

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

Our agency reaches those least likely to apply for services through the following:

- Translating much of our literature into Spanish and some in Vietnamese;
- Continuing to advertise all programs/services in all areas of Marin, including the Canal, Novato, and Marin City, areas where Latinx and Black populations are concentrated and live in segregated neighborhoods;
- Maintaining a website with information translated into Spanish and Vietnamese;
- Maintaining bilingual staff: we have 3 bilingual Spanish speakers who offer intake, counseling, education and outreach to monolingual Spanish speakers; in addition, we have a staff member who is bilingual in Portuguese;
- Maintaining a TTY/TDD line to assist in communication with clients who are deaf/hard of hearing
- Offering translation services in other languages when needed;
- Conducting outreach and fair housing and pre-purchase presentations in English and Spanish;
- Collaborating with agencies providing services to all protected classes, by providing fair housing education to staff and eliciting help to reach vulnerable populations – e.g. Legal Aid of Marin, the Asian Advocacy Project, Canal Alliance, ISOJI, MCIL, Sparkpoint, the District Attorney's Office, Latino Council of Marin, First 5 Marin, and the Marin Housing Authority.

(See also section under #7 above.)

Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document.)

| | Number |
|-----------------------------|---------------|
| Moderate Income | 14 |
| Low Income | 25 |
| Very Low Income | 63 |
| Extremely Low Income | 248 |

Total Number of Persons by Income Demographic

350

How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers (Please limit to 3000 characters.)

FHANC's clients self-report income. They have no incentive to give inaccurate information as FHANC provides services regardless of income level. In addition, income information is vetted in a number of ways – including but not limited to clients' use of a Housing Choice Voucher; a severe disability limiting ability to produce income; the client being a mutual client of Legal Aid of Marin (which has income restrictions), and so forth. A number of FHANC's clients are survivors of domestic violence or a person living with a severe disability.

Ultimately, FHANC follows the same model required by Legal Services Corporation (LSC) regulations (45 CFR 1611.7(a)(1): https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&n=45y4.1.3.11.12&r=PART&ty=HTML#se45.5.1611_17), which provide that LSC recipients must make a "reasonable inquiry" into applicant income "in a manner which does not impair the attorney-client relationship." Complying with such regulations should address any concerns about compliance with CDBG guidelines.

Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.

| | Total Number of Persons | Number Identifying as Hispanic |
|---|-------------------------|--------------------------------|
| American Indian or Alaskan Native | 1 | 1 |
| Asian | 9 | 1 |
| Black or African American | 45 | 9 |
| Native Hawaiian or Other Pacific Islander | 1 | 0 |
| White | 262 | 82 |
| American Indian and White | 2 | 1 |
| Asian and White | 6 | 1 |
| Black and White | 6 | 1 |
| American Indian and Black | 1 | 0 |
| Multi-Racial | 17 | 10 |

Total Number of Persons

350

Total Number Identifying as Hispanic

106

Female-Headed Households (out of above total)

192

Persons with Disabilities (out of above total)

193

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

During FY2020-21, FHANC counseled 468 tenants and homeowners in Marin County, screening for fair housing issues and providing referrals for non-fair housing clients. Of those counseled, 137 alleged discrimination and were referred to a housing counselor for assistance (e.g. information on fair housing laws, interventions with housing providers), making 45 reasonable accommodation requests on behalf of disabled tenants, 11 referrals to HUD/DFEH (Ca. Dept. of Fair Employment & Housing) and representation of 3 of those cases in administrative complaints. FHANC also filed 2 additional administrative complaints on behalf of the agency in conjunction with client complaints. Though complaints received were on every federal and protected bases, the administrative complaints alleged discrimination on the basis of disability and on gender. In December 2021, after FHANC's investigation, FHANC and a Marin City couple filed a lawsuit alleging race discrimination against an appraiser and appraisal management company for undervaluation of their home by roughly \$500,000.

FHANC conducted systemic national origin/source of income discrimination investigations in 2020 and disability discrimination investigations in 2021 (see attachments) as well as complaint-based testing in Marin, testing for race, national origin, disability, gender, and familial status discrimination.

FHANC monitored Craigslist for discriminatory advertising, with the added state protection as of January 2020 for individuals using housing subsidies. FHANC notified 10 housing providers in Marin during the year regarding discriminatory language in their advertisements, on the basis of source of income and familial status.

FHANC engaged in education and outreach efforts to reach individuals most likely experience discrimination and least likely to contact FHANC, and also public and private providers to prevent discriminatory practices, through fair housing training to public and private housing providers, presentations to service providers and tenant groups, fair housing ads and e-blasts/social media posts, and literature distribution. FHANC also conducted pre-purchase education workshops in Spanish and English in collaboration with Marin Housing Authority to promote homeownership to low-income residents, covering topics such as preparing to buy a home, taking steps to homeownership, obtaining a loan, affordable housing programs, and predatory lending. In addition, FHANC partnered with San Rafael High School to provide presentations on fair housing and the history of racial residential segregation in Marin to social studies classes.

Additionally, FHANC annually produced and hosted successful virtual Reasonable Accommodations conferences and April Fair Housing Month conferences, attended by Marin residents, elected officials, service providers, and Housing Authority staff.

See also attachment "AFFH Detail."

If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

Funds from previous years were fully expended. For the current year, we are on track to expend grant funds before the end of the fiscal year 2021-22 and by the end of January will have billed the County for approximately half the grant funding allocated after 6 months of grant work.

Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)

FHANC has administered federal grant programs for decades, receiving funding directly from HUD annually, through the Fair Housing Initiatives Program since the 1990's and HUD's Comprehensive Housing Counseling Program since 2009. In addition, we have received funding from Marin County for

decades, and CDBG funds from other jurisdictions since 2016, currently administering CDBG programs with Sonoma County and the cities of Santa Rosa, Fairfield, and Vallejo. We are familiar with HUD requirements on all aspects of grant administration, from personnel matters to billing and financial record-keeping and reporting.

FHANC does not employ construction workers; Davis-Bacon does not apply to FHANC's employees/contractors.

Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

FHANC's Executive Director, Caroline Peattie, with 35 years of fair housing experience and project management in Marin County since 2002, provides overall grant supervision as well as ongoing work with and in the county to affirmatively further fair housing. Supervising Attorney, Julia Howard-Gibbon, with 9 years fair housing experience and project manager on CDBG grants and FHANC's HUD's fair housing enforcement grant, supervises the housing counseling team and conducts fair housing training for the housing industry with assistance from other staff. Bilingual Education Director, Adriana Ames, with 26 years of fair housing experience and project manager on multiple grants including HUD's fair housing education grant, supervises education and outreach activities, organizes fair housing trainings and events, and conducts pre-purchase counseling and education.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

FHANC's Executive Director has been in her current position for nine years and has been with the agency since 1996. Of FHANC's two other managers, FHANC's Education Director has been with the agency for 26 years. FHANC's Supervising Attorney, though more recent to her position (September 2020), has been with the agency for five years and has worked on housing issues, including fair housing, since 2006. There are no upcoming leadership transitions.

For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)

N/A

For HOME projects: Please describe how you will need the 25% funding match requirement? (Please limit to 3000 characters.)

N/A

For HOME projects: Describe your project's ability to pencil out with HOME Low Rents. (Limit to 3000 characters.)

N/A

For Housing and Capital (construction and renovation) projects, what is your 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)

Describe any flexibility regarding your projects start/completion date. (Limit to 3000 characters.)

N/A

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget



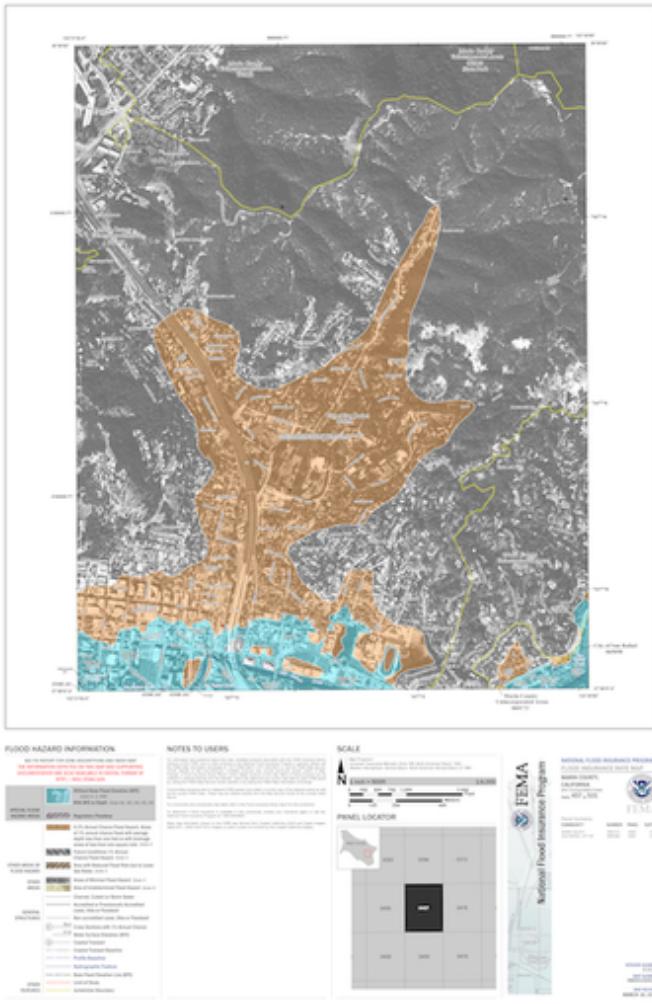
Marin County CDBG project budget 2022-202...

Attach Organization Budget



FHANC Agency Budget FY_2022.pdf

Attach Dynamic Flood Map



Attach Miscellaneous

| | |
|--|--------------------------------------|
| AFFH Detail.pdf | Audit Report-ESA.pdf |
| Audit Report-NO and SOI .pdf | |

Signer Name

Caroline Peattie

Signer Title

Executive Peattie

Project Budget Template

Organization Name: Fair Housing Advocates of Northern California

Project Title: Fair Housing Counseling & Education

Date: Prepared 1/18/2022

Grant Period: 7/1/2022 - 6/30/2023

| INCOME: | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Income |
|--|------------------------|-----------------------|---------|-------------------------------|
| <u>Committed</u> | | | | |
| Foundations: | | | | |
| Marin Community Foundation | | 60,000 | | 60,000 |
| Government: | | | | |
| HUD/Fair Housing Initiatives Program - Enforcement | | 125,000 | | 125,000 |
| HUD/Fair Housing Initiatives Program - Education | | 41,667 | | 41,667 |
| HUD/Fair Housing Initiative Program - Fair Housing Organization Initiative: Enforcement and Systemic Testing Project | | 62,500 | | 62,500 |
| Corporations: | | | | |
| Individual Contributions: | | | | |
| (list total): | | | | |
| Earned Income: | | | | |
| Other (specify): | | | | |
| <i>Subtotal, Committed Income</i> | - | 289,167 | - | 289,167 |
| <u>Uncommitted</u> | | | | |
| Other (specify): | | | | |
| Federal Grants Request | | | | |
| Marin County CDBG | 75,000 | | | 75,000 |
| Other Foundations: | | | | |
| Wells Fargo Foundation | | 10,000 | | 10,000 |
| Union Bank | | 5,000 | | 5,000 |
| Bank of the West | | 5,000 | | 5,000 |
| Government: | | | | |
| Corporations: | | | | |
| Individual Contributions: | | | | |
| <i>Subtotal, Uncommitted Income</i> | 75,000 | 20,000 | - | 95,000 |
| Other | | | | |
| Earned Income: | | | | |
| <i>Subtotal, Earned Income</i> | | - | | |
| <i>Grand Total Income</i> | 75,000 | 309,167 | - | 384,167 |

| EXPENSES | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Expenses |
|---|------------------------|-----------------------|---------|---------------------------------|
| Personnel Expenses | | | | |
| Executive Director
(% FTE: 0.12) CP | 14,245 | 28,915 | | 43,160 |
| Investigations Coordinator/Staff Attorney
(% FTE: 0.08 UL) | 6,120 | 17,176 | | 23,296 |
| Intake Coordinator
(% FTE: 0.09) KC | 5,769 | 8,833 | | 14,602 |
| Education Director
(% FTE: 0.05) AA | 4,690 | 20,617 | | 25,306 |

| | | | | | |
|---|---------------|----------------|---|--|----------------|
| Housing Counselor
(% FTE: 0.06) JF | 4,051 | 8,472 | | | 12,523 |
| Housing Counselor
(% FTE: 0.06) MC | 4,016 | 14,839 | | | 18,856 |
| Bilingual Staff Attorney
(% FTE: 0.04) *TBD* | 2,227 | 7,506 | | | 9,732 |
| Investigations Coordinator/Bilingual Housing
Counselor (% FTE: 0.04) *TBD* | 2,629 | 16,170 | | | 18,799 |
| Supervising Attorney
(% FTE: 0.01) JHG | 1,271 | 25,823 | | | 27,093 |
| Bookkeeper/Accountant
(% FTE: 0.01) JB | 1,599 | 11,384 | | | 12,983 |
| Education Assistant
(% FTE: 0.00) EL | | 6,534 | | | 6,534 |
| Bilingual Intake Counselor
(% FTE: 0.00) *TBD* | | 2,846 | | | 2,846 |
| Data Administrator
(% FTE: 0.00) NT | | 13,208 | | | |
| Executive Assistant
(% FTE: 0.00) AM | | 7,811 | | | 7,811 |
| Benefits (@ %: 18.70) | 8,717 | 35,555 | | | 44,272 |
| Subtotal Salaries and Benefits | 55,333 | 225,689 | - | | 281,022 |
| Contracted Services | | | | | |
| Professional Fees (I.T. Support) | 1,600 | 2,418 | | | 4,018 |
| | | | | | - |
| | | | | | - |
| Subtotal Contracted Services | 1,600 | 2,418 | - | | 4,018 |
| Direct Project Related Expenses | | | | | |
| Occupancy (Rent, Utilities, Maintenance) | 2,750 | 5,997 | | | 8,747 |
| Equipment (Telephone / Copier) | 936 | 1,900 | | | 2,836 |
| Computer Software Services | 1,050 | 1,449 | | | 2,499 |
| Consumable Office Supplies | 339 | 537 | | | 876 |
| Marketing / Advertising | | 2,480 | | | 2,480 |
| Non-consumable Supplies / Equipment | | 1,707 | | | 1,707 |
| Travel | | 5,690 | | | 5,690 |
| Other Direct Costs | | 8,309 | | | 8,309 |
| Subtotal, Direct Project Related Expenses | 5,075 | 28,069 | - | | 33,144 |
| Indirect Expense (specify % in column A below) | | | | | |
| <i>ICR = 23.48%</i> | 12,992 | 52,992 | | | 65,984 |
| Fiscal Sponsorship Fee (specify % in column A below) | | | | | |
| | | | | | - |
| Grand Total All Expenses | 75,000 | 309,167 | - | | 384,167 |

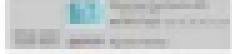
| Agency Annual Budget Summary | |
|---|---------------------|
| July 1, 2021 - June 30, 2022 | |
| 12/16/2021 | |
| | FY 21/22
Budget |
| Ordinary Income/Expense | |
| Income | |
| HUD PEI | \$ 362,500 |
| *NEW* FHIP PEI ARP | 97,222 |
| HUD EOI Y1 | 125,000 |
| HUD EOI COVID | 5,000 |
| *NEW* FHIP FHOI | 125,000 |
| HUD Housing Counseling | 22,000 |
| Sonoma County *UPDATED FOR ADD'L FUNDING* | 77,000 |
| Marin Co-CDBG | 64,441 |
| Contract Revenue-CAG/LAM | - |
| Contract Revenue-CAG/LASC | 30,000 |
| Fairfield | 43,050 |
| Santa Rosa | 36,000 |
| Marin Co-Other | 20,000 |
| Vallejo | 30,000 |
| Marin Co-Dispute Resolution | 3,000 |
| Contract Revenue - PFI | - |
| HAP | - |
| Corp Grants-Union Bank | 5,000 |
| Corp Grants-Bank of the West | 5,000 |
| Corp Grants-Marin Comm Foundation | 53,000 |
| Corp Grants-Wells Fargo | 15,000 |
| Seminar income | 2,000 |
| Individ. Contributions | 10,000 |
| Board Contributions | 2,000 |
| Special Event - Sponsorships | 18,000 |
| Interest/Dividend Income | 1,500 |
| Settlement income | - |
| NFHA Reimbursement | - |
| Accessibility Project | - |
| Gain upon Debt Extinguishment | - |
| Total Income | \$ 1,151,713 |
| | - |
| | |

| | | FY 21/22
Budget |
|---|--|--------------------|
| Expense | | |
| Total Salaries Expense | | \$ 814,060 |
| Payroll Taxes | | 68,524 |
| Benefits | | 55,345 |
| Total Personnel Costs | | 937,928 |
| Accounting Payroll Services | | 3,500 |
| Accounting Accounting Services - CPA | | 19,600 |
| Advertising | | 2,500 |
| Attorney Exp / Bar Dues | | 2,000 |
| Computer/Software Services | | 7,537 |
| Dues and Memberships | | 610 |
| Equipment Computer & Access. Purchases | | 7,467 |
| Equipment Copier lease | | 5,600 |
| Equipment Postage machine lease | | 965 |
| Food, cards, staff aprec. | | 1,000 |
| HAP pass thru expense | | - |
| HUD Sponsored Training | | 12,535 |
| Insurance (Liability) | | 6,000 |
| Interpreters / Translators | | 893 |
| Investigative Tools | | 353 |
| Merchant / bank fees | | 1,700 |
| OccupancyRent | | 41,268 |
| Occupancy Property Maintenance | | 5,060 |
| Occupancy Utilities | | 3,000 |
| Office Supplies | | 2,471 |
| Outreach (Adobe Imaging) | | - |
| Photocopies / Printing | | 2,254 |
| Postage | | - |
| Poster Contest | | - |
| Postering | | 565 |
| Prof. Svcs - Computer IT support | | 13,837 |
| Prof. Svcs - Pension Admin | | 500 |
| Program Subcontractors | | 7,528 |
| Research Tool (Online) | | 1,740 |
| Recruitment | | 1,092 |
| Retention | | - |
| Seminar Costs | | 1,555 |
| Special Event (FH Conf) | | 3,000 |
| Sponsorship / Donations | | 500 |
| Telephone / Internet | | 6,684 |
| Testing Wages | | 6,174 |
| Testing Payroll taxes (Budgeted w/ wages) | | - |
| Testing Cellphone minutes | | 120 |
| Testing Tester Background Checks | | 345 |
| Testing Tester Training / Fees / Practice tests | | 936 |
| Testing Tester Travel/Reimbursements | | 1,063 |
| Travel - Local, Reimb. | | 731 |
| Total Direct Costs | | 172,679 |
|
 | | |
| Total Expense | | 1,110,606 |
|
 | | |
| Net Surplus (shortfall) | | \$ 41,107 |



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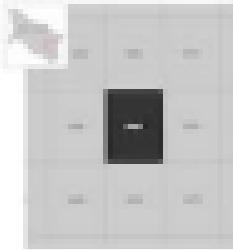
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10 of 10

10

ANSWER



3

222



AFFH Detail

Furthering Marin's Fair Housing Goals: AFFH Detail

FHANC conducted the 2010 Analysis of Impediments to Fair Housing Choice (AI) for Marin County and provided input to the draft 2020 Marin County Assessment of Fair Housing. With the proposed project for 2022-24 in Marin County, FHANC plans to address impediments to fair housing choice by engaging in the activities as outlined in the proposal.

AFFH has historically been the focus of much of FHANC's work; FHANC has presented an annual fair conference since 2015 to bring together advocates, policymakers, and community members to address how the county can address AFFH, including the nexus between fair housing, affordable housing, health, education, transportation, and employment. FHANC can offer information on the status of AFFH implementation and offer up-to-date guidance on the requirement of the Assessment of Fair Housing required by HUD and the California Housing and Community Development Dept. in coming years.

FHANC staff have undertaken advocacy and numerous activities to AFFH such as supporting the passage of local and state fair housing source of income laws (protecting low-income residents with housing subsidies from discrimination) through letter-writing, presentations, social media, and public comment. FHANC also successfully pushed for local and state laws on rent mediation and just cause eviction ordinances. In June 2021, successfully advocated for Marin County's Board of Supervisors to adopt an urgency ordinance barring evictions for nonpayment of rent due to COVID. FHANC plans to continue to work on local and state "Fair Chance" laws, requiring that landlords consider applicants for tenancy based on their own merits, rather than relying on assumptions based on their criminal history. And finally, FHANC has taken a lead role to introduce and pass state legislation that would allow fair housing testers to record conversations with housing providers in order to more easily prove when discrimination has occurred.

Such outcomes measure FHANC's efforts to further fair housing goals (e.g. meeting with representatives of jurisdictions, providing testimonials before elected officials, and educating the broader community about fair housing issues).

FHANC will undertake the following activities to Affirmatively Furthering Fair Housing:

- FHANC will maintain an accessible office where residents can come (once Covid restrictions are lifted and FHANC begins to provide services in person)
- FHANC will provide residents with materials on fair housing and equal opportunity, opportunities to participate in fair housing educational activities, and avenues to report or file complaints of suspected or perceived housing discrimination.
- FHANC will maintain its website and ensure that it details the advocacy, programs, complaint intake services, and counseling offered to residents by FHANC.
- FHANC will utilize its Spanish and Vietnamese language materials in the provision of all fair housing education/outreach services within the county and offer interpretative services to non-English speaking individuals who contact FHANC seeking assistance.
- FHANC will advertise, promote, and solicit responses from participants regarding the need for ASL and foreign language interpretation services in the provision of all fair housing education/outreach and enforcement services, and make ASL and foreign language interpretation services available at all events

where prospective participants indicate a need for the interpretation services at least five days in advance of the event.

- FHANC will continue to implement its fair housing education and outreach program.
- FHANC will serve as an advocate and educational resource to local elected officials and municipal staff at all levels about the obligations of recipients of federal funds to affirmatively further fair housing.
- FHANC will make its staff available for guest speaker appearances on radio/television talk and feature programs, at conferences and workshops, when requested, and will disseminate fair housing literature through various methods as appropriate.
- FHANC will continue to monitor online housing advertisements and provide education and advocacy that discourages discriminatory advertising, statements, and practices in all forms.
- FHANC will counsel complainants who have encountered illegal discrimination about available options and provide assistance to complainants in filing administrative complaints as well as lawsuits, as appropriate.
- FHANC will maintain its testing program in the County, conducting testing upon receiving complaints as appropriate and in audits for housing discrimination. FHANC will be an organizational complainant and initiate administrative complaints and/or lawsuits as appropriate, based upon evidence gathered from testing or other investigations.
- FHANC will be a proactive advocate for the effective enforcement and utilization of the federal Fair Housing Amendments Act, the California Fair Employment and Housing Act, and HUD Guidelines and Recommendations that exist to discourage and eliminate housing discrimination based on any protected class.
- FHANC will counsel homeowners and loan applicants who may have experienced lending discrimination in violation of the Fair Housing Amendments Act, and provide foreclosure prevention intervention services to residents at risk of foreclosure or who are facing the loss of their primary residence due to imminent foreclosure when appropriate, as resources allow.
- FHANC will provide pre-purchase counseling/education to homebuyers so they can better identify fair lending violations and avoid predatory loans, as resources allow.

The above activities will help to overcome impediments to fair housing choice by safeguarding people in protected classes from discrimination in the housing market, increasing housing stability by fair housing advocacy and education for people from protected classes, and expanding housing options available to families by helping to ensure open, diverse, and equitable communities through continued outreach and enforcement.

AN INVESTIGATION OF DISABILITY DISCRIMINATION IN RENTAL HOUSING

IN MARIN, SONOMA & SOLANO COUNTIES



**FAIR HOUSING ADVOCATES
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FOREWORD

Housing is more than merely a roof over a person's head. The ability to freely seek out and choose one's housing, in any community, without facing actual or perceived barriers, is crucial in allowing a person to achieve independence, economic self-sufficiency, social acceptance, and professional and educational opportunities. Since 1923, the U.S. Supreme Court has recognized the right to "establish a home" as one of the fundamental liberties protected by the Due Process Clause of the U.S. Constitution.¹

The purpose of this audit was to assess the extent to which people with disabilities experience discrimination in the initial stages of the home seeking process and the extent to which housing providers are complying with or not complying with their obligations under the Fair Housing Act (FHA) and California's Fair Employment and Housing Act (FEHA), to ensure equal access to housing for people with disabilities and to grant reasonable accommodations to tenants and applicants with disabilities.

Federal and state fair housing laws prohibit discrimination in housing on the basis of disability and require that landlords grant reasonable accommodations to applicants and tenants with disabilities who need them. Where a housing provider's rule, policy or practice creates an unnecessary barrier to equal housing opportunity for a person with a disability, the housing provider is required to remove such barrier by making an exception to the policy or practice in order to accommodate the person's disability-related needs.

In 1968, Congress passed the FHA to prohibit discrimination in housing on the basis of race, color, religion, sex, and national origin; which was amended in 1988 to also include familial status and disability. However, despite legislative progress; disability discrimination in housing is still a reality for many individuals with disabilities. More than thirty years later, HUD still receives more disability-related housing discrimination complaints than any other protected class. From 2018 through 2020, 57% of the housing discrimination complaints filed with HUD for Marin, Sonoma and Solano counties alleged discrimination on the basis of disability; 84% of which were specifically filed against housing providers for failing to provide reasonable accommodations. During that same three-year period, 71% of the people who contacted Fair Housing Advocates of Northern California (FHANC) regarding a fair housing issue alleged discrimination on the basis of disability; 74% of which were related to reasonable accommodations.

Consequently, FHANC conducted a large-scale investigation of 111 rental properties in Marin, Sonoma and Solano counties in order to uncover potential barriers to equal housing opportunities for individuals with disabilities. The investigation, which is detailed in this report, uncovered significant evidence of widespread disability discrimination in the initial stages of the home seeking process.

Adults with disabilities, which make up 26% of the United States population, are more likely to live below the federal poverty level and are consequently disadvantaged when it comes to accessing equal housing.² Disability discrimination in housing exacerbates these conditions, resulting in further geographic segregation and limited opportunities for persons with disabilities to live independently in the community of their choice.

Thus, it is in the best interest of local jurisdictions to assess whether barriers to entry exist in their housing market for individuals with disabilities, and whether housing providers have the requisite knowledge of their legal obligations regarding housing discrimination. Based on such assessments, jurisdictions must, if necessary, take appropriate measures to eradicate obstacles and educate stakeholders, including landlords, tenants, and policy makers on fair housing protections for people with disabilities.

This audit was carried out from January through March 2021, by FHANC's Investigation Coordinators, Aura Aguilar, Ursula Lindsey, and John Froggatt, under the supervision of Supervising Attorney, Julia Howard-Gibbon, and Executive Director, Caroline Peattie. Ms. Howard-Gibbon analyzed the investigations and prepared this audit report, under the supervision of Ms. Peattie.

Those responsible for this report hope the results and recommendations contained herein will heighten awareness and encourage a cooperative effort by all segments of the communities in Marin, Sonoma, and Solano counties to eliminate discrimination on the basis of disability and to educate housing providers on their obligation to provide reasonable accommodations to people with disabilities under the law.

EXECUTIVE SUMMARY

This report details the results and subsequent recommendations following a large-scale systemic audit conducted by Fair Housing Advocates of Northern California (FHANC) in Marin, Sonoma, and Solano counties to assess barriers to housing opportunities for people with disabilities. The investigation focused on the ability of prospective renters with disabilities to access reasonable accommodations - specifically permission to have an emotional support animal - in the initial stages of the home seeking process.

A fair housing testing audit is a way to assess compliance or non-compliance with federal and state fair housing laws in a particular housing market by using testers who pose as home seekers to determine how people with protected characteristics are treated in the rental or homebuying process. An audit differs from a complaint-based investigation in that it gives a broad overview of housing provider behavior in a given market during a certain time period. Public governmental bodies and private agencies throughout the country routinely conduct audits as an effective educational and enforcement tool.

Between January and March 2021, FHANC investigated 111 rental properties in Marin, Sonoma and Solano counties for disability discrimination. FHANC chose properties with stated policies in their rental listings prohibiting or limiting animals on the property, such as "no pet" policies or policies restricting the type, breed or size of animals permitted. Testers posing as renters with disabilities called or emailed housing providers in response to such rental listings and asked if the provider would be willing to make an exception to their animal policy in order to accommodate an applicant who requires an emotional support animal because of a verified disability.

The investigation revealed significant barriers to equal housing opportunities for individuals with disabilities, finding evidence of discrimination at more than half (55%) of the 111 properties investigated. Of the 32 investigations conducted in Marin County, 59% revealed evidence of a discriminatory policy or less favorable treatment toward persons with disabilities. Similarly, in Sonoma County, 60% of the 40 investigations conducted revealed evidence of discrimination. Tests in Solano County uncovered the least evidence of discrimination, however, 46% of the 39 investigations conducted still showed some evidence of unequal treatment and/or discrimination toward people with disabilities.

One of the most significant findings revealed by the audit was the extremely high rate of discrimination uncovered at properties with less than 11 units (73%) versus the relatively low rate of discrimination at properties with more than 50 units (20%). This points to a clear need for increased education and outreach to "mom and pop" landlords regarding their obligation to provide reasonable accommodations under fair housing laws. Conversely, the fact that larger housing providers seem to be aware of their obligations is encouraging because larger properties represent a significantly greater portion of the units tested in this audit (4,413 total units at large properties versus 161 total units at small properties).

FHANC also compared rates of discrimination in urban areas versus rural areas. While the differences were not very significant, the data shows that people with disabilities tend to face slightly more barriers to equal housing opportunities in urban areas than rural areas (58% versus 54%), which may be explained, at least in part, by the fact that housing markets tend to be tighter in urban areas.

While both phone and email tests revealed high rates of discrimination, more evidence of discrimination was uncovered in email tests than in phone tests (62% and 51% respectively), indicating that at least some housing providers are likely unaware of their obligations under the law - given their willingness to discriminate in writing - and that there is a significant need for increased education and outreach to housing providers regarding reasonable accommodations and their obligations under the law.

The data speaks loudly and clearly: regardless of critical strides by advocates to increase legal protections for people with disabilities, there still exist significant barriers to housing opportunities for people with disabilities. Based on the results of its audit investigation, FHANC has proposed a number of recommendations for the housing industry and community at large to eliminate discrimination and help increase access to housing for people with disabilities. Considering the lack of affordable housing in the Bay Area, it is critical that we address the systemic discrimination faced by people with disabilities, who are disproportionately low-income, women and/or members of racial and/or ethnic minorities.³

I. INTRODUCTION

A. FAIR HOUSING ADVOCATES OF NORTHERN CALIFORNIA

Fair Housing Advocates of Northern California (FHANC), is a private nonprofit organization dedicated to assisting individuals experiencing housing discrimination and educating the community, including tenants, housing providers, and government employees, as to their rights and responsibilities under federal and state fair housing laws. The mission of FHANC is to ensure equal housing opportunity and to educate the community on the value of diversity in housing.

FHANC provides free comprehensive fair housing counseling services to individuals alleging housing discrimination in Marin County, Sonoma County (except the incorporated city of Petaluma), and the cities of Fairfield and Vallejo in Solano County. FHANC also provides other services, such as foreclosure prevention counseling and trainings to housing providers, in other neighboring counties.

In addition to counseling and education services, FHANC recruits, trains and employs fair housing testers in order to investigate claims of housing discrimination and to assist in conducting systemic investigations, such as the one described in this report.

B. BACKGROUND

One in four - or 61 million - adults in the United States lives with a disability.⁴ Disability is especially common for people age 65 or older (two in five adults), women (one in four adults), and non-Hispanic American Indians/Alaska Natives (two in five adults).⁵ Adults with disabilities are more likely to live below the federal poverty level and lack access to health care - both of which are associated with a higher occurrence of mental health conditions.⁶

A study from the Centers for Disease Control and Prevention (CDC) found that adults with disabilities report experiencing more mental distress than those without disabilities.⁷ An estimated 17.4 million (32.9%) adults with disabilities experience frequent mental distress, defined as 14 or more reported mentally unhealthy days in the past 30 days.⁸ Frequent mental distress is associated with adverse health behaviors, increased health services utilization, mental disorders, chronic diseases, and functional limitations.⁹ In addition to the mental distress caused by physical disabilities, about one in five adults suffer from a diagnosable mental illness in a given year.¹⁰

Emotional support animals can offer support and therapeutic benefits to individuals with mental or psychological disabilities and are, therefore, commonly prescribed by therapists and medical professionals to people with disabilities as tools for alleviating symptoms of mental illness and mental distress.¹¹ For certain types of mental health conditions, such as depression, some have found that caring for an animal can provide a sense of purpose to a person with a disability. For other conditions, such as post-traumatic stress disorder (PTSD) and/or anxiety, petting an animal can have a calming effect and/or provide other therapeutic benefits.

However, because housing providers often put restrictions on the size and/or breed of animals permitted in rental housing, or prohibit animals outright, these restrictions create barriers to housing opportunity for people with disabilities that require emotional support animals. In order for persons with disabilities to have equal access to housing, housing providers must make exceptions to such restrictive animal policies for people who require emotional support animals because of a disability.

The purpose of this investigation was to assess the extent to which housing providers are complying with their obligations under fair housing laws to remove such barriers for renters who need them in order to access equal housing.

C. LEGAL FRAMEWORK

a. Disability Discrimination

Individuals with disabilities are protected from housing discrimination in California under both federal and state law. The Fair Housing Act of 1968 (FHA),¹² Section 504 of the Rehabilitation Act of 1973,¹³ Title II of the Americans with Disabilities Act,¹⁴ California's Fair Employment and Housing Act (FEHA),¹⁵ and California's Unruh Civil Rights Act¹⁶ together prohibit discrimination in almost all housing, whether privately or publicly administered, funded, or subsidized. In addition, all parties associated with a property and/or real estate transaction must comply with fair housing laws. This includes, but is not limited to, landlords, management companies, agents of the landlord, and real estate brokers.

The FHA defines disability as a mental or physical impairment that substantially limits one or more major life activities. The term mental or physical impairment may include conditions such as blindness, hearing impairment, mobility impairment, HIV infection, mental retardation, alcoholism, drug addiction, chronic fatigue, learning disability, head injury, and mental illness. The term major life activity may include seeing, hearing, walking, breathing, performing manual tasks, caring for one's self, learning, speaking, or working. The Fair Housing Act also protects persons who have a record of such an impairment, or are regarded as having such an impairment.

It is unlawful under the FHA to withhold, deny, make unavailable, or refuse to rent, lease or sell a dwelling because of the disability of a tenant, prospective tenant, or someone associated with a tenant or prospective tenant.¹⁷ Specific examples of unlawful discriminatory conduct include:

- Making an untruthful representation that a dwelling is unavailable in order to avoid renting to a person with a disability;
- Making a statement in order to discourage a person with a disability from renting or purchasing a unit;
- Refusing to negotiate the sale or rental of a unit because of a person's disability;
- Steering individuals with disabilities to or away from certain neighborhoods, types of housing or specific dwellings;
- Imposing a different sales price, rent, deposit or fee on a person with a disability;
- Imposing different qualifications, conditions, application procedures, or screening and selection standards on a person with a disability;
- Refusing to rent to a person because of their association with an individual with a disability, such as a family member;
- Providing different services to an individual with a disability;

- Inquiring about the existence, nature or severity of a disability, unless occupancy of a particular unit is specifically tied to one's status as a person with a disability, as in certain publicly-funded housing programs;
- Segregating individuals with disabilities to certain areas of a building or apartment complex; and
- Refusing to provide a reasonable accommodation to an individual who needs an exception or change to a policy because of a disability.

b. Reasonable Accommodations

Antidiscrimination statutes prohibit housing providers from refusing "to make reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling."¹⁸ The only requirement is that there be a causal connection, or nexus, between the individual's disability and the need for the accommodation.¹⁹ So long as the requested accommodation does not constitute an undue financial or administrative burden, or fundamentally alter the nature of the housing or service, the housing provider must provide the accommodation.²⁰ Furthermore, a housing provider may not charge an extra fee or require an additional deposit as a condition of granting a reasonable accommodation.²¹

When evaluating a reasonable accommodation request, the landlord may request that the tenant provide verification from a knowledgeable third party, such as a doctor or social worker, that the tenant has a disability (i.e., a physical or mental impairment that limits one or more major life activities) and that there is a relationship between the person's disability and the need for the requested accommodation.²² However, the landlord may not deny the request or fail to respond to the request because the tenant did not initially supply verification.²³

Additionally, the housing provider must consider reasonable accommodation requests made in any manner, even if made orally and/or if the requester did not use the housing provider's preferred forms or method.²⁴ The housing provider may not require that the tenant or applicant make the request in writing or in any other manner and may not refuse a request because the tenant or applicant did not follow formal procedures that the provider has adopted.²⁵

Reasonable accommodations may be necessary at all stages of the housing process, including during a housing search, during the application process, during a tenancy, or to prevent eviction.²⁶ Housing providers must consider requests for reasonable accommodations during all stages of the process.

Examples of reasonable accommodations include:²⁷

- Waiving animal restrictions for a tenant who needs an assistance or support animal;
- Assigning an accessible parking space close to the entrance to a building or unit for a tenant with a mobility impairment, regardless of whether parking spaces are generally available on a first come, first served basis;
- Allowing a tenant with a mental impairment who is afraid to leave his unit to mail his rent check instead of paying his rent in person;
- Providing assistance in filling out a rental application form.

c. Assistance Animals

A tenant with a disability who requires an assistance animal in order to assist with or alleviate a symptom of a disability may not be denied the right to have an assistance animal in housing. An assistance animal is not a pet;²⁸ it is an animal that works, provides assistance, performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms of a person's disability.

There are two types of assistance animals: 1) service animals, and 2) emotional support animals. A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability, such as guiding individuals who are blind, alerting individuals who are deaf or hard of hearing to sounds, providing protection or rescue assistance, pulling a wheelchair, fetching items, and/or alerting persons to impending seizures.²⁹ The work or task a dog has been trained to provide must be directly related to the handler's disability.

Conversely, an emotional support animal is an animal that provides comfort to their owners but is not trained to perform a specific task. An emotional support animal is defined as an animal: 1) that alleviates one or more symptoms or effects of an individual's disability; 2) that is necessary to afford an individual with a disability an equal opportunity to use and enjoy a dwelling; and 3) for which there is an identifiable relationship between the disability and the assistance the animal provides.³⁰ Emotional support animals are also commonly referred to as companion animals. Support animals do not need to be any specific species or breed.

A housing provider must evaluate a tenant or applicant's request to have an assistance animal using the same general principles applicable to all reasonable accommodation requests. After receiving such a request, the housing provider must consider: 1) whether the person seeking to use and live with the animal has a disability (i.e., a physical or mental impairment that substantially limits one or more major life activities); and 2) whether the person making the request has a disability-related need for an assistance animal.

If both conditions are met, fair housing law requires the housing provider to modify or provide an exception to a "no pets" rule or policy to permit a person with a disability to live with and use an assistance animal in all areas of the premises where persons are normally allowed to go, unless doing so would impose an undue financial and administrative burden or would fundamentally alter the nature of the housing provider's services.

Restrictions and limitations that housing providers may apply to pets, such as breed, size, and weight limitations, may not be applied to assistance animals.³¹ Additionally, while housing providers may require applicants or residents to pay a pet deposit, they may not require applicants and residents to pay a deposit for an assistance animal.³² As is the case for all reasonable accommodation requests, housing providers may not require that an applicant or tenant make the request for an assistance animal in any particular manner or use any formal procedure adopted by the provider.

Like all reasonable accommodation requests, the determination of whether a person has a disability-related need for an assistance animal involves an individualized assessment. However, a housing provider may not have a blanket ban on assistance animals or a policy of refusing to make exceptions to animal policies for assistance animals. Furthermore, a request to have an assistance animal in housing may not be unreasonably denied or unreasonably delayed.³³

II. AUDIT GOALS AND METHODOLOGY

A. WHAT IS A FAIR HOUSING AUDIT?

A fair housing audit is a way to assess compliance or non-compliance with federal and state fair housing laws. It is a controlled measurement of the difference in quality, quantity, and content of information and services afforded to home seekers (testers) by housing providers. An audit differs from a complaint-based test in that it gives a broad overview of housing provider behavior in a given market during a certain time period. Fair housing organizations routinely conduct audits as an educational and enforcement tool.

B. AUDIT GOALS

The purpose and goals of the audit described in this report were as follows:

1. To identify discriminatory policies related to reasonable accommodations and/or instances of differential treatment towards people with disabilities at rental sites, including duplexes and larger multi-family complexes, thus indicating the extent to which people with disabilities face difficulty in securing rental housing in Marin, Sonoma, and Solano counties.
2. To create a list of target properties for future testing where results indicate potential discrimination and where results suggest that further investigation could yield stronger evidence of discrimination.
3. To bring violations to the attention of housing providers, in order to increase awareness of the potential consequences of engaging in discriminatory practices and prevent future transgressions.
4. To file enforcement actions, including administrative complaints with the Department of Housing and Urban Development (HUD) or California's Department of Fair Employment and Housing (DFEH) and/or lawsuits, in cases with strong evidence of discriminatory policies and/or differential treatment/discrimination.
5. To increase awareness of the difficulties renters with disabilities experience in securing rental housing.
6. To make tenants and home seekers with disabilities aware of discriminatory practices they may experience and the services provided by FHANC to secure housing rights.
7. To offer training to housing providers on fair housing laws and practices in order to forestall future discrimination.

C. GEOGRAPHIC SCOPE OF AUDIT

FHANC tested properties in Marin, Sonoma, and Solano counties, with 32, 40, and 39 investigations conducted in each county respectively. The number of tests conducted in each city or geographic area within each county was determined based on the availability of listings for the city/area that met the property selection criteria as well as the population and housing stock for that area as compared to the rest of the county.

In Marin County, tests were conducted at properties located in San Rafael, Novato, Southern Marin³⁴, West Marin³⁵, and Central Marin³⁶. The chart below shows the percentage of tests conducted in each area, corresponding approximately to the population in each area.

| CITY / AREA | # OF PROPERTIES TESTED | % OF MARIN PROPERTIES TESTED IN AREA / CITY | % OF MARIN POPULATION |
|----------------|------------------------|---|-----------------------|
| San Rafael | 9 | 28% | 27% |
| Novato | 9 | 28% | 26% |
| Southern Marin | 4 | 13% | 16% |
| Mill Valley | 2 | | |
| Sausalito | 2 | | |
| West Marin | 1 | 3% | 7% |
| Lagunitas | 1 | | |
| Central Marin | 9 | 28% | 24% |
| Greenbrae | 1 | | |
| Corte Madera | 2 | | |
| Kentfield | 2 | | |
| Larkspur | 2 | | |
| San Anselmo | 2 | | |
| Totals | 32 | 100% | 100% |

In Sonoma County, tests were conducted at properties located in Santa Rosa, Petaluma, West Sonoma County³⁷, Northern Sonoma County³⁸, and Southern Sonoma County³⁹. The chart below shows the percentage of tests conducted in each area, corresponding approximately to the population in each area.

| CITY / AREA | # OF PROPERTIES TESTED | % OF SONOMA PROPERTIES TESTED IN AREA / CITY | % OF SONOMA POPULATION |
|------------------------|------------------------|--|------------------------|
| Santa Rosa | 22 | 55% | 45% |
| Petaluma | 3 | 8% | 20% |
| West Sonoma County | 3 | 8% | 6% |
| Guerneville | 1 | | |
| Sebastopol | 2 | | |
| Northern Sonoma County | 5 | 12% | 15% |
| Healdsburg | 3 | | |
| Windsor | 1 | | |
| Cloverdale | 1 | | |
| Southern Sonoma County | 7 | 17% | 14% |
| Sonoma | 3 | | |
| Rohnert Park | 4 | | |
| Totals | 40 | 100% | 100% |

In Solano County, tests were conducted at properties located in Fairfield, Vallejo, Vacaville, and Southern Solano County⁴⁰. The investigations coordinators were unable to find listings in Northern Solano County⁴¹ that met the property selection criteria. The chart below shows the percentage of tests conducted in each area, corresponding approximately to the population in each area.

| CITY / AREA | # OF PROPERTIES TESTED | % OF SOLANO PROPERTIES TESTED IN AREA / CITY | % OF SOLANO POPULATION |
|------------------------|------------------------|--|------------------------|
| Vallejo | 14 | 36% | 29% |
| Fairfield | 11 | 28% | 27% |
| Vacaville | 6 | 15% | 18% |
| Northern Solano County | 0 | 0% | 10% |
| Southern Solano County | 8 | 21% | 16% |
| <i>Suisun City</i> | 2 | | |
| <i>Benicia</i> | 6 | | |
| Totals | 39 | 100% | 100% |

These locations represent both the most densely populated cities in Marin, Sonoma, and Solano counties (Novato, San Rafael, Santa Rosa, Petaluma, Vallejo, Fairfield, and Vacaville), as well as more suburban and rural areas with lower population densities (West Marin and West Sonoma County).

D. AUDIT METHODOLOGY

a. Tester Screening, Recruitment, and Training

The audit was carried out by FHANC's investigations coordinators, under the supervision of FHANC's supervising attorney and executive director.

The investigations coordinators recruited, screened and selected 10 testers for this audit, not including 2 of the investigations coordinators who also conducted tests. Only testers with voices identifiable as white non-Latinx were selected in order to avoid indication of any other protected characteristics other than disability. All testers received training on testing and investigations procedures as well as specialized training regarding disability and emotional support animals.

b. Sampling Technique

The investigations coordinators selected properties within the geographic area from advertisements posted online that included at least one restrictive policy related to animals, such as a no pets policy, a pet weight restriction, a breed restriction, and/or a mandatory pet deposit or pet rent. Online listing sources included but were not limited to Craigslist.com, Trulia.com, Hotpads.com, Apartments.com, Zillow.com, Facebook.com, and Zumper.com. Shared homes, vacation homes, and short-term rentals were deliberately not included.

c. Determining Test Type

Once a property was selected, the investigations coordinator then determined whether the test would be an email or a phone test, depending on the contact information that was provided for the agent in the rental listing as well as other logistical considerations.

For each phone test, the coordinator either conducted the test themselves or assigned a tester to the investigation. All email tests were conducted by the investigations coordinators.

d. Profiles

For both email and phone tests, the investigations coordinators created protected profiles that included a disability and the need for an emotional support animal. All protected profiles were designed to avoid any indication of protected class characteristics other than disability. The race and ethnicity for all profiles were white non-Latinx and none of the profiles included children. All profiles included employment and income information. Each profile also included an email address, which testers could provide to the agent if asked. The email accounts were created and managed by the investigations coordinators.

Each protected profile included an emotional support dog and information about the dog's breed, size, and age. The investigations coordinators deliberately chose larger dogs and less desirable breeds, such as pit bulls, in order to ensure that if a housing provider did agree to make an exception to an animal policy, it would be to accommodate the applicant's disability and not because the agent was inclined to do so anyway based on the size and/or breed of the dog. For example, a housing provider may be willing to make an exception to a no pets policy for a small dog, even if the applicant does not have a disability, because a smaller dog is perceived as more desirable and less disruptive..

e. Phone Tests

For each phone test conducted by a tester, the investigations coordinator created a test assignment based on the information collected from the rental listing. Test assignments included information about the listing (ie: the phone number of the agent and the address of the property), instructions for conducting the test, the tester's profile, and a copy of the rental listing.

Prior to starting the phone tests, the investigations coordinator briefed each tester and sent each tester their test assignment. Testers were instructed to review their test assignment, acknowledge receipt and understanding of the test instructions, and discuss any questions or concerns about their assignment with the investigations coordinator prior to starting the test. After receiving and reviewing their test assignments, testers were instructed to call the rental agent posing as a home seeker and follow the instructions in the assignment.

If the tester reached an answering machine, the tester was instructed to leave a message stating their name, phone number and their interest in the listed property. Testers were instructed not to reveal their protected characteristic (ie: disability) or include any other information about their profile in the message other than their name and phone number.

If the tester successfully reached a person associated with the listed property (e.g.: the landlord or an agent of the landlord), the tester was instructed to introduce themselves and state that they were calling about the advertised unit. Testers were instructed to seek information from the rental agent about the property and the application process, including the rent, the security deposit, the application fee, the credit check, whether any utilities and/or amenities were included, and any other information about the advertised unit. Testers were instructed to answer any of the agent's questions according to the tester's profile.

During the test, testers were instructed to ask if the landlord accepted dogs. If the answer was "no" or if the agent said they did accept dogs but only if the animal met certain restrictions, such as weight or breed restrictions, then the tester was instructed to ask if the agent would make an exception to such a policy for

emotional support animals. The tester was also instructed to tell the agent that they could provide a letter from a doctor regarding their need for the emotional support animal if necessary.

Within 24 hours of completing the test, testers were instructed to debrief with the investigations coordinator during which they provided the coordinator with a description of what happened during the test and discussed any issues or concerns that may have arisen. In some cases, when the investigations coordinator determined that additional information was needed, testers were instructed to call the agent back and obtain the additional information.

After each test, the person conducting the test (either a tester or investigations coordinator) completed a Phone Test Report Form in which they documented the agent's response to their questions regarding emotional support animal policies, as well as any additional information they gathered during the test, including the agent's name/title, the address of the unit, the number of bedrooms, the monthly rent amount, the security deposit amount, any lease options, the date of availability; plus any other information that the agent may have provided or sought from the tester (e.g: the tester's income, employment, family size, etc.). In addition to the Report Form, each tester (or investigations coordinator) wrote and submitted a narrative description of what happened during the test, including a description of all interactions with the rental agent.

f. Email Tests

For each email investigation, the investigations coordinator emailed the rental agent from the protected profile's email address, posing as a prospective renter. Emails included an acknowledgement of the landlord's existing pet policy (as stated in the rental listing) and an inquiry as to whether the agent would consider making an exception to such policy for someone who requires an emotional support animal.

If after a reasonable amount of time the protected profile received no response, the investigations coordinator sent an additional email from a control profile, which did not include a disability or an emotional support animal, asking if the unit was still available. If the control profile received a response and the protected profile did not, that was considered some or potential evidence of discrimination. If neither profile received a response, the investigation was considered a failed test and was not counted in the results, except in two instances where the test coordinator made additional attempts to reach the agent from a third profile which were successful. For investigations with multiple test parts, investigations coordinators compared the experiences of the protected profiles to that of the control profiles to determine which profiles were treated more or less favorably.

III. AUDIT ANALYSIS

For single-part investigations FHANC reviewed the experiences of the protected testers and determined whether there was evidence that the housing provider had any discriminatory policies or practices related to emotional support animals and/or whether they made any discriminatory statements related to disability.

For multi-part investigations, FHANC reviewed the experiences of all testers and determined whether there was evidence that the housing provider had any discriminatory policies or practices related to emotional support animals, whether the housing provider made any discriminatory statements related to disability, and/or whether the housing provider treated the protected profile(s) more or less favorably than the control profile(s).

When analyzing results, investigations coordinators considered multiple factors, including but not limited to the following:

1. The housing provider's willingness to rent to each tester/profile;
2. Whether the housing provider offered different rental terms and/or conditions (including amenities and special offers) to the protected tester/profile versus the control tester/profile;
3. Whether the housing provider followed up with either tester/profile after the test was complete;
4. How the housing provider responded (or failed to respond) to initial contact or subsequent contacts by testers;
5. Information provided to the testers about applicant qualifications, eligibility, or rental criteria; and
6. The housing provider's comments and/or general treatment of testers indicating encouragement, discouragement, and/or steering.

After analyzing all 111 investigations, FHANC categorized each investigation as either: 1) showing no significant evidence of disability discrimination, 2) revealing some or potential evidence of disability discrimination, or 3) showing clear evidence of disability discrimination.

For the purposes of this report, "clear evidence of disability discrimination" refers to statutory violations of the Fair Housing Act, including but not limited to:

- Refusing to make a necessary reasonable accommodation for a person with a disability, such as refusing to make an exception to a pet policy and/or refusing to waive a pet deposit or pet rent for an emotional support animal;
- Refusing to rent to or negotiate with a person because they have a disability and/or require a reasonable accommodation;
- Making a false representation about rental availability to a person because of their disability and/or their need for a reasonable accommodation;
- Offering inferior terms, conditions, privileges or services to a person because of their disability and/or their need for a reasonable accommodation;
- Suggesting another neighborhood or property would be more suitable because of a person's disability and/or need for a reasonable accommodation (steering); and/or
- Making discriminatory statements against people with disabilities and/or discriminatory statements related to reasonable accommodations.

For the purposes of this report, "some/ potential evidence of disability discrimination" refers to some but not clear evidence of a discriminatory policy; statutory violations that do not materially affect the housing transaction; and/or other less significant types of discriminatory policies or practices, such as:

- Responding to an inquiry from someone with no stated disability after failing to respond to an inquiry from someone with a stated disability and/or need for a reasonable accommodation;
- Implying that a person's application will likely be denied and/or discouraging the person from applying because they require a reasonable accommodation;
- Requiring an applicant who needs a reasonable accommodation to submit to additional screening and/or requiring that reasonable accommodation requests be made in a particular manner or procedure;
- Causing delays in the application process by failing to answer questions related to reasonable accommodations, and/or providing confusing or unclear answers to such questions, and/or deferring such questions to another person who is unavailable;
- Refusing to provide information about whether a reasonable accommodation would be granted until after the person submits an application (and pays an application fee); and/or
- Making negative comments about emotional support animals and/or negative comments about a housing provider's obligation to allow emotional support animals and/or grant other reasonable accommodations.

For the purposes of this report, "no significant evidence of disability discrimination" refers to tests where: the agent did not make any discriminatory statements; the agent did not make any statements indicating that a discriminatory practice or policy exists; and, for multi-part tests, all testers received substantially similar information and/or treatment by the agent.

IV. AUDIT RESULTS

A. TEST OUTCOMES

Of the 111 investigations conducted in the tri-county area, 61 (55%) showed some/potential or clear evidence of disability discrimination and 50 (45%) revealed no significant evidence of disability discrimination.

a. Clear Discrimination

Of the 111 total investigations conducted, 36 (32%) showed clear evidence of disability discrimination. Responses from housing providers that demonstrated clear evidence of discrimination included the following:

- We only accept cats and dogs under 25lbs with a \$400 pet deposit; we do not make exceptions for emotional support animals.
- The owner looks negatively at people with dogs, including emotional support animals; please find another rental property.
- We have a no pets policy and we only make exceptions for service animals, not emotional support animals.
- We might make an exception for an emotional support animal, but not for a large German Sheppard.

- We will make an exception to the no pets policy but we will not waive the \$500 pet deposit.
- We only allow animals under "special circumstances" and only for very well qualified applicants who are willing to pay an increased security deposit.
- We would consider waiving the monthly pet rent and/or make an exception for certain breeds, but we will not waive the pet deposit.
- We might consider making an exception for an emotional support animal, but it would "depend on the person and the animal;" we would have to meet you and your dog before we would consider your application.
- We have a no pets policy and we do not make exceptions for emotional support animals.
- We have only ever made exceptions for cats with a large pet deposit; we have never had a dog on the property and "it probably wouldn't work."
- We do not allow pets and we cannot make exceptions for emotional support animals because if we do other tenants will say they need one too.
- Pets for emotional support are not allowed.
- We are legally required to accept emotional support animals, but we still require that the animal be licensed by the Humane Society; and you should know that the property is old and run down and "stuck in the 70s" (implying that the tester should not apply).
- I do not think the owner will make an exception because we recently allowed a dog that caused extensive damage to the property.
- I am legally required to let you apply but I do not think it would be a "good fit."
- A large dog would not be a good fit for a second-floor apartment, but I can show you other units that may work better for you.
- The owner has not allowed emotional support animals in the past; the unit would not be appropriate for a dog because there is no backyard.
- I would potentially consider making an exception for an emotional support animal, but I would rather refer you to other properties that would be a better fit.
- Unfortunately, we do not make exceptions for emotional support animals; there is not enough space for dogs.
- The apartment would probably be too small for a dog; I can check with the owner but I would suggest you look into renting a house instead.
- You would need to provide more than just a doctor's note because with so many scams going on I have to protect my interest.

- You can apply but the ad says no pets and the application fee is non-refundable.

b. Some/ Potential Discrimination

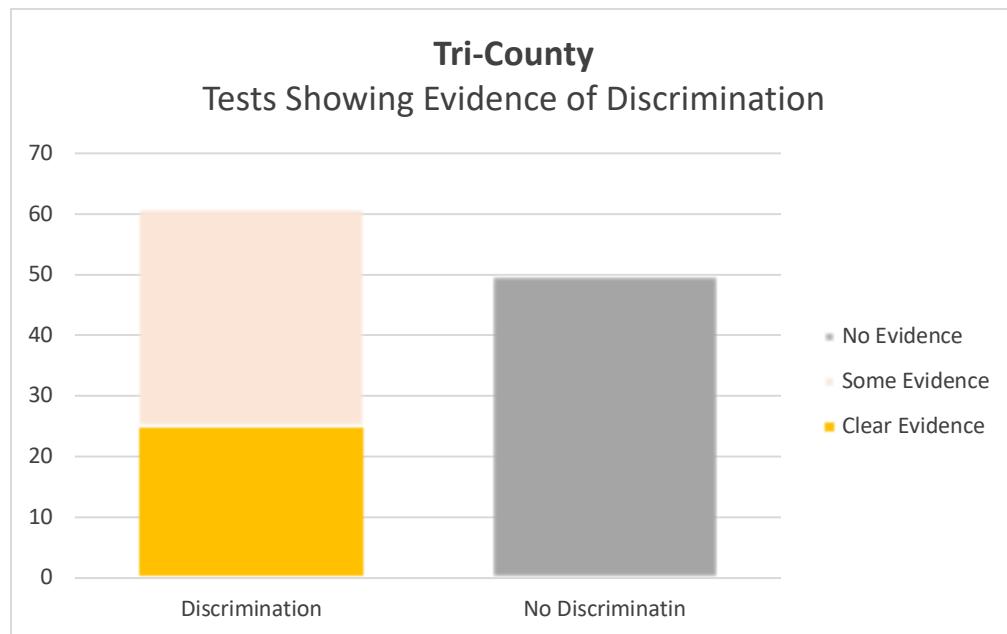
25 (23%) revealed some or potential evidence of disability discrimination. Tests that were categorized as showing some or potential evidence of discrimination included the following:

- The tester emailed the agent multiple times asking if they make exceptions for emotional support animals; the agent responded to the emails but avoided answering the question until he finally responded saying he is not involved in processing applications and does not make decisions about eligibility; he just shows the apartment.
- The agent said they accept emotional support animals but applicants are required to submit a pet application through petscreening.com in order for the request to be considered.
- The tester was told that the landlord will make an exception to the no pets policy if the applicant provides a doctor's note plus "certification" for the animal; certification was not defined.
- The protected tester sent an email asking if the unit was still available and whether they would make an exception to the no pets policy for an emotional support animal but received no response; subsequently, the control tester sent an email asking about availability and received a response stating that the unit was still available.
- The tester was told that in order for the request to be considered an applicant must submit a request for an emotional support animal using the housing provider's reasonable accommodation form.
- The owner said he would make an exception for an emotional support animal and would waive the pet deposit but stated that he is nervous about pit bulls and would like to meet the dog first.
- When the tester asked if the owner would make an exception for an emotional support animal the agent said "yes, if it's a service animal its ok;" the agent implied that they considered an emotional support animal to be service animal (despite that being incorrect) but said that the animal would also have to go through an additional "pet screening" process, which was not explained.
- When asked about availability via email, the landlord responded to the control profile but not to the protected profile which also asked about emotional support animal policies.
- The agent initially responded to the tester's emails but when the tester revealed that his emotional support animal was an 80lb German Shepard the agent stopped responding.
- The agent stated that she was not sure about their emotional support animal policy and that she would look into it, but then never called tester back.
- The agent said he could not answer questions about emotional support animals because only the owners could make that decision; the tester was told he would have to "move to the application process for that."
- The agent said she would have to look up the laws regarding emotional support animals, but that they generally do not allow pets; the agent never called the tester back.

- The agent said she did not know whether an emotional support animal would be accepted by the owner; she said she would check with the landlord and then call the tester back but then never contacted the tester again.
- The agent said they make exceptions for emotional support animals because they are required to by law but when tester asked to schedule an appointment the agent said she had been exposed to Covid-19 and would not be showing it for 14 days.
- The agent could not say if they accept emotional support animals; he told the tester they had to apply first and then owner would decide.
- The agent said they accept "certified service pets;" when the tester explained that she has an emotional support animal the agent said "any certified animal" is fine; she did not explain what she meant by "certified" or "service pets" but implied emotional support animals are included.
- The agent never answered whether they would make an exception for an emotional support animal; instead, she kept repeating that service animals are different than pets; it is unclear whether she meant that they only make exceptions for service animals and not emotional support animals or whether she erroneously believes emotional support animals are service animals.

B. STRENGTH OF EVIDENCE BY GEOGRAPHIC REGION

Of the 111 investigations conducted in the tri-county area, 61 (55%) showed at least some evidence of disability discrimination; with 36 (32%) of the tests revealing clear evidence of discrimination and 25 (23%) of the tests revealing some or potential evidence of discrimination. Only 50 (45%) tests conducted revealed no significant evidence of disability discrimination.

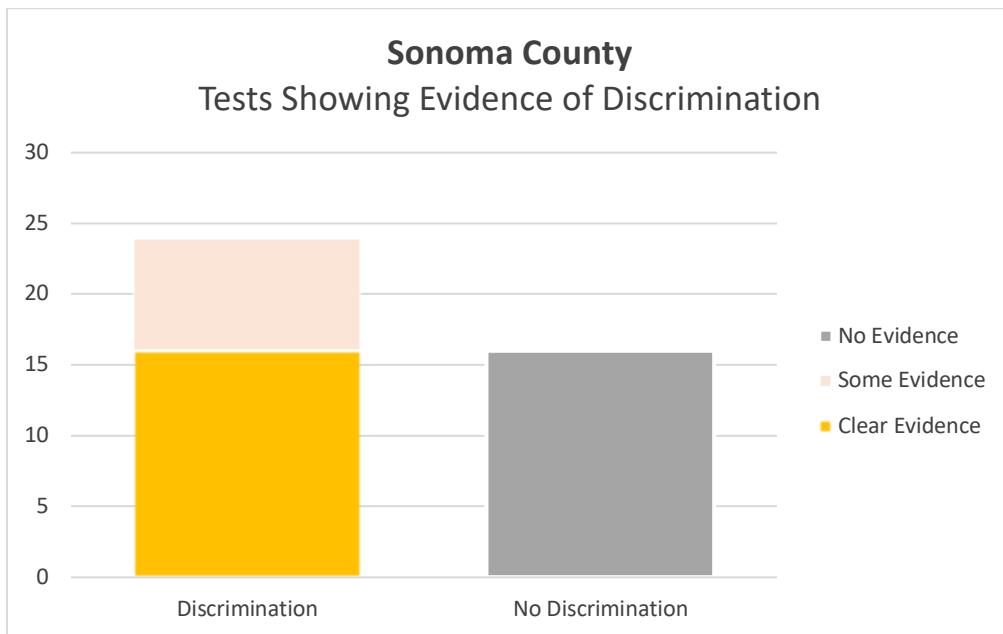


| Evidence of Discrimination | Number of Tests | Percent of Total Tests |
|---|-----------------|------------------------|
| Clear Evidence of Discrimination | 36 | 32% |
| Some/ Potential Evidence Discrimination | 25 | 23% |
| Total Discrimination | 61 | 55% |
| No Significant Evidence of Discrimination | 50 | 45% |
| Total | 111 | 100% |

a. Sonoma County

Of the 40 tests conducted in Sonoma County, 16 (40%) showed clear evidence of disability discrimination and 8 (20%) revealed some or potential evidence of disability discrimination. Only 16 (40%) revealed no significant evidence of disability discrimination.

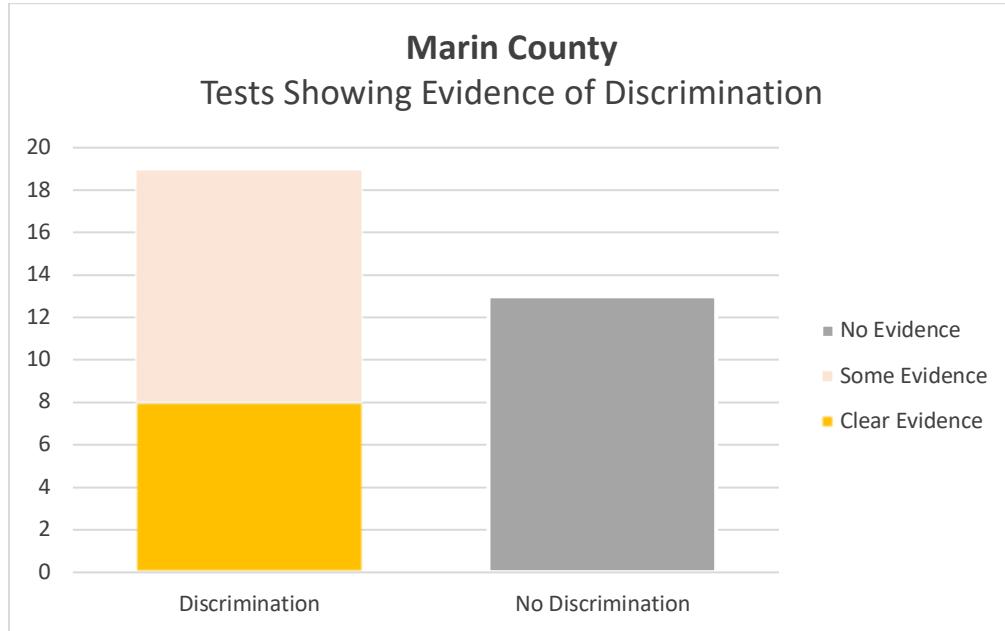
Sonoma County not only had the highest percentage of investigations revealing evidence of discrimination (60%), a significantly higher proportion of the tests indicating discrimination were based on clear evidence of discrimination (as opposed to only some or potential evidence of discrimination), than to the other two counties.



| Evidence of Discrimination | Number of Tests | Percent of Total Tests |
|---|-----------------|------------------------|
| Clear Evidence of Discrimination | 16 | 40% |
| Some/ Potential Evidence Discrimination | 8 | 20% |
| Total Discrimination | 24 | 60% |
| No Significant Evidence of Discrimination | 16 | 40% |
| Total | 40 | 100% |

b. Marin County

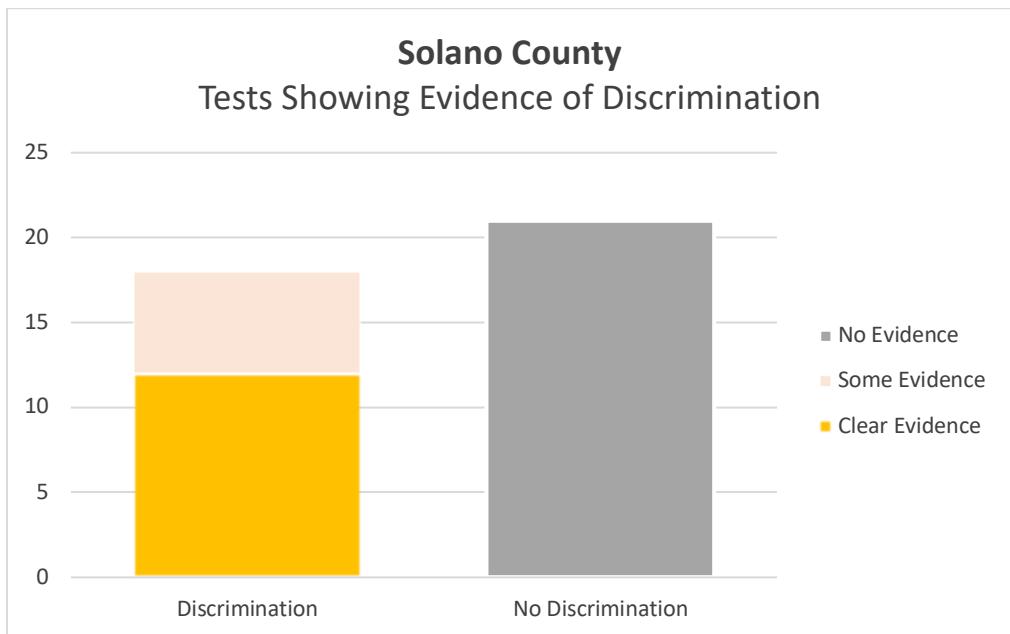
While Marin County showed similar overall evidence of disability discrimination (59%) as Sonoma County, most of the tests supporting this finding revealed only some or potential evidence of discrimination, as opposed to clear evidence. Of the 32 investigations conducted in Marin County, only 8 (25%) revealed clear evidence of disability discrimination while 11 (34%) revealed some or potential evidence of disability discrimination. Only 13 (41%) of the 32 investigations conducted revealed no significant evidence of disability discrimination.



| Evidence of Discrimination | Number of Tests | Percent of Total Tests |
|---|-----------------|------------------------|
| Clear Evidence of Discrimination | 8 | 25% |
| Some/ Potential Evidence Discrimination | 11 | 34% |
| Total Discrimination | 19 | 59% |
| No Significant Evidence of Discrimination | 13 | 41% |
| Total | 32 | 100% |

c. Solano County

Solano County revealed the lowest levels of disability discrimination (46%) of the three counties. However, like in Sonoma County, twice as many of the tests revealing evidence of discrimination in Solano County were based on clear evidence (31%) as opposed to some or potential evidence (15%). Unlike Marin and Sonoma Counties, however, more than half of the properties investigated in Solano County (54%) revealed no significant evidence of disability discrimination.



| Evidence of Discrimination | Number of Tests | Percent of Total Tests |
|---|-----------------|------------------------|
| Clear Evidence of Discrimination | 12 | 31% |
| Some/ Potential Evidence Discrimination | 6 | 15% |
| Total Discrimination | 18 | 46% |
| No Significant Evidence of Discrimination | 21 | 54% |
| Total | 39 | 100% |

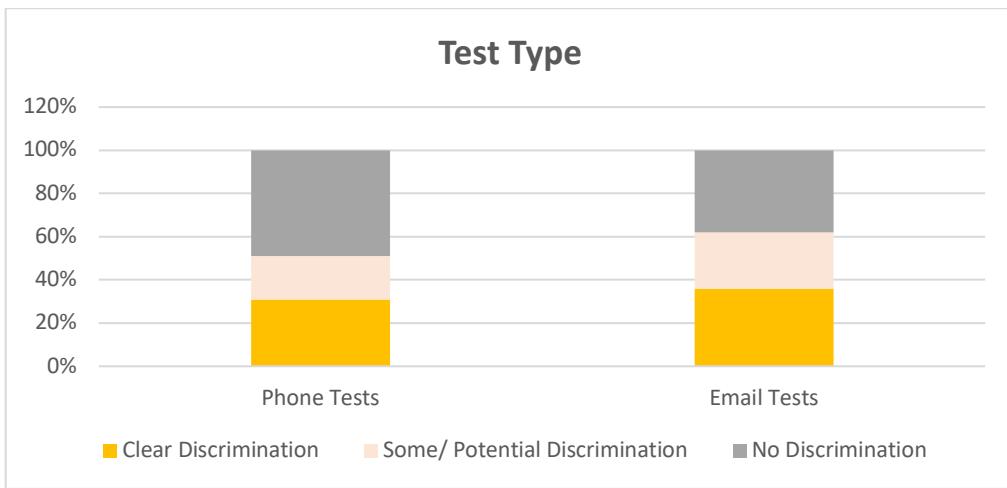
C. RESULTS BY TEST TYPE

a. Phone Tests

FHANC conducted 69 phone investigations, 68 of which were single tests and 1 of which was a three-part test. Of the phone investigations conducted, 35 (51%) revealed evidence of disability discrimination: 21 (31%) based on clear evidence and 14 (20%) based on some or potential evidence.

b. Email Tests

FHANC also conducted 42 email tests, 36 of which were single part tests, 5 of which were paired tests, and 1 of which was a three-part test. Of the email tests conducted, 26 (62%) revealed evidence of disability discrimination: 15 (36%) based on clear evidence and 11 (26%) based on some or potential evidence.



The fact that email tests revealed such a high rate of discrimination is a significant finding because it points to the fact that housing providers are willing to make discriminatory statements in writing. This suggests, at least in part, that some housing providers are likely unaware of their obligations to provide reasonable accommodations under the law, which underscores the substantial need for increased education and outreach, in addition to enforcement efforts.

D. RESULTS BY PROPERTY SIZE

For the purpose of this audit, a "small property" refers to a property with 10 units or less, a "medium property" refers to a property with 11 to 50 units, and a "large property" is a property with more than 50 units. Of the 111 properties tested, 56 are small properties (comprising 161 total units), 30 are medium properties (comprising 747 total units), and 25 are large properties (comprising 4,413 total units).

a. Small Properties

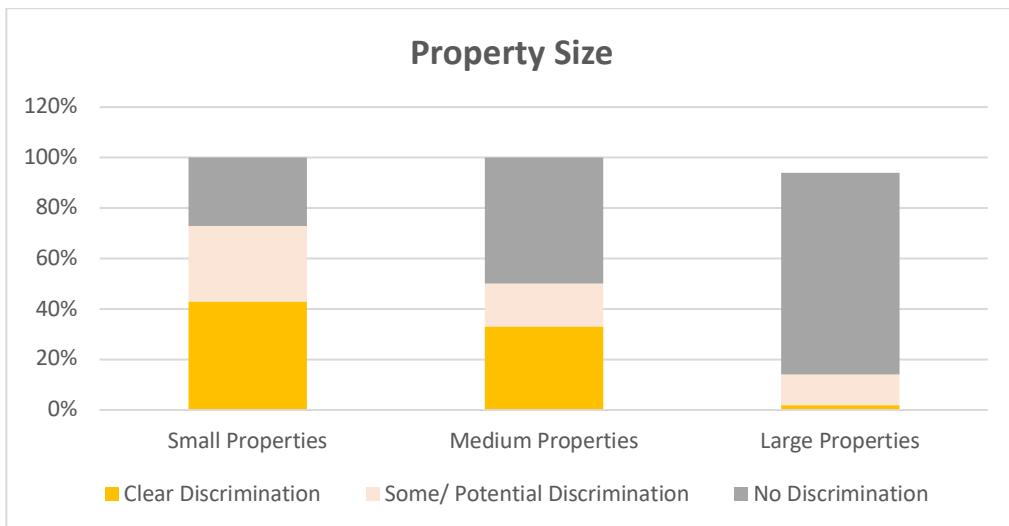
Of the 56 tests conducted at small properties, 41 (73%) showed evidence of disability discrimination; with 24 (43%) of the tests revealing clear evidence of discrimination and 17 (30%) of the tests revealing some or potential evidence of discrimination. Only 15 (27%) of the 56 tests conducted revealed no significant evidence of disability discrimination.

b. Medium Properties

Of the 30 tests conducted at medium properties, 15 (50%) showed evidence of disability discrimination; with 10 (33%) of the tests revealing clear evidence of discrimination and 5 (17%) of the tests revealing some or potential evidence of discrimination. Only 15 (50%) of the 30 tests conducted revealed no significant evidence of disability discrimination.

c. Large Properties

Of the 25 tests conducted at large properties, 5 (20%) showed evidence of disability discrimination; with 2 (8%) of the tests revealing clear evidence of discrimination and 3 (12%) of the tests revealing some or potential evidence of discrimination. 20 (80%) of the 25 tests conducted revealed no significant evidence of disability discrimination.

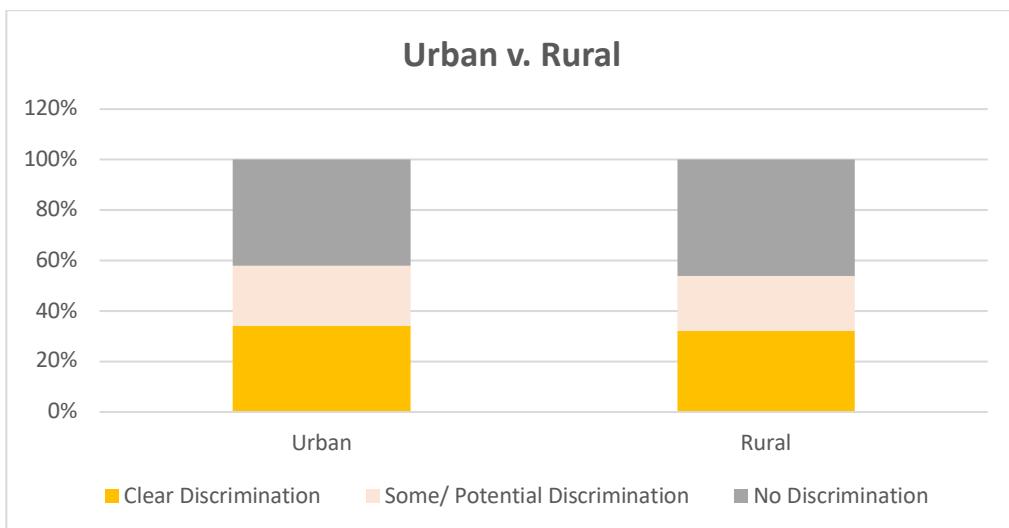


The extremely high rate of discrimination at small properties points to a clear need for increased education and outreach to "mom and pop" landlords. Conversely, the low rate of discrimination at large properties suggests that larger players in the housing market seem to be aware of their obligations under the law, and, at least at the initial stages of the home seeking process, are complying with their obligations. This is an encouraging finding because larger properties represent a significantly larger portion of the units effected (4,413 total units at large properties versus 161 total units at small properties).

E. RESULTS BY URBAN AND RURAL CLASSIFICATIONS

The U.S. Census Bureau classifies "urban" as all territory, population, and housing units located within an urbanized area or an urban cluster. Urbanized areas and urban clusters are densely settled areas, which consist of core census block groups or blocks that have a population density of at least 1,000 people per square mile and surrounding census blocks that have an overall density of at least 500 people per square mile. The Census Bureau's classification of "rural" consists of all territory, population, and housing units located outside of urbanized areas and urban clusters.

According to the 2000 Census, the following 7 cities within the tri-county area are considered urban: Novato and San Rafael in Marin County, Petaluma and Santa Rosa in Sonoma County, and Vacaville, Fairfield, and Vallejo in Solano County, all of which have a population of more than 50,000 residents. The remaining cities and towns within the tri-county area are considered rural.



a. Urban Areas

Of the 74 tests conducted in urban areas, 41 (58%) showed evidence of discrimination; 24 (34%) based on clear evidence of discrimination and 17 (24%) based on some or potential evidence of discrimination. Only 30 (42%) of the tests conducted in urban areas revealed no significant evidence of discrimination.

b. Rural Areas

Of the 37 tests conducted in rural areas, 20 (54%) revealed evidence of discrimination. 12 (32%) tests revealed clear evidence of discrimination and 8 (22%) revealed some evidence of discrimination. Only 17 (46%) of the tests conducted in rural areas showed no significant evidence of discrimination.

While the differences were not very significant, these results show that people with disabilities tend to face slightly more barriers to equal housing opportunities in urban areas than in rural areas. This could be explained in part by the fact that tighter housing markets allow housing providers to choose prospective tenants from a larger pool of applicants, with less market forces pushing them to accept an applicant they may otherwise exclude based on the applicant's disability and/or need for a reasonable accommodation.

V. CONCLUSIONS

Of the 111 tests conducted in the tri-county area, 55% showed at least some evidence of disability discrimination; with 32% of the tests revealing clear evidence of discrimination plus another 23% revealing some or potential evidence of discrimination. Only 45% tests conducted revealed no significant evidence of disability discrimination.

Tests conducted in Sonoma County revealed the most evidence of disability discrimination (60%), the majority of which were based on clear evidence. While Marin County showed similar overall evidence of disability discrimination (59%), most of the tests supporting this finding revealed only some or potential evidence of discrimination, as opposed to clear evidence. Tests in Solano County revealed the lowest levels of disability discrimination (46%) of the three counties.

Of the phone tests conducted, 51% revealed evidence of disability discrimination, while 62% of the email tests revealed evidence of discrimination. Of the tests conducted at small properties, 73% showed evidence of disability discrimination, while only 20% of tests conducted at large properties showed evidence of

discrimination. Finally, tests revealed evidence of discrimination at slightly higher rates in urban areas (58%) than in rural areas (54%).

These findings point to the need for increased education and outreach to property owners and managers of smaller properties and properties in urban areas. Additionally, greater efforts should be made to educate housing providers and enforce fair housing laws in Sonoma and Marin counties where instances of discrimination were the highest.

VI. LIMITATIONS AND LESSONS

A. PRE-APPLICATION TESTING UNDERESTIMATES THE DEGREE OF DISCRIMINATION

By virtue of its very design and purpose, this audit does not identify the full scope of discriminatory conduct. This audit sought to measure only the degree of discrimination an individual could encounter at the pre-application stage. Because testers did not submit applications, this audit cannot identify housing providers who dispense information and applications freely but discriminate later in the tenant selection process. This suggests the need to perform follow-up tests and monitoring. Completed application tests could yield evidence of housing providers turning down qualified applicants because of their disability and/or need for a reasonable accommodation. However, even application tests would not detect the full extent of discrimination against in-place tenants with disabilities, as opposed to applicants.

B. DIFFICULTIES LOCATING ELIGIBLE PROPERTIES

There were a number of difficulties in locating eligible properties in the target areas, especially in less populated areas with smaller housing stocks, that met the sampling criteria. In some markets, including Petaluma and Northern Solano County, it was particularly difficult to find listings that included at least one policy prohibiting or restricting pets. The investigations coordinators expanded their online searches to include multiple rental listing sites, such as Zillow, Trulia, Hotpads, Zumper, and even Facebook Marketplace. But when even that was unsuccessful, the investigations coordinators were forced to test additional properties in other areas with more available listings.

VII. RECOMMENDATIONS

Disseminate audit results to Marin County, Sonoma County, and Solano County officials, the general public, media, and advocacy groups as an important educational tool. Meet with local elected officials and partner organizations to inform them of the results of the audit and what steps need to be taken to combat disability discrimination in rental housing. Social media posts and press releases should focus on informing the public about barriers faced by people with disabilities even in the pre-application stage. Media efforts should also be devoted to try to counteract housing providers' views regarding emotional support animals and to inform the public of housing providers' obligations under the law.

Monitor sites where there was an indication of discrimination and/or differential treatment. FHANC may take further enforcement action.

Offer fair housing training seminars to the owners, managers, and agents audited in this report. The audit points out the need for continuous training in fair housing laws for all owners and managers of rental property, with an emphasis on the legal obligation of housing providers to grant reasonable accommodation requests. Training should also focus on the subtleties of differential treatment and the need to supply uniform information and treatment to all potential applicants. FHANC has conducted Fair Housing Law and Practice

seminars throughout the North Bay for many years. Such educational endeavors should be supported by public officials and aggressively marketed to housing industry providers through housing associations and elected officials. It is important to ensure that all housing providers and their staffs receive fair housing information and training.

Work with housing providers to ensure that they are following fair housing laws and that they understand the laws. Send flyers and/or notifications to properties where testing showed some differential treatment. Flyers and/or notices should inform housing providers that they are obligated to provide reasonable accommodations to tenants and applicants with disabilities; and, specifically they must make exceptions to pet policies for assistance animals, including emotional support animals. Ask members of the housing industry, such as property management firms in the area and local rental housing associations, to take a positive stance that fair housing is good business and good for business. Recommend that these organizations publicly declare their support with a statement on their letterhead, outreach materials, and forms. Ask that rental property owners and real estate offices check to make sure that the required HUD equal opportunity housing provider logo is posted in plain view for applicants.

Conduct additional audits. Because discrimination is so often subtle or cloaked as helpful suggestions, it may go undetected. Comparative studies such as this one are the best way to bring such practices to light. We recommend that Marin County, Sonoma County, and Solano County consider funding similar studies in the future.

Thus, it is in the best interest of local jurisdictions to assess whether barriers to entry exist in their housing market for individuals with disabilities, and whether housing providers have the requisite knowledge of their legal obligations regarding housing discrimination. Based on such assessments, advocates and elected officials must, if necessary, take appropriate measures to eradicate obstacles and educate stakeholders, including landlords, policy makers and people with disabilities, on fair housing protections for people with disabilities.

Spread the word to potential targets. Work with other agencies serving people with disabilities, to inform their clients of their fair housing rights and available services.

REFERENCES

- ¹ See Meyer v. Nebraska, 262 U.S. 390, 399 (1923).
- ² Okoro CA, Hollis ND, Cyrus AC, Griffin-Blake S. Prevalence of Disabilities and Health Care Access by Disability Status and Type Among Adults – United States, 2016. MMWR Morb Mortal Wkly Rep 2018;67:882-887. DOI: <http://dx.doi.org/10.15585/mmwr.mm6732a3>
- ³ Okoro CA, Hollis ND, Cyrus AC, Griffin-Blake S. Prevalence of Disabilities and Health Care Access by Disability Status and Type Among Adults – United States, 2016. MMWR Morb Mortal Wkly Rep 2018;67:882-887. DOI: <http://dx.doi.org/10.15585/mmwr.mm6732a3>
- ⁴ <https://www.cdc.gov/ncbddd/disabilityandhealth/infographic-disability-impacts-all.html>
- ⁵ <https://www.cdc.gov/ncbddd/disabilityandhealth/infographic-disability-impacts-all.html>
- ⁶ Okoro CA, Hollis ND, Cyrus AC, Griffin-Blake S. Prevalence of Disabilities and Health Care Access by Disability Status and Type Among Adults – United States, 2016. MMWR Morb Mortal Wkly Rep 2018;67:882-887. DOI: <http://dx.doi.org/10.15585/mmwr.mm6732a3>
- ⁷ Cree RA, Okoro CA, Zack MM, Carbone E. Frequent Mental Distress Among Adults, by Disability Status, Disability Type, and Selected Characteristics – United States, 2018. MMWR Morb Mortal Wkly Rep 2020;69:1238-1243. DOI: <http://dx.doi.org/10.15585/mmwr.mm6936a2>
- ⁸ Cree RA, Okoro CA, Zack MM, Carbone E. Frequent Mental Distress Among Adults, by Disability Status, Disability Type, and Selected Characteristics – United States, 2018. MMWR Morb Mortal Wkly Rep 2020;69:1238-1243. DOI: <http://dx.doi.org/10.15585/mmwr.mm6936a2>
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- ¹⁰ Mental Health Disorder Statistics, Johns Hopkins Medicine, <https://www.hopkinsmedicine.org/health/wellness-and-prevention/mental-health-disorder-statistics#:~:text=An%20estimated%2026%25%20of%20Americans,substance%20abuse%20and%20anxiety%20disorders.>
- ¹¹ Ann Tran-Lien, JD, *The Therapist*, January/February 2013, <https://www.camft.org/Resources/Legal-Articles/Chronological-Article-List/reasonable-accommodations-and-emotional-support-animals#:~:text=Emotional%20support%20animals%20can%20offer,purposes%20of%20housing%20and%20travel>
- ¹² 42 U.S. Code § 3604.
- ¹³ 29 U.S.C. § 794.
- ¹⁴ 42 U.S. Code § 12131.
- ¹⁵ Cal Gov Code § 12940.
- ¹⁶ Cal Civ Code § 51.
- ¹⁷ 42 U.S.C. § 3604(f).
- ¹⁸ See, 42 U.S.C. § 3604(f)(3)(B).
- ¹⁹ See Joint Statement of the Department of Housing and Urban Development and the Department of Justice, Reasonable Accommodations Under the Fair Housing Act (“Joint Statement”), (May 17, 2004), at <https://www.hud.gov/sites/documents/huddojstatement.pdf>.
- ²⁰ See Joint Statement (May 17, 2004), at <https://www.hud.gov/sites/documents/huddojstatement.pdf>.
- ²¹ See Joint Statement (May 17, 2004), at <https://www.hud.gov/sites/documents/huddojstatement.pdf>.
- ²² See Joint Statement (May 17, 2004), at <https://www.hud.gov/sites/documents/huddojstatement.pdf>.
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- ²⁴ See Joint Statement (May 17, 2004), at <https://www.hud.gov/sites/documents/huddojstatement.pdf>.
- ²⁵ See Joint Statement (May 17, 2004), at <https://www.hud.gov/sites/documents/huddojstatement.pdf>.
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- ²⁷ See Joint Statement (May 17, 2004), at <https://www.hud.gov/sites/documents/huddojstatement.pdf>.
- ²⁸ HUD Office of Fair Housing and Equal Opportunity Notice (FHEO Notice): FHEO-2020-01 (January 28, 2020).
- ²⁹ 28 USC 36.104
- ³⁰ 42 USC 3601; HUD Regulations, 24 CFR 5

³¹ FHEO Notice: FHEO-2020-01 (January 28, 2020); See e.g., Bhogaita v. Altamonte Heights Condo. Ass'n, 765 F.3d 1277 (11th Cir. 2014) (reasonable accommodation to a housing provider's rule that all dogs must be under 25 pounds).

³² See Joint Statement (May 17, 2004), at <https://www.hud.gov/sites/documents/huddojstatement.pdf>; See also, Fair Hous. of the Dakotas, Inc. v. Goldmark Prop. Mgmt., 778 F. Supp. 2d 1028 (D.N.D. 2011).

³³ See Joint Statement (May 17, 2004), at <https://www.hud.gov/sites/documents/huddojstatement.pdf>.

³⁴ Southern Marin includes the incorporated and/or unincorporated cities/ towns of Marin City, Sausalito, Mill Valley, Tiburon, and Belvedere.

³⁵ West Marin includes the incorporated and/or unincorporated cities/ towns of Woodacre, San Geronimo, Lagunitas, Forest Knolls, Lucas Valley, Stinson Beach, Bolinas, and Point Reyes Station.

³⁶ Central Marin includes the incorporated and/or unincorporated cities/ towns of Corte Madera, Larkspur, Kentfield, Ross, San Anselmo, and Fairfax.

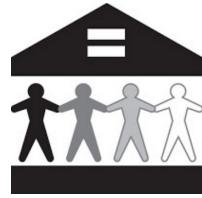
³⁷ West Sonoma County includes the incorporated and/or unincorporated cities/ towns of Jenner, Guerneville, Monte Rio, Occidental, Sebastopol, Valley Ford, Bodega Bay, Timber Cove, Cazadero, Sea Ranch, Graton, and Forestville.

³⁸ Northern Sonoma County includes the incorporated and/or unincorporated cities/ towns of Cloverdale, Geyserville, Healdsburg, Windsor, Larkfield-Wikiup, and Fulton.

³⁹ Southern Sonoma County includes the incorporated and/or unincorporated cities/ towns of Roseland, Penngrove, Eldridge, Sonoma, Kenwood, Cotati, and Rohnert Park.

⁴⁰ Southern Solano County includes the incorporated and/or unincorporated cities/ towns of Benicia, Suisun City, and Rio Vista.

⁴¹ Northern Sonoma County includes the incorporated and/or unincorporated cities/ towns of Cloverdale, Geyserville, Healdsburg, Windsor, Larkfield-Wikiup, and Fulton.



NATIONAL ORIGIN AND SOURCE OF INCOME DISCRIMINATION IN RENTAL HOUSING

IN MARIN, SONOMA, & SOLANO COUNTIES



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FORWARD

DISCRIMINATION IN RENTAL HOUSING ON THE BASIS OF NATIONAL ORIGIN IS ILLEGAL UNDER STATE AND FEDERAL LAW. IN ADDITION, IN THE STATE OF CALIFORNIA IT IS UNLAWFUL TO DISCRIMINATE ON THE BASIS OF SOURCE OF INCOME.

Until January 1, 2020, California was one of a few states with an exception excluding Housing Choice Vouchers (HCVs) from source of income protections. In California, source of income had been defined as lawful verifiable income, interpreted by the courts as being paid directly to the tenant. This definition thereby excluded individuals who received housing subsidies, as the local Public Housing Authority pay subsidies directly to the housing providers.

In 2019, Senate Bill (SB) 329 amended the Fair Employment and Housing Act (FEHA) to expand the definition of source of income to include federal, state, and local public assistance and housing subsidies, effective January 1, 2020. While numerous city and county governments in California had already enacted similar ordinances (including some jurisdictions in Marin County), SB 329 expanded source of income protections for HCV holders throughout the state of California.

The purpose of this audit was to assess the extent to which Latinx Housing Choice Voucher holders experience discrimination or differential treatment in the initial stages of home seeking process based on their national origin. This audit follows a prior audit in 2018-2019 that assessed the extent to which Housing Choice Voucher holders experience race discrimination.

Those responsible for this report hope the results and recommendations contained herein will heighten awareness and encourage a cooperative effort by all segments of the communities in Marin County, Sonoma County, and Solano County to eliminate discrimination of persons by virtue of their national origin. Local Public Housing Authorities should pay close attention to the lessons learned and relevant recommendations.



The audit was carried out by Julia Howard-Gibbon and Abraham Ramirez, Investigation Coordinators for Fair Housing Advocates of Northern California, under the supervision of Executive Director Caroline Peattie. Under the supervision of Ms. Peattie, Supervising Attorney Casey Epp analyzed the investigations and prepared this audit report.

EXECUTIVE SUMMARY

This report details the results and subsequent recommendations following an investigation of discrimination against prospective renters who are Latinx and/or Housing Choice Voucher (HCV) holders in Marin, Sonoma, and Solano Counties. While discrimination on the basis of a renter's source of income has been illegal in California, until only recently have these protections extended to HCV holders, who are individuals who have historically experienced a number of barriers to housing opportunity.

The Fair Housing Advocates of Northern California (FHANC) 2019-2020 investigation ("the investigation") examined sixty-three (63) rental properties in the tri-county area through 139 individual site, phone, and email tests. The investigation tested rental properties advertised online that were within the payment standard (or very close to it) for the relevant bedroom size and jurisdiction for the property in question. In addition, the investigation excluded any advertisements that made any statement related to the housing providers willingness to rent to voucher holders, whether it was positive or negative. The investigation followed a similar investigation conducted in early 2019 that assessed the extent to which prospective renters who are Black and/or HCV holders experienced discrimination in the tri-county area (67% of tests showed at least some level of discrimination based on race and/or source of income).

In 2019-20, FHANC conducted 139 individual investigations, 45 in Marin County, 49 in Solano County, and 45 in Sonoma County. Over the course of its investigation, FHANC found that housing providers discriminated on the basis of national origin and/or source of income in approximately **eighty-three percent (83%)** of the time, either demonstrating an outright refusal to rent to HCV holders or requiring an improper application of the minimum income requirement (which effectively prohibits voucher holders from accessing housing) and/or providing inferior terms/conditions and general treatment to Latinx voucher holders as compared to non-Latinx White voucher holders. **Of the 83% of investigations revealing discrimination, 69% were based on source of income, 17% were based on both source of income and national origin, and 13% were based on national origin¹.** Even in some instances within the 17% of investigations that did not reveal any significant difference indicating discrimination, housing providers still demonstrated reticence to engage in the voucher program, noting that they are required to consider voucher holders following the passage of the new law, referring to SB329.

Marin and Solano Counties showed the lowest levels of discrimination of the tri-county area; however, they were still strikingly high at 81%, particularly considering the local source of income ordinances in place in Marin County (since 2016) and various towns/cities in Marin County since (2018). Sonoma County showed the most discrimination at approximately 86%. Solano County showed the highest levels of national origin discrimination with 29% of landlords discriminating either on the basis of national origin or both national origin and source of income. However, Marin and Solano Counties were not far behind at 24%. The highest level of source of income discrimination was in Sonoma County with 62% of landlords discriminating against HCV holders; followed by Marin County at 57% and Solano County at 52%.

¹ Please note that these percentages have been rounded and are approximate.

The data speaks loudly and clearly: regardless of local ordinances in place in Marin County and the recent expansion of the Fair Employment and Housing Act's definition of source of income, voucher holders still face significant barriers in housing, even when advertisements are seemingly neutral toward voucher holders and refrain from including language such as "No Section 8."

Based upon the results of its investigations, including the results of FHANC's audit looking at race and source of income discrimination in 2019, FHANC has proposed a number of recommendations for the housing industry and community at large to help remove the barriers in housing that exist for voucher holders, particularly those who are racial/ethnic minorities. Considering the lack of affordable housing in the Bay Area, the HCV system is a crucial means for low-income families to access areas of high opportunity and it is critical that we address the systemic discrimination these families face in their housing search.

NATIONAL ORIGIN AND SOURCE OF INCOME DISCRIMINATION IN RENTAL HOUSING

AUDIT REPORT

I. INTRODUCTION

This report presents results of an audit for national origin discrimination against Latinx renters in Marin, Sonoma, and Solano Counties in California. The audit took place between December 2019 and March 2020.

A. FAIR HOUSING ADVOCATES OF NORTHERN CALIFORNIA

Fair Housing Advocates of Northern California (FHANC), is a private nonprofit agency dedicated to assisting individuals experiencing housing discrimination and educating the community, including tenants, managers, property owners, and residents, as to their rights and responsibilities under federal and state fair housing laws. The mission of FHANC is to ensure equal housing opportunity and to educate the community on the value of diversity in our neighborhoods.

FHANC provides free comprehensive fair housing counseling services to individuals alleging housing discrimination in Marin County, Sonoma County (except the incorporated city of Petaluma), and the cities of Fairfield and Vallejo in Solano County. FHANC also provides other services, such as foreclosure prevention counseling and trainings to housing providers, in other neighboring counties.

B. LEGAL BACKGROUND

1. Federal Fair Housing Laws

Housing discrimination based on race, color, religion, national origin, sex/gender, disability, or familial status (the presence of children in the household) is illegal under Title VIII of the Civil Rights Act of 1968, as amended in 1988, commonly known as the Fair Housing Act (FHA).

The FHA as enacted by Congress in 1968 prohibited discrimination based on national origin, race, color, or religion in the sale, rental or financing of housing. In 1974, Congress expanded the FHA to prohibit discrimination based on sex/gender. In 1988, Congress passed the Fair Housing Amendments Act (FHAA), which added families with children and persons with mental and physical disabilities to the categories of people protected from housing discrimination.

The FHAA specifically states that because of national origin, race, color, religion, sex/gender, disability or familial status, it is illegal to:

- a. Refuse to sell or rent after the making of a bona fide offer, or refuse to negotiate for the sale or rental of, or otherwise make unavailable or deny, a dwelling;

- b. Discriminate in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities;
- c. Make, print, or publish, or cause to be made, printed, or published, any notice, statement, or advertisement with respect to the sale or rental of a dwelling that indicates discrimination, preference, or limitation;
- d. Represent that any dwelling is not available for inspection, sale, or rental when such dwelling is in fact available;
- e. For profit, to induce or attempt to induce any person to sell or rent any dwelling by representations regarding the entry or prospective entry into the neighborhood of a person or persons of a particular race, color, religion, sex, handicap, familial status, or national origin; and
- f. A refusal to make reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford such person equal opportunity to use and enjoy a dwelling.

2. California/Local Fair Housing Laws

The two primary state fair housing laws are the Fair Employment and Housing Act (FEHA) and the Unruh Civil Rights Act. These laws incorporate the same protected classes of persons as federal law, and also prohibit discrimination based on marital status, sexual orientation, source of income, ancestry, immigration status, citizenship, primary language and arbitrary factors such as age or occupation.

In late 2016, Marin County passed a local fair housing ordinance that established protections for renters based upon source of income, including renters using third-party housing subsidies such as Housing Choice Vouchers (HCVs). While California state law provided that it was unlawful to discriminate based upon one's source of income, at that time the definition was narrow and did not include third-party housing subsidies such as HCVs, Veterans Affairs Supportive Housing (VASH), Housing Opportunities for People with Aids (HOPWA), and Shelter Care Plus vouchers. The ordinance made it unlawful for housing providers in the unincorporated parts of Marin County to refuse to consider renters using housing subsidies, to offer different terms and conditions, such as higher security deposits, or to make discriminatory statements, such as "No Section 8."

Following the County, a number of other jurisdictions also adopted similar policies in order to address some of the barriers to housing choice faced by individuals using these subsidies, who are often members of other protected classes. In April 2018, the town of Fairfax implemented a similar ordinance, followed by the city of Novato in September 2018, and the cities of San Anselmo and San Rafael in December 2018. During the period in which audit testing was conducted, all local ordinances in the County of Marin were in effect.

Then in 2019, in response to the severe shortage of affordable housing in the state and barriers preventing low-income, vulnerable families from accessing housing of their choice, the California Legislature passed Senate Bill (SB) 329. SB 329 is a bill that amended the Fair Employment and Housing Act (FEHA) to clarify that HCVs and other types of housing

subsidies and third-party rental assistance are included within the definition of source of income. Effective January 1, 2020, nearly all housing providers in the state of California are required to accept applicants or tenants who have Section 8 or other housing subsidies, the only exception being owner-occupied single-family dwellings with only one renter in the same shared living space.

Housing providers may still deny the ability to rent to someone with Section 8, but not because they have a voucher; furthermore, they may not use more stringent requirements or have different eligibility criteria for such applicants. In addition, while housing providers may require that an applicant meet an income threshold based on the rent for a particular unit in order to qualify for the rental, income requirements must be assessed for voucher holders in accordance with California state law. Pursuant to Cal. Govt. Code §12955(o), if such applicant is a voucher holder, that income threshold must be calculated based on the amount of rent that will be paid by the tenant (i.e. the tenant's portion), rather than the entire contract rent. Unfortunately, housing providers seem to be unaware of the proper applicability of income requirements with voucher holders or intentionally misapplying the income requirement to make voucher holders ineligible.

While California has now expanded the definition of source of income, and other jurisdictions enacted similar local ordinances over the past couple of years, there has been and still remains significant opposition from the landlord community. FHANC monitors advertisements online with potentially discriminatory statements and sends notification letters, sharing its fair housing concerns. Since the enactment of these local ordinances and SB329, FHANC has made concerted efforts to focus its education efforts on source of income protections, highlighting the change in the law and how income requirements work. The response from housing providers has varied from hostility to appreciation.

C. OVERVIEW OF HOUSING CHOICE VOUCHER PROGRAM

The Housing and Community Development Act of 1974 developed Section 8 rental housing assistance programs to assist low-income families, seniors, and people with disabilities to access safe, affordable housing. The Quality Housing and Work Responsibility Act of 1988 combined the Section 8 voucher and certificate programs under the HCV program. The HCVP is the Department of Housing and Urban Development (HUD)'s largest rental assistance program, providing assistance to more than 2.2 million low-income families². HUD funds Public Housing Authorities (PHAs) nationwide; the PHAs administer the HCV program and pay funds directly to private landlords, with the HCV recipient paying the remaining portion of contract rent, which is an amount determined based upon the household income. HCV holders pay approximately 30% of the household income toward rent (but it may be up to 40%) and the PHA covers the balance, and in order to be eligible their income must not exceed 50% of the Area Median Income. Local payment standards based upon HUD Fair Market Rents set a cap for contract rent, which limits the pool of available housing where participants may use their HCVs.

While housing providers are not obligated to consider HCVs – that is, unless a state or local

² U.S. Department of Housing and Urban Development, Office of Policy Development and Research, September 20, 2018. <https://www.huduser.gov/portal/sites/default/files/pdf/Landlord-Acceptance-of-Housing-Choice-Vouchers.pdf>

government passes a law that provides such a protection, as California recently did – refusal to accept HCVs is often a pretext for discrimination based upon race (tested in early 2019) or national origin (the focus of the 2020 audit). There are many barriers in housing faced by HCV holders, who often represent members of protected classes, such as people with disabilities, families with children, and racial and ethnic minorities. These barriers and concerns of disparate impact discrimination are some reasons why certain jurisdictions (such as the state of California) have enacted local ordinances that establish additional source of income protections including HCV holders.

Over 300,000 families in California receive an HCV to help make rent more affordable and ensure that lower-income families can afford to rent in a variety of neighborhoods, including those with higher opportunity, with the goal of limiting segregation and homelessness. However, to date, the voucher program has been unable to accomplish its goals in many jurisdictions due in large part to private landlords' refusal to consider renting to such individuals. In order for the HCV program to function as it was intended and provide safe, stable housing for low-income individuals and families in a manner that promotes racial/ethnic integration, greater participation is required from a broader range of housing providers. In theory, this should happen as a result of the passage of SB329; however, it is evident that continued education and testing are necessary to address and assess the extent of the problem.

D. AUDIT BACKGROUND

Real estate transactions, including rentals, purchases, and obtaining mortgage loans and homeowner's property insurance, are often conducted in whole or part over the telephone. For more than 20 years, FHANC has conducted multiple telephone, in-person, and email audits in several Bay Area counties designed to measure the extent of discrimination in rental housing against members of protected classes, particularly ethnic and racial minorities. While FHANC has found significant discrimination through phone testing, in-person site testing is likely to reveal further details of unintentional and intentional discriminatory practices. In addition, FHANC also has experience conducting email audit testing based upon national origin, using email addresses with common, ethnically identifiable names. Historically, the results of these audits suggest that unlawful discrimination based on national origin continues to be pervasive.

1. Previous National Origin Audits Conducted by FHANC in Marin/Sonoma/Solano

In 2004-2005, 2013, and 2015-2016, FHANC conducted national origin audit testing in Marin, Sonoma, and/or Solano Counties. Results of this testing indicated discrimination against Latinx renters whether the testing was conducted over the telephone or in person. In 2004-2005, FHANC found that Latinx testers encountered less favorable treatment than White testers 55% of the time in Marin County and 80% of the time in Sonoma County. In 2013, FHANC conducted a Latinx Voice Identification audit in Solano County, revealing that Latinx testers received less favorable treatment in the rental housing market 50% of the time. In 2016-2017, FHANC conducted a national origin/familial status audit in Marin and Sonoma Counties, indicating significant discrimination in both counties, with 42% of tests conducted in Marin County and 57% of tests conducted in Sonoma County indicating less favorable treatment toward Latinx testers (including families with children).

II. AUDIT GOALS AND METHODOLOGY

A. WHAT IS A FAIR HOUSING AUDIT?

A fair housing audit is a way to assess compliance or non-compliance with federal and state fair housing laws. It is a controlled measurement of the difference in quality, quantity, and content of information and services accorded to paired applicants (testers) by housing providers. An audit differs from a complaint-based test in that it gives a broad overview of housing provider behavior in a given market during a certain time period. Public governmental bodies and private agencies throughout the country routinely conduct audits as an educational and enforcement tool.

B. AUDIT GOALS

- 1. To identify instances of differential treatment/discrimination at available rental sites,** including duplexes and larger multi-family complexes, thus indicating the extent to which Latinx renters using HCVs face difficulty in securing rental housing in Marin, Sonoma, and Solano Counties due to national origin discrimination.
- 2. To conduct additional on-site tests** (or other types of investigations as appropriate given COVID-19) where results indicate potential discrimination, and to conduct additional investigations at sites where results suggest that further investigation could yield stronger evidence of discrimination.
- 3. To bring minor violations to the attention of housing providers,** in order to increase awareness of the potential consequences of engaging in discriminatory practices and prevent future transgressions.
- 4. To file enforcement proposals** in cases with strong evidence of differential treatment/discrimination.
- 5. To increase awareness by housing providers** of the difficulties Latinx renters and HCV holders experience in securing rental housing.
- 6. To make Latinx home seekers, including HCV holders, aware of discriminatory practices** they may experience and the services provided by FHANC to secure housing rights.
- 7. To offer training to housing providers** on fair housing laws and practices in order to forestall future discrimination.

C. GEOGRAPHIC SCOPE OF AUDIT

FHANC tested properties in Marin, Sonoma, and Solano Counties, with 48, 45, and 46 investigations conducted in each county, respectively. The audit consisted of a combination of site, phone, and email investigations throughout the tri-county area, without any differences in geographic scope. (As opposed to the race/source of income audit conducted in early 2019 in which email testing was only conducted in areas of Marin County with local source of income ordinances).

In Marin County, tested properties were located in the cities of Fairfax, Kentfield, Lagunitas, Larkspur, Mill Valley, Nicasio, Novato, San Anselmo, San Rafael, Sausalito, and Tiburon³. The audit also included properties in the Sonoma County cities of Glen Ellen, Healdsburg, Penngrove, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, and Windsor⁴. In addition, the audit also included properties in Benicia, Dixon, Fairfield, Rio Vista, Vacaville, and Vallejo in Solano County⁵. These locations represent both the most densely populated cities in Marin, Sonoma, and Solano Counties (e.g. Novato, San Rafael, Santa Rosa, and Vallejo), as well as more suburban and rural communities with lower population densities.

D. AUDIT METHODOLOGY

1. Types of Investigations

Investigations coordinators conducted a total of one hundred and thirty-nine (139) individual email, phone or site investigations within the target geographic areas. Phone and site investigations consisted of two-part tests⁶ and email investigations consisted, as appropriate, of three-part tests.

For each site/phone investigation, the investigations coordinator selected two testers – a “protected tester” and a “control tester” – to carry out each test part. The investigations coordinator selected a White Latinx tester (hereafter “Latinx tester”) as the protected tester and a White non-Latinx tester (hereafter “White tester”) as the control tester⁷. Each tester was given a profile that included an HCV. Each tester called or visited the selected property posing as a prospective renter.

For each email investigation, the investigations coordinator created three separate profiles – a “protected profile,” a “control profile” and a “vacancy-check profile” – and created corresponding email addresses for each profile. The protected profile included a Latinx-sounding name and an HCV, the control profile included a White-sounding name and an HCV, and the vacancy-check profile included a White-sounding name but did not include an HCV. The investigations coordinator then emailed the listed agent from each profile’s email account, posing as prospective renters, utilizing the vacancy-check profile as appropriate to help determine whether there is source of income discrimination (for instance, when neither the Latinx tester nor the White tester received a response and the advertisement was still posted).

³ The audit did not include the smaller unincorporated townships such as Inverness or Bolinas in Marin County because of the smaller population and lack of available rental housing, particularly complexes with more than 2-3 units. In addition, some larger cities were not tested due to lack of eligible availabilities (for instance, the contract rent was significantly above the relevant payment standard).

⁴ The audit did not include the smaller cities and unincorporated townships such as Monte Rio and Guerneville in Sonoma County because of the smaller population size and lack of eligible properties for the reasons noted in Footnote 2.

⁵ The audit did not include the smaller cities and unincorporated townships of Elmira and Birds Landing because of the smaller population size and lack of available rental housing, particularly complexes with 2-3 units and those within the eligibility requirements for Section 8 (relevant payment standards).

⁶ On three occasions, investigations consisted of only one test part (for instance, because one tester failed to make contact with the housing provider), but the investigation was still considered complete because of the information gathered.

⁷ FHANC acknowledges that the term “Latinx” refers to an ethnicity (not a race) and the term “White” refers to a race (not an ethnicity), however, for the purpose of this Methodology the term “Latinx” will refer to a White person of Latinx origin and the term “White” will refer to a White person of non-Latinx origin.

2. Sampling Techniques

Investigation coordinators selected appropriate properties to test within the target geographic areas from advertisements posted on online sources (including but not limited to Craigslist.com, Trulia.com, Hotpads.com, Apartments.com, and Zillow.com) and sign postings. Shared homes were not tested, nor were vacation homes or short-term rentals.

The investigations coordinators did not select any properties where the advertisement included any statement as to whether the housing provider accepts or does not accept HCV subsidies. For example, listings that advertised either “no Section 8” or “Section 8 welcome” were not selected for testing.

The investigations coordinators selected properties where the advertised rent did not exceed the maximum payment standard for the size of the unit, pursuant to the Housing Authority’s payment standards for each jurisdiction. However, if no such property could be identified in a particular geographic area, the investigations coordinators selected properties in the target area that were as close to the payment standard as possible⁸.

3. Recruitment, Screening, and Training of Testers

a. Tester Training

All testers received fair housing tester training and training in investigations procedures. All testers also received specialized training in the HCV program so they were able to competently speak about the program with rental agents.

b. Tester Selection

For site tests, only testers whose physical appearances are clearly identifiable as Latinx were selected as protected testers and only those whose physical appearances are clearly identifiable as White were selected as control testers. For phone tests, only testers with voices clearly identifiable as Latinx were selected as protected testers and only testers with voices clearly identifiable as White Non-Latinx were selected as control testers.

4. Site/Phone Investigations Procedure

a. Property Selection

For each investigation, the investigations coordinator conducting the investigation identified a rental property in the target geographic area, pursuant to the sampling techniques set forth above.

b. Tester Selection

The investigations coordinator assigned two testers to the investigation – one Latinx tester

⁸ Please note one investigation (A1920-69) involved a property where the rent was \$25 above the payment standard; however, FHANC deemed the property still eligible for testing given the negligible difference and the fact that HCV holders can pay the difference out of pocket, provided that their payment is no more than 40% of household income (which was the case given the tester’s specific profile).

as the protected tester and one White tester as the control tester. Each tester was matched to their counterpart as closely as possible in age, gender and temperament. However, a tester may be matched with a person of the opposite gender if both testers' profiles include spouses. Neither of the testers selected would have visible or obvious disabilities.

c. Profiles

The investigations coordinator created a profile for each tester. If a protected tester's name is not clearly identifiable as Latinx, the tester may be given an alias. The matched profiles were designed to avoid any indication of difference in protected class characteristics other than national origin. For example, if the protected profile included a spouse, it was matched with a control profile that also included a spouse. None of the profiles included children or disabilities. None of the profiles had a race other than White and all profiles had an ethnicity/national origin of either Latinx or non-Latinx.

All profiles included participation in the HCV program and information about the voucher, such as the applicable housing authority, the payment standard for the jurisdiction, the voucher size (i.e. number of bedrooms), the expiration date of the voucher, and an approximation of the tenant's monthly rent portion. All profiles included employment and income information. Household employment incomes were low enough to qualify for the HCV program but high enough to cover basic monthly expenses. No profiles included any source of income other than employment and HCVs.

Matched profiles included roughly equivalent rental credentials, including similar household incomes and similar rental histories. However, the protected profiles had slightly higher incomes and slightly more stable rental histories than their control counterparts. Both testers were instructed to express identical housing needs, such as the number of bedrooms and price range.

Each profile included an email address, which testers may provide to the housing provider. The email accounts were created and managed by the investigation coordinators. The email address assigned to each tester corresponded with the tester's name or alias (if an alias is used).

d. Test Assignments

The investigations coordinator created a test assignment for each tester based on the information collected from the rental listing. The test assignments included information about the listing (i.e. the phone number of the agent and the address of the property), instructions for conducting the test, the tester's profile, and a copy of the rental listing.

Prior to starting the test, the investigations coordinator briefed each tester via phone and/or email and sent each tester their test assignment.

e. Site Tests

For site tests, each tester started the test by calling the rental agent and asking to schedule an appointment to view the advertised unit or, in the event that the listing did not include a phone number, the test coordinator posed as the tester and contacted the housing provider

from the profile's email account in order to get a phone number or to set up an appointment for the tester.

The protected tester was instructed to start the test (i.e. schedule an appointment) as soon as possible after reviewing the assignment. The control tester was instructed to start the test after the protected tester (generally after the protected tester has already scheduled an appointment). The control tester was instructed to schedule their appointment for a time after the protected tester's scheduled appointment (ideally within 24 hours, if possible).

Each tester then visited the property at the date and time of their scheduled appointment and sought information from the rental agent about the rental unit and the rental process, including the rent, the security deposit, the application process, the application fee, the credit check process, whether any utilities and/or amenities are included, and any other information about the rental.

If the tester was asked any questions about themselves by the agent, the tester answered according to the tester's profile. During the test, the tester disclosed that they have an HCV and asked if the landlord accepts vouchers. If the tester was told that the landlord does not accept vouchers, the tester was instructed to ask why not. If the tester was told that the landlord does accept vouchers, the tester was instructed to ask for a rental application (provided they had not already been offered one by the rental agent).

While testers were instructed to obtain a rental application, testers will never be instructed to submit a completed rental application nor agree to a credit check. If a tester was asked to complete a rental application during the test, the tester provided a reason consistent with their profile for why they would not submit an application at that time (e.g. "I need to speak to my wife first").

f. Phone Tests

For phone tests, each tester started the test by calling the listed rental agent. The protected tester was instructed to start the test as soon as possible after reviewing the assignment. The control tester was generally instructed to start the test within a reasonable amount of time after the protected tester completes the test (ideally within 24 hours, if possible).

If the tester reached an answering machine, the tester was instructed to leave a message stating their name, phone number and their interest in the listed property. Testers were instructed not to include any other information about their profile in the message other than their name and phone number.

If the tester reached a person associated with the listed property (e.g. the owner or agent), the tester introduced themselves and stated that they are calling about the advertised unit. Each tester sought information from the rental agent about the rental unit and the rental process. If the tester was asked any questions about themselves by the agent, the tester answered according to the tester's profile.

During the test, the tester disclosed that they have an HCV and asked if the landlord accepts vouchers. If the tester was told that the landlord does not accept vouchers, the tester was instructed to get more information about the policy (e.g. "Can I ask why not?" or "Is that

management's policy or the owner's policy?"). If the tester was told that the landlord does accept vouchers, the tester stated their interest in viewing the property.

However, phone testers did not schedule appointments to view the property (unless otherwise instructed by the investigations coordinator), nor would they submit a completed rental application or agree to a background check. If the agent asked to schedule a viewing during the test, the tester would give a reason consistent with their profile for why they could not schedule a viewing at that time (e.g. "I have to check with my wife about her availability first and then call you back").

g. Debriefs

After each test, the investigations coordinator would debrief the tester in person, via phone, or email within twenty-four (24) hours of completing the test. During the debriefing, the tester gave the investigations coordinator a description of what happened during the test and discussed any issues or concerns that may have arisen. If the investigations coordinator determined that additional information was needed, they may have instructed the tester to call the agent back or the investigations coordinator may have emailed the agent from the tester's email, posing as the tester.

h. Test Reports

After each test, the tester completed a Report Form in which the tester documented all the information gathered during the test, including the agent's name/title, the address of the unit, the number of bedrooms, the monthly rent amount, the security deposit amount, any lease options, the date of availability, plus any other information that the agent may have provided or sought from the tester (e.g. the tester's income, employment, family size, etc.). In addition to the Report Form, each tester wrote and submitted a narrative description of what happened during the test, including all interactions with the rental agent(s).

5. Email Investigations Procedure

a. Property Selection

For each email investigation, the investigations coordinator searched online listings within the target geographic area and selected a listing that met the sampling techniques set forth above and that also included an email address for the rental agent or an online form used to contact the rental agent electronically.

b. Profiles

The investigations coordinator then created three separate profiles – a protected profile, a control profile, and a vacancy-check profile. The protected profile had a Latinx-sounding

name⁹ while the control and vacancy-check profiles had White-sounding names¹⁰. Only names that were clearly identifiable as Latinx were used for the protected profiles and only names that were clearly identifiable as White were used for the control profiles and the vacancy-check profiles.

All profiles were designed to avoid any indication of difference in protected class characteristics other than national origin and source of income. For example, if a protected profile included a spouse, it was matched with a control and a vacancy-check profile that also included spouses. None of the profiles included children or disabilities. None of the profiles had a race or national origin other than White Latinx or White non-Latinx.

Both the control and protected profiles included participation in the HCV program and information about the voucher, such as the applicable housing authority, the payment standard for the jurisdiction, the voucher size (i.e. number of bedrooms), the expiration date of the voucher, and the tenant's monthly rent portion. The vacancy-check profile did not include a voucher.

All profiles included employment and income information. For the protected and control profiles, household employment incomes were low enough to qualify for the HCV program but high enough to cover basic monthly expenses. For the vacancy-check profile, the monthly household income was equal to at least three times the monthly rent. No profiles included any source of income other than employment and/or an HCV.

The protected profile and the control profile had roughly equivalent rental credentials, including similar household incomes and similar rental histories. However, the protected profiles had slightly higher incomes and slightly more stable rental histories than their control counterparts. All profiles included identical housing needs (e.g. number of bedrooms, date of availability, etc.).

The investigations coordinator created an email address for each profile. The email address for each profile included some variation of either the first, last or full name of the name associated with the profile. The investigations coordinator also assigned a Google Voice phone number to each profile, which was linked to the email account for the profile. The investigations coordinator had control over the Google Voice accounts and the email accounts for each profile.

c. Email Tests

The investigations coordinator then emailed the rental agent from each profile's email address, posing as prospective renters. The investigations coordinator first emailed the agent from the protected profile stating his/her interest in the property, his/her household

9 For “Latinx-sounding” names, the investigations coordinators will likely choose first names from a list of the 200 most popular Mexican names, which can be found at can be found at https://www.momjunction.com/articles/mexican-baby-names-for-girls-and-boys_00401444/#gref, and pair them with last names from a list of the most common surnames for “Hispanics,” based on the United States Census, which can be found at <https://names.mongabay.com> and is based on the 2000 U.S. Census.

10 For “White-sounding” names, the investigations coordinator will likely choose first names from a list of the twenty (20) “Whitest” first names, based on a large data set of birth-certificate information for every child born in California since 1961, which can be found at <https://abcnews.go.com/2020/top-20-whitest-blackest-names/story?id=2470131>, and pair them with last names from a list of the most common surnames for “Whites” based on the United States Census, which can be found at <https://names.mongabay.com> and is based on the 2000 U.S. Census.

size (e.g. "My husband and I are interested at the apartment you have listed on craigslist..."), and that he/she has an HCV (e.g. "We have Section 8").

The investigations coordinator then, after an appropriate amount of time, sent an email to the agent from the control profile, which included the same information as the email from the protected profile, except the wording of the email was changed enough to avoid detection that the email was a test.

If either the protected or the control profile received no response, or if either profile received a response stating that the unit is no longer available, or if for some other reason determined by the investigations coordinator, the investigations coordinator may, at any reasonable time during the investigation, have sent an email from the vacancy-check profile stating his/her interest in the property and asking if the unit was still available.

The investigations coordinator regularly checked the email accounts and the Google Voice accounts associated with each profile. If after a reasonable amount of time an email from either the protected profile or the control profile received no response from the listing agent, the investigations coordinator sent a follow up email. If at any time during an email test the rental agent requested information about the sender, the investigations coordinator responded according to the profile for that test.

6. Audit Analysis

For site and phone investigations, FHANC compared the Report Forms and narratives for each test to assess whether matched testers received the same or different treatment from each other. For email investigations, FHANC compared the email exchanges between the agent and the matched profile(s) and any follow up from the housing provider to see whether the matched profiles received the same or different treatment from each other. Please note that given the differing number of email, phone, and site investigations that were conducted in each county, FHANC is presenting results from the tri-county area rather than differentiating by county.

For each investigation, FHANC prepared a comparison and analysis sheet, and recommended follow-up where appropriate. FHANC compared information in the following areas to assess whether the testers received the same treatment and information from the housing provider, including the following:

- a. Refusal to rent or negotiate for rental;
- b. Offering different rental terms and conditions (including amenities and special offers);
- c. Screening and follow up;
- d. Response (or failure to respond) to initial contact or subsequent contacts;
- e. Unit availability;
- f. Information about applicant qualifications, eligibility, or rental criteria; and

- g. Comments, encouragement, steering, and general treatment.

Tests showing discriminatory statements or differential treatment on the basis of national origin or voucher status may form the basis of further investigations.

III. RESULTS

Between December and March 2020, FHANC conducted **139 individual tests** in Marin, Sonoma, and Solano Counties. The tests fell into several broad groups: those showing no significant difference indicating discrimination, those revealing some differential treatment/discrimination, and those evincing clear differential treatment/discrimination.

“Clear differential treatment/discrimination” means there was a demonstrable discrepancy in the amount, quality, or substance of the information received by the testers, to the disadvantage of the protected tester. “Clear differential treatment/discrimination” refers to statutory violations, such as:

- a. Refusing to rent or negotiate;
- b. Making a false representation about availability;
- c. Offering different terms, conditions, privileges or services;
- d. Otherwise making housing unavailable; or
- e. Making discriminatory statements

“Some differential treatment/discrimination” means there was a discrepancy in the information received by each tester. The discrepancies favored the control tester, but not to the clear detriment of the protected tester, or there was no significant difference in treatment between the protected and control testers but the housing provider’s responses to the testers’ disclosure of their voucher was problematic in some fashion. In some cases, the differences involved factors characterized as less significant than those counted in the “clear differential treatment/discrimination” category. “Some differential treatment/discrimination” includes statutory violations that do not materially affect the housing transaction and other less significant types of differential treatment/discrimination, such as:

- a. Offering information that varies in quality/quantity;
- b. Encouraging a caller to apply; and
- c. Following up with a caller after his or her initial inquiry.

For purposes of this report, “no significant difference in treatment” means each paired or three-part tester received substantially similar information and there were no demonstrable differences, or if there were demonstrable differences, they benefitted the protected tester.

A. TEST OUTCOMES

FHANC conducted **139 tests** for the 2019-2020 Marin, Sonoma, and Solano County National Origin/Source of Income audit. Forty-five (45) individual site/phone/email tests were conducted in Marin county; forty-five (45) individual site/phone/email tests were conducted in Sonoma County; and forty-nine (49) individual site/phone/email tests were conducted in Solano County.

1. Site Testing

Twenty-three (23) individual site tests out of the thirty (30) conducted showed at least some discrimination based on source of income and/or national origin discrimination in the tri-county area. 7% of the site tests conducted showed discrimination based on national origin; 20% of the site tests conducted showed discrimination on both national origin and source of income and 53% showed discrimination based on source of income. At twelve (12) out of the fifteen (15) properties that were site tests (80%), there was at least some discrepancy or disadvantage in treatment for the Latinx tester and/or for testers using HCVs, which is considered a protected class in the state of California.

Responses from housing providers unwilling to consider HCVs or offering inferior terms/conditions to HCV holders included the following:

- We require that voucher holders meet the income requirement based on the full contract rent **in case they ever lose their voucher**, so that we know they can still afford the rent. However, the housing provider offered preferential terms to the control tester, saying the amount of the voucher would be included in the determination for income eligibility (still improper but it gave the non-Latinx voucher holder a chance at qualifying).
- We **already rented out our allotted 10%** of our units for people with Section 8 but I will try to advocate for you with the owners (neither tester heard back).
- I'm not sure how the income requirement works with Section 8. I would have to speak with the owners about this (neither tester heard back).
- We used to rent to voucher holders but I'm not sure. **Housing was paying the rent late.**

Results of Site Tests in Tri-County Area*

| | <u>Source of Income</u> | <u>Source of Income & National Origin</u> | <u>National Origin</u> | <u>TOTAL</u> |
|---|-------------------------|---|------------------------|--------------|
| Differential Treatment/
Discrimination | 8/15 (53%) | 3/15 (20%) | 1/15 (7%) | 12/15 (80%) |

*Please note: All percentages have been rounded to the nearest whole number.

2. Phone Testing

Forty-two (42) individual phone tests out of the forty-six (46) conducted showed at least some discrimination based on source of income and/or national origin discrimination in the tri-county area. 17% of the phone tests conducted showed discrimination based on national origin; 13% of the phone tests conducted showed discrimination on both national origin and source of income and 61% showed discrimination based on source of income. At twenty-one (21) out of the twenty-three (23) properties that were phone tests (91%), there was at least some discrepancy or disadvantage in treatment for the Latinx tester and/or for testers using HCVs, which is considered a protected class in the state of California.

Responses from housing providers unwilling to consider HCVs or offering inferior terms/conditions to HCV holders included the following:

- To the protected tester, the housing provider said (twice during the same phone call), “**I don’t want someone kicking in my doors**,” or words to that effect. To the control tester, she said the property “**was not eligible for Section 8**” or words to that effect.
- In response to a question about why the housing provider would not take Section 8, she responded that she **did not know**, but they are a small building and it was the **owners’ policy**.
- **I can’t make exceptions for voucher holders because of discrimination issues**, so still need to make \$5500/month to meet our income requirement.
- **We are just the management company** and the owners don’t accept vouchers, **don’t know why**.
- **Because of the virus we are no longer accepting Section 8, as the owner does not want to be dealing with too many people...Won’t deal with any third parties until the Coronavirus is over.**

Results of Phone Tests in Tri-County Area*

| | <u>Source of Income</u> | <u>Source of Income & National Origin</u> | <u>National Origin</u> | <u>TOTAL</u> |
|---|-------------------------|---|------------------------|--------------|
| Differential Treatment/
Discrimination | 14/23 (61%) | 3/23 (13%) | 4/23 (17%) | 21/23 (91%) |

*Please note: All percentages have been rounded to the nearest whole number.

3. Email Testing

Forty-nine (49) individual email tests out of the sixty-three (63) conducted showed at least some discrimination based on source of income and/or national origin discrimination in the tri-county area. 8% of the email tests conducted showed discrimination based on national origin; 12% of the email tests conducted showed discrimination on both national origin and source of income and 56% showed discrimination based on source of income. At nineteen (19) out of the twenty-three (25) properties that were email tests (76%), there was at least some discrepancy or disadvantage in treatment for the Latinx tester and/or for testers using HCVs, which is considered a protected class in the state of California.

Some housing providers failed to respond to the protected and/or control tester(s)' multiple contacts, despite the advertisement continuing to run. Even more frequently, housing providers misapplied minimum income requirements, requiring that testers with vouchers make a specific amount of income based on the contract rent rather than based on the testers' portion of rent (thereby making the testers ineligible for the rental). In addition, numerous housing providers flat out refused to consider renting to testers whose profiles included a voucher. This misapplication of income requirements, or a refusal to consider a tester with a voucher, resulted in clear differential treatment/discrimination based on source of income in twenty-nine individual email tests (49%). Six additional individual email investigations revealed some level of differential treatment/discrimination based on source of income – for instance, telling testers with HCVs that any special promotion or discount on rent would not apply to voucher holders.

As noted above, some email investigations revealed discrimination based on both national origin and source of income and some revealed discrimination based on national origin alone. However, the large majority of email investigations revealing at least some level of differential treatment/discrimination included source of income discrimination, despite the protections that exist on the state and – to some extent – local level (parts of Marin County).

Results of Email Tests in Tri-County Area*

| | <u>Source of Income</u> | <u>Source of Income & National Origin</u> | <u>National Origin</u> | <u>TOTAL</u> |
|---|-------------------------|---|------------------------|--------------|
| Differential Treatment/
Discrimination | 14/25 (56%) | 3/25 (12%) | 2/25 (8%) | 19/25 (76%) |

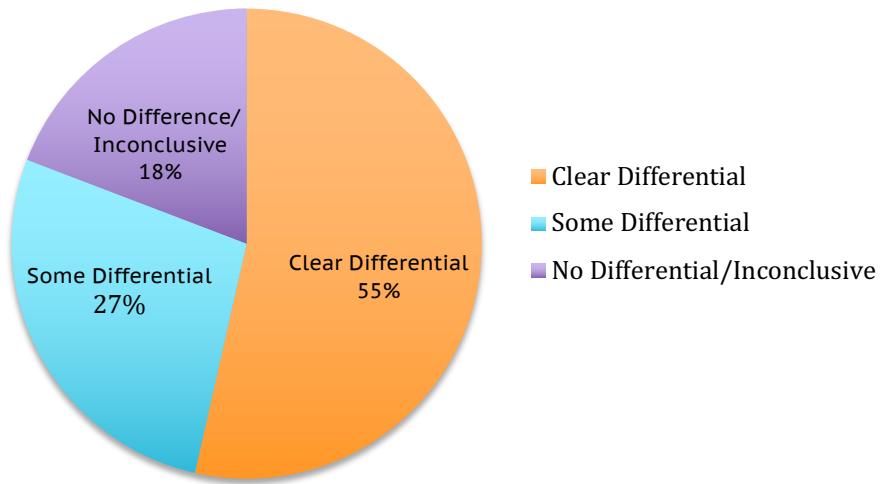
*Please note: All percentages have been rounded to the nearest whole number

Results of Site/Phone/Email Tests in Tri-County Area*

| | <u>Source of Income</u> | <u>Source of Income & National Origin</u> | <u>National Origin</u> | <u>TOTAL</u> |
|---|-------------------------|---|------------------------|--------------|
| Differential Treatment/
Discrimination | 36/63 (57%) | 9/63 (14%) | 7/63 (11%) | 52/63 (82%) |

*Please note: All percentages have been rounded to the nearest whole number

Types of Differential Treatment Based on National Origin and/or Source of Income (Site/Phone/Email)



B. TYPES OF DISCRIMINATION OR DIFFERENTIAL TREATMENT BASED ON NATIONAL ORIGIN/SOURCE OF INCOME

The following is a description of types of discrimination encountered by testers during the audit, as well as a chart indicating the frequency of the types of differential treatment by test.

1. Refusal to Rent or Negotiate for Rental

A housing provider's explicit refusal to rent or to negotiate for the rental of a dwelling to a person in a protected class, including a refusal to engage in conversation or respond to multiple attempts to communicate, wholly forecloses an individual's ability to access housing opportunities.

2. Offering Different Rental Terms and Conditions

Differences in rental terms offered may indicate a housing provider's desire to discourage – or encourage – specific types of prospective tenants. The terms and conditions of a rental unit may have a significant impact on an applicant's interest in pursuing a unit and financial ability to procure a rental unit. Rental terms and conditions include the amount of rent or deposits, the manner of payment of deposits, and minimum income requirements.

Minimum income requirements can be particularly important, as a minimum income standard acts as an inflexible threshold question for an applicant: a caller who does not meet an income standard will be immediately discouraged from applying. It may also include a move-in special or discount off the monthly rent, which can provide both access and encouragement.

3. Making False Representations About Availability

The number of current and future units offered to an applicant may indicate whether a housing provider is seriously interested in making housing opportunities available. In addition, the number of current and future units offered to an applicant may indicate whether a housing provider is seriously interested in making housing opportunities available.

4. Otherwise Making Housing Unavailable

A housing provider who, through either words or actions – for example, refusing to confirm whether the housing provider accepts vouchers or how the minimum income requirement would work with vouchers – arbitrarily restricts the availability of a housing opportunity for a member of a protected class, and may be engaging in a practice of otherwise making housing unavailable.

5. Comments, Steering, and General Treatment

The manner in which an owner or manager communicates regarding units for rents is often an important indication of their interest – or lack thereof – in a potential tenant. Discouraging remarks directed at an applicant from a protected class may be evidence of an attempt to discourage that applicant from pursuing a housing opportunity. Discriminatory statements are illegal under both federal and state fair housing laws. Given the specific manner in which income requirements are supposed to be applied to voucher holders (applied to their portion of rent rather than the contract rent), improperly applying an income requirement is likely to make voucher holders otherwise ineligible and was prevalent in this audit.

Steering speaks to the practice of arbitrarily restricting an applicant's choice of available units, based on their membership in a protected class; for example, steering in the national origin context might include directing a caller to a different complex based on the housing provider's assumptions about appropriateness of an applicant's tenancy in a particular location. General treatment may also include encouraging only one tester by providing additional information on the application process or having a more positive response to the disclosure of the voucher profile.

6. Quality/Quantity of Information

Differences in the amount and/or type of information a housing provider gives to callers about who will qualify for tenancy may indicate a housing provider's desire to discourage or encourage specific types of prospective tenants. Selective provision of information about minimum income requirements, minimum credit scores, documentation of income, and the application process may indicate that a housing provider employs different standards for evaluating prospective tenants based on their membership in a protected class.

7. Screening & Follow-Up

The decision to accept a potential applicant's call or to follow up with a potential applicant after his or her initial inquiry may indicate whether a housing provider is excluding people

in protected classes from their tenant selection process or arbitrarily restricting an applicant's choice of available units and information received based on their membership in a protected class. In addition, a housing provider's decision not to return a potential applicant's voicemail message or follow up with a potential applicant after his or her initial inquiry speaks to the practice of arbitrarily restricting an applicant's choice of available units and information received, based on their membership in a protected class.

D. OTHER TYPES OF DISCRIMINATION OR DIFFERENT TREATMENT REVEALING A NEED FOR FUTURE TESTING

1. Familial Status

While children were not included within the profiles of any testers, FHANC uncovered one instance of familial status discrimination during a paired investigation, where the housing provider indicated that the property was best for only one occupant. In addition, in a few investigations, only the Latinx tester was asked if s/he had a child, which could indicate possible screening for Latinx families with children. In response, when feasible, FHANC will conduct follow up investigations testing for familial status discrimination.

2. Disability

In addition to familial status discrimination, FHANC uncovered at least one example of a discriminatory statement that raised concerns of disability discrimination. In this instance, the housing provider told FHANC's control tester that he was looking for someone who was the "right fit" and "did not want anyone crazy," or words to that effect. In response, when feasible, FHANC will conduct follow up investigations testing for disability discrimination (mental disability).

E. DIFFERENTIAL TREATMENT/ DISCRIMINATION BY TEST & PROTECTED CLASS

| Test # | Type | City | County | Refusal to Rent | Different Terms & Conditions | False Denial of Vacancy | Otherwise Make Housing Unavailable | Comments, Steering, & General Treatment | Quantity, Quantity of Info | Follow-Up | TOTAL |
|----------|-----------|-------------|--------|-----------------|------------------------------|-------------------------|------------------------------------|---|----------------------------|-----------|---------|
| A1920-01 | Site (2) | Novato | Marin | | | | | | | | |
| A1920-02 | Site (1) | Novato | Marin | SOI | | | SOI | SOI | | | SOI |
| A1920-03 | Site (2) | San Rafael | Marin | SOI | | | SOI | SOI | | | SOI |
| A1920-04 | Site (2) | Santa Rosa | Sonoma | NO | NO | | NO | NO, SOI | | | NO, SOI |
| A1920-06 | Site (2) | Vallejo | Solano | | | | | | | | |
| A1920-07 | Email (3) | San Anselmo | Marin | FS | | | FS | NO, FS | | | NO, FS |
| A1920-08 | Email (2) | Novato | Marin | | | | | | | | |
| A1920-09 | Site (2) | Fairfax | Marin | | | | | SOI | | | SOI |
| A1920-10 | Email (3) | San Rafael | Marin | | | | | | | | |
| A1920-11 | Site (2) | Mill Valley | Marin | SOI | | | SOI | SOI | | | SOI |

| | | | | | | | | | | | |
|----------|-----------|--------------|--------|-----|----|-----|-----|---------|----|-----|---------|
| A1920-12 | Phone (2) | Kentfield | Marin | SOI | | | SOI | SOI | | | SOI |
| A1920-13 | Email (3) | Novato | Marin | SOI | | SOI | SOI | SOI | | SOI | SOI |
| A1920-14 | Site (2) | Fairfield | Solano | SOI | | | SOI | SOI | | | SOI |
| A1920-15 | Phone (2) | Sebastopol | Sonoma | SOI | | | SOI | SOI | | | SOI |
| A1920-16 | Phone (2) | San Anselmo | Marin | SOI | | | SOI | NO, SOI | | | NO, SOI |
| A1920-17 | Site (2) | Santa Rosa | Sonoma | | | | SOI | SOI | | | SOI |
| A1920-18 | Phone (2) | Santa Rosa | Sonoma | | | | | | | | |
| A1920-19 | Site (2) | Santa Rosa | Sonoma | NO | NO | | NO | NO | NO | | NO |
| A1920-20 | Site (2) | Santa Rosa | Sonoma | | | | | | | | |
| A1920-22 | Phone (2) | Fairfield | Solano | | | | | SOI | | | SOI |
| A1920-24 | Site (2) | Mill Valley | Marin | | NO | | | NO, SOI | | | NO, SOI |
| A1920-25 | Phone (2) | Tiburon | Marin | | | | | | | | |
| A1920-26 | Site (2) | San Rafael | Marin | SOI | NO | | SOI | SOI | | | NO, SOI |
| A1920-28 | Phone (2) | Rio Vista | Solano | | | | | NO | | | NO |
| A1920-29 | Phone (2) | San Rafael | Marin | SOI | | | SOI | SOI | | | SOI |
| A1920-30 | Site (3) | Nicasio | Marin | SOI | | | SOI | SOI | | | SOI |
| A1920-31 | Phone (2) | Rohnert Park | Sonoma | SOI | | | SOI | SOI | | | SOI |
| A1920-32 | Phone (2) | Santa Rosa | Sonoma | | | | | NO, SOI | | | NO, SOI |
| A1920-33 | Email (3) | Benicia | Solano | | | | SOI | NO, SOI | | NO | NO, SOI |
| A1920-34 | Phone (2) | Benicia | Solano | SOI | | | SOI | SOI | | | SOI |
| A1920-35 | Email (3) | Dixon | Solano | SOI | | | SOI | SOI | | | SOI |
| A1920-36 | Email (2) | Fairfield | Solano | | | | | SOI | | | SOI |
| A1920-37 | Email (2) | Fairfield | Solano | | | | | | | | |
| A1920-38 | Phone (2) | Vallejo | Solano | SOI | | | SOI | SOI | | | SOI |
| A1920-40 | Email (3) | Vacaville | Solano | | | | | NO | | | NO |
| A1920-41 | Email (3) | Vallejo | Solano | SOI | | | SOI | SOI | | | SOI |
| A1920-42 | Phone (2) | Fairfield | Solano | SOI | | | SOI | SOI | | | SOI |
| A1920-43 | Email (3) | Vacaville | Solano | SOI | | | SOI | SOI | | | SOI |
| A1920-44 | Email (3) | Fairfield | Solano | SOI | | | SOI | SOI | | | SOI |
| A1920-45 | Email (3) | Vacaville | Solano | | | | | | | | |
| A1920-47 | Email (2) | Healdsburg | Sonoma | SOI | | | SOI | SOI | | | SOI |
| A1920-48 | Email (2) | Rohnert Park | Sonoma | SOI | | | SOI | SOI | | | SOI |
| A1920-49 | Email (2) | Penngrove | Sonoma | NO | | | NO | NO, SOI | | NO | NO, SOI |

| | | | | | | | | | | | |
|------------------|------------|--------------|------------|---------|--------|--------|------------|------------|-------|--------|------------|
| A1920-50 | Phone (2) | Rohnert Park | Sonoma | | | | SOI | SOI | | | SOI |
| A1920-51 | Email (2) | Novato | Marin | | SOI | | | SOI | | | SOI |
| A1920-52 | Site (2) | Windsor | Sonoma | SOI | | | SOI | SOI | | | SOI |
| A1920-53 | Phone (2) | Petaluma | Sonoma | | | | | SOI | | | SOI |
| A1920-54 | Email (2) | Santa Rosa | Sonoma | | | | | | | | |
| A1920-55 | Email (3) | Healdsburg | Sonoma | SOI | | | SOI | SOI | | | SOI |
| A1920-57 | Phone (2) | San Rafael | Marin | | SOI | | | | | | SOI |
| A1920-58 | Email (3) | Santa Rosa | Sonoma | | NO | | | NO, SOI | | | NO, SOI |
| A1920-62 | Phone (2) | Sausalito | Marin | | | | SOI | SOI | | | SOI |
| A1920-63 | Phone (2) | San Rafael | Marin | | | | | NO | | NO | NO |
| A1920-64 | Phone (2) | Vallejo | Solano | NO | NO | | NO, SOI | NO, SOI | | | NO, SOI |
| A1920-66 | Email (3) | Petaluma | Sonoma | SOI | | | SOI | SOI | | | SOI |
| A1920-67 | Email (2) | Vallejo | Solano | | | | | | | | |
| A1920-68 | Phone (2) | Glen Ellen | Sonoma | | | | | SOI | | | SOI |
| A1920-69 | Phone (2) | Vacaville | Solano | NO | | | NO | NO | | | NO |
| A1920-70 | Phone (2) | Santa Rosa | Sonoma | SOI | | | SOI | SOI | | | SOI |
| A1920-71 | Email (2) | Santa Rosa | Sonoma | SOI | | | SOI | SOI | | | SOI |
| A1920-72 | Email (2) | Larkspur | Marin | SOI | | | SOI | SOI | | | SOI |
| A1920-73 | Phone (2) | Vallejo | Solano | | | | | NO | | | NO |
| A1920-74 | Email (2) | Vallejo | Solano | | | | | SOI | | | SOI |
| Property Totals | 63 | 63 | 63 | 33 | 8 | 1 | 37 | 51 | 1 | 4 | 52 |
| Subtotals | Email: 25 | | Sonoma: 21 | NO: 5 | NO: 6 | SOI: 1 | NO: 4 | NO: 6 | NO: 1 | NO: 3 | NO: 6 |
| | Phone : 23 | | Solano: 21 | SOI: 27 | SOI: 2 | | SOI: 31 | SOI: 36 | | SOI: 1 | SOI: 36 |
| | Site: 15 | | Marin: 21 | FS: 1 | | | NO, SOI: 1 | NO, SOI: 8 | | | NO, SOI: 9 |
| | | | | | | | FS: 1 | NO, FS: 1 | | | NO, FS: 1 |
| Test Part Totals | 139 | 139 | 139 | 74 | 17 | 2 | 68 | 86 | 1 | 5 | 87 |
| Subtotals | Email: 63 | | Sonoma: 45 | NO: 5 | NO: 13 | SOI: 2 | NO: 4 | NO: 6 | NO: 1 | NO: 3 | NO: 6 |
| | Phone : 46 | | Solano: 49 | SOI: 61 | SOI: 4 | | SOI: 62 | SOI: 71 | | SOI: 2 | SOI: 71 |
| | Site: 30 | | Marin: 45 | FS: 1 | | | NO, SOI: 1 | NO, SOI: 8 | | | NO, SOI: 9 |
| | | | | | | | FS: 1 | NO, FS: 1 | | | NO, FS: 1 |

***Please note some tests revealed more than one type of discrimination and on the basis of more than one protected class.** The total provides the number of paired tests with each prohibited activity noted above.

Key:

National Origin = NO
Source of Income = SOI
Familial status = FS
Disability = D*

1. Tests Indicating Clear Differential Treatment

74 individual tests (**53%**) showed evidence of **clear differential treatment** based on national origin and/or source of income. The chart above details the significant number of tests where housing was denied, otherwise made unavailable, and/or there were discriminatory comments, steering, and inferior general treatment for Latinx testers and/or testers with HCVs – 33, 37, and 51 tests, respectively – in addition to false denial of availability in two individual tests.

In one case (email test A1920-13) in Novato (Marin County), for example, the housing provider told both testers who disclosed a voucher that the unit had already been rented and he refused to confirm whether he accepted Section 8 vouchers. In contrast, he told the non-voucher control (vacancy check) to call him to discuss the matter and reached out to the non-voucher control two weeks later to confirm the unit was still available. His statement that the unit had been rented (when in fact it had not) and his refusal to confirm whether he accepts vouchers demonstrates false denial of availability, a refusal to rent or negotiate and otherwise making housing unavailable based on source of income; in addition, it also indicates inferior general treatment and lack of follow up based on source of income.

In another case (site test A1920-19) in Santa Rosa (Sonoma County), the agent told the protected tester that he must make \$5,000 per month and that the income requirement was the same for voucher holders; in contrast, she told the control tester that the income requirement would be applied to the portion of rent they pay, thereby making the control eligible to rent the premises while discouraging the protected tester and indicating he was not qualified to rent. In addition, the agent offered an additional move-in special only to the control, told only the control about a free carport/storage, provided greater information/availability, and encouraged the control to submit an application soon.

In another case (phone test A1920-64) in Vallejo (Solano County), the agent told the protected tester who has an ethnically identifiable Latinx voice and name that he did not qualify based on his income, improperly applying the minimum income requirement to the contract rent. In contrast, the agent told the control tester whose voice and name are identifiable as White was told that the amount of the voucher could be applied toward the income requirement; although this was still an improper application of the income requirement, it permitted the control tester to qualify for the unit while the protected tester was discouraged and told he did not qualify (though his household income was just higher than the control tester's).

In one more case (phone test A1920-16) in San Anselmo (Marin County) the agent told the protected tester who has an ethnically identifiable Latinx voice and name that she did not want someone who would be “kicking in her doors,” or words to that effect, repeating the statement twice during the phone call, stating she just wants “good tenants.” In contrast,

the made no such similar statement to the control tester, though she told her the property was not eligible for Section 8 because the kitchen lacked a sink. The housing provider in question refused to allow either tester to negotiate for the rental but treated them both differently based on national origin and source of income.

Numerous other tests resulted in evidence of clear differential treatment with respect to refusal to rent/negotiate, otherwise make housing unavailable, and making discriminatory statements.

2. Tests Indicating Some Differential Treatment

38 individual tests (27%) showed evidence of **some differential treatment** based on national origin and/or source of income. While the majority of the tests showing evidence of differential treatment based upon national origin and/or source of income showed clear discrimination, a significant number demonstrated at least some differential treatment, most often related to general treatment and misapplication of the income requirement (but in a manner that did not clearly make the specific voucher profile ineligible for the rental). A number of email tests showed evidence of some differential treatment based upon source of income due to the response to the voucher disclosure and refusal to answer follow up questions, particularly questions regarding how the minimum income requirement would work for a voucher holder. In the tight rental market that exists in the Bay Area, delays that are a number of days long can mean the difference in whether an individual is able to access a property.

In one case (email test A1920-07) in San Anselmo (Marin County), the agent's general treatment of the Latinx tester was notably inferior to that toward the White tester, particularly with regard to the response to the disclosure of the HCV. The agent refused to answer the Latinx tester's question regarding whether she accepts Section 8, while telling the White tester that she does accept Section 8, noting that she "can't discriminate" but she "can require good credit score, rental history [and] income verification," or words to that effect. In addition, despite the Latinx tester contacting the agent first, she responded to the White tester sooner. General treatment is a consistent difference in national origin discrimination tests conducted, indicating a reticence to fully engage with the Latinx testers or encourage them to apply.

In another case (email test A1920-33) in Benicia (Solano County), the agent refused to answer whether he accepts vouchers and merely said they could "go through the process"; however, after the Latinx tester asked for clarification, he said that the income is three times the contract rent and that questions could be answered in person, refusing to discuss or negotiate. The agent also called both White testers (the voucher control and non-voucher control), while he never called the Latinx tester; in addition, he only told the Latinx tester that no felonies were permitted. In another case (email test A1920-51), the agent told one of the testers who had a voucher that the free rent special listed in the advertisement does not apply to vouchers.

3. Tests Indicating No Significant Differential Treatment

27 individual email, phone, and/or site tests (19%) did not show evidence of differential treatment or were tests where the control tester received inferior treatment. In tests with

no differential treatment, testers received similar treatment and were given the same substantive information regarding acceptance of the voucher and income requirement application, availability, rent, security deposit, and other terms. These tests also included those where mitigating factors might explain certain differences. For instance, in one test (A1920-01), the housing provider told the control tester more available units, but the control tester inquired while the protected tester did not; in addition, the agent told the protected tester about an included parking space while refraining from sharing such information with the control.

D. DIFFERENTIAL TREATMENT/ DISCRIMINATION BY GEOGRAPHIC AREA

Of the twenty-one (21) properties tested in Marin County, 2 (10%) showed discrimination on the basis of national origin, 3 (14%) showed discrimination on the basis of national origin and source of income, and 12 (57%) showed discrimination on the basis of source of income. In San Rafael, at five (5) out of the (6) properties tested (83%), there was at least some discrepancy or disadvantage in treatment for the Latinx tester and/or for testers using HCVs. Similarly, in central and southern Marin (San Anselmo, Fairfax, Mill Valley, Kentfield, Tiburon, Sausalito, and Larkspur), eight (8) of the nine (9) properties tested (89%) showed evidence of discrimination. Novato was the area in Marin county with the least discrimination toward Latinx renters and HCV holders; however, even in Novato 60% of the properties tested showed evidence of either source of income discrimination, national origin discrimination or both.

Of the twenty-one (21) properties tested in Sonoma County, 1 (5%) showed discrimination on the basis of national origin, 4 (19%) showed discrimination on the basis of national origin and source of income, and 13 (62%) showed discrimination on the basis of source of income. While 86% of the tests in Sonoma County revealed evidence of discrimination, in Santa Rosa, the largest and least rural city in Sonoma County, that number was only 70%. However, 40% of the properties tested in Santa Rosa showed evidence of discrimination on the basis of national origin.

Of the twenty-one (21) properties tested in Solano County, 4 (19%) showed discrimination on the basis of national origin, 2 (10%) showed discrimination on the basis of national origin and source of income, and 11 (52%) showed discrimination on the basis of source of income. In Vallejo, two (2) of the seven (7) landlords tested showed favorable treatment toward the White tester as compared to the Latinx tester. Additionally, four (4) of the properties tested in Vallejo showed evidence of discriminatory treatment and/or a discriminatory policy as applied to HCV holders.

IV. CONCLUSIONS

A. GENERAL

Of the 63 different properties tested Marin, Sonoma, and Solano Counties (21 properties in each county), 52 housing providers (83%) showed some differences in treatment favoring the White tester and/or problematic policies for testers using HCVs (such as an improper application of the minimum income requirement). Only 11 housing providers tested (17%) showed no significant differential treatment or discriminatory policy. In 112 out of 139 individual tests - or 81% of all tests - there were at least some discrepancies or

disadvantages in treatment for the Latinx tester or based on source of income.

The data is striking: Despite having a number of local ordinances in place in Marin County for over a year, and the recent expansion of the definition of source of income throughout the state of California (providing protections for HCV holders), housing providers are either freely discriminating on the basis of source of income or they are doing so in a manner where the voucher holder might not realize they are being discriminated against – for instance, by quoting an improper application of the minimum income requirement, which would preclude the voucher holder from being eligible for the rental while they are still clever enough not to say “we don’t accept Section 8”. In addition, housing providers are making exceptions to discriminatory policies for White HCV holders, granting them access into areas of high opportunity and low poverty.

It is already incredibly difficult to access affordable housing in the Bay Area. For a voucher holder who has likely waited years – sometimes decades – to receive their housing subsidy, the realities of navigating the housing search process can be devastating. Housing providers have found a number of ways to discriminate on the basis of source of income, and it is clear that if the voucher holder is Black or Brown, the likelihood of receiving inferior treatment preventing one access to the housing of their choice is much greater. Every time a housing provider gives incorrect information regarding the voucher holder’s income requirement, it is likely to discourage them from following through; in addition, while the testers’ profiles in this audit included income from employment, it is often the case that a voucher holder may not be employed and rely on other means of income, or the sole support of the voucher. Anecdotally, the results of the audit indicate that whether a voucher holder is employed may make a difference in a housing provider’s willingness to consider them for tenancy and whether they would meet an improperly applied minimum income requirement.

Furthermore, even in the case when FHANC determined there was no significant evidence of discrimination, housing providers can still engage in behavior that is problematic for a voucher holder applicant, particularly in a tight rental market. For instance, in one three-part email investigation, the housing provider’s agent informed both voucher holder testers that they accepted Section 8, but she did not know how the income requirement would work with a voucher and could not confirm they would be eligible to apply. She suggested the voucher holder contact the manager of the premises directly and provided her contact information; however, the manager never responded to the voucher holders. When they contacted the agent they had communicated with initially again, she said that the unit had already been rented.

Because FHANC used a third tester whose profile did not include a voucher, and who was also told the unit was already rented, FHANC determined there was no significant evidence of discrimination. With that being said, had the agent been familiar with the voucher process or indicated to the voucher holder testers that they could apply, they may have had an opportunity to rent the premises before it was no longer available. Particularly in tight rental markets, even a couple of days can make the difference in whether someone has an opportunity to rent.

The results of this audit are striking, but what is even more concerning is that this is likely to be just the tip of the iceberg. If data were available showing how many applications

voucher holders actually received and how many housing providers rented to voucher holders, the landscape is likely to be even more dismal than the 81% of tests that indicated some level of discrimination here.

B. LESSONS AND FEEDBACK FOR PUBLIC HOUSING AUTHORITIES

In addition to the barriers faced by HCV holders related to the private landlord's behavior, FHANC encountered additional difficulties in even locating eligible properties to test in Solano County and more remote parts of Sonoma County. Given the methodology, FHANC excluded advertisements that made any statement regarding Section 8 (either a refusal or willingness to accept), which limited the housing stock available to search; however, this is just one piece of the picture. **One major lesson learned from the last audit and remained relevant in the current audit is that the payment standards for rental units in Solano County are far too low given the current market.** Two FHANC staff members devoted countless hours searching for properties online within the eligibility criteria and with availabilities in Solano, and it was incredibly difficult locating eligible properties, let alone finding a landlord who would actually consider renting to an HCV recipient.

One must remember that HCV holders are often people with disabilities, families with children, and racial/ethnic minorities, and therefore are likely to experience discrimination and other barriers in housing aside from the difficulties faced navigating the voucher program. Consistent across the tri-county area was a clear message that landlords would prefer not to rent to individuals using HCVs, and this was the case for a variety of alleged reasons ranging from concern about requirements under the government program to concern about stereotypes of the holders themselves. Most often, the housing provider indicated that they were unsure how the minimum income requirement would work or they provided an incorrect income requirement that deemed the voucher holders ineligible. There must be greater outreach to a wider variety of landlords to encourage participation and to provide necessary education, and not just among smaller housing providers.

The difficulties faced by these individuals in securing housing is exponentially worse for residents in Solano County given the combination of landlord antipathy and artificially low payment standards. Finding new housing, particularly if one has specific needs in their housing, is becoming increasingly difficult, especially following the loss of available housing stock after the fires in Sonoma and Solano Counties. Given these difficulties, it is incumbent upon Public Housing Authorities (PHAs) to share data with the Department of Housing and Urban Development (HUD) and try to help achieve higher payment standards for the various jurisdictions it serves or to consider alternatives.

In addition to working to increase the payment standards or use more appropriate standards for the market, PHAs must assess the length of the search times they are providing their participants to find new housing, as the results of this investigation indicate search times should be increased given the lack of available housing, discrimination and general refusal to participate in the program by landlords, and often disability-related needs of the HCV holders. Taking into account the current pandemic, this need is even greater.

The need to assess and increase voucher search time is not limited to Solano County, as it is evident that the majority of Marin and Sonoma County landlords are not inclined to

participate in the voucher program. While locating properties within the payment standard was less of a hurdle in Marin County and the majority of Sonoma County, finding housing providers willing to consider an HCV recipient in any parts of the tri-County area tested was a difficulty. Accordingly, PHAs should continue outreach to different types of landlords so that it can effect necessary changes within the program that will increase greater landlord participation and should support local efforts to implement legal protections for HCV holders.

C. AUDIT LIMITATIONS AND LESSONS

1. Pre-Application Testing Underestimates the Degree of Discrimination

By virtue of its very design and purpose, this audit does not identify the full scope of discriminatory conduct. This audit sought to measure only the degree of discrimination an individual could encounter at the pre-application stage. Because testers did not submit applications, this audit cannot identify housing providers who dispense information and applications freely but discriminate later in the tenant selection process. This suggests the need to perform follow-up site visits and application tests in addition to the site tests conducted to date, especially in those instances where initial tests suggest differential treatment. Completed application tests could yield evidence of housing providers turning down qualified Latinx applicants because of their national origin; in addition, it could demonstrate whether housing providers are truly willing to consider HCVs.

Even application tests would not detect the full extent of discrimination against in-place Latinx tenants, as opposed to applicants. Latinx renters report discrimination based on national origin, for instance, in the terms, conditions, privileges or services associated with their housing (e.g. a housing provider's failure to respond to Latinx tenants' repair requests, or delayed responses, while White tenants requests are responded to promptly). This audit cannot purport to examine evidence of that kind of discrimination.

2. Scheduling Factors May Have Influenced the Audit Results

The audit coordinators opted to alleviate unreasonable delays between the first and second testers' contacts by having them call at specified times. Although that solution reduced the volume of failed tests, the resultant pattern of calling may have subtly affected the test results.

In some of the tests, for example, the two testers spoke with different agents. Although the most direct comparison takes place in instances where each member of a paired test has contact with the same agent, a test remains valid under generally recognized principles of testing if testers speak with different agents representing the same housing provider.

3. Difficulties Locating Eligible Properties

As discussed, there were a number of difficulties in locating eligible properties to test given the methodology and specifics related to the HCV program. In addition, once an eligible property was located, FHANC experienced a number of difficulties that led to some paired tests being deemed failed or attempted.

For example, some properties required applications to be submitted in person prior to any

information being provided regarding the unit or any other available units; in addition, there were difficulties with call centers and being able to access the same agent/property. Given the difficulties encountered in locating eligible properties, at times FHANC had to pick a property that was slightly above the payment standard; and in this case, the housing provider refused to negotiate with FHANC's protected tester because the property was \$25 above the payment standard.

D. RECOMMENDATIONS

1. **Disseminate audit results** to Marin County, Sonoma County, and Solano County officials, the general public, media, and advocacy groups as an important educational tool. Meet with local governments and partner organizations to inform them of the results of the audit and what steps need to be taken to combat national origin and source of income discrimination. Social media posts and press releases should focus on informing the public about barriers faced by Latinx people and people with even in the pre-application stage. Media efforts should also be devoted to try to counteract housing providers' views regarding the HCV program and its holders.
2. **Monitor sites** where there was an indication of differential treatment. FHANC may take further action.
3. **Offer Fair Housing training** seminars to the owners, managers, and agents audited in this report. The audit points out the need for continuous training in fair housing laws for all owners and managers of rental property, with an emphasis on the subtleties of differential treatment and the need to supply uniform information and treatment to all potential applicants, whether in person, over the phone, or by email. FHANC has conducted Fair Housing Law and Practice seminars throughout the North Bay for many years. Such educational endeavors should be supported by public officials and aggressively marketed to housing industry providers through housing associations and elected officials. It is important to ensure that all housing providers and their staffs receive fair housing information and training. Furthermore, training is necessary for Public Housing Authorities and voucher holders so that they can be educated and trained about how income requirements work, and PHAs should play a large role, both with tenants and private landlords. Voucher holders should be provided with information and referrals for how to proceed with a complaint if they are denied or given incorrect information and this should be included as part of their voucher briefing.
4. **Work with housing providers** to ensure that they are following fair housing laws and that they understand the laws. Send flyers to properties where testing showed some differential treatment. Flyers should inform housing providers that source of income laws have changed and inform them of the new protections for people with HCVs. Ask members of the housing industry, such as property management firms in the area and local rental housing associations, to take a positive stance that fair housing is good business and good for business. Recommend that these organizations publicly declare their support with a statement on their letterhead, outreach materials, and forms. Ask that rental property owners and real estate offices check to make sure that

the required HUD equal opportunity housing provider logo is posted in plain view for applicants.

5. **Conduct additional audits.** Because discrimination is so often subtle or cloaked as helpful suggestions, it may go undetected. Comparative studies such as this one are the best way to bring such practices to light. We recommend that Marin County, Sonoma County, and Solano County consider funding similar studies in the future.
6. **Public Housing Authority action.** Assess whether payment standards are at appropriate levels for your jurisdiction, perhaps considering alternatives, particularly in Solano County. Increase search times for HCV holders given the barriers faced and limited housing options for holders. Improve communication with participants and landlords to have a better appreciation of the difficulties faced on both sides.
7. **Spread the word to potential targets.** Work with other agencies serving the Latinx community, as well as HCV holders, to inform their clients of their fair housing rights and available services.

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

Family & Children's Law Center

Mailing Address

1401 Los Gamos Dr., Suite 200
San Rafael, California, 94903

Website

www.faclcmarin.org

Executive Director/CEO

Abby Lucha

Email Address

alucha@faclc.org

Phone Number

(415) 492-9230

Project General Information

Program/Project Name

Domestic Violence Legal Services for Low Income Families

Program/Project Site Address

1401 Los Gamos Dr., Suite 200
San Rafael, California, 94903

CDBG Year 1 Funding Amount Requested

30000

CDBG Year 2 Funding Amount Requested

30000

Application Contact Person

Abby Lucha

Title of Contact Person

Executive Director

Email Address

alucha@faclc.org

Phone Number

(415) 492-9230

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

| | % of Services Provided |
|--------------|------------------------|
| Novato | 40 |
| San Rafael | 40 |
| County Other | 20 |

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

Yes

Funding Source

Marin DA's Office-Underserved Victim Advocacy and Outreach Program

Funding Amount

24000

Date Funding Received

Friday, December 31, 2021

Is your organization receiving any other County of Marin funding for this project?

No

Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

FACLC enables children and families to enjoy a more successful future by helping them to navigate the legal system. We provide high-quality, low-cost legal services to children and families on matters ranging from domestic violence to child custody and support. We are advocates for the needs and rights of children and serve all forms of families.

FACLC has a history that mirrors the growth and development of Marin County. It was born from the spirit of our diverse community members and has grown and flourished because of their commitment

to our mission. Founded by Bonnie Hough (Managing Attorney with Judicial Council of California), Judge Verna A. Adams (Marin County Superior Court Judge), pioneer family law attorney, Ann Diamond, as a means to close the justice gap for legal services in Marin.

At the time of its inception, our organization was named the Family Law Center and was our response to the issues presented by the Marin County Women's Commission. In 2003, we reassessed our community and decided to broaden our scope. Because of our dedication to helping low-income families navigate the legal system, and our increasing focus and support of children, we changed our name to The Family & Children's Law Center, which reflects the services we provide today.

We serve low-income residents of Marin County who are unable to afford the services of a private attorney. In our 37-year history, we have served thousands of clients. In 2021, FACLC served 850 clients, almost 60% of whom received full legal representation.

FACLC is the only legal services organization that will help a victim of domestic violence obtain a restraining order, regardless of income or ability to pay. We prepare the paperwork to obtain a temporary restraining order and will accompany them to court.

We understand how traumatic a family crisis can be and our approach is designed to make the process simple and clear to give our clients the peace of mind they need.

Over the past several years, in partnership with Canal Alliance, FACLC has provided specialized family law services required for pursuit of Special Immigrant Juvenile Status predicate orders (SIJS) to 50 Unaccompanied Minors in 2021.

Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

CDBG funding is intended to help FACLC support 70 low-income clients in our county as they go public with a very private matter, domestic violence. The support of CDBG will allow FACLC to assist these vulnerable clients in obtaining Domestic Violence Restraining Orders, providing protection for victims who have been threatened or harmed. Also protected are the children of these victims, many of whom are victims of violence themselves. Restraining Orders can be life changing and potentially lifesaving, breaking the cycle of violence.

To request a Domestic Violence Restraining Order, with children involved, a litigant must prepare 38 pages of forms including a 12 pages Request, write a declaration explaining the facts of the case, and organize and attach any photos or text message. This process is overwhelming to those who recently escaped an abusive situation. This is even more challenging if a client is in a shelter and is displaced without access to documents or technology. Further, if there are criminal charges pending, the criminal defense attorney will represent the abuser in the civil trial and cross examine the victim, further intimidating the survivor. This can often result in multiple continuances and the likelihood of a long cause hearing evidentiary hearing. FACLC's attorneys represent survivors through the restraining order process until completion of the custody order, ensuring the survivor has equal footing in court as their abuser. FACLC attorneys have a 90% success rate in obtaining Domestic Violence Restraining Orders in court.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

The pandemic has increased the need for our vital legal services in all areas of practice including domestic violence, family law, and SIJS.

DV- Shelter in place orders, job loss, school closures, and changing court procedures have created a Shadow Pandemic and increased needs for domestic violence services. As an example, in pre-

pandemic years FACLC provided 300 hours of domestic violence services to our community. In 2020 this number increased to 340. 2021 was another record year where we provided 380 hours in domestic violence services. This increased demand was met without any additional staff or resources. Additionally, while pre-pandemic a Restraining Order would need nine attorney hours from start to finish, it is now taking 12-15 hours to fully process. This is due to the issues in serving the abuser, the frequent continuances, and the additional administrative tasks.

Family Law- It has been challenging for our seasoned attorneys to navigate this new legal world and it is almost impossible for self-represented litigants to navigate on their own. Add in mental health issues, literacy issues, or language barriers, and many of our clients would not be able to access the courts but for FACLC. Further, our clients often do not have the benefit of technology to assist them in printing documents, scanning signatures, or reliable WiFi to log in to Zoom hearings. These are challenges we have been working around for the past two years. We believe that this is why our clients are needing direct representation more than ever. As an example, in previous years we provided direct representation in 45%-55% of cases. In 2021 this number increased to 60%.

SIJS- Marin is experiencing a surge in Unaccompanied Minors that have been released to the county. This initially began in 2021 as indicated by the Marin IJ article

<https://www.marinij.com/2021/04/18/marin-organizations-prepare-for-swelling-youth-migrant-influx/>

Currently, more Unaccompanied Minors have been released to Marin than much larger counties including San Francisco, San Bernardino, and Sacramento counties. <https://www.acf.hhs.gov/orr/grant-funding/unaccompanied-children-released-sponsors-county> This has increased the demand for the SIJS predicate orders FACLC prepares. In 2021 FACLC prepared 50 SIJS predicate orders compared to 40 in previous years.

FACLC has taken on the brunt of additional administrative work while not seeing clients for in person appointments. We have not increased costs, and in many cases, reduced cost. FACLC has taken on these additional administrative tasks without additional staffing. Our team has shown up day after day ready to help clients in a time when they are dependent upon our support more than ever.

For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

Basic Health Services

Children, Youth and Parent Services

Housing Support Services

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

Basic Health Services- Obtaining a Domestic Violence Restraining Order is a preventive means to ensure both the survivor and children cease exposure to trauma and the subsequent mental health issues that accompany that exposure. Additionally, seeking a protective order stops the cycle of violence and prevents future physical and mental injury.

Children, Youth, and Parent Support Services – When a Domestic Violence Restraining Order is granted there is an accompanying child custody and visitation order. FACLC advocates for the survivor to have sole custody of the children. This allows the survivor to enroll the children in school or therapy and make all decisions regarding the health, welfare, and safety of the children. This provides safety for the children involved in a domestic violence situation as well as provide the abused parent the autonomy to make decisions without the abuser's influence and control.

Housing Support Services – When requesting a Domestic Violence Restraining Order FACLC attorneys will request Move Out Orders in most cases. This ensures the family can remain in the home, providing housing security. However, in other cases the family is displaced due to the violence in the home. In these circumstances FACLC provides case management with Center for Domestic Peace to place the family in housing.

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

Activities benefiting low and moderate-income persons. (LMI)

How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

In years past survivors of domestic violence were subjected to housing discrimination due to domestic violence, a form of gender discrimination. There is now housing law in California that allows the tenant to terminate the lease before it expires if the tenant has experienced domestic violence. There is also protection against retaliation for contacting law enforcement or being evicted because of domestic violence.

FACLC informs our domestic violence clients with these laws to ensure they do not experience housing discrimination. If they do, FACLC makes referrals to Legal Aid of Marin if FACLC is not able to resolve the matter with the landlord directly.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

The Domestic Violence 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 faced in family law courts can be volatile and have long standing repercussions and implications that can negatively impact families and children who are forced to proceed without legal representation for many years to come.

We will be conducting affirmative marketing to members of protected classes through our strategic partnerships with the Marin County Courts, the Center for Domestic Peace, The Marin County District Attorney, Children and Family Services, Marin Community Clinics, Canal Alliance, and the DA's Office. FACLC routinely provides trainings to these partners to ensure our community is aware of FACLC's services.

In 2021 FACLC created an Instagram account to have more of a social media presence in our community. Our account is now followed by: Marin Community Cooperation Team, Marin City Strong, Bloom Marin, Center for Domestic Peace, Community Action Marin, Community Violence Solutions, Huckleberry Youth, Legal Aid of Marin, Marin Health and Human Services, Marin County CASA, Marin County Gov, Marin County Bar Association, Marin County Foster Care, Marin Homeless in Action, Marin Latino Leaders, Multicultural Marin, Ritter Center, Marin Youth Against Abuse. Having these social media presences allows for instant circulation of important information such as how to access services and special events.

In 2021 FACLC was also interviewed by the Marin IJ for an article on Unaccompanied Minors. Additionally, FACLC was featured by Giving Marin to spread the word about our services and how to obtain assistance.

Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document.)

| | Number |
|----------------------|---------------|
| Moderate Income | 2 |
| Low Income | 4 |
| Very Low Income | 16 |
| Extremely Low Income | 48 |

Total Number of Persons by Income Demographic

70

How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers (Please limit to 3000 characters.)

Our application is for battered spouses and abused children and therefore are clients that are presumed benefit by HUD.

Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.

| | Total Number of Persons | Number Identifying as Hispanic |
|---|--------------------------------|---------------------------------------|
| American Indian or Alaskan Native | 1 | |
| Asian | 4 | |
| Black or African American | 6 | |
| Native Hawaiian or Other Pacific Islander | | |
| White | 55 | 45 |
| American Indian and White | | |
| Asian and White | | |
| Black and White | | |
| American Indian and Black | | |
| Multi-Racial | 4 | |

Total Number of Persons

70

Total Number Identifying as Hispanic

45

Female-Headed Households (out of above total)

54

Persons with Disabilities (out of above total)

1

PROJECT MANAGEMENT & FINANCIAL DATA**If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)**

CDBG Funding has allowed victims of Domestic Violence to receive high quality, low-cost legal services. The low-income population is disenfranchised due to low income, minimal resources, and misinformation regarding the legal system. By providing these services, FACLC 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.

We have far exceeded our previous expectations of providing 300 hours of domestic services by 80 hours. Additionally, we have provided representation for 60% of clients. In 2021 we provided assistance to 850 clients.

If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

There are no funds remaining.

Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)

We have successfully administered CDBG and other federal grant funds in the past and are familiar with the data collection and reporting associated with said funding.

Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

This program is supervised and managed by our Executive Director, Abby Lucha, who is also a practicing attorney. Ms. Lucha has successfully managed the project since 2019.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

Ms. Lucha took over the role of Executive Director from her predecessor, Kristine Cirby. Ms. Lucha was a Senior Staff Attorney with FACLC for many years before taking over the position. There are no expected leadership transitions.

For Housing and Capital (construction and renovation) projects, what is your 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)**Required Attachments:**

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget



Public Service Project Budget 2022_4459.xlsx

Attach Organization Budget



FACLC 2022 Organazation Budget.xlsx

Attach Dynamic Flood Map



Flood Map 1401 Los Gamos Dr..pdf

Signer Name

Abby Lucha

Signer Title

Executive Director

Signer Affirmation

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Public Services Project Budget Template

Organization Name: Family & Children's Law Center

Project Title: Domestic Violence Legal Services for Low Income Families

Date: 1/21/22

| INCOME: | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Income |
|--|-------------------------------|------------------------------|----------------|--------------------------------------|
| <i>Committed</i> | | | | |
| Foundations: | | | | |
| Maisin | | \$15,000 | | \$ 15,000.00 |
| (Add rows) | | | | |
| Government: | | | | |
| DA victims of crime | | \$ 24,000.00 | | \$ 24,000.00 |
| (Add rows) | | | | |
| Corporations: | | | | |
| (Add rows) | | | | |
| Individual Contributions: | | | | |
| (list total): | | | | |
| Earned Income: | | | | |
| Fees | | \$ 31,000.00 | | \$ 31,000.00 |
| (Add rows) | | | | |
| Other (specify): | | | | |
| (Add rows) | | | | |
| Subtotal, Committed Income | | \$70,000 | \$ - | \$ 70,000.00 |
| <i>Uncommitted</i> | | | | |
| Federal Grants Request | \$ 30,000.00 | | | \$ 30,000.00 |
| Other Foundations: | | | | |
| (Add rows to list other Foundations) | | | | |
| Government: | | | | |
| (Add rows to list other Government agencies) | | | | |
| Corporations: | | | | |
| (Add rows to list other corporations) | | | | |
| Individual Contributions: | | | | |
| (Add rows to list other contributions) | | | | |
| Other (specify): | | | | |
| (Add rows to list others) | | | | |
| Subtotal, Uncommitted Income | \$ 30,000.00 | \$ - | \$ - | \$ 30,000.00 |
| Other: | | | | |
| Earned Income: | | | | |
| (Add rows) | | | | |
| Subtotal, Earned Income | | \$ - | \$ - | \$ - |
| Grand Total Income | \$ 30,000.00 | \$ 70,000.00 | \$ - | \$ 100,000.00 |

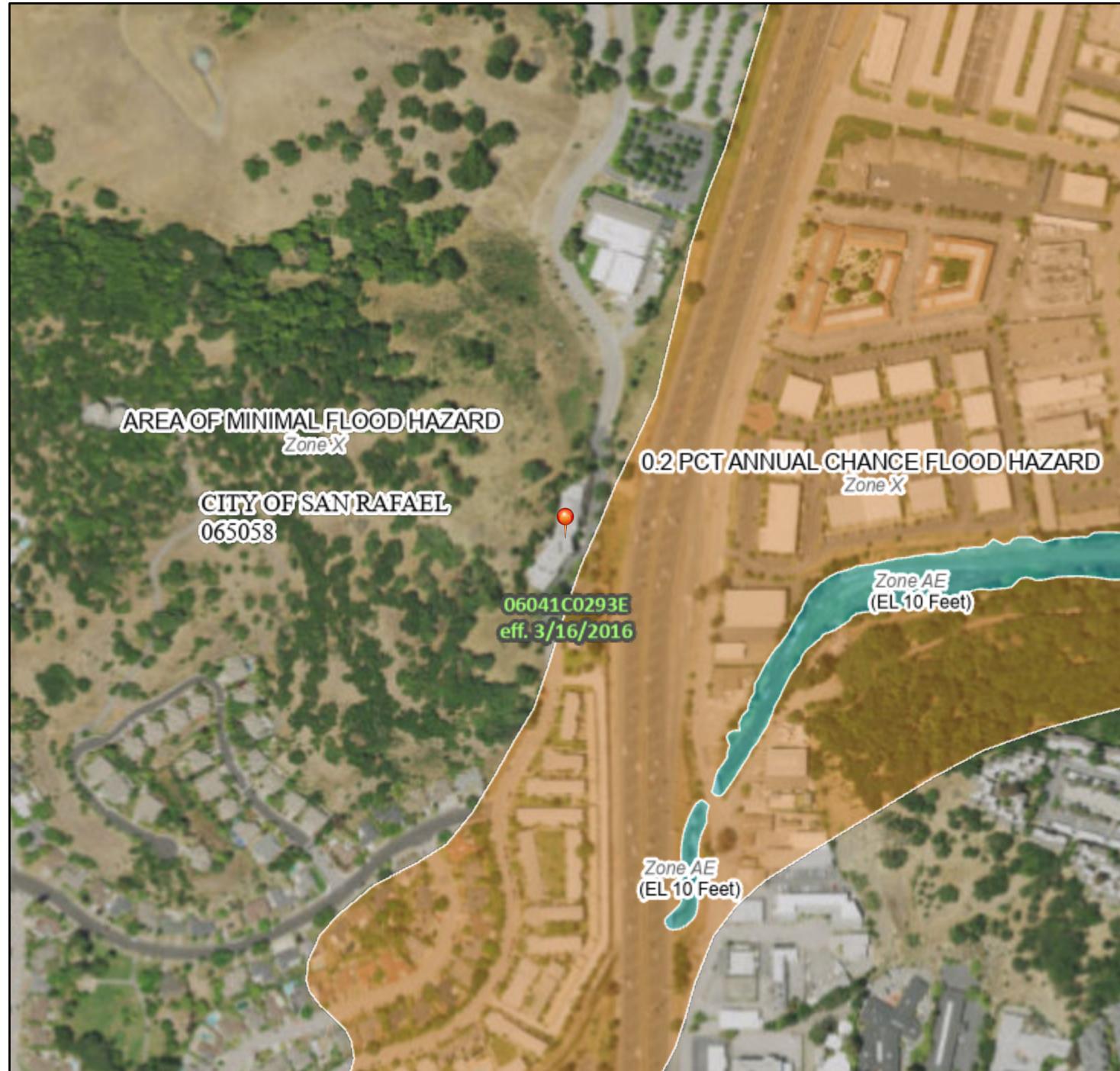
| EXPENSES (Add rows to list other expenses) | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Expenses |
|---|------------------------|-----------------------|---------|---------------------------------|
| Personnel Expenses | | | | |
| Executive Director
(% FTE: 16% for DV services) | \$ 6,000.00 | \$ 11,000.00 | | \$ 17,000.00 |
| Staff Attorney
(% FTE: 25% for DV services) | \$ 6,000.00 | \$ 11,000.00 | | \$ 17,000.00 |
| Admin Staff (% FTE: 35% of DV) | \$ 10,000.00 | \$ 25,000.00 | | \$ 35,000.00 |
| Benefits (@ %: _____) | \$ 2,500.00 | \$ 4,500.00 | | \$ 7,000.00 |
| <i>Subtotal Salaries and Benefits</i> | \$ 24,500.00 | \$ 51,500.00 | \$ - | \$ 76,000.00 |
| Contracted Services | | | | |
| Professional Fees | | | | |
| Project Consultant | | | | |
| (Add rows to list other contracted expenses) | | | | |
| <i>Subtotal Contracted Services</i> | \$ - | \$ - | \$ - | \$ - |
| Direct Project Related Expenses | | | | |
| Rent | \$ 3,500.00 | \$ 10,000.00 | | \$ 13,500.00 |
| Utilities | \$ 500.00 | \$ 1,500.00 | | \$ 2,000.00 |
| Supplies | \$ 500.00 | \$ 2,500.00 | | \$ 3,000.00 |
| Equipment | \$ 500.00 | \$ 2,500.00 | | \$ 3,000.00 |
| Travel | | | | |
| Professional Development | \$ 500.00 | \$ 2,000.00 | | \$ 2,500.00 |
| Marketing | | | | |
| (Add rows to list other direct project expenses) | | | | |
| <i>Subtotal, Direct Project Related Expenses</i> | \$ 5,500.00 | \$ 18,500.00 | \$ - | \$ 24,000.00 |
| Indirect Expense (specify % in column A below) | | | | |
| | | | | \$ - |
| Fiscal Sponsorship Fee (specify % in column A below) | | | | |
| | | | | \$ - |
| <i>Grand Total All Expenses</i> | \$ 30,000.00 | \$ 70,000.00 | \$ - | \$ 100,000.00 |

| 2022 FACLC Budget | |
|--|------------------|
| Income | |
| Grants Marin Community Foundation regular (committed) | \$125,000 |
| Individual contributions | \$20,000 |
| Maisin Foundation (committed) | \$15,000 |
| VWLackey & Don S Fund (committed) | \$5,000 |
| Canal Alliance Special Immigrant Juvenile Status Support (committed) | \$37,500 |
| Bigglesworth Foundation - General Operating Support (Pending) | \$17,500 |
| Fees (pending) | \$110,000 |
| Marin County District Attorney Grant (committed) | \$24,000 |
| Board Give/Get (committed) | \$30,000 |
| Fundraising Events (pending) | \$25,000 |
| County Community Development Block Grant (pending) | \$30,000 |
| Marin County Non-Profit Community Partnership Program (pending) | \$40,000 |
| van Loben Sels/rRembeRock Foundation (pending) | \$20,000 |
| Peter J. Haas Family Foundation (pending) | \$10,000 |
| Legal Aid and Innovation Grant (pending) | \$100,000 |
| Ethel & Joseph Spatz Foundation (pending) | \$15,000 |
| TOTAL | \$624,000 |
| | |
| Expenses | |
| Accounting/Payroll | \$13,000 |
| Bank Charges | \$5,000 |
| Conf/Education | \$1,000 |
| Dues/Books/Subscription | \$1,500 |
| Health Insurance | \$50,000 |
| Insurance | \$12,000 |
| Miscellaneous/Other | \$1,100 |
| Office Equipment | \$5,000 |
| Postage | \$1,200 |
| Printing & Copying | \$2,500 |
| Rent | \$70,000 |
| Salaries | \$320,000 |
| Supplies | \$10,000 |
| Telephone/Internet/Computer | \$19,000 |
| TOTAL | \$511,300 |

National Flood Hazard Layer FIRMette



122°32'53"W 38°1'5"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

| SPECIAL FLOOD HAZARD AREAS | Without Base Flood Elevation (BFE)
Zone A, V, A99
With BFE or Depth Zone AE, AO, AH, VE, AR
Regulatory Floodway |
|-----------------------------|---|
| OTHER AREAS OF FLOOD HAZARD | 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
Future Conditions 1% Annual Chance Flood Hazard Zone X
Area with Reduced Flood Risk due to Levee. See Notes. Zone X
Area with Flood Risk due to Levee Zone D |
| OTHER AREAS | NO SCREEN Area of Minimal Flood Hazard Zone X
Effective LOMRs
Area of Undetermined Flood Hazard Zone D |
| GENERAL STRUCTURES | Channel, Culvert, or Storm Sewer
Levee, Dike, or Floodwall |
| OTHER FEATURES | Cross Sections with 1% Annual Chance Water Surface Elevation
Coastal Transect
Base Flood Elevation Line (BFE)
Limit of Study
Jurisdiction Boundary
Coastal Transect Baseline
Profile Baseline
Hydrographic Feature |
| MAP PANELS | Digital Data Available
No Digital Data Available
Unmapped |



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/11/2022 at 7:55 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

**Housing and Federal Grants Division
2021/2022 COMMUNITY DEVELOPMENT
BLOCK GRANT AND HOME PROGRAM
APPLICATION FOR FUNDING**

Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

In Spirit

Mailing Address

PO Box 383
Woodacre, California, 94973

Website

inspiritmarin.org

Executive Director/CEO

Jonathan Frieman / Marty Meade

Email Address

info@inspiritmarin.org

Phone Number

(415) 488-0477

Project General Information

Program/Project Name

Food Stipend and Caregiver Financial Aid Expansion Program

Program/Project Site Address

PO Box 383
Woodacre, California, 94973

CDBG Year 1 Funding Amount Requested

48800

CDBG Year 2 Funding Amount Requested

48800

Application Contact Person

Jonathan Frieman

Title of Contact Person

Executive Director

Email Address

jonathan.frieman@gmail.com

Phone Number

(415) 845-1371

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

| | % of Services Provided |
|--------------|-------------------------------|
| Novato | 33 |
| San Rafael | 22 |
| County Other | 45 |

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

For over three decades, InSpirit has been serving the needs of Marin County residents with quadriplegia. Our primary mission is to enable quadriplegics to remain in their own homes, where they can live safely and with dignity, and continue to engage meaningfully with their families and communities.

We do this through three main initiatives; (1) direct ongoing monetary grants to our clients, (2) assistance for special needs circumstances, and (3) advocacy on both the individual client-level and broader disability rights advocacy. Our clients include people paralyzed from neurological disorders such as: spinal cord injuries, multiple sclerosis, ALS, muscular dystrophy, Guillain Barre Syndrome, and Huntington's disease. Our clients are all low to moderate income persons who qualify for In-Home Supportive Services (IHSS); However, there is a tremendous shortfall between what IHSS provides and the amount of care our clients need to live safely in their own home.

In Marin County, IHSS provides up to 283 hours per month for attendant care, at the rate of \$16.85 per hour. Quadriplegic persons need assistance with every aspect of their daily life, and their health and safety truly depend on receiving adequate round-the-clock care. If we consider the more realistic 24/7 care schedule (or ~720 hours per month) that leaves a financial shortfall of at least \$7000 every month. Additionally, many people do not receive the maximum 283 hour benefit from IHSS, and finding skilled and compassionate caregivers who will work for a mere \$16.85 per hour is an arduous task.

To offset this financial burden, InSpirit provides direct financial support for at-home care so our clients may obtain stable, competent personal attendant care. The assistance we provide is most often used to procure more hours of care and/or to supplement the wages of caregivers. We currently have 12 clients, to whom we provide an ongoing \$650 monthly grant in order to offset the immense cost of continuous attendant care.

In addition to ongoing monthly financial support, InSpirit also maintains a special needs account for emergency scenarios. For instance, if an applicant needs equipment such as a new wheelchair or a wheelchair repair, we are able to provide the funds to help fill that need. As another example, if a client was in a dire situation where they were in immediate need of an attendant, InSpirit is able to help coordinate care from our network of resources and offset any expense of hiring a last minute caregiver.

InSpirit is a very unique organization in how we address the distinct and extensive needs of the quadriplegic community. We believe that in-home care is a vital, cost-effective, and humane alternative to nursing home placements for paralyzed people. Our primary goal is to empower our recipients, help them live in their own homes and prevent institutionalization so that they live longer and enjoy much more fulfilling lives.

Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

The project comes in two parts. The first consists of raising the monthly stipend we give each of our clients by \$100, a 13% increase. Using the IHSS minimum of \$16.85 per hour, that means each client would gain 6 more hours of care, about the length of one shift. For someone with quadriplegia, 6 hours more per month is not a trifling amount.

Six hours is a large amount of time for someone who faces life and death survival issues every day. Because of decreased muscle mass, people with quadriplegia are more susceptible to pneumonia, blood clots, and GI issues. Pressure ulcers, known as bedsores, can become a dangerous condition which needs immediate attention.

Moreover, quadriplegics need other people to perform the most basic of their daily activities. From being fed, bathed, toileted, cooked for, dressed, having bedsores bandaged, being placed in a wheelchair, and made ready for sleep, one can easily imagine that the interaction between caregiver and client is very delicate, requiring sensitivity because it is so private.

Six more hours a month means the client could hire more skilled workers. It also means the primary caregiver, most often a family member, can gain respite from the emotionally draining daily strain of vigilance and care. Most of all, 6 hours a month can dramatically increase self-esteem because that is 6 hours of independence: our clients are responsible for hiring their caregivers from the funds we give them.

The community benefits are multiple and roll out in a ripple effect--when a person with quadriplegia lives independently, they are out and about and interact with their community. When we see diversity, everyone is reminded of how different we all are: at the deepest levels we see that everyone can contribute to the world. And when we help each other, our humanity grows even more.

The second part would provide each client with a \$200 gift card to the grocery store of their choice, substantially increasing their access to food security. We've had a few clients who have gone without food in order to pay caregivers so that they would not be moved to a nursing facility. Such a decision is torturous and desperate--nursing facilities are well-known as difficult places to live in, much less visit. Someone with quadriplegia should not be compelled to make a painful decision to forgo nutrition, which could cost them their health, because their inability to exercise and bear weight makes their bodies fragile. As a result, recovery from illness can be more difficult because of a lowered level

of blood circulation.

Thus, the project would be very impactful: caregiver hours are increased, and InSpirit engages in a new effort to strengthen food security.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

COVID-19 proved to be a significant challenge for our organization and, in particular, for our clients. Our recipients are considered a highly vulnerable population due to their extensive medical needs. Furthermore, they rely heavily on caregivers who must come and go, which presents an additional exposure risk for this group. The extreme caution and vigilance that was required by our clients to maintain their health and well-being was extraordinary.

There were several important steps that InSpirit took during the pandemic to protect our clients and ensure their safety. First, InSpirit worked diligently with In-Home Supportive Services (IHSS) and the County Health Department to make sure our clients were able to receive their vaccinations at home, and did not have to risk exposure by travelling to vaccination clinics.

The most significant challenge that the COVID-19 pandemic created was that it severely diminished the pool of available attendants for our clients. When a client needed to replace a caregiver, it could take months to find a suitable replacement. When some of our recipients found themselves unable to find a replacement, InSpirit was able to step in and help with the provider search.

Finally, in May of 2021, InSpirit was able to increase our monthly recipient grant from \$600 to \$650 per month. Although this may seem like a trivial increase, for our recipients it made a significant difference in being able to support their independence and meet their needs.

For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

Basic Health Services

Food Security

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

As noted, all of Inspirit's clients are people with low income who must maintain that low level of economic status in order to qualify for IHSS caregiving services. While we do give each client \$650 a month, we also keep in close contact with each of them on a monthly basis to see how they are faring physically, emotionally, and mentally.

Both the stipend and the personal contact are examples of preventative care. We've seen many cases where people with quadriplegia who feel despondent are buoyed and uplifted when we've supported them. When quadriplegia is acquired by a disease such as MS or ALS, the loss of mobility can be so confusing. We've provided wheelchairs and helped construct ramps in some cases, and our clients rely on us for that kind of help.

Our proposal to create a food security program with CDBG funds seems to line up very well with the priority of meeting clients' economic need for access to Food Security. As noted elsewhere in our proposal, people with quadriplegia cannot do their own shopping, and when that limitation is coupled with the low income they are compelled to maintain, we've seen some clients faced with the horrid choice of care versus food. We've been able to step in at those times, and now, if we receive this grant, we can be assured of providing food security to all our clients.

A quick word on the numbers of individuals in Marin who have quadriplegia: we've worked with local spinal cord injury advocates and they tell us that 60% of .001% of every population will be people with

quadriplegia. In Marin that's about 150 people—we reach 10 in Marin. We can only hope other people with quadriplegia are doing well, and we're looking to increase our numbers.

We should note that there is no more basic health need than loving care from others when one is almost totally helpless. InSpirit's care for its 12 clients comes from our founder Aneice Taylor's heart—she was a veritable saint in that she herself was a high level quad. Even though she could not move her arms or hands, she founded InSpirit in 1987, and for the last 35 years visited clients and evaluated their needs, wrote the annual newsletter, ran the annual fundraising plant sale, and wrote grants such as these.

We on the board and staff took over from her, and we thrive in our efforts to carry the legacy of Aneice Taylor. No matter the size of our clientele, our heart goes out to all.

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

Activities benefiting low and moderate-income persons. (LMI)

How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

The very core mission of InSpirit is to empower and give special assistance to people with severe disabilities regardless of race, color, national origin, region sex, including sexual orientation. People with disabilities are a group that has historically been notably disadvantaged. InSpirit takes active steps aimed at reversing these historical trends and discriminatory patterns against people with disabilities.

InSpirit has a long history of advocating for its recipients with quadriplegia because almost all of them live close to the poverty line, entirely and solely dependent upon earned benefits from the government. Dictating that existence is the California State Department of Finance, with rules asserting that our recipients on Medi-Cal, SSI, IHSS and SSDI must maintain abnormally low levels of assets and income in order to remain eligible for those earned benefits.

When possible, staff and board meet with legislators and other officeholders to inform them of the tight financial position our recipients are compelled to occupy. This is an ongoing effort, and we hope to see a raising of the earning ceiling, as well as raising the amount of assets they may own.

Despite unsuccessful years of attempting to raise those limits, InSpirit will persevere in assuring that its recipients attain the highest level of dignity by continuing to advocate on their behalf.

Additionally, InSpirit works closely with our individual clients to help them navigate the challenges to receiving adequate public assistance, as well as aid them when they encounter difficult personal situations or their circumstances warrant additional funds. We believe it is critical to empower people affected by quadriplegia, so that they may remain in their homes, sustain their health, continue their participation in their families and communities, and avoid nursing home placement. We believe people with severe disabilities deserve the right to be free to live where they choose.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

InSpirit has typically found its clients through word of mouth and through our connections with other local health and service organizations in Marin County— we have even found clients by approaching people on the street! However, we understand that a more directed approach is necessary to grow the client base we serve as well as expand our programming in the future. We have recently expanded our social media presence and efforts to market our organization. We hope to be able to create targeted posts to reach potential clients who might not otherwise know about our services. Additionally, we have requested referrals from the various home health agencies we have relationships with, to help us

connect with a new and diverse pool of potential clients.

Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document.)

| | Number |
|----------------------|--------|
| Moderate Income | 0 |
| Low Income | 0 |
| Very Low Income | 0 |
| Extremely Low Income | 12 |

Total Number of Persons by Income Demographic

12

How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers (Please limit to 3000 characters.)

All of our clients are adult persons with serious disabilities, who qualify for public assistance such as IHSS and WPCS.

Additionally, we collect information about their income and benefits in our intake application so we can see how best to assist them in addition to our core services. Finally, we conduct annual update surveys to make sure our clients needs are being met financially and otherwise.

Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.

| | Total Number of Persons | Number Identifying as Hispanic |
|---|-------------------------|--------------------------------|
| American Indian or Alaskan Native | | |
| Asian | | |
| Black or African American | | |
| Native Hawaiian or Other Pacific Islander | | |
| White | 11 | 4 |
| American Indian and White | 1 | |
| Asian and White | | |
| Black and White | | |
| American Indian and Black | | |
| Multi-Racial | | |

Total Number of Persons

12

Total Number Identifying as Hispanic

4

Female-Headed Households (out of above total)

4

Persons with Disabilities (out of above total)

12

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

N/A

If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

N/A

Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)

To date, InSpirit has not received federal funding for our programs. However, we do have knowledge and experience in terms of reporting and accountability to our funders.

Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

Our Executive Administrator, Maya Friedman, will serve as the project manager. Maya has served on the board of various non-profits for the last 10 years. Prior to her work with InSpirit, Maya worked as a project manager for a large public works construction company in San Francisco. During that work she managed placing bids, as well as scheduling and accounting for various public works construction projects. Contracts she managed included work for San Francisco Parks & Recreation department, Port of San Francisco, and San Francisco International Airport.

Maya will report directly to InSpirit's co-presidents, Jonathan Frieman and Marty Meade. Both Jonathan and Marty have had a long tenure on the Board of InSpirit and have extensive knowledge about grant disbursement and accountability.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

Aneice Taylor, InSpirit's founder, passed away on June 16, 2020. After a natural disaster left her a quadriplegic in 1982, Aneice founded InSpirit to help support herself and other quadriplegics in Marin County. Her life and work have been an inspiration to many, and the Board of InSpirit has committed itself to continuing its important work to support quadriplegics.

Since the passing of Aniece, Jonathan Frieman and Marty Meade have stepped up into the position of co-presidents on a volunteer basis. Additionally, InSpirit has hired an Executive Administrator, Maya Friedman, to handle all the financial aspects of our work as well as interface with our clients.

For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)

N/A

For HOME projects: Please describe how you will need the 25% funding match requirement?

(Please limit to 3000 characters.)

N/A

For HOME projects: Describe your project's ability to pencil out with HOME Low Rents. (Limit to 3000 characters.)

N/A

For HOME projects: Are you applying as a Community Housing Development Organization (CHDO)?

No

For HOME projects: Have you been previously certified as a CHDO?

No

For Housing and Capital (construction and renovation) projects, what is your 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)

Describe any flexibility regarding your projects start/completion date. (Limit to 3000 characters.)

N/A

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget



InSpirit_Public_Service_Project_Budget.pdf

Attach Organization Budget



InSpirit_Organization_Budget_FY22.pdf

Signer Name

Maya Friedman

Signer Title

Executive Administrator

Signer Affirmation

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Public Services Project Budget

Organization Name: InSpirit

Project Title: Food Stipend and Attendant Care Expansion Program

Date: January 24, 2022

| INCOME: | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Income |
|--|-------------------------------|------------------------------|----------------|--------------------------------------|
| <i>Committed</i> | | | | |
| Foundations: | | | | |
| George H. Sandy Foundation | | \$ 15,000.00 | | |
| Ruth E. & David G. Plant Charitable Fund | | \$ 5,000.00 | | |
| | | | | |
| Individual Contributions:
(list total): | | \$ 20,000.00 | \$ 2,000.00 | |
| | | | | |
| Earned Income: | | | | |
| Newsletter Campaign | | \$ 30,000.00 | | |
| Plant Sale | | \$ 10,000.00 | | |
| Other (specify): | | | | |
| Earned Interest & Dividends | | \$ 7,000.00 | | |
| <i>Subtotal, Committed Income</i> | | \$ 87,000.00 | \$ 2,000.00 | \$ 89,000.00 |
| <i>Uncommitted</i> | | | | |
| Federal Grants Request | \$ 48,800.00 | | | |
| Other Foundations: | | | | |
| Marin Community Foundation | | \$ 50,000.00 | | |
| Bill Graham Foundation | | \$ 15,000.00 | | |
| California Endowment | | \$ 7,500.00 | | |
| Nathan Cummings Foundation | | \$ 7,500.00 | | |
| | | | | |
| Individual Contributions: | | \$ 12,000.00 | | |
| | | | | |
| Other (specify): | | | | |
| Earned Interest & Dividends | | \$ 4,000.00 | | |
| <i>Subtotal, Uncommitted Income</i> | \$ 48,800.00 | \$ 96,000.00 | \$ - | \$ 144,800.00 |
| Other: | | | | |
| Executive Director Volunteer Time (0.5% FTE) | | | \$ 48,000.00 | |
| | | | | |
| Earned Income: | | | | |
| | | | | |
| <i>Subtotal, Earned Income</i> | | \$ - | \$ 48,000.00 | \$ 48,000.00 |
| <i>Grand Total Income</i> | \$ 48,800.00 | \$ 183,000.00 | \$ 50,000.00 | \$ 281,800.00 |

| EXPENSES (Add rows to list other expenses) | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Expenses |
|---|------------------------|-----------------------|---------------------|---------------------------------|
| Personnel Expenses | | | | |
| Executive Director (0.5% FTE) | | | \$ 48,000.00 | |
| Executive Administrator (0.5% FTE) | | \$ 28,800.00 | | |
| Payroll taxes | | \$ 1,500.00 | | |
| Liability/Workers Comp. Insurance | | \$ 2,500.00 | | |
| <i>Subtotal Salaries and Benefits</i> | \$ - | \$ 32,800.00 | \$ 48,000.00 | \$ 80,800.00 |
| Contracted Services | | | | |
| Professional Fees | | \$ 1,500.00 | | |
| Project Consultant | | \$ 9,500.00 | | |
| | | | | |
| <i>Subtotal Contracted Services</i> | \$ - | \$ 11,000.00 | \$ - | \$ 11,000.00 |
| Direct Project Related Expenses | | | | |
| Rent | | \$ 4,800.00 | | |
| Utilities | | \$ 1,500.00 | | |
| Office Supplies & Equipment | | \$ 4,000.00 | | |
| Fees/Dues/Contributions | | \$ 500.00 | | |
| Special Needs Fund Program | | \$ 23,000.00 | \$ 2,000.00 | |
| Financial Aid for Attendant Care Program | | \$ 101,400.00 | | |
| Attendant Expansion Program | \$ 15,600.00 | | | |
| Food Stipend Program | \$ 31,200.00 | | | |
| Marketing | \$ 2,000.00 | \$ 4,000.00 | | |
| | | | | |
| <i>Subtotal, Direct Project Related Expenses</i> | \$ 48,800.00 | \$ 139,200.00 | \$ 2,000.00 | \$ 190,000.00 |
| Indirect Expense (specify % in column A below) | | | | |
| 0.00% | | | | \$ - |
| Fiscal Sponsorship Fee (specify % in column A below) | | | | |
| 0.00% | | | | \$ - |
| <i>Grand Total All Expenses</i> | \$ 48,800.00 | \$ 183,000.00 | \$ 50,000.00 | \$ 281,800.00 |

InSpirit
Fiscal year 2022-23 Organizational Budget

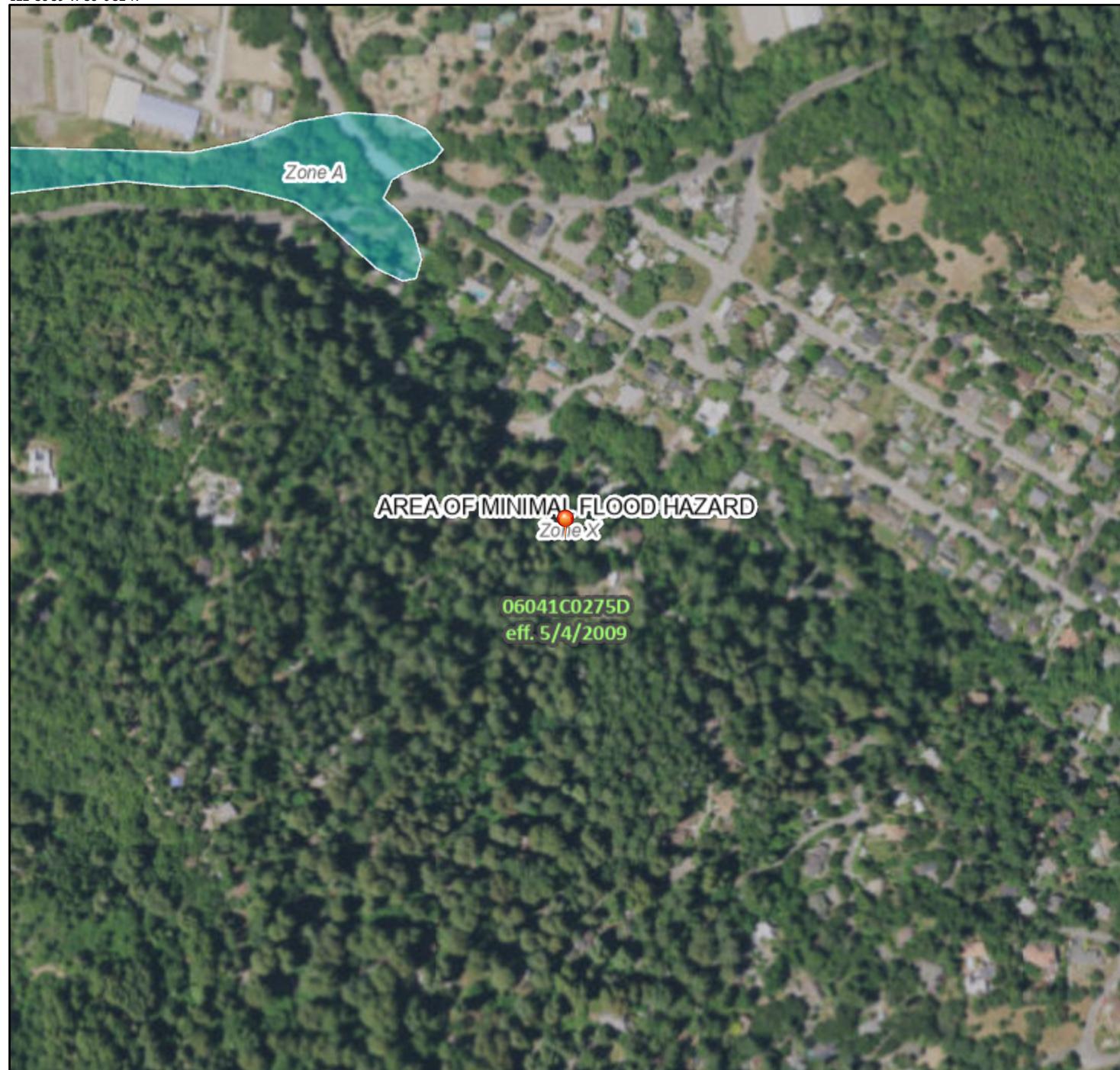
| INCOME | Funding Sources | In Kind | Total Income |
|---|------------------------|---------------------|----------------------|
| <u>Grants</u> | | | |
| Committed: | | | |
| George H. Sandy Foundation | \$ 15,000.00 | | |
| Ruth E. & David G. Plant Charitable | \$ 5,000.00 | | |
| | | | |
| Uncommitted: | | | |
| Marin Community Foundation | \$ 50,000.00 | | |
| Bill Graham Foundation | \$ 15,000.00 | | |
| California Endowment | \$ 7,500.00 | | |
| Nathan Cummings Foundation | \$ 7,500.00 | | |
| New World Foundation | \$ 5,000.00 | | |
| Jewish Community Federation | \$ 2,000.00 | | |
| | | | |
| <i>Subtotal, Grant Income</i> | \$ 107,000.00 | | \$ 107,000.00 |
| <u>Expected Income</u> | | | |
| Individual Contributions & Bequests: | \$ 45,000.00 | \$ 2,000.00 | |
| | | | |
| Expected Earned Income: | | | |
| Newsletter Campaign | \$ 35,000.00 | | |
| Plant Sale | \$ 12,000.00 | \$ 2,000.00 | |
| Other Fundraising Campaigns | \$ 5,000.00 | \$ 1,000.00 | |
| | | | |
| Other Income: | | | |
| Earned Interest & Dividends | \$ 8,000.00 | | |
| Executive Director Volunteer Time
(0.5% FTE) | | \$ 48,000.00 | |
| | | | |
| <i>Subtotal, Expected Income</i> | \$ 105,000.00 | \$ 53,000.00 | \$ 158,000.00 |
| <i>Grand Total Income</i> | \$ 212,000.00 | \$ 53,000.00 | \$ 265,000.00 |

| EXPENSES | Funding Sources | In Kind | Total Expenses |
|---|------------------------|---------------------|-----------------------|
| <u>Personnel Expenses</u> | | | |
| Executive Director (0.5% FTE) | | \$ 48,000.00 | |
| Executive Administrator (0.5% FTE) | \$ 28,800.00 | | |
| Payroll taxes | \$ 1,500.00 | | |
| Liability/Workers Comp.Insurance | \$ 2,500.00 | | |
| <i>Subtotal Personnel Expenses</i> | \$ 32,800.00 | \$ 48,000.00 | \$ 80,800.00 |
| <u>Contracted Services</u> | | | |
| Accounting | \$ 1,500.00 | | |
| Other Professional Services | \$ 9,500.00 | | |
| <i>Subtotal Contracted Services</i> | \$ 11,000.00 | | \$ 11,000.00 |
| <u>Operational Expenses</u> | | | |
| Rent | \$ 4,800.00 | | |
| Utilities | \$ 1,500.00 | | |
| Office Supplies & Equipment | \$ 4,000.00 | | |
| Marketing | \$ 4,000.00 | | |
| Fees/Dues/Contributions | \$ 500.00 | | |
| <i>Subtotal, Operational Expenses</i> | \$ 14,800.00 | | \$ 14,800.00 |
| <u>Direct Program Expenses</u> | | | |
| Financial Aid for Attendant Care | \$ 101,400.00 | | |
| Special Needs Fund Program | \$ 23,000.00 | \$ 2,000.00 | |
| <i>Subtotal, Direct Program Expenses</i> | \$ 124,400.00 | \$ 2,000.00 | \$ 126,400.00 |
| <i>Grand Total All Expenses</i> | \$ 183,000.00 | \$ 50,000.00 | \$ 233,000.00 |

National Flood Hazard Layer FIRMette



122°38'59"W 38°0'52"N



Page 200 of 440

0 250 500

1,000

1,500

Feet
2,000

1:6,000

122°38'22"W 38°0'23"N

Basemap: USGS National Map: Orthoimagery: Data refreshed October, 2020

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS

- Without Base Flood Elevation (BFE)
Zone A, V, A99
- With BFE or Depth Zone AE, AO, AH, VE, AR
- Regulatory Floodway

0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X

Future Conditions 1% Annual Chance Flood Hazard Zone X

Area with Reduced Flood Risk due to Levee. See Notes. Zone X

Area with Flood Risk due to Levee Zone D

OTHER AREAS OF FLOOD HAZARD

NO SCREEN Area of Minimal Flood Hazard Zone X

Effective LOMRs

Area of Undetermined Flood Hazard Zone D

OTHER AREAS

Channel, Culvert, or Storm Sewer

Levee, Dike, or Floodwall

20.2 Cross Sections with 1% Annual Chance
17.5 Water Surface Elevation

8 - - - Coastal Transect

~~~ 513 ~~~ Base Flood Elevation Line (BFE)

Limit of Study

Jurisdiction Boundary

Coastal Transect Baseline

Profile Baseline

Hydrographic Feature

### OTHER FEATURES

Digital Data Available

No Digital Data Available

Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/29/2022 at 1:29 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

# Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services

## Organization (Fiscal Sponsor) General Information

**Organization/Agency Name**

Legal Aid of Marin

**Mailing Address**

1401 Los Gamos Drive, Suite 100  
San Rafael, California, 94903-1839

**Website**

[www.legalaidmarin.org](http://www.legalaidmarin.org)

**Organization DUNS#**

0529612570

**Executive Director/CEO**

Doug Roberts

**Email Address**

droberts@legalaidmarin.org

**Phone Number**

(415) 858-8516

## Project General Information

**Program/Project Name**

Keeping Marin Residents in their Homes

**Program/Project Site Address**

1401 Los Gamos Drive, Suite 100  
San Rafael, California, 94903-1839

**CDBG Year 1 Funding Amount Requested**

40000

**CDBG Year 2 Funding Amount Requested**

40000

**Application Contact Person**

Doug Roberts

**Title of Contact Person**

Interim Executive Director

**Email Address**

droberts@legalaidmarin.org

**Phone Number**

(415) 858-8516

**Is this project located in a Special Flood Hazard Area as indicated by FEMA?**

No

**Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

|              | <b>% of Services Provided</b> |
|--------------|-------------------------------|
| Novato       | 20                            |
| San Rafael   | 50                            |
| County Other | 30                            |

**Total Percentage**

100

**Is your organization receiving other County of Marin funding for this project?**

No

**Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

Legal Aid of Marin's ("LAM") mission is to create an equitable Marin by empowering the community through legal representation, advocacy, and education. We envision an inclusive Marin with equal justice and opportunity for all.

Founded in 1958, LAM provides civil legal services to extremely low and very low-income families in Marin County. LAM's three core programs are legal housing support services, employment law and senior legal services. Our legal housing support services provide direct legal services including eviction defense, habitability complaints, tenant education and organizing, security deposit recovery, and homelessness prevention. Our employment law program provides direct legal representation in wage theft actions, employment discrimination cases, wrongful termination matters, and retaliation actions. LAM's senior legal services provides direct legal services to seniors in matters relating to housing, employment, trusts, wills and estates, consumer protection, and protection from financial elder abuse.

LAM's services also include Marin Community Court, a monthly restorative justice court that gives Marin residents the opportunity to have fines and late fees arising out of poverty-related civil infractions, such as camping, jaywalking, and parking tickets waived in exchange for completing

community service hours. In its tenth year of operation, Community Court is a collaboration between Marin County Superior Court, St. Vincent de Paul Society of Marin, and LAM.

LAM also provides Marin residents with access to legal services through the Marin Pro Bono Network, an innovative collaboration between Canal Alliance and LAM founded to enhance pro bono engagement of the private bar in the provision of high need civil legal services.

In 2021, LAM conducted 134 outreach events, a majority of which were in-person, that reached approximately 17,000 community members. LAM responded to 4,787 calls for service during 2021. This resulted in LAM opening 759 new client matters and closing 1,155 matters; impacting 2,877 Marin residents. Of the 759 new client matters or cases, 299 involved housing legal services, 243 were employment law cases, 157 involved senior legal services, and 148 were Marin Community Court matters.

**Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

The threat of eviction, especially with the expiration of the COVID eviction moratorium and related tenant protections, creates an immediate threat to the families we support. The LAM Housing Team's primary goal is to increase housing stability through advocacy, pre-eviction negotiations, and litigation. In 2022, The LAM Housing Team will provide expanded legal housing support assistance to extremely low-income clients, as defined by the 2021 HUD income limits. Our Housing Team, to be staffed in 2022 by four attorneys (up from three in 2021!) and three legal assistants, represents Marin tenants in eviction defense matters, including pre-eviction advice of rights, counseling, negotiations with landlords, and litigation. Additionally, the Housing Team heads off illegal and retaliatory rent increases.

The Housing Team collaborates with Marin Superior Court to provide pro bono assistance to pro per litigants facing unlawful detainer mandatory settlement conferences. Through this program, the Housing Team, along with pro bono attorneys recruited and trained by LAM, provides assistance to some 75 self-represented litigants each year, oftentimes securing settlement agreements on the eve of trial that allow tenants to stay housed, protect their credit, or secure time and funds to move.

All of our housing clients live in Marin County. Many are Latino and without legal status. We focus a majority of our outreach efforts in Marin City, where there is a large African American community, the Canal Neighborhood of San Rafael, where there is a large immigrant population, and encampments of unhoused people in Novato and San Rafael. We also provide legal services outreach to farmworkers in West Marin, a rural ranching and agricultural community.

The communities we serve, as described above, do not have the financial resources necessary to engage private legal representation. Additionally, LAM is the only qualified civil legal services provider with an office in Marin, so there is often no other legal services organization able to assist with housing matters in Marin County. Many of our clients are without legal status and are often unfamiliar with how to utilize the legal system to enforce their rights. Additionally, fear of deportation or housing instability can prevent the communities we serve from taking action against their landlords. These issues converge with a deep distrust of legal and government systems that inhibits tenants from asserting their rights, pushing already vulnerable communities even farther into the margins. The communities we serve have been generationally and systematically marginalized, resulting in large-scale inequity threatening access to stable and safe housing. LAM works to break down these barriers and provide legal services that would not otherwise be available to Marin tenants.

In 2021, we expanded our services by increasing staff capacity, and we will grow again in 2022 with the addition of another full-time attorney.

**Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)**

COVID-19 impacted LAM in two major ways. The initial shelter-in-place orders and subsequent public health orders caused LAM to close its office, forcing us to reconsider how we deliver legal services. Accordingly, LAM shifted to remote outreach activities, travelling across Marin to offer services to new clients where they live, work and gather. LAM quickly shifted to rapid-response communication through web-based audio and video conferencing. The second way LAM was impacted was the need to respond to the quickly changing and expanding legislative responses to the crisis. Unemployment benefits were temporarily enhanced, and moratoriums on evictions were imposed and extended. Emergency rental relief for tenants and landlords was established, and PPP loans were made to support employee retention for struggling businesses. These changes not only changed existing legal processes and procedures, but they created uncertainty and anxiety for our clients, most of whom are indigent and suspicious of legal and governmental systems. We had to figure out ways to effectively reach the communities we serve to raise awareness about their rights in an ever-shifting legal landscape. We did this through the use of social media platforms (like Facebook and Instagram Live), in-person education events, and distribution of legal resources through partner organizations.

LAM conducted 134 outreach events in 2021, reaching approximately 17,000 Marin residents. These resulted in 4,787 calls for service. LAM's Housing Team conducts weekly outreach events and new client intake at North Marin Community Services in Novato, The Phoenix Project in Marin City, Canal Alliance in the Canal neighborhood of San Rafael, and St. Vincent de Paul dining room in Downtown San Rafael. LAM Housing also conducts outreach and new client intake twice per month at St. Rafael's Church in San Rafael and monthly outreach at West Marin Community Services in Pt. Reyes Station.

Housing law and process has been rapidly evolving since March 2020, when COVID-19 erupted. The closure of many industries and businesses created a surge of unemployment. The convergence of housing insecurity, economic instability, and health emergencies disproportionately affected Marin County's very low income, immigrant and BIPOC (black, indigenous, and people of color) communities, further exposing systemic inequities. The LAM Housing Team provided the pillar of legal housing support that was so desperately needed by Marin's less fortunate families.

LAM is addressing these continuing challenges in 2022 and beyond by re-doubling its efforts to proactively reach our clients where they live, work, and gather. A California State Bar grant will fund the hiring of a new COVID-related homelessness prevention staff attorney, bringing the team to seven, full-time employees (as compared with five at the start of COVID-19).

**For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

Housing Support Services

**For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)**

LAM's project aligns with the national objectives for CDBG funding. Our work in keeping Marin families in their homes benefits the extremely low and very low-income persons who are exclusively eligible for our services. Our housing work often includes cases involving habitability legal issues, such as leaking roofs and plumbing, mold, and other repair issues that are created or ignored by property owners for economic and coercive reasons. Unless addressed through LAM's legal services, these conditions generally worsen deterioration of rental properties and result in slum-like conditions. Keeping Marin Families in their Homes addresses the urgent need to keep marginalized, low-income families housed; a far superior outcome than shelters and encampments that would be a dangerous and inevitable alternative. The high cost of rental housing in Marin makes the need for legal housing support services greater than ever, and our services help to mitigate this threat to the health and welfare of our community.

LAM's project aligns with the Priority Setting Committee's local thresholds for funding. Keeping Marin families in their homes affirmatively furthers fair housing by improving and protecting housing access

and stability for members of protected classes in Marin, including BIPOC communities. Almost 79% of Marin's population identifies as White, but only 56% of LAM's clients identify as such, reflecting our commitment to prioritizing our services to immigrant and BIPOC families.

LAM has demonstrated the commitment and capacity to engage in affirmative marketing since its start in 1958. Since the COVID-19 pandemic erupted in March 2020, LAM has expanded this commitment and capacity by conducting our outreach and new client intake in the Marin communities that disproportionately lack financial resources to obtain legal representation. Most of these communities are also largely comprised of Latino families, who, because of cultural background or immigration status, are unfamiliar with or intimidated by the legal system. LAM provides accessible legal services, advocacy and education in both English and Spanish to enhance and strengthen its affirmative marketing.

Keeping Marin Residents in their Homes is a housing support services project that serves members of protected classes, as defined by HUD, and as described in this application, and is directed almost exclusively to extremely low and very low-income persons.

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

Activities benefiting low and moderate-income persons. (LMI)

Activities which aid in the prevention or elimination of slums or blight

#### **How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

This project will affirmatively further fair housing by improving and protecting housing access for members of protected classes in Marin, including BIPOC families. Many tenant-housing issues are difficult to solve, as they are deeply rooted in a historical lack of housing supply and vast income disparities in Marin County. Access to excellent legal services and representation provides historically marginalized families the opportunity to make informed choices and maintain housing stability. Keeping Marin Residents in their Homes will affirmatively help diverse families stay in Marin.

The U.S. Census Bureau reports that as of July 1, 2021, 71.1% of the population identifies as White, 2.8% identifies as Black, 16.3% identifies as Latino, 1% identifies as Native American, and 8.8% identifies as "Other" or two or more races. LAM's housing client data through December 31, 2021 shows our clear commitment to serving people in protected classes; 52.1% of our clients identify as White, 6.5% of our clients identify as Black, 32.3% identify as Latino, and 8.8% identifies as "Other" or two or more races. In 2021, almost 17% of our clients were monolingual Spanish-speakers. The percentage of LAM's clients who identify as Black or Latino is almost twice the percentage these two groups represent as a portion of Marin's population. LAM housing services protect Marin's diversity and provide access to opportunity by improving housing stability on behalf of minorities.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

#### **Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)**

LAM has transformed its client intake model from a reactive one, where we serve persons who come to our office seeking out help, to a proactive one where we now conduct weekly outreach in the communities where our extremely low-income families live, work, and gather. These extremely low-income families are disproportionately members of protected classes when compared to Marin County's racial and ethnic demographics. While 2.7% of the Marin County population identifies as Black, 14% of LAM's clients identify as Black, and while 16.3% of the population identifies as Latino, 23% of LAM's clients identify as Latino.

LAM's Housing Team will conduct Housing Support Services intake at Canal Alliance, serving the predominately Latino immigrant Canal neighborhood of San Rafael. LAM conducts these bilingual

housing outreach efforts three days per month, where we counsel immigrant tenants and often provide representation in eviction defense and habitability cases. LAM's experience is that its Latino clients, largely because of cultural background or immigration status, are frequently unfamiliar with or intimidated by lawyers and the legal system, and are unlikely to take legal action on their own. The LAM Housing Team will also travel to The Phoenix Project in Marin City, where many Black families reside in low-income, public housing. Much of our activity in Marin City is taking applications for our Marin Community Court (fines and fees relief) program. While Community Court does not directly affect housing, its strong nexus to employment stability indirectly enhances housing stability for all of its participants. The LAM Housing Team will be available on a monthly basis at West Marin Community Services in Pt. Reyes Station where many Latino farmworkers live and work. LAM Housing will also conduct bi-monthly intake sessions at North Marin Community Services in Novato and at St. Rafael's Church in San Rafael, organizations that many extremely low-income families turn to for support. The LAM Housing Team will use all of these opportunities to connect with extremely low-income families to offer legal Housing Support Services.

The LAM Housing Team plans to conduct at least 150 outreach events in Marin County in 2022, making special efforts to reach BIPOC communities who are extremely distrusting of legal and governmental systems.

**Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document.)**

|                             | <b>Number</b> |
|-----------------------------|---------------|
| <b>Moderate Income</b>      | 0             |
| <b>Low Income</b>           | 0             |
| <b>Very Low Income</b>      | 25            |
| <b>Extremely Low Income</b> | 600           |

#### **Total Number of Persons by Income Demographic**

625

**How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers (Please limit to 3000 characters.)**

LAM's services are provided to very low and extremely low-income individuals, as measured by the 2021 HUD Income Limits, and published by the U.S. Department of Housing and Urban Development. LAM uses intake forms to determine client eligibility that are printed in both English and Spanish. The form requires gross monthly income and household size. The household income includes the individual's income, the individual's spouse's income where applicable, Cal WORKS, General Assistance, SSI, Pension & Retirement and "Other" income. Each applicant for services is asked to sign and attest to the truth of the information being provided.

**Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.**

|                                           | Total Number of Persons | Number Identifying as Hispanic |
|-------------------------------------------|-------------------------|--------------------------------|
| American Indian or Alaskan Native         | 1                       | 0                              |
| Asian                                     | 12                      | 0                              |
| Black or African American                 | 33                      | 0                              |
| Native Hawaiian or Other Pacific Islander | 0                       | 0                              |
| White                                     | 430                     | 167                            |
| American Indian and White                 | 0                       | 0                              |
| Asian and White                           | 0                       | 0                              |
| Black and White                           | 0                       | 0                              |
| American Indian and Black                 | 0                       | 0                              |
| Multi-Racial                              | 84                      | 0                              |

**Total Number of Persons**

560

**Total Number Identifying as Hispanic**

167

**Female-Headed Households (out of above total)**

100

**Persons with Disabilities (out of above total)**

106

## PROJECT MANAGEMENT & FINANCIAL DATA

**If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)**

This project is an expansion of LAM's efforts to help extremely low and very low income Marin families fight against eviction. These efforts have been funded since 2019. In 2021, LAM opened 507 new housing cases and closed 455 cases, using CDBG funds. Our goal was to open 445 cases. Our goals were to help clients preserve scarce affordable housing, address management issues such as reasonable accommodation requests and security deposit recovery, secure needed repairs to uninhabitable housing conditions, and head off unlawful and retaliatory rent increases and evictions. Our activities included providing legal advice, full service representation, and education. Tenant education has been critical to preventing homelessness and LAM's housing support services conducted over 100 community outreach events in 2021 for this purpose. Tenant education has been particularly important over the past year because of the changing legal landscape, including the expiration of a series of statewide eviction moratoriums that were largely cushioned, temporarily, by federal and state funded COVID-related rental assistance. LAM Housing conducted all of its outreach events at our nonprofit community partner locations, which helped promote holistic services for extremely low-income families to offset not only housing instability, but also make accessible food

stability, general assistance, seniors services, and other public benefits.

LAM housing support services, through CDBG funding, has served Marin's extremely low-income residents by securing additional time to vacate rental housing and funds to subsidize moving costs. Success sometimes means preventing an eviction all together, but it also includes facilitating a less stressful housing transition by providing tenants with more time to find their next and access to financial support. Most LAM housing support services cases can be characterized as successful, even if a client ends up having to leave their current home.

**If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

Not applicable

**Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)**

LAM has received and administered federal funding through the Marin County Department of Health and Human Services, Area Agency on Aging ("AAA") since at least 2013.

LAM has also received and administered federal funding as a "subrecipient" through California Office of Emergency Services, Governor's Office of Emergency Services, Legal Assistance Program, Victims of Crime Award ("VOCA").

**Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

The project will be overseen by Chris Cabral, LAM's Executive Director and George "Josh" Sullivan, Supervising Housing Attorney. Chris Cabral joined LAM in January 2022 and was previously Chief Administrative Officer of Nation's Finest, a veterans' services nonprofit organization. There she managed federal and state contracts totaling more than \$50 million annually. She was also responsible for timely compliance reporting for these federal grant and contract awards.

Josh Sullivan joined LAM in 2019 and, as Supervising Housing Attorney, he directly manages LAM's legal housing support services team of four attorneys and two bilingual law clerks. Mr. Sullivan has practiced law since 1997 and has managed the Housing Team since 2019. He serves as LAM's primary litigator for housing matters.

**Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)**

Stephanie Haffner, LAM's Executive Director since 2018, resigned in July 2021 filling a judicial appointment as an Administrative Law Judge for the State of California. Since that time, a volunteer Interim Executive Director, Doug Roberts, has led LAM. Mr. Roberts is retired and served as Vice President and General Counsel for a large, multinational wine company for more than 20 years. LAM conducted an executive search process and hired Chris Cabral as Executive Director, effective January 18, 2022. Due to a family emergency, Chris will serve in a part-time capacity, assisted by Mr. Roberts, until early July 2022, when she will become a full-time employee.

**For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

Not applicable

**For HOME projects: Please describe how you will need the 25% funding match requirement? (Please limit to 3000 characters.)**

Not applicable

**For HOME projects: Describe your project's ability to pencil out with HOME Low Rents. (Limit to 3000 characters.)**

Not applicable

**For Housing and Capital (construction and renovation) projects, what is your 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)**

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

#### **Attach Project Budget**



2022 CDBG Budget.xlsx

#### **Attach Organization Budget**



2022 LAM Budget.pdf

#### **Attach Dynamic Flood Map**



Flood Plain Map.pdf

#### **Signer Name**

Doug Roberts

#### **Signer Title**

Interim Executive Director

**Signer Affirmation**

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

**Public Services Project Budget Template**

**Organization Name:** Legal Aid of Marin

**Project Title:** Keeping Marin Families in their Homes

**Date:** December 21, 2021

| INCOME:                                      | Federal Grants Request | Other Funding Sources | In Kind       | Total Proposed Project Income |
|----------------------------------------------|------------------------|-----------------------|---------------|-------------------------------|
| <b><u>Committed</u></b>                      |                        |                       |               |                               |
| <b>Foundations:</b>                          |                        |                       |               |                               |
|                                              |                        |                       |               |                               |
| (Add rows)                                   |                        |                       |               |                               |
| <b>Government: State</b>                     |                        | \$ 237,500.00         |               | \$ 237,500.00                 |
| <b>Marin County</b>                          |                        | \$ 43,055.00          |               | \$ 43,055.00                  |
| (Add rows)                                   |                        |                       |               |                               |
| <b>Corporations:</b>                         |                        |                       |               |                               |
|                                              |                        |                       |               |                               |
| (Add rows)                                   |                        |                       |               |                               |
| <b>Individual Contributions:</b>             |                        |                       |               |                               |
| (list total):                                |                        |                       |               |                               |
| <b>Earned Income:</b>                        |                        |                       |               |                               |
|                                              |                        |                       |               |                               |
| (Add rows)                                   |                        |                       |               |                               |
| <b>Other (specify): MCF</b>                  |                        | \$ 256,500.00         |               | \$ 256,500.00                 |
| <b>Private Foundations</b>                   |                        | \$ 39,553.00          |               | \$ 39,553.00                  |
| (Add rows)                                   |                        |                       |               |                               |
| <b>Subtotal, Committed Income</b>            |                        | \$ 576,608.00         | \$ -          | \$ 576,608.00                 |
| <b><u>Uncommitted</u></b>                    |                        |                       |               |                               |
| <b>Federal Grants Request</b>                | \$ 40,000.00           |                       |               | \$ 40,000.00                  |
| <b>Other Foundations:</b>                    |                        |                       |               |                               |
|                                              |                        |                       |               |                               |
| (Add rows to list other Foundations)         |                        |                       |               |                               |
| <b>Government:</b>                           |                        |                       |               |                               |
| <b>Marin County</b>                          |                        | \$ 163,610.00         |               | \$ 163,610.00                 |
| (Add rows to list other Government agencies) |                        |                       |               |                               |
| <b>Corporations:</b>                         |                        | \$ 10,800.00          |               | \$ 10,800.00                  |
|                                              |                        |                       |               |                               |
| (Add rows to list other corporations)        |                        |                       |               |                               |
| <b>Individual Contributions:</b>             |                        | \$ 24,039.00          | \$ 146,444.00 | \$ 170,483.00                 |
|                                              |                        |                       |               |                               |
| (Add rows to list other contributions)       |                        |                       |               |                               |
| <b>Other (specify):</b>                      |                        |                       |               |                               |
|                                              |                        |                       |               |                               |
| (Add rows to list others)                    |                        |                       |               |                               |
| <b>Subtotal, Uncommitted Income</b>          | \$ 40,000.00           | \$ 198,449.00         | \$ 146,444.00 | \$ 384,893.00                 |
| <b>Other:</b>                                |                        |                       |               |                               |
| <b>Earned Income:</b>                        |                        |                       |               |                               |

|                                       |              |               |               |                 |  |
|---------------------------------------|--------------|---------------|---------------|-----------------|--|
|                                       |              |               |               |                 |  |
| (Add rows)                            |              |               |               |                 |  |
| <b><i>Subtotal, Earned Income</i></b> |              | \$ -          | \$ -          | \$ -            |  |
| <b><i>Grand Total Income</i></b>      | \$ 40,000.00 | \$ 775,057.00 | \$ 146,444.00 | \$ 1,001,501.00 |  |

| EXPENSES (Add rows to list other expenses)                  | Federal Grants Request | Other Funding Sources | In Kind              | Total Proposed Project Expenses |
|-------------------------------------------------------------|------------------------|-----------------------|----------------------|---------------------------------|
| <b>Personnel Expenses</b>                                   |                        |                       |                      |                                 |
| Executive Director (% FTE: __.007____)                      | \$ 1,000.00            | \$ 29,000.00          |                      | \$ 30,000.00                    |
| Program Director (% FTE: __.02____)                         | \$ 2,061.00            | \$ 106,589.00         |                      | \$ 108,650.00                   |
| Staff Attorney .18 FTE                                      | \$ 15,364.00           | \$ 240,407.00         |                      | \$ 255,771.00                   |
| Bilingual Law Clerk .17 FTE                                 | \$ 9,353.00            | \$ 157,733.00         |                      | \$ 167,086.00                   |
| Benefits (@ %: __20____)                                    | \$ 5,556.00            | \$ 106,746.00         |                      |                                 |
| <b><i>Subtotal Salaries and Benefits</i></b>                | <b>\$ 33,334.00</b>    | <b>\$ 640,475.00</b>  | <b>\$ -</b>          | <b>\$ 673,809.00</b>            |
| <b>Contracted Services</b>                                  |                        |                       |                      |                                 |
| Professional Fees                                           | \$ 1,126.00            | \$ 29,574.00          | \$ 146,444.00        | \$ 30,700.00                    |
| Project Consultant                                          |                        |                       |                      |                                 |
| (Add rows to list other contracted expenses)                |                        |                       |                      |                                 |
| <b><i>Subtotal Contracted Services</i></b>                  | <b>\$ 1,126.00</b>     | <b>\$ 29,574.00</b>   | <b>\$ 146,444.00</b> | <b>\$ 177,144.00</b>            |
| <b>Direct Project Related Expenses</b>                      |                        |                       |                      |                                 |
| Rent                                                        | \$ 2,593.00            | \$ 67,931.00          |                      | \$ 70,524.00                    |
| Insurance                                                   | \$ 267.00              | \$ 7,023.00           |                      | \$ 7,290.00                     |
| Supplies                                                    | \$ 893.00              | \$ 23,407.00          |                      | \$ 24,300.00                    |
| Equipment                                                   | \$ 393.00              | \$ 10,407.00          |                      | \$ 10,800.00                    |
| Travel                                                      | \$ 60.00               | \$ 1,560.00           |                      | \$ 1,620.00                     |
| Professional Development                                    | \$ 387.00              | \$ 9,873.00           |                      | \$ 10,260.00                    |
| Marketing                                                   | \$ 247.00              | \$ 6,503.00           |                      | \$ 6,750.00                     |
| Telecommunications                                          | \$ 373.00              | \$ 9,721.00           |                      | \$ 10,094.00                    |
| Memberships                                                 | \$ 327.00              | \$ 8,583.00           |                      | \$ 8,910.00                     |
| <b><i>Subtotal, Direct Project Related Expenses</i></b>     | <b>\$ 5,540.00</b>     | <b>\$ 145,008.00</b>  | <b>\$ -</b>          | <b>\$ 150,548.00</b>            |
| <b>Indirect Expense (specify % in column A below)</b>       |                        |                       |                      |                                 |
|                                                             |                        |                       |                      | \$ -                            |
| <b>Fiscal Sponsorship Fee (specify % in column A below)</b> |                        |                       |                      |                                 |
|                                                             |                        |                       |                      | \$ -                            |
| <b><i>Grand Total All Expenses</i></b>                      | <b>\$ 40,000.00</b>    | <b>\$ 815,057.00</b>  | <b>\$ 146,444.00</b> | <b>\$ 1,001,501.00</b>          |

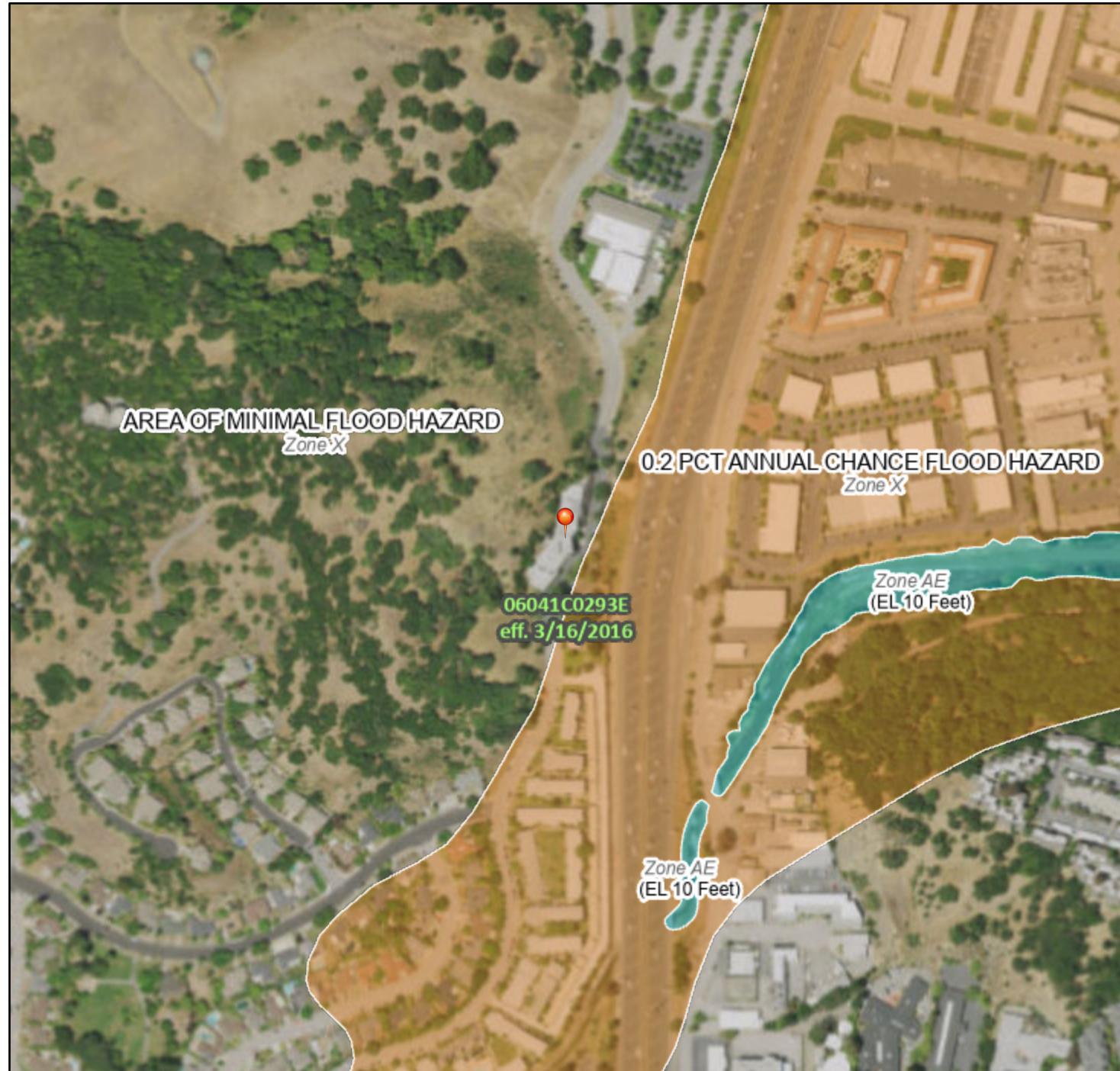
**Legal Aid of Marin**  
**2022 Budget approved 12/15/2021**

| 12/15/2021                                                    | 2021<br>Projected   | 2021 Budget         | 2022 Budget         | Increase /<br>(Decrease) |
|---------------------------------------------------------------|---------------------|---------------------|---------------------|--------------------------|
| <b>Income</b>                                                 |                     |                     |                     |                          |
| Individual donations                                          | \$ 67,529           | \$ 100,000          | \$ 100,000          | 0%                       |
| Corporate contributions                                       | 14,350              | 50,000              | 20,000              | -60%                     |
| Client/Other Donations                                        | 3,265               | 5,500               | 1,000               | -82%                     |
| Marin County Division of Aging                                | 30,333              | 28,000              | 55,000              | 96%                      |
| CalOES (workers' rights)                                      | 206,000             | 200,000             | 206,000             | 3%                       |
| County of Marin CDBG                                          | 32,640              | 30,000              | 33,082              | 10%                      |
| County of Marin - Housing -\$310,000 - 18 months              | -                   | 207,000             | 207,000             | 0%                       |
| Attorney Fees/Referral Fees                                   | 2,222               | 25,000              | 5,000               | -80%                     |
| PPP SBA Loan                                                  | 150,000             | -                   | -                   | -                        |
| Events                                                        | 162,465             | 120,000             | 175,000             | 46%                      |
| California Access to Justice                                  | -                   | -                   | 27,213              |                          |
| State Bar of CA: IOLTA                                        | 65,160              | 93,220              | 65,160              | -30%                     |
| State Bar of CA: EAF                                          | 106,770             | 39,450              | 106,770             | 171%                     |
| State Bar: Comm Stabilization                                 | -                   | 71,437              | -                   | -100%                    |
| State Bar: Partnership Grant                                  | 160,000             | 80,000              | 220,000             | 175%                     |
| State Bar: EAF Homelessness Prevention                        | 150,000             | 25,000              | 360,000             | 1340%                    |
| MCF - Op. Support                                             | 529,000             | 191,000             | 475,000             | 149%                     |
| MCF - Marin Pro Bono Network                                  |                     | 113,000             | -                   | -100%                    |
| MCF - Strategic planning/Capacity                             |                     | 25,000              | -                   | -100%                    |
| MCF - Public Charge                                           | 50,000              | 40,000              | -                   | -100%                    |
| Bank of Marin                                                 |                     | 5,000               | 15,000              | 200%                     |
| Lockhart Bequest                                              |                     | 10,000              | -                   | -100%                    |
| Hobson/Lucas Family Fund                                      |                     | 5,000               | 10,000              | 100%                     |
| Maisin Foundation                                             | 15,000              | 20,000              | 15,000              | -25%                     |
| Bigglesworth Family Foundation                                | 22,500              | 20,000              | 22,500              | 13%                      |
| Peter E. Haas Jr. Family Fund                                 | 35,000              | 35,000              | 35,000              | 0%                       |
| Van Loben Sels                                                | 25,000              | 25,000              | 25,000              | 0%                       |
| SVB Foundation                                                | 15,000              | 30,000              | 15,000              | -50%                     |
| VW Lackey Fund                                                |                     | 5,000               | -                   | -100%                    |
| First 5 Marin                                                 |                     | 25,000              | -                   | -100%                    |
| Additional applications TBD                                   | 50,000              | 80,000              | 18,000              | -78%                     |
| <i>Less Discount for Uncertainty (25% on Pending Items)</i>   |                     | (146,250)           |                     |                          |
| <b>Total Income</b>                                           | <b>\$ 1,892,234</b> | <b>\$ 1,557,357</b> | <b>\$ 2,211,725</b> | <b>42.0%</b>             |
| <b>Expenses</b>                                               |                     |                     |                     |                          |
| Salaries, Taxes and Benefits                                  | \$ 1,217,781        | \$ 1,269,768        | \$ 1,631,900        | 29%                      |
| Audit fees                                                    | 20,760              | 19,000              | 22,000              | 16%                      |
| Bookkeeping & Accounting                                      | 81,295              | 95,000              | -                   | -100%                    |
| Consultant, pro bono                                          | -                   | 42,000              | -                   | -100%                    |
| Consultant, grant writer                                      | -                   | 5,000               | 15,000              | 200%                     |
| Consultant, IT                                                | 42,200              | 35,000              | 35,000              | 0%                       |
| Consultant, Other                                             | 69,515              | -                   | 10,000              |                          |
| Security Improvements                                         | 11,616              | 5,000               | -                   | -100%                    |
| Client case costs (was: litigation costs)                     | 4,230               | 5,000               | 4,000               | -20%                     |
| Rent                                                          | 74,315              | 105,600             | 130,600             | 24%                      |
| Supplies                                                      | 5,888               | 15,000              | 34,000              | 127%                     |
| Telecommunications                                            | 17,346              | 15,000              | 18,963              | 26%                      |
| Postage and delivery                                          | 2,366               | 3,000               | 2,000               | -33%                     |
| Printing and copying                                          | 7,964               | 10,000              | 9,000               | -10%                     |
| Equipment Rent/Maintenance                                    | 4,887               | 11,000              | 20,000              | 82%                      |
| Advertising/Marketing/Web                                     | 3,634               | 15,000              | 12,500              | -17%                     |
| Local travel                                                  | 2,666               | 8,000               | 3,000               | -63%                     |
| Meetings                                                      | 2,514               | 3,000               | 3,000               | 0%                       |
| Conferences/prof. dev.                                        | 9,155               | 8,000               | 7,000               | -13%                     |
| Books & publications (subscriptions, legal library)           | 47,979              | 7,000               | 9,000               | 29%                      |
| Payroll Processing                                            | 5,233               | 4,500               | 6,000               | 33%                      |
| Insurance                                                     | 12,205              | 11,300              | 13,500              | 19%                      |
| Online Credit Card Fees                                       | 5,096               | 6,000               | 6,000               | 0%                       |
| Interest Expense/On-line Fees                                 |                     |                     |                     | 0%                       |
| Membership & Fees                                             | 8,341               | 17,800              | 16,500              | -7%                      |
| Taxes and Other Expenses                                      |                     | 1,000               | -                   | -100%                    |
| Event Expenses                                                | 54,429              | 35,000              | 65,000              | 86%                      |
| Contingency                                                   |                     | 20,000              | 20,000              | 0%                       |
| <b>Total Expenses</b>                                         | <b>\$ 1,711,415</b> | <b>\$ 1,771,968</b> | <b>\$ 2,093,963</b> | <b>18.2%</b>             |
| <b>Surplus/(Deficit)</b>                                      | <b>\$ 180,819</b>   | <b>\$ (214,611)</b> | <b>\$ 117,762</b>   |                          |
| <i>Ratio of expenses to total expenses<br/>(Target = 70%)</i> | 71%                 | 72%                 | 78%                 |                          |

# National Flood Hazard Layer FIRMette



122°32'53"W 38°1'5"N



Page 215 of 440

0 250 500

1,000

1,500

Feet

1:6,000

122°32'15"W 38°0'36"N

Basemap: USGS National Map: Orthoimagery: Data refreshed October, 2020

## Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

### SPECIAL FLOOD HAZARD AREAS

- Without Base Flood Elevation (BFE)  
Zone A, V, A99
- With BFE or Depth Zone AE, AO, AH, VE, AR
- Regulatory Floodway

0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X

Future Conditions 1% Annual Chance Flood Hazard Zone X

Area with Reduced Flood Risk due to Levee. See Notes. Zone X

Area with Flood Risk due to Levee Zone D

NO SCREEN Area of Minimal Flood Hazard Zone X

Effective LOMRs

Area of Undetermined Flood Hazard Zone D

GENERAL STRUCTURES

Channel, Culvert, or Storm Sewer

Levee, Dike, or Floodwall

20.2 Cross Sections with 1% Annual Chance

17.5 Water Surface Elevation

8 - - - Coastal Transect

~~~ 513 ~~~ Base Flood Elevation Line (BFE)

Limit of Study

Jurisdiction Boundary

Coastal Transect Baseline

Profile Baseline

Hydrographic Feature

OTHER FEATURES

Digital Data Available

No Digital Data Available

Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/11/2022 at 3:48 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

Marin County Dental Care Foundation

Mailing Address

175 N Redwood Dr. Ste 130
San Rafael, California, 94903

Website

www.marindentalsociety.org

Organization DUNS#

118525619

Executive Director/CEO

Carissa Green

Email Address

exec@marindentalsociety.org

Phone Number

(415) 472-7974

Project General Information

Program/Project Name

Marin County Dental Care Foundation: Helping Children Smile

Program/Project Site Address

175 N Redwood Dr. Ste 130
San Rafael, California, 94903

CDBG Year 1 Funding Amount Requested

50000

CDBG Year 2 Funding Amount Requested

50000

Application Contact Person

Carissa Green

Title of Contact Person

Executive Director/CEO

Email Address

exec@marindentalsociety.org

Phone Number

(707) 703-3144

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

| | % of Services Provided |
|--------------|------------------------|
| Novato | 20 |
| San Rafael | 60 |
| County Other | 20 |

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

Mission: Our goal is to provide comprehensive dental treatment and education to prevent dental disease in underserved children.

The foundation directly provides comprehensive dental treatment at private offices, the Marin County Dental Clinic, schools using mobile dental units and operating rooms of community hospitals. We work closely with Marin County school nurses and Marin Head Start to provide education for children and target those in need with program screenings. The foundation is a non-profit 501c3 and depends solely on fundraising and private donations. 100% of our donations go directly to helping treat those children in need. The foundation is comprised of dentists, specialists and volunteer board members dedicated to providing these services.

Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

With financial support from the foundation and other funding sources including grants and individual donations, local dentists donate time and resources to applicants accepted for treatment. Services include restorative dentistry, orthodontics, periodontics, oral surgery, hospital dentistry, mobile

dentistry and education for prevention of dental disease. Pediatric oral disease can impair the ability of children to eat, sleep, and learn. Tooth decay is the number one chronic childhood disease and our programs aim to address the issue before it becomes a problem as it's completely preventable. We place the needs of the children and our community at the center of what we do to ensure the delivery of their care, education, and prevention of disease.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

COVID-19 has impacted our organization's ability to deliver services to our community. Dental offices were forced to close for close to three months during early 2020, affecting their practices and disallowing them to provide services to their patients and further, help with the Helping Children Smile program. The program was put on hold until now, which has allowed us to review and revise our application process and solicit funding as well as in-kind services from dental professionals and specialists. With Federal grant funding as well as contributions from the foundation and our dentists, we will be able to revitalize the program and begin serving our most underserved population of children in Marin County.

For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

Basic Health Services

Children, Youth and Parent Services

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

The project is in direct alignment with children, youth and parent services as we aim to serve the most underserved populations in Marin County. Dental health affects overall health and good dental hygiene including preventative care leads to an overall healthier community. Children are able to receive dental care otherwise not afforded them based on extremely low, very low and low incomes in their families. When we are able to serve our underserved populations, the results are significant to raising the morale and vigor of the community.

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

Activities benefiting low and moderate-income persons. (LMI)

How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

This project focuses on the range of extremely low, very low, and low income families that have to prioritize budget items such as rent, utilities, food and health care, while dental care often is the last to be addressed. More and more, through research and data collection, we are coming to understand that dental health is part of overall health and must not be ignored. Children of low income families are typically the demographic that suffers the most when families struggle to cover the basic necessities required. By addressing dental care for extremely, very, and low income families, we thereby allow the shifting of financial resources back to those basic aforementioned necessities, and especially housing. We have a civic duty to our community to help provide dentistry to children where we can and fortunately, we have a team of dental professionals that donate time and resources toward this effort, and with the additional resources that this grant will provide, we will be able to assist many more families which directly impacts the community

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

This program and application are open to everyone regardless of race, color, national origin, religion,

sexual orientation, gender identity, familial status and disability. The application will be available on our website and social media platforms to the public, can be requested via email and can be requested via mail. We make every effort to ensure that anyone who wants to apply can do so by the method that works for them. We will also provide marketing materials to the public, advertise through Marin Health and Human Services, Oral Health Program and with their permission, through their website.

Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document.)

| | Number |
|-----------------------------|---------------|
| Moderate Income | 0 |
| Low Income | 5 |
| Very Low Income | 10 |
| Extremely Low Income | 10 |

Total Number of Persons by Income Demographic

25

How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers (Please limit to 3000 characters.)

Applicants submit their application with demographic information, income information, household size and child's information. We verify (guardian, head-of-household, or parents) household income based on prior year tax returns and if not possible, current pay stubs. Income limits are based on the size of the family unit and specific geographic area data. Table and data from Marin Housing Authority, <https://www.marinhousing.org/marin-county-income-limits>. Accessed January 24, 2022.

Public Housing, Section 8 (Housing Choice Voucher) and CDBG Programs

Household Size Extremely Low Very-Low Low

| | | | |
|---|-----------|-----------|-----------|
| 1 | \$ 38,400 | \$63,950 | \$102,450 |
| 2 | \$ 43,850 | \$73,100 | \$117,100 |
| 3 | \$ 49,350 | \$82,250 | \$131,750 |
| 4 | \$ 54,800 | \$91,350 | \$146,350 |
| 5 | \$ 59,200 | \$98,700 | \$158,100 |
| 6 | \$ 63,600 | \$106,000 | \$169,800 |
| 7 | \$ 68,000 | \$113,300 | \$181,500 |
| 8 | \$72,350 | \$120,600 | \$193,200 |

Below Market Rate Ownership Program Income Limits

Household Size Extremely Low Very-Low Low

| | | | |
|---|-----------|-----------|-----------|
| 1 | \$ 38,400 | \$63,950 | \$102,450 |
| 2 | \$ 43,850 | \$73,100 | \$117,100 |
| 3 | \$ 49,350 | \$82,250 | \$131,750 |
| 4 | \$ 54,800 | \$91,350 | \$146,350 |
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| 6 | \$ 63,600 | \$106,000 | \$169,800 |
| 7 | \$ 68,000 | \$113,300 | \$181,500 |
| 8 | \$72,350 | \$120,600 | \$193,200 |

The "Extremely Low," "Very Low Income" and "Low Income" schedules shown above were published by the U.S.

Dept. of Housing and Urban Development (HUD), effective 4/1/2021. The "Median Income" schedule

shown above is based on the FY2021 median family income for the San Francisco HMFA of \$149,600 for a four-person household, issued by HUD effective 4/1/2021, with adjustments for smaller and larger household sizes. The "Moderate Income" schedule shown above represents 120% of median income. For additional information, you may consult the HUD website at www.huduser.org/datasets/il.html.

Please note that through the MCDCF Helping Children Smile Application process we will be collecting demographic information, so the estimates below are only estimates and are not a reflection of the actual data. The project is open to all and is specifically targeted to the income limits, not demographics.

Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.

| | Total Number of Persons | Number Identifying as Hispanic |
|---|-------------------------|--------------------------------|
| American Indian or Alaskan Native | | |
| Asian | | |
| Black or African American | 2 | |
| Native Hawaiian or Other Pacific Islander | | |
| White | 12 | 10 |
| American Indian and White | | |
| Asian and White | | |
| Black and White | 1 | |
| American Indian and Black | | |
| Multi-Racial | 10 | 5 |

Total Number of Persons

25

Total Number Identifying as Hispanic

15

Female-Headed Households (out of above total)

5

Persons with Disabilities (out of above total)

1

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

N/A

If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

N/

Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)

This will be our first federal grant and will rely on our hired consultant/project manager to oversee the program, requirements and compliance. They will work directly with the Executive Director on a regular basis so as to track milestones and ensure timely completion.

Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

Executive Director will oversee the administration of marketing, the application process and coordination of the project with health professionals and will work with a hired consultant who has experience with project management of federal grant programs.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

Leadership transitions only occur at the end of each Society year, December 31. Our current board of directors will serve until that time.

For Housing and Capital (construction and renovation) projects, what is your 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)

Describe any flexibility regarding your projects start/completion date. (Limit to 3000 characters.)

Project start date begin anytime with target dates of opening the application process in May, 2022, completing the dental screenings in September, 2022, and beginning the dental work by the end of the year. Note that a completion date for certain services, such as orthodontics may occur after several years. Completion date can be considered as after the screenings take place and the first appointment has been completed with a dental professional.

Please note that the Organization budget is a proposed budget based only on in-kind contributions from dentists and does not include the federal grant.

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding

allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget



Public Service Project Budget_MCDCF_2022_...

Attach Organization Budget



Budget Overview FY_2022 - FY22 P&L .pdf

Attach Dynamic Flood Map



Flood Hazard Map_MCDCF_2022_01_31.pdf

Signer Name

Carissa Green

Signer Title

Executive Director

Signer Affirmation

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Public Services Project Budget

Organization Name: Marin County Dental Care Foundation

Project Title: Helping Children Smile

Date: January 31, 2022

| INCOME: | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Income |
|--|------------------------|-----------------------|---------|-------------------------------|
| <i>Committed</i> | | | | |
| Foundations: | | | | |
| | | | | |
| (Add rows) | | | | |
| Government: | | | | |
| | | | | |
| (Add rows) | | | | |
| Corporations: | | | | |
| | | | | |
| (Add rows) | | | | |
| Individual Contributions: | | | | |
| (list total): | | | | |
| Earned Income: | | | | |
| | | | | |
| (Add rows) | | | | |
| Other (specify): | | | | |
| | | | | |
| (Add rows) | | | | |
| <i>Subtotal, Committed Income</i> | \$ - | | | \$ - |
| <i>Uncommitted</i> | | | | |
| Federal Grants Request | \$ 50,000.00 | | | |
| Other Foundations: | | | | |
| Marin County Dental Care Foundation | | \$ 10,000.00 | | |
| (Add rows to list other Foundations) | | | | |
| Government: | | | | |
| | | | | |
| (Add rows to list other Government agencies) | | | | |
| Corporations: | | | | |
| | | | | |
| (Add rows to list other corporations) | | | | |
| Individual Contributions: | | | | |
| Professional Services (Dental Specialists) | | \$ 50,000.00 | | |
| (Add rows to list other contributions) | | | | |
| Other (specify): | | | | |
| | | | | |
| (Add rows to list others) | | | | |
| <i>Subtotal, Uncommitted Income</i> | \$ 50,000.00 | \$ 60,000.00 | \$ - | \$ 110,000.00 |
| Other: | | | | |
| Earned Income: | | | | |

| | | | | |
|--------------------------------|--------------|--------------|------|---------------|
| | | | | |
| (Add rows) | | | | |
| Subtotal, Earned Income | | \$ - | \$ - | \$ - |
| Grand Total Income | \$ 50,000.00 | \$ 60,000.00 | \$ - | \$ 110,000.00 |

| EXPENSES (Add rows to list other expenses) | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Expenses |
|--|------------------------|-----------------------|--------------|---------------------------------|
| Personnel Expenses | | | | |
| Executive Director
(% FTE: <u>15</u>) | \$ 12,600.00 | \$ 5,000.00 | | |
| Program Director (% FTE: <u>.10</u>) | \$ 7,000.00 | | | |
| <i>Subtotal Salaries and Benefits</i> | \$ 19,600.00 | \$ 5,000.00 | \$ - | \$ 24,600.00 |
| Contracted Services | | | | |
| Project Consultant | \$ 10,000.00 | \$ 5,000.00 | | |
| Professional Services (Dental Specialists) | \$ 11,500.00 | | \$ 50,000.00 | |
| CPA | \$ 1,500.00 | | | |
| Bookkeeper | \$ 2,880.00 | | | |
| <i>Subtotal Contracted Services</i> | \$ 25,880.00 | \$ 5,000.00 | \$ 50,000.00 | \$ 80,880.00 |
| Direct Project Related Expenses | | | | |
| Rent | \$ 1,600.00 | | | |
| Utilities | | | | |
| Supplies | | | | |
| Equipment | | | | |
| Travel | \$ 500.00 | | | |
| Professional Development | \$ 1,000.00 | | | |
| Marketing | \$ 1,420.00 | | | |
| <i>Subtotal, Direct Project Related Expenses</i> | \$ 4,520.00 | \$ - | \$ - | \$ 4,520.00 |
| <i>Indirect Expense (specify % in column A below)</i> | | | | |
| | | | | \$ - |
| <i>Fiscal Sponsorship Fee (specify % in column A below)</i> | | | | |
| | | | | \$ - |
| <i>Grand Total All Expenses</i> | \$ 50,000.00 | \$ 10,000.00 | \$ 50,000.00 | \$ 110,000.00 |

Marin County Dental Care Foundation

Budget Overview: FY_2022 - FY22 P&L

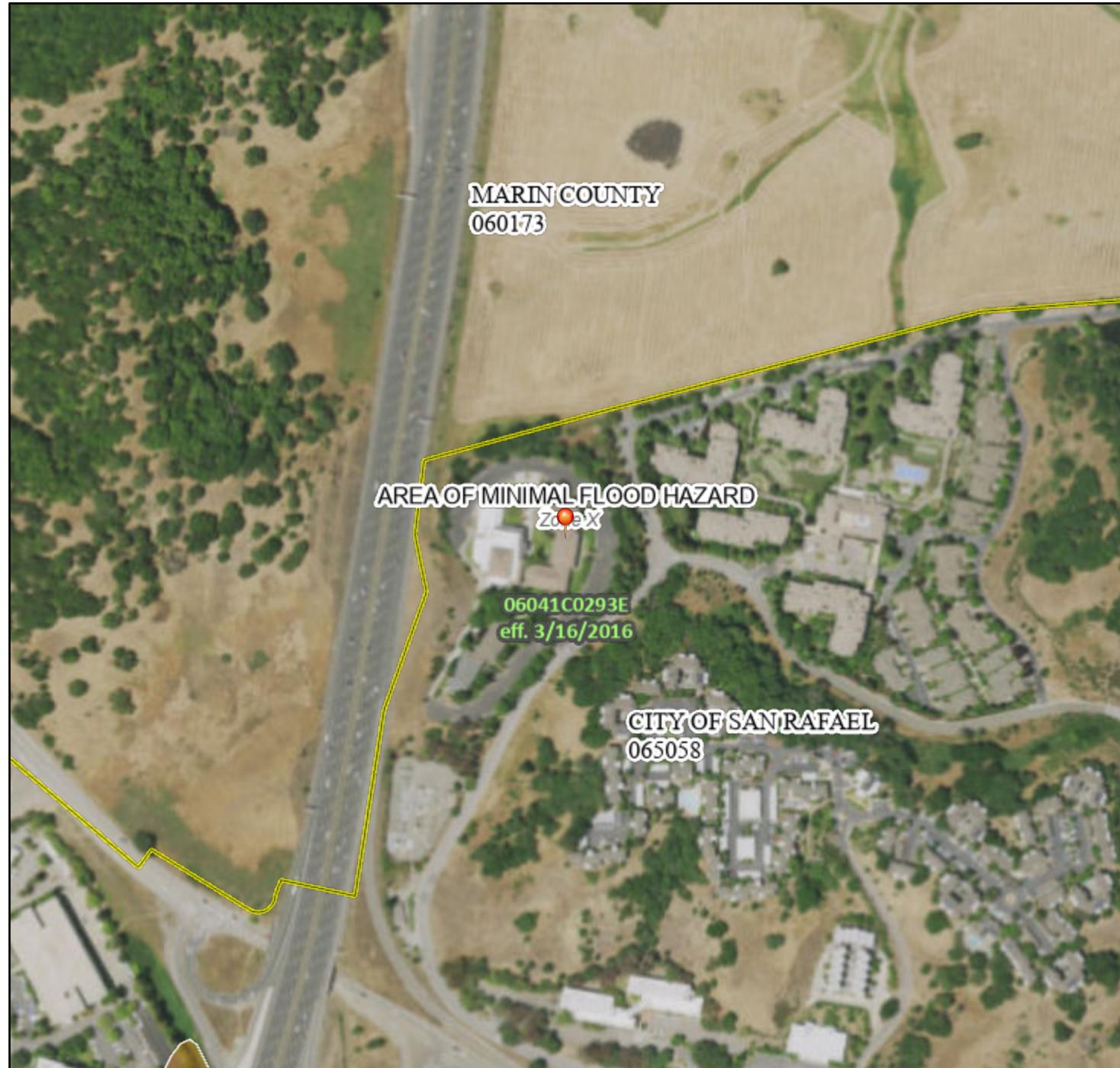
January - December 2022

| | TOTAL |
|------------------------------------|--------------------|
| Revenue | |
| Indirect Public Support | 50,000.00 |
| Investments | |
| Interest-Savings, Short-term CD | 21.20 |
| Total Investments | 21.20 |
| Other Types of Income | |
| Miscellaneous Revenue | 12.13 |
| Total Other Types of Income | 12.13 |
| Voluntary Member Contributions | 221.00 |
| Total Revenue | \$50,254.33 |
| GROSS PROFIT | \$50,254.33 |
| Expenditures | |
| Business Expenses | |
| Bank Charges | 9.00 |
| Total Business Expenses | 9.00 |
| Total Expenditures | \$9.00 |
| NET OPERATING REVENUE | \$50,245.33 |
| NET REVENUE | \$50,245.33 |

National Flood Hazard Layer FIRMette



122°32'31"W 38°1'42"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS

| |
|--|
| Without Base Flood Elevation (BFE)
Zone A, V, A99 |
| With BFE or Depth Zone AE, AO, AH, VE, AR |
| Regulatory Floodway |

0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X

Future Conditions 1% Annual Chance Flood Hazard Zone X

Area with Reduced Flood Risk due to Levee. See Notes. Zone X

Area with Flood Risk due to Levee Zone D

OTHER AREAS OF FLOOD HAZARD

NO SCREEN Area of Minimal Flood Hazard Zone X

Effective LOMRs

Area of Undetermined Flood Hazard Zone D

OTHER AREAS

- - - Channel, Culvert, or Storm Sewer

||||| Levee, Dike, or Floodwall

20.2 Cross Sections with 1% Annual Chance
17.5 Water Surface Elevation

8 - - - Coastal Transect

~~~ 513 ~~~ Base Flood Elevation Line (BFE)

Limit of Study

Jurisdiction Boundary

Coastal Transect Baseline

Profile Baseline

Hydrographic Feature

### OTHER FEATURES

Digital Data Available

No Digital Data Available

Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/31/2022 at 1:41 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

**Housing and Federal Grants Division  
2021/2022 COMMUNITY DEVELOPMENT  
BLOCK GRANT AND HOME PROGRAM  
APPLICATION FOR FUNDING**

**Indicate type of project. If your project allows, you may apply under multiple categories.**

CDBG Public Services

**Organization (Fiscal Sponsor) General Information**

**Organization/Agency Name**

Multicultural Center of Marin

**Mailing Address**

709 5th Ave  
San Rafael, California, 94901

**Website**

multiculturalmarin.org

**Organization DUNS#**

604826813

**Executive Director/CEO**

Douglas Mundo

**Email Address**

dmundo@multiculturalmarin.org

**Phone Number**

(415) 526-2486

**Project General Information**

**Program/Project Name**

Equity in Access for Self-Sufficiency

**Program/Project Site Address**

709 5th Ave  
San Rafael, California, 94901

**CDBG Year 1 Funding Amount Requested**

65000

**CDBG Year 2 Funding Amount Requested**

65000

**Application Contact Person**

Nhan Pham

**Title of Contact Person**

Director of Operations

**Email Address**

npham@multiculturalmarin.org

**Phone Number**

(415) 526-2486

**Is this project located in a Special Flood Hazard Area as indicated by FEMA?**

No

**Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.**

|              | % of Services Provided |
|--------------|------------------------|
| Novato       | 20                     |
| San Rafael   | 80                     |
| County Other | 0                      |

**Total Percentage**

100

**Is your organization receiving other County of Marin funding for this project?**

No

**Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

Multicultural Center of Marin's mission is to provide culturally appropriate resources and opportunities to empower and inspire diverse communities to build an inclusive and equitable county that they want to live in.

MCM has operated successful programs serving low-income, Latino, immigrant and indigenous residents of Marin County for more than 20 years. Most of the approximately 5,000 people MCM serves each year are low-income people of color and over 90% are Latino, primarily immigrants or children of immigrants. MCM has also served Vietnamese immigrants since its inception. Increasingly, MCM has partnered with groups in Native American, indigenous Latin American, African American, and other communities. In 2018, MCM rebranded from the Canal Welcome Center to reflect the increasing diversity of the population that MCM serves.

MCM has three program areas, each with multiple programs:

Youth and Family Empowerment

- Presente: leadership program for high school students
- Partners for Success: mentorship for youth on probation, including system navigation for their families
- Indigenous Healing Center: culturally appropriate behavioral health services, such as Cultural Healing and Empowerment Circles, and system navigation for other needed services

## Community Resilience

- Canal Community Resilience Council: an ongoing public forum to ensure Canal residents can participate in decisions that affect them regarding housing, emergency preparedness, climate change, safety and other issues
  - Marin Rapid Response Network: responds in cases of ICE raids, civil rights violations, and detention involving immigration issues
  - Food Distribution: partnership with San Francisco-Marin Food Bank to distribute healthy foods on a weekly basis
  - Emergency Response: partnership with Marin County Public Health and community-based organizations to plan for and respond to emergencies such as COVID in an equitable way
- Arts, Culture and Media
- Radio: culturally and linguistically appropriate radio shows available throughout Marin County and beyond, including TAY (Transition Age Youth) Radio Marin, Cuerpo Corazon Comunidad, and Viet Radio
  - Dia de los Muertos: annual celebration honoring the cultural assets of immigrant communities

## **Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

MCM proposes to hire a staff person to provide drop-in information and referral, system navigation, and light case management to connect people to essential services. In our extensive work in the community, the need for this service has become abundantly clear. Marin has many successful services provided by the County and CBOs, but often the hardest to reach residents have too many barriers to access those programs. Some of these barriers include not being aware of the services; inability to complete the necessary forms; language, literacy, transportation, and scheduling challenges; and lack of experience in navigating the systems. An MCM case manager would be located in our new building at 5th Ave and Lincoln during accessible hours to provide drop-in assistance with:

- Determining what services are needed
- Determining eligibility for services
- Identifying the most appropriate services for each situation
- Completing forms, phone calls, or other practical steps to connect with services
- Providing advocacy and warm hand-offs with needed services
- Developing plans for follow-through, such as transportation, interpretation, and other needed support
- Developing short- and long-term goals for self-sufficiency

CDBG funds would enable MCM to create a position to work with low-income residents not already engaged with other services. We estimate that a full-time staff person would serve 5-10 people per day depending on the complexity of each situation. Given that some people may require multiple contacts, we expect to serve approximately 1300 unduplicated people in the course of one year.

A large majority of people served by MCM live in San Rafael, in particular the Canal. When providing COVID relief funds, over 80% of those served by MCM lived in San Rafael. Based on our experience and networks we expect clients to be primarily Spanish speaking, indigenous Latin American, and Vietnamese immigrants, as well as Native Americans. A large number of the Latin American immigrants are likely to be newcomers who are not familiar with services. The staff person will be fluent in English and Spanish. Interpreters will be used as needed for those who primarily speak Vietnamese, indigenous Latin American languages, and other languages. Due to the demographics in Novato and our partners there, we expect to serve some Novato residents. While we will not turn anyone away based on where they live, we expect the number of clients from other areas in the county to be negligible.

MCM recently provided system navigation and light case management when distributing COVID relief funds and rental assistance. This work successfully housed unhoused residents, as well as prevented many others from losing housing. It also contributed to self-sufficiency by connecting applicants to programs that provide food, utilities, health care, legal assistance, and employment assistance. We

expect to see even stronger results with this project since it will be longer lasting.

**Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)**

Multicultural Center of Marin pivoted its services to respond to the pandemic on many levels:

- The MCM office limits the number of people present at one time and maintains strict COVID prevention procedures.
- Large community meetings were moved to online platforms, requiring significant work with community members to ensure they could access and meaningfully participate. Interpretation and other technological aspects were addressed.
- Individual and small group services are/were provided by phone, text and other methods until safe in person services are/were possible.
- Food distribution increased 300%, as well as adding home delivery and provision of prepared meals for about one year, as well as implementing updated safety protocols.
- Collaboration with Marin County Public Health to:
  - o provide funds for individuals to quarantine when needed;
  - o ensure key COVID messaging and resources get to Latino, Vietnamese and other communities; and
  - o develop emergency response plans and networks to address the needs of under-resourced communities.
- Distributed almost one million dollars from foundations to primarily Latino residents for basic needs during the pandemic.
- Adjusting events such as Christmas in the Canal and Dia de los Muertos to ensure the safety of participants, such as holding events outside.
- Development of an outreach program for unhoused residents that provides food, clothes, supplies, and case management/system navigation to access other resources with the goal of stable housing and self-sufficiency.

MCM continues to make all efforts to ensure the communities we serve are safe and have the resources they need. The inequities and needs highlighted by the pandemic have informed our work moving forward. In 2021, MCM developed a 3-5 year strategic plan that incorporates the challenges and opportunities presented by the pandemic in service of MCM's long term vision of an equitable Marin County.

CDBG funds will be instrumental in getting this system navigation service started. MCM has a strong record in fund development, and the pandemic has increased interest in equity and access to services. Once this service has started, MCM will integrate it into our core services, making continued funding very likely.

**For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

Basic Health Services

Children, Youth and Parent Services

Food Security

Housing Support Services

**For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)**

In addition to providing an array of programs, Multicultural Center of Marin provides an essential bridge between underserved communities and County and community-based services. Due to MCM's trusting relationship with the community, MCM has been called upon by County agencies to conduct community meetings to share County resources and gather community feedback. MCM has partnered with Marin County Office of Education, Health and Human Services, Probation, and other agencies to

provide culturally competent staff and services within County programs.

Providing system navigation in a safe and accessible setting contributes to all of the CDBG community priorities by ensuring more equitable access to the services. MCM has strong connections with a wide array of the most needed services. In addition to effectively connecting people to basic health services, child and family services, food programs, and housing services, MCM will use this project to leverage additional funds to address specific client barriers – such as transportation costs, medical care copays, and rental assistance.

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

Activities benefiting low and moderate-income persons. (LMI)

### **How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

Multicultural Center of Marin is dedicated to increasing equity in all aspects of life in Marin County. Some of the ways we contribute towards this goal include:

- Culture: Through arts and cultural programs, such as Dia de los Muertos, we encourage the sharing and celebration of the diverse cultures in Marin.
- Representation: MCM ensures that the people affected by planning and decision-making processes are included in a meaningful way. We conduct community forums in collaboration with County agencies, funding agencies, and others to provide a safe, culturally/linguistically appropriate setting for engagement. We also conduct monthly Canal Community Resilience Council meetings to provide information and skills to community member for civic participation, as well as bring in representatives regarding housing, schools, and other systems and services to share community concerns, solutions, and feedback.
- Self-sufficiency: MCM shares skills and resources with communities to increase their ability to get their needs met. When providing mentoring, case management or other services, staff teach life skills to increase people's self-determination. For a number of years MCM conducted an outdoor market, a venue for entrepreneurs to build their own businesses. Many staff are hired from the community, provided an opportunity to develop their skills, and then pursue careers in County agencies and elsewhere. All MCM programs are designed with self-empowerment/self-determination as a central goal.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

### **Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)**

While MCM has historically served primarily the Latino community, we have always been open to low-income residents of any background, and our participant base is expanding. We have a strong network of partners throughout the County including Marin Coast Miwoks, a group of Latin American indigenous residents, Vietnamese and Asian associations, and Mental Health Advocates Network. We will inform these agencies and others about our system navigation services.

MCM currently conducts extensive COVID outreach to Spanish speaking, Vietnamese speaking, and other populations that cannot read common local information materials. We do this by providing social media posts in multiple languages and visually, as well as through flyers and in person at our food distribution and other programs. MCM also hosts weekly radio shows in Spanish and Vietnamese and a show in English by and for teens and young adults. These programs provide accessible information that listeners can relate to. All of these venues will be used to promote the system navigation services.

**Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document.)**

|                             | <b>Number</b> |
|-----------------------------|---------------|
| <b>Moderate Income</b>      | 0             |
| <b>Low Income</b>           | 130           |
| <b>Very Low Income</b>      | 390           |
| <b>Extremely Low Income</b> | 780           |

#### **Total Number of Persons by Income Demographic**

1300

**How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers (Please limit to 3000 characters.)**

All individuals accessing system navigation/case management services will complete a short intake form that will include information that will indicate if they have a "presumed eligible" status. If they do not have such status, they will be required to submit proof of income.

**Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.**

|                                                  | <b>Total Number of Persons</b> | <b>Number Identifying as Hispanic</b> |
|--------------------------------------------------|--------------------------------|---------------------------------------|
| <b>American Indian or Alaskan Native</b>         | 10                             |                                       |
| <b>Asian</b>                                     | 80                             |                                       |
| <b>Black or African American</b>                 | 10                             |                                       |
| <b>Native Hawaiian or Other Pacific Islander</b> | 10                             |                                       |
| <b>White</b>                                     | 1050                           | 1000                                  |
| <b>American Indian and White</b>                 | 5                              |                                       |
| <b>Asian and White</b>                           | 20                             |                                       |
| <b>Black and White</b>                           | 10                             |                                       |
| <b>American Indian and Black</b>                 | 5                              |                                       |
| <b>Multi-Racial</b>                              | 100                            | 50                                    |

#### **Total Number of Persons**

1300

#### **Total Number Identifying as Hispanic**

1050

**Female-Headed Households (out of above total)**

300

**Persons with Disabilities (out of above total)**

100

## PROJECT MANAGEMENT & FINANCIAL DATA

**If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)**

MCM (formerly Canal Welcome Center) received CDBG funds in 2018-19 as fiscal sponsor of Shore Up Marin. We completed all activities in a timely manner, including emergency preparedness outreach and training in multiple languages, and establishing emergency preparedness block captains in the Canal.

**If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

Not applicable.

**Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)**

MCM has successfully administered CDBG funds in the past.

**Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

Douglas Mundo is founder and Executive Director of MCM. Over 20 years of leadership, Douglas has managed many MCM programs and grants. MCM has an excellent track record with implementing short and long-term programs. Cesar Lagleva, Director of Programs, will directly supervise the CDBG position. He provides staff development and, as an LCSW, has extensive expertise in system navigation and case management. They are supported by staff and contractors who manage the fiscal, human resources and administrative aspects of MCM.

**Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)**

There are no leadership transitions expected.

**For Housing and Capital (construction and renovation) projects, what is your 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)**

**Describe any flexibility regarding your projects start/completion date. (Limit to 3000 characters.)**

MCM will be prepared to begin hiring for the new position upon announcement of funding recommendations. This should enable the position to be filled in a timely manner to align with the actual start date of the award.

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

### Attach Project Budget



MCM Public Service Project Budget.xlsx

### Attach Organization Budget



MCM 21-22 Original Budget 012122.pdf

### Attach Dynamic Flood Map



MCM flood map.pdf

### Signer Name

Douglas Mundo

### Signer Title

Executive Director

### Signer Affirmation

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

**Public Services Project Budget Template**

**Organization Name:** Multicultural Center of Marin

**Project Title:** Equity in Access for Self-Sufficiency

**Date:** 1.21.22

| INCOME:                             | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Income |
|-------------------------------------|------------------------|-----------------------|---------|-------------------------------|
| <b><u>Committed</u></b>             |                        |                       |         |                               |
| <b>Foundations:</b>                 |                        |                       |         |                               |
| (Add rows)                          |                        |                       |         |                               |
| <b>Government:</b>                  |                        |                       |         |                               |
| (Add rows)                          |                        |                       |         |                               |
| <b>Corporations:</b>                |                        |                       |         |                               |
| (Add rows)                          |                        |                       |         |                               |
| <b>Individual Contributions:</b>    |                        |                       |         |                               |
| (list total):                       |                        |                       |         |                               |
| <b>Earned Income:</b>               |                        |                       |         |                               |
| (Add rows)                          |                        |                       |         |                               |
| <b>Other (specify):</b>             |                        |                       |         |                               |
| <b>MCM In-Kind</b>                  |                        |                       |         |                               |
| (Add rows)                          |                        |                       |         |                               |
| <b>Subtotal, Committed Income</b>   | \$ -                   | \$ -                  | \$ -    | \$ -                          |
| <b><u>Uncommitted</u></b>           |                        |                       |         |                               |
| <b>Federal Grants Request</b>       | \$65,000               |                       |         |                               |
| <b>Other Foundations:</b>           |                        |                       |         |                               |
| (Add rows)                          |                        |                       |         |                               |
| <b>Government:</b>                  |                        |                       |         |                               |
| (Add rows)                          |                        |                       |         |                               |
| <b>Corporations:</b>                |                        |                       |         |                               |
| (Add rows)                          |                        |                       |         |                               |
| <b>Individual Contributions:</b>    |                        |                       |         |                               |
| (Add rows)                          |                        |                       |         |                               |
| <b>Other (specify):</b>             |                        |                       |         |                               |
| (Add rows)                          |                        |                       |         |                               |
| <b>Subtotal, Uncommitted Income</b> | \$ 65,000.00           | \$ -                  | \$ -    | \$ 65,000.00                  |
| <b>Other:</b>                       |                        |                       |         |                               |
| <b>Earned Income:</b>               |                        |                       |         |                               |
| (Add rows)                          |                        |                       |         |                               |
| <b>Subtotal, Earned Income</b>      | \$ -                   | \$ -                  | \$ -    | \$ -                          |
| <b>Grand Total Income</b>           | \$ 65,000.00           | \$ -                  | \$ -    | \$ 65,000.00                  |

| EXPENSES (Add rows to list other expenses)                  | Federal Grants Request | Other Funding Sources | In Kind             | Total Proposed Project Expenses |
|-------------------------------------------------------------|------------------------|-----------------------|---------------------|---------------------------------|
| <b>Personnel Expenses</b>                                   |                        |                       |                     |                                 |
| Executive Director<br>(% FTE: 5)                            |                        |                       | \$ 4,000.00         |                                 |
| Director of Programs<br>(% FTE: 5)                          |                        |                       | \$ 5,000.00         |                                 |
| System Navigator (% FTE: 100)                               | \$50,000               |                       |                     |                                 |
| Benefits (@ 28%)                                            | \$14,000               |                       | \$ 2,520.00         |                                 |
| <b><i>Subtotal Salaries and Benefits</i></b>                | <b>\$ 64,000.00</b>    | <b>\$ -</b>           | <b>\$ 11,520.00</b> | <b>\$ 75,520.00</b>             |
| <b>Contracted Services</b>                                  |                        |                       |                     |                                 |
| Accountant                                                  |                        |                       | \$2,500             |                                 |
| Interpreter (as needed)                                     | \$1,000                |                       |                     |                                 |
| (Add rows)                                                  |                        |                       |                     |                                 |
| <b><i>Subtotal Contracted Services</i></b>                  | <b>\$ 1,000.00</b>     | <b>\$ -</b>           | <b>\$ 2,500.00</b>  | <b>\$ 3,500.00</b>              |
| <b>Direct Project Related Expenses</b>                      |                        |                       |                     |                                 |
| Rent                                                        |                        |                       | \$ 2,400.00         |                                 |
| Utilities                                                   |                        |                       | \$ 600.00           |                                 |
| Supplies                                                    |                        |                       | \$ 200.00           |                                 |
| Equipment                                                   |                        |                       | \$ 1,000.00         |                                 |
| Travel                                                      |                        |                       |                     |                                 |
| Professional Development                                    |                        |                       |                     |                                 |
| Marketing                                                   |                        |                       |                     |                                 |
| (Add rows)                                                  |                        |                       |                     |                                 |
| <b><i>Subtotal, Direct Project Related Expenses</i></b>     | <b>\$ -</b>            | <b>\$ -</b>           | <b>\$ 4,200.00</b>  | <b>\$ 4,200.00</b>              |
| <i>Indirect Expense (specify % in column A below)</i>       |                        |                       |                     |                                 |
|                                                             |                        |                       |                     | \$ -                            |
| <i>Fiscal Sponsorship Fee (specify % in column A below)</i> |                        |                       |                     |                                 |
|                                                             |                        |                       |                     | \$ -                            |
| <b><i>Grand Total All Expenses</i></b>                      | <b>\$ 65,000.00</b>    | <b>\$ -</b>           | <b>\$ 18,220.00</b> | <b>\$ 83,220.00</b>             |

**Multicultural Center of Marin  
Profit & Loss Budget Overview**  
July 2021 through June 2022

**Multicultural Center of Marin FY2021-22 Budget**

**Jul '21 - Jun 22**

**Ordinary Income/Expense**

**Income**

|                                     |                     |
|-------------------------------------|---------------------|
| <b>Revenue Released-Restriction</b> | 23,000.00           |
| <b>Development Income</b>           |                     |
| <b>Collaboration Grants</b>         | 259,315.00          |
| <b>Corporate Contributions</b>      | 13,000.00           |
| <b>Individual Contributions</b>     | 47,500.00           |
| <b>Foundation Grants</b>            | 441,000.00          |
| <b>Government Grants</b>            | 1,655,707.00        |
| <b>Total Development Income</b>     | 2,416,522.00        |
| <b>Other Earned Income</b>          | 85,118.00           |
| <b>Total Income</b>                 | <b>2,524,640.00</b> |
| <b>Gross Profit</b>                 | <b>2,524,640.00</b> |

**Expense**

**Program Expenses**

|                                           |                  |
|-------------------------------------------|------------------|
| <b>Advertising &amp; Promotions</b>       | 2,700.00         |
| <b>Communications &amp; Site Expenses</b> | 2,980.00         |
| <b>Consultants</b>                        | 233,550.00       |
| <b>Dues &amp; Subscriptions</b>           | 2,845.00         |
| <b>Equip Rental and Maintenance</b>       | 1,200.00         |
| <b>Event Expenses</b>                     |                  |
| <b>Food/Meals Expense</b>                 | 7,190.00         |
| <b>Gift Cards Expense</b>                 | 1,800.00         |
| <b>Childcare Expense</b>                  | 2,040.00         |
| <b>Event Expenses - Other</b>             | 5,750.00         |
| <b>Total Event Expenses</b>               | <b>16,780.00</b> |

**Facilities Rent**

|                                |                   |
|--------------------------------|-------------------|
| <b>Add'l Rental Space</b>      | 17,740.80         |
| <b>Facilities Rent - Other</b> | <b>123,820.00</b> |
| <b>Total Facilities Rent</b>   | <b>141,560.80</b> |

**Insurance Expense**

|                          |          |
|--------------------------|----------|
| <b>Insurance Expense</b> | 2,700.00 |
|--------------------------|----------|

**Payroll Expenses**

|                               |                     |
|-------------------------------|---------------------|
| <b>Wages &amp; Salaries</b>   | 1,317,174.62        |
| <b>Health Benefit</b>         | 158,042.12          |
| <b>Payroll Taxes</b>          | 128,618.80          |
| <b>Payroll Service Fees</b>   | 3,261.00            |
| <b>Total Payroll Expenses</b> | <b>1,607,096.54</b> |

**Program Entertainment**

|                              |          |
|------------------------------|----------|
| <b>Program Entertainment</b> | 5,490.00 |
|------------------------------|----------|

**Prog Website Expenses**

|                              |          |
|------------------------------|----------|
| <b>Prog Website Expenses</b> | 2,050.00 |
|------------------------------|----------|

**Reimbursable Expenses**

|                                      |                  |
|--------------------------------------|------------------|
| <b>Cell Reimb</b>                    | 6,100.00         |
| <b>Meals/Food for Students</b>       | 7,960.00         |
| <b>Mileage</b>                       | 17,280.00        |
| <b>Staff/Student Activities</b>      | 1,000.00         |
| <b>Reimbursable Expenses - Other</b> | 2,300.00         |
| <b>Total Reimbursable Expenses</b>   | <b>34,640.00</b> |

**Multicultural Center of Marin  
Profit & Loss Budget Overview**

July 2021 through June 2022

**Multicultural Center of Marin FY2021-22 Budget**

|                                               | <b>Jul '21 - Jun 22</b> |
|-----------------------------------------------|-------------------------|
| <b>Social Group Outings</b>                   | 12,150.00               |
| <b>Staff Training</b>                         | 5,750.00                |
| <b>Stipend</b>                                | 39,750.00               |
| <b>Supplies</b>                               | 46,734.00               |
| <b>Transportation Expenses</b>                | 2,650.00                |
| <b>Utilities</b>                              | 8,340.00                |
| <b>Workers Compensation</b>                   | 5,390.00                |
| <b>OH-Accounting Fees</b>                     | 19,843.00               |
| <b>OH-Equipment Rental</b>                    | 2,058.00                |
| <b>OH-Ins-Liability, D and O</b>              | 7,056.00                |
| <b>OH-Office Rent</b>                         | 26,282.00               |
| <b>OH-Office Supplies</b>                     | 6,180.00                |
| <b>OH-Printing and Copying</b>                | 1,742.00                |
| <b>OH-Utilities</b>                           | 3,522.00                |
| <b>Total Program Expenses</b>                 | 2,241,039.34            |
| <b>Development</b>                            |                         |
| <b>    Consultants</b>                        | 54,000.00               |
| <b>    Marketing &amp; Communications</b>     | 1,800.00                |
| <b>    Meals &amp; Entertainment</b>          | 1,200.00                |
| <b>    Payroll Expenses</b>                   |                         |
| <b>        Wages &amp; Salaries</b>           | 53,350.00               |
| <b>        Payroll Taxes</b>                  | 5,335.00                |
| <b>        Health Benefit</b>                 | 4,744.94                |
| <b>        Payroll Service Fees</b>           | 415.00                  |
| <b>    Total Payroll Expenses</b>             | 63,844.94               |
| <b>    Supplies</b>                           | 1,200.00                |
| <b>    Website Expenses</b>                   | 500.00                  |
| <b>Total Development</b>                      | 122,544.94              |
| <b>Admin</b>                                  |                         |
| <b>    Accounting Fees</b>                    | 4,764.00                |
| <b>    Auto Expenses</b>                      | 120.00                  |
| <b>    Bank Service Fee</b>                   | 650.00                  |
| <b>    Contract Services</b>                  | 35,380.00               |
| <b>    Equipment Rental &amp; Maintenance</b> | 542.00                  |
| <b>    Insurance - Liability, D and O</b>     | 882.00                  |
| <b>    Occupancy</b>                          |                         |
| <b>        office Rent</b>                    | 6,570.17                |
| <b>        Storage Rental</b>                 | 3,000.00                |
| <b>        Utilities-Telecommunications</b>   | 980.00                  |
| <b>Total Occupancy</b>                        | 10,550.17               |
| <b>Office Supplies</b>                        | 824.00                  |
| <b>Payroll Expenses</b>                       |                         |
| <b>    Wages &amp; Salaries</b>               | 45,700.00               |
| <b>    Health Benefit</b>                     | 3,848.78                |
| <b>    Payroll Taxes</b>                      | 4,570.00                |
| <b>    Payroll Service Fees</b>               | 415.00                  |

**Multicultural Center of Marin  
Profit & Loss Budget Overview**  
July 2021 through June 2022

**Multicultural Center of Marin FY2021-22 Budget**

|                                | <u>Jul '21 - Jun 22</u> |
|--------------------------------|-------------------------|
| Workers Comp                   | 510.00                  |
| Total Payroll Expenses         | 55,043.78               |
| Postage, Mailing Service       | 500.00                  |
| Printing and Copying           | 458.00                  |
| Staffing & Services            | 100.00                  |
| Staff Training                 | 500.00                  |
| Supplies                       | 1,500.00                |
| Taxes                          | 50.00                   |
| Transportation Expenses        | 500.00                  |
| <b>Total Admin</b>             | <b>112,363.95</b>       |
| <b>Contract Services</b>       |                         |
| Legal Fees                     | 1,500.00                |
| <b>Total Contract Services</b> | <b>1,500.00</b>         |
| <b>Total Expense</b>           | <b>2,477,448.23</b>     |
| <b>Net Ordinary Income</b>     | <b>47,191.77</b>        |
| <b>Net Income</b>              | <b>47,191.77</b>        |

# National Flood Hazard Layer FIRMette



122°31'42"W 37°58'37"N



## Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

### SPECIAL FLOOD HAZARD AREAS

|  |                                                      |
|--|------------------------------------------------------|
|  | Without Base Flood Elevation (BFE)<br>Zone A, V, A99 |
|  | With BFE or Depth Zone AE, AO, AH, VE, AR            |
|  | Regulatory Floodway                                  |

0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X

Future Conditions 1% Annual Chance Flood Hazard Zone X

Area with Reduced Flood Risk due to Levee. See Notes. Zone X

Area with Flood Risk due to Levee Zone D

### OTHER AREAS OF FLOOD HAZARD

NO SCREEN Area of Minimal Flood Hazard Zone X

Effective LOMRs

Area of Undetermined Flood Hazard Zone D

### OTHER AREAS

- - - Channel, Culvert, or Storm Sewer

::::: Levee, Dike, or Floodwall

20.2 Cross Sections with 1% Annual Chance

17.5 Water Surface Elevation

8 - - - Coastal Transect

~~~~ 513 ~~~~ Base Flood Elevation Line (BFE)

Limit of Study

Jurisdiction Boundary

- - - - - Coastal Transect Baseline

- - - Profile Baseline

- - - Hydrographic Feature

OTHER FEATURES

Digital Data Available

No Digital Data Available

Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/11/2022 at 5:32 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

**Housing and Federal Grants Division
2021/2022 COMMUNITY DEVELOPMENT
BLOCK GRANT AND HOME PROGRAM
APPLICATION FOR FUNDING**

Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

Vivalon

Mailing Address

930 Tamalpais Ave.
San Rafael, California, 94901

Website

www.Vivalon.org

Organization DUNS#

030969356

Executive Director/CEO

Anne Grey

Email Address

agrey@vivalon.org

Phone Number

(415) 456-9062

Project General Information

Program/Project Name

Nourish by Vivalon

Program/Project Site Address

930 Tamalpais Avenue, San Rafael, CA 94901
San Rafael, California, 94901

CDBG Year 1 Funding Amount Requested

65000

CDBG Year 2 Funding Amount Requested

65000

Application Contact Person

Bill Cullison

Title of Contact Person

Development Operations Director

Email Address

bcullison@Vivalon.org

Phone Number

(415) 608-1879

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

| | % of Services Provided |
|--------------|-------------------------------|
| Novato | 32 |
| San Rafael | 36 |
| County Other | 32 |

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

Whistlestop, now known as Vivalon, was formed in 1954 as the Marin Senior Coordinating Council to meet the growing needs of Marin County's older adults and people living with disabilities. Vivalon is a 501(c)(3) organization whose mission is to promote independence, wellbeing, and quality of life for older adults and people living with disabilities. For a population that often suffers from isolation, food insecurity, and financial constraints, our main objectives are to provide transportation, nourishment, education, support, and social connection through a comprehensive, integrated program of healthy aging services and activities, including, specialized transportation, home-delivered meals, Lifelong Learning and Healthy Aging Classes, and other means of social connection. We believe that the power of human connection is essential to qualify of life, and that healthy aging is a community responsibility. Today, Vivalon is the largest nonprofit serving older adults in Marin County, and our services provide a critical lifeline to isolated, underserved, low-income individuals who would otherwise have few options for safety net support.

From July 2020 to June 2021 (FY21), Vivalon has served 226,765 meals, provided 56,351 rides, and held 711 classes and events – serving a total of 31,191 people. Vivalon's programs include:

- Nourish by Vivalon: Up to seven nutritious meals delivered to the homes of individuals living with disabilities or chronic health conditions;

- Vivalon Meals on Wheels: Fresh, chilled meals delivered up to three times a week to homebound adults over age 60;
- Brown Bag Pantry by Vivalon: Free produce, meats and staple food items provided weekly from the SF-Marin Food Bank. (Due to the COVID-19 pandemic, we are handing out pre-packaged bags of food at curbside);
- Jackson Café: Affordable, delicious meals served on weekdays for the public (to-go meals available during COVID-19 closures);
- CarePool by Vivalon: Free rides to and from grocery stores, social opportunities, and medical and vaccine appointments by our volunteers for Marin residents over age 65;
- Medical Rides by Vivalon: Non-Emergency Medical Transportation (NEMT) to and from Medi-CAL or Medicaid-covered appointments within Marin County;
- Vitality@Vivalon: A free, eight-week program featuring interactive group sessions to give participants a baseline assessment of their current health and to provide information, tools, and support to promote healthy aging and improve overall health;
- Tech4Health: Free, personalized technology training in partnership with students at Dominican University to help older adults discover how to use technology;
- Healthy Aging Center: More than 700 free classes, social groups, and activities to help older adults live a vibrant, healthy life. Most are offered virtually during the COVID-19 pandemic;

Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

Nourish by Vivalon was established in 2013 to provide nutritious, ready-made meals to homebound older adults and people living with life-threatening or chronic conditions in Marin County. Each week, Vivalon's volunteer and paid drivers deliver up to seven nutritious meals to the doorsteps of the 198 individuals who now rely on this program for their daily nutrition. In FY21, Nourish served 48% more clients compared to FY20 due to the COVID-19.

More than 15,000 of Marin's older adults live below the Marin Elder Economic Security Index, and 7.4% of residents were considered food insecure before the pandemic. That number increased to more than 12% by the end of 2020. Ninety-three percent of the older adults who rely on Nourish by Vivalon for daily nutrition are classified as low-income, defined as having an annual income of \$25,500 or less. By providing low-income, food-insecure older adults with access to nutritious foods, Nourish by Vivalon helps alleviate hunger, which decreases the risk of developing chronic health conditions such as diabetes and high blood pressure. While many millions of older adults qualify for monthly grocery assistance through SNAP (Supplemental Nutrition Assistance Program) only 48% receive SNAP benefits. Nourish helps to fill that gap with its free, home-delivered meals. Many of the Nourish clients who are classified as low-income also struggle with social isolation, lack of affordable housing, and rising medical costs. By eliminating the need for clients to purchase much of their own food, Nourish enables them to use their limited income to pay for essential needs such as medication, rent and utilities.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

The COVID-19 pandemic has disproportionately impacted the older adults and people living with disabilities and life-threatening illnesses who rely on Vivalon for daily nutrition, transportation, and social connection. After the shelter-in-place order was implemented in March 2020, many of our clients found themselves isolated and unable to shop for food or prepare meals on their own. Since then, demand for Vivalon's nutrition programs – including Meals on Wheels by Vivalon and Nourish by Vivalon – has grown by 43%. Vivalon Jackson Café was transformed from a popular dining room to a curbside pickup and delivery service for fresh, chef-prepared, meals to go. We have also hosted 711 virtual classes serving nearly 6,000 participants. All classes continue to be offered for free during the pandemic on Zoom and by phone. CarePool by Vivalon which provides clients with free rides to and

from medical appointments and grocery stores. The pandemic has reduced rides as day centers and in-person activities closed. However, CarePool by Vivalon continued to provide safe rides to medical appointments and grocery stores as well as delivering food and essentials to those sheltering in place. Between July 2020 and February 2021, CarePool by Vivalon provided older adults with 2,017 free rides and made 2,647 deliveries of groceries and other essentials to homebound older adults and people living with disabilities and illnesses. Vivalon has been particularly successful in responding to the pandemic by developing new programs and initiatives for call center services (intake, vaccine appointment scheduling and rides, information outreach/check-ins), meal production and delivery, grocery delivery, delivery of PPE and other supplies, and transportation (medical, grocery, other). The Vivalon Healthy Aging Center was established in 1971 and has long served as a vital hub for social connection. Most recently, in response to the highly contagious Omicron variant, we opted to close the Healthy Aging Center to the public for the month of January 2022. During that time, however, Vivalon has continued to provide home-delivered meals to the clients who rely on them for daily nutrition, and we were able to distributed more than 1,500 free at-home COVID test kits to home-delivered meal clients and curbside at the Healthy Aging Center to adults over age 60 who needed them.

For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

Food Security

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

Nourish by Vivalon was established in 2013 to provide nutritious, ready-made meals to homebound older adults and people living with life-threatening or chronic conditions in Marin County. Each week, Vivalon's volunteer and paid drivers deliver up to seven nutritious meals to the doorsteps of the 206 individuals who now rely on this program for their daily nutrition. In FY21, Nourish served 48% more clients compared to FY20 due to the COVID-19.

More than 15,000 of Marin's older adults live below the Marin Elder Economic Security Index, and 7.4% of residents were considered food insecure before the pandemic. That number increased to more than 12% by the end of 2020. Ninety-three percent of the older adults who rely on Nourish by Vivalon for daily nutrition are classified as low-income, defined as having an annual income of \$25,500 or less. By providing low-income, food-insecure older adults with access to nutritious foods, Nourish by Vivalon helps alleviate hunger, which decreases the risk of developing chronic health conditions such as diabetes and high blood pressure. While many millions of older adults qualify for monthly grocery assistance through SNAP (Supplemental Nutrition Assistance Program) only 48% receive SNAP benefits. Nourish helps to fill that gap with its free, home-delivered meals. Many of the Nourish clients who are classified as low-income also struggle with social isolation, lack of affordable housing, and rising medical costs. By eliminating the need for clients to purchase much of their own food, Nourish enables them to use their limited income to pay for essential needs such as medication, rent and utilities.

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

Activities benefiting low and moderate-income persons. (LMI)

Activities which aid in the prevention or elimination of slums or blight

How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

Nourish by Vivalon fosters inclusive communities by virtue of its availability to residents of any age, ethnicity, disability, gender, gender expression, religion, nation of origin, marital status, sexual orientation, or military status in Marin County. Among the 198 clients currently enrolled in the program, 100% are low to extremely low-income, and demographics include Black/African American, Asian, Native Hawaiian or Other Pacific Islander, Hispanic, Multi-Racial, and White individuals – all of whom

are living with life-threatening or chronic illnesses. Vivalon has been proactive in reaching potential new Nourish clients from underserved communities. For example, Marin City is a racially and ethnically concentrated area where the median household income is \$45,841, considerably below the median annual income of \$65,712 across the U.S. African American/Black and Hispanic residents constitute over 36% of the population of Marin City and the poverty rate is nearly 17%. In spring 2021, Vivalon met with prominent community leaders in Marin City to create a coordinated plan to address food insecurity in this underserved community of Marin County.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

Vivalon by Nourish is advertised on the Vivalon website, and the County of Marin also refers clients to Nourish who do not qualify for Meals on Wheels. Vivalon is committed to reaching underserved communities by proactively building relationships and partnerships with organizations in underserved communities to expand knowledge and trust in our programs.

At the start of 2021, we presented the Nourish program to several healthcare leaders of Marin Community Clinics (MCC), a local healthcare provider serving all members of the community regardless of insurance status. Many MCC patients are low income and identify as Hispanic/Latinx. Based on their input, Vivalon improved marketing materials to be more easily understood and relevant to their patients, including versions translated into Spanish.

Between April and June 2021, we presented our programs – including Nourish – to prominent members of the Marin City community (a community made up primarily of Black/African American residents). The members we presented to included Royce McLemore, Founder and Executive Director of Women Help All People who introduced us to the Ministerial Alliance of Marin City, the Resident Coordinator for Marin Housing Agency (including Golden Gate Village in Marin City), and the leaders of Marin City Community Services District. We emphasized our commitment to serving their community for the long term, sought referrals, and acted quickly on those to sign up individuals who were in need. We continue to build on these existing partnerships and develop new relationships to promote the Nourish program throughout Marin to reach all communities as equitably as possible.

Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document.)

| | Number |
|----------------------|--------|
| Moderate Income | 0 |
| Low Income | 93 |
| Very Low Income | 3 |
| Extremely Low Income | 4 |

Total Number of Persons by Income Demographic

100

How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers (Please limit to 3000 characters.)

Nourish by Vivalon served primarily elderly adults and adults with serious disabilities so this question does not require us to describe how we verify client income.

Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.

| | Total Number of Persons | Number Identifying as Hispanic |
|---|-------------------------|--------------------------------|
| American Indian or Alaskan Native | 0 | |
| Asian | 5 | |
| Black or African American | 10 | |
| Native Hawaiian or Other Pacific Islander | 1 | |
| White | 169 | |
| American Indian and White | | |
| Asian and White | | |
| Black and White | | |
| American Indian and Black | | |
| Multi-Racial | 13 | 10 |

Total Number of Persons

198

Total Number Identifying as Hispanic

10

Female-Headed Households (out of above total)

124

Persons with Disabilities (out of above total)

198

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

N/A

If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

N/A

Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)

Vivalon has administered the Marin County Meals on Wheels program since 1992, delivering nutritious meals to the homes of adults over age 60. The County screens for qualified clients, and then Vivalon schedules delivery route and delivers nutritious, ready-made meals to the homes of clients. In FY2021, Vivalon delivered 31,777 meals to clients, and so far in FY2022 (between July and December 2021) we delivered 46,162 meals to 613 Meals on Wheels clients.

Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

Nourish by Vivalon is supervised by Program Manager Erika Vaughn who has overseen all aspects of the program since 2013. Ms. Vaughn schedules weekly delivery routes for Vivalon's volunteer drivers, storage and packing of all meals for home delivery, and works closely with Vivalon Chief Operations Officer Nancy Geisse to measure success and evaluate results of regular surveys distributed to Nourish clients. Ms. Vaughn also manages Vivalon Caring Connections, the Vivalon Congregate Meal Program, and Meals on Wheels Loves Pets which delivers pet food to the homes of Meals on Wheels clients.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

January 2021: Hired Anne Grey as Executive Director and Chief Executive Officer

December 2021: Hired Stephanie McNally as Director of Healthy Aging

For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)

N/A

For HOME projects: Please describe how you will need the 25% funding match requirement? (Please limit to 3000 characters.)

N/A

For HOME projects: Describe your project's ability to pencil out with HOME Low Rents. (Limit to 3000 characters.)

N/A

For Housing and Capital (construction and renovation) projects, what is your 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)

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget



Nourish_by_Vivalon_Budget-CBDG01242022....

Attach Organization Budget



Vivalon FY21-22 Operating Budget.pdf

Signer Name

Bill Cullison

Signer Title

Development Operations Director

Signer Affirmation

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Public Services Project Budget Template

Organization Name: Vivalon

Project Title: Nourish by Vivalon

Date:

| INCOME: | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Income |
|--|------------------------|-----------------------|---------|-------------------------------|
| <u>Committed</u> | | | | |
| Foundations: | | | | |
| George H. Sandy Foundation | | \$ 20,000.00 | | |
| (Add rows) | | | | |
| Government: | | | | |
| (Add rows) | | | | |
| Corporations: | | | | |
| Wells Fargo Foundation | | \$ 15,000.00 | | |
| WestAmericia | | \$ 2,500.00 | | |
| (Add rows) | | | | |
| Individual Contributions: | | \$ 25,000.00 | | |
| (list total): | | | | |
| Earned Income: | | | | |
| (Add rows) | | | | |
| Other (specify): | | | | |
| (Add rows) | | | | |
| Subtotal, Committed Income | \$ 62,500.00 | \$ - | | \$ 62,500.00 |
| <u>Uncommitted</u> | | | | |
| Federal Grants Request | \$ 65,000.00 | | | |
| Other Foundations: | | | | |
| RAAB Foundation | | \$ 25,000.00 | | |
| Alpha Gamma Delta | | \$ 10,000.00 | | |
| (Add rows to list other Foundations) | | | | |
| Government: | | | | |
| (Add rows to list other Government agencies) | | | | |
| Corporations: | | | | |
| (Add rows to list other corporations) | | | | |
| Individual Contributions: | | | | |
| (Add rows to list other contributions) | | | | |
| Other (specify): | | | | |
| (Add rows to list others) | | | | |

| | | | | | | | |
|--|---------------------|------|---------------------|------|-------------|------|----------------------|
| <i>Subtotal, Uncommitted Income</i> | \$ 65,000.00 | | \$ 35,000.00 | | \$ - | | \$ 100,000.00 |
| <i>Other:</i> | | | | | | | |
| Earned Income: | | | | | | | |
| | | | | | | | |
| (Add rows) | | | | | | | |
| <i>Subtotal, Earned Income</i> | | \$ - | | \$ - | | \$ - | |
| <i>Grand Total Income</i> | \$ 65,000.00 | | \$ 97,500.00 | | \$ - | | \$ 162,500.00 |


| EXPENSES (Add rows to list other expenses) | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Expenses |
|---|------------------------|-----------------------|-------------|---------------------------------|
| Personnel Expenses | | | | |
| Wages & Taxes | \$ 24,857.00 | \$ 69,731.00 | | |
| Staff Expenses | \$ 1,208.00 | \$ 3,390.00 | | |
| Benefits | \$ 3,220.00 | \$ 9,033.00 | | |
| <i>Subtotal Salaries and Benefits</i> | \$ 29,285.00 | \$ 82,154.00 | \$ - | \$ 111,439.00 |
| Contracted Services | | | | |
| Project Consultant | \$ 3,604.00 | \$ 10,111.00 | | |
| <i>(Add rows to list other contracted expenses)</i> | | | | |
| <i>Subtotal Contracted Services</i> | \$ 3,604.00 | \$ 10,111.00 | \$ - | \$ 13,715.00 |
| Direct Project Related Expenses | | | | |
| Building | \$ 2,280.00 | \$ 6,395.00 | | |
| Food | \$ 18,330.00 | \$ 51,423.00 | | |
| Vehicles | \$ 2,139.00 | \$ 6,001.00 | | |
| Supplies | \$ 585.00 | \$ 1,640.00 | | |
| Marketing | \$ 8,777.00 | \$ 24,623.00 | | |
| <i>(Add rows to list other direct project expenses)</i> | | | | |
| <i>Subtotal, Direct Project Related Expenses</i> | \$ 32,111.00 | \$ 90,082.00 | \$ - | \$ 122,193.00 |
| Indirect Expense (specify % in column A below) | | | | |
| | | | | \$ - |
| Fiscal Sponsorship Fee (specify % in column A below) | | | | |
| | | | | \$ - |
| <i>Grand Total All Expenses</i> | \$ 65,000.00 | \$ 182,347.00 | \$ - | \$ 247,347.00 |

Operating Income Statement (excl. capital campaign)

Vivalon - FY21-22 Budget Summary

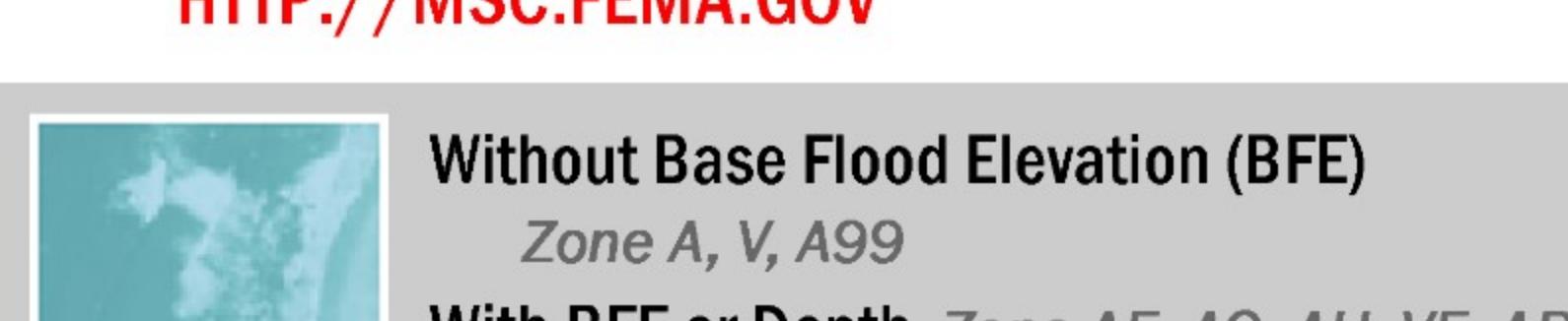
| FY21-22 Budget | |
|----------------------------------|-----------------------|
| Revenue | |
| Programmatic Investment | - |
| Fundraising Revenue | 2,170,914 |
| Transportation Services | 7,588,522 |
|
 | |
| AAC Program Services | 48,000 |
| Nutrition Services | 372,875 |
|
 | |
| Administrative Services (AAI) | 149,360 |
| Total Services Revenue | \$ 10,329,671 |
|
 | |
| Other Income | 5,400 |
| Investment Income | 63,300 |
| Total Revenue | \$ 10,398,371 |
| Expense | |
| Wages & Salaries | 6,718,644 |
| Taxes, Benefits, & Staff Expense | 1,551,259 |
| Consultants | 700,058 |
| Kitchen & Food | 219,863 |
| Insurance | 75,950 |
| Vehicle Operating Expense | 405,297 |
| Vehicle Leasing & Insurance | 679,500 |
| Occupancy | 839,970 |
| Marketing Costs | 6,400 |
| Public Education Costs | 165,465 |
| Office Expense & Other | 302,740 |
| Total Direct Expenses | \$ 11,665,144 |
| Operating Income | \$ (1,266,774) |
|
 | |
| Depreciation/Disposal Expenses | 360,000 |
| Surplus/(Deficit) | \$ (1,626,774) |

\$ -



FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT [HTTP://MSC.FEMA.GOV](http://MSC.FEMA.GOV)



Regulatory Floodway

0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X

Future Conditions 1% Annual Chance Flood Hazard Zone X

Area with Reduced Flood Risk due to Levee See Notes Zone X

Areas of Minimal Flood Hazard Zone X

Area of Undetermined Flood Hazard Zone D

Channel, Culvert or Storm Sewer

Accredited or Provisionally Accredited Levee, Dike or Floodwall

Non-accredited Levee, Dike or Floodwall

Cross Sections with 1% Annual Chance

Water Surface Elevation (BFE)

Coastal Transect

Coastal Transect Baseline

Profile Baseline

Hydrographic Feature

Base Flood Elevation Line (BFE)

Limit of Study

Jurisdiction Boundary

NOTES TO USERS

For information and questions about this map, available products associated with this FIRM including historic version of this FIRM, how to order products or the National Flood Insurance Program in general, please call the FEMA Map Information eXchange at 1-877-FEMA-MAP (1-877-336-2627) or visit the FEMA Map Service Center website at <http://msc.fema.gov>. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the website. Users may obtain the most current map update for each FIRM panel by visiting the FEMA Map Service Center website or by calling the FEMA Map Information eXchange.

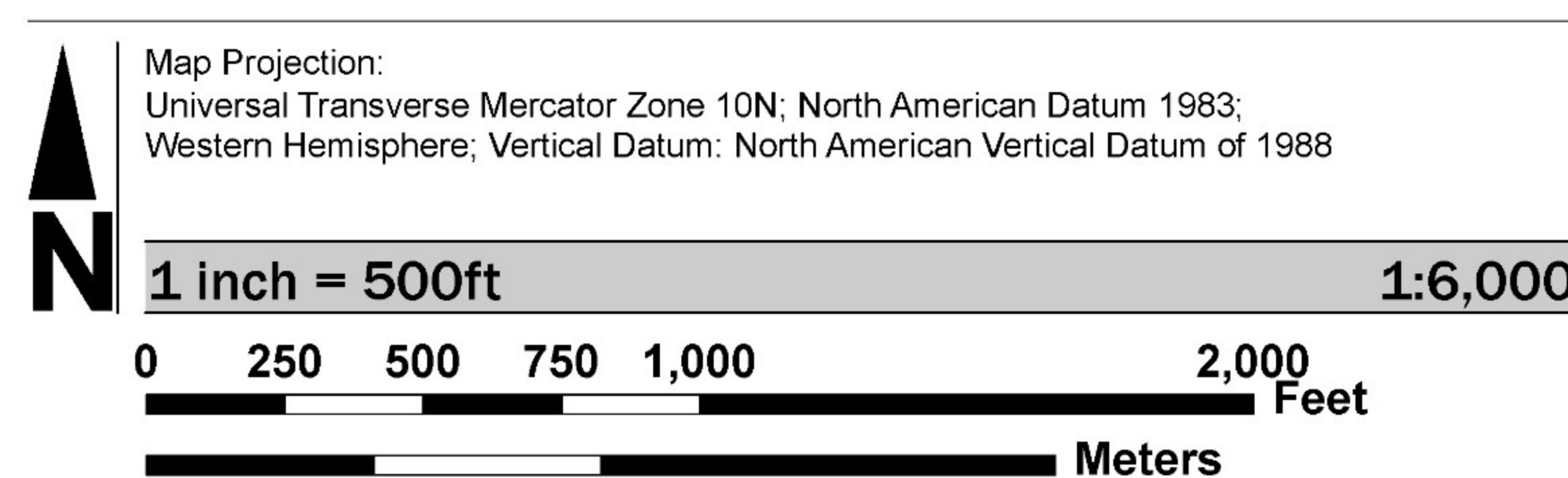
Communities annexing land on adjacent FIRM panels must obtain a current copy of the adjacent panel as well as the current FIRM Index. These may be ordered directly from the Map Service Center at the number listed above.

For community and countywide map dates refer to the Flood Insurance Study report for this jurisdiction.

To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.

Base map information shown on this FIRM was derived from Coastal California LiDAR and Digital Imagery dated 2011. USDA NAIP 2012 imagery is used in areas not covered by the Coastal California imagery.

SCALE



PANEL LOCATOR

| | | | | |
|--|--|------|------|------|
| | | 0293 | 0294 | 0313 |
| | | 0456 | 0457 | 0476 |
| | | 0458 | 0459 | 0478 |
| | | | | |

NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP

MARIN COUNTY, CALIFORNIA and Incorporated Areas
PANEL 457 OF 531



Panel Contains:
COMMUNITY NUMBER **PANEL** **SUFFIX**

MARIN COUNTY 060173 0457 E

SAN RAFAEL, CITY OF 065058 0457 E

VERSION NUMBER 2.3.2.0

MAP NUMBER 06041C0457E

MAP REVISED MARCH 16, 2016

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

Belvedere Tiburon Joint Recreation Committee

Mailing Address

600 Ned's Way
Tiburon, California, 94920

Website

www.TheRanchToday.org

Executive Director/CEO

Jessica Hotchkiss

Email Address

director@theranchtoday.org

Phone Number

(415) 435-4355

Project General Information

Program/Project Name

Scholarships for Recreation Programming

Program/Project Site Address

600 Ned's Way
Tiburon , California, 94920

CDBG Year 1 Funding Amount Requested

5000

CDBG Year 2 Funding Amount Requested

15000

Application Contact Person

Jessica Hotchkiss

Title of Contact Person

Recreation Director

Email Address

director@theranchtoday.org

Phone Number

(415) 435-4355

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

| | % of Services Provided |
|--------------|-------------------------------|
| Novato | 0 |
| San Rafael | 0 |
| County Other | 100 |

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

Belvedere Tiburon Joint Recreation Committee BTJR (The Ranch) is a JPA to Tiburon and Belvedere that provides the community with recreational programming for all ages.

Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

Since BTJR is not a tax funded department we are only able to provide scholarships to our low income community from private donations or our bottom line, which has been difficult to provide over the past two years due to the pandemic. The grant funding would allow us to provide a project that would cover 100% of program costs. These programs serve as child care for parents and healthy and social activities for seniors.

Examples of these recreation programs that can be offered to our 240 low income residents of all ages are afterschool sport and enrichment programs for 3-12 years old, youth summer camp programs and adult programs in the area of exercise, language, games and arts classes.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

As a JPA we are not a tax funded recreation department and raise all revenue for expenses from our recreational programming. The pandemic heavily effected our ability to bring in revenue during the

2021 fiscal year,. We have also not been eligible for any public assistance or small business loans from a local, state or federal level due to our JPA status.

We have applied for all type of assistance and have been denied due for everything despite being a very important outlet for our community during a pandemic.

For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

Basic Health Services

Children, Youth and Parent Services

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

Our local year round extra curricular youth activities and summer camps serve as childcare and educational opportunities for youth and parents.

Our local exercise, language, and arts programs serve as health benefits for seniors.

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

Activities benefiting low and moderate-income persons. (LMI)

How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

When Tiburon and Belvedere add more low income housing to the area the ability for low income individuals to participate in these healthy, safe and educational programs will benefit the community overall.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

Anyone is welcome to participate in our recreational programming regardless of race, gender, religion, disability, familial status, or sex.

We advertise in all of our marketing that scholarships are available for all of our programs and all financial assistance information and application is on our website year round.

Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document.)

| | Number |
|----------------------|--------|
| Moderate Income | 0 |
| Low Income | 240 |
| Very Low Income | 0 |
| Extremely Low Income | 0 |

Total Number of Persons by Income Demographic

240

How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons,

and migrant farm workers (Please limit to 3000 characters.)

We verify client income by if they live in a low income housing development, food stamp qualification, hot lunch program verification and/or tax return statements.

Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.

| | Total Number of Persons | Number Identifying as Hispanic |
|---|-------------------------|--------------------------------|
| American Indian or Alaskan Native | 0 | 0 |
| Asian | 0 | 0 |
| Black or African American | 0 | 0 |
| Native Hawaiian or Other Pacific Islander | 0 | 0 |
| White | 0 | 0 |
| American Indian and White | 0 | 0 |
| Asian and White | 0 | 0 |
| Black and White | 0 | 0 |
| American Indian and Black | 0 | 0 |
| Multi-Racial | 0 | 0 |

Total Number of Persons

0

Total Number Identifying as Hispanic

0

PROJECT MANAGEMENT & FINANCIAL DATA

Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)

We have not received federal grant funding before, but due to other areas of our organization we are aware of prevailing wage requirements.

Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

Jessica Hotchkiss, Recreation Director would oversee the project. She currently oversees the organization as well as our current financials assistance and scholarship program.

For Housing and Capital (construction and renovation) projects, what is your 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)

Required Attachments:

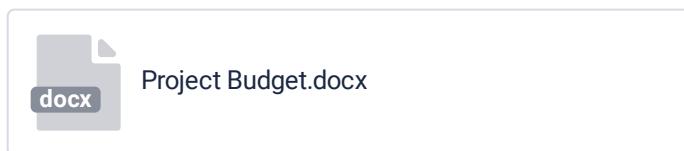
A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

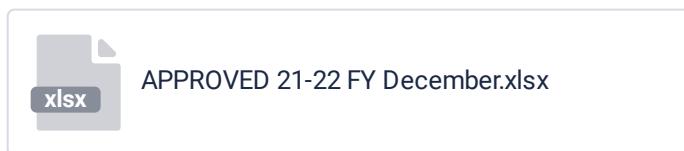
For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

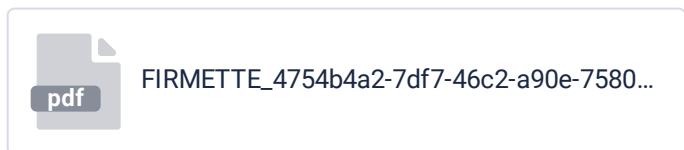
Attach Project Budget



Attach Organization Budget



Attach Dynamic Flood Map



Signer Name

Jessica Hotchkiss

Signer Title

Recreation Director

Signer Affirmation

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Project Proposal Budget for CDBG Public Services Federal Grant 2022

PROJECT TITLE: THE RANCH Recreation Scholarships 2022-24

Project would support serving more members of the low income community, under the CBDG Public Services banner.

The Ranch currently provides scholarships and fee assistance to an average of 20 low income households a year in the 94920 area code. The addition of grant funds could not only help us serve more but help serve more often. For example, if we had grant funds we could provide multiple weeks of summer camp as child care as opposed just one week.

FIRST YEAR PROJECT BUDGET: \$5000

- Could provide 13 additional weeks of free summer camp childcare when average cost of camp is \$375 a week.
- Could provide 15 additional seasonal recreation classes/programs for children when the average cost of a class/program is \$375
- Could provide 45 additional Fitness 10 Class Passes to seniors when the average cost of a fitness pass is \$110.
-

SECOND YEAR PROJECT BUDGET: \$5000

- Could provide 13 additional weeks of free summer camp childcare when average cost of camp is \$375 a week.
- Could provide 15 additional seasonal recreation classes/programs for children when the average cost of a class/program is \$375
- Could provide 45 additional Fitness 10 Class Passes to seniors when the average cost of a fitness pass is \$110.

THE RANCH - BELVEDERE-TIBURON JOINT RECREATION COMMITTEE

Budget for FY 2021-22 - March 1, 2021 - February 28, 2022

Dec-21

PROGRAM SUMMARY

Academy Revenues

Academy Expenses

Net Academy Program

Adult Revenues

Adult Expenses

Net Adult Program

Camps Revenues

Camps Expenses

Net Camps Program

Other Program Revenues

Other Program Expenses

Net Other Program

Interest Income

Net non Program

Facility Rental Income

Facility Rental Expense

Total Facility Rental

Subtotal revenue

Subtotal expense

Subtotal + (-)

Less Administrative Expenses

Less Dairy Knoll Expenses

2018/19 check adjustments

Strategic planning expenses (2019)

tennis court resurface (2019)

Subtotal before Contribution

Credit Card Processing Fees (new to 2021)

Withdraw and Transfer Fees (new to 2021)

Money to date from JPA/Community

Excess Revenues /(Expenses)

| | 19-20 Year | 20-21 Year | Approved Budget FY 21-22 | December Year to Date FY 21-22 | Year End Projections |
|---|----------------|----------------|--------------------------|--------------------------------|----------------------|
| Academy Revenues | 653735 | 294263 | 400,216 | 389,980 | 603,557 |
| Academy Expenses | 388492 | 165702 | 247,469 | 172,385 | 369,961 |
| Net Academy Program | 265243 | 128561 | 152,747 | 217,595 | 233,596 |
| Adult Revenues | 201635 | 58518 | 153,719 | 148,480 | 162,956 |
| Adult Expenses | 128018 | 49154 | 100,310 | 76,119 | 99,885 |
| Net Adult Program | 73617 | 9364 | 53,409 | 72,361 | 63,071 |
| Camps Revenues | 649337 | 149497 | 430,000 | 487,533 | 487,533 |
| Camps Expenses | 350130 | 78734 | 240,172 | 247,349 | 247,349 |
| Net Camps Program | 299207 | 70763 | 189,828 | 240,184 | 240,184 |
| Other Program Revenues | 388244 | 188318 | 281,795 | 325,206 | 381,459 |
| Other Program Expenses | 265567 | 113223 | 166,398 | 198,080 | 250,069 |
| Net Other Program | 122677 | 75095 | 115,397 | 127,126 | 131,390 |
| Interest Income | 0 | 0 | 0 | 244 | 244 |
| Net non Program | 0 | 0 | 0 | 244 | 0 |
| Facility Rental Income | 20999 | 858 | 12,160 | 2,863 | 3,500 |
| Facility Rental Expense | 2566 | 118 | 1,000 | 105 | 500 |
| Total Facility Rental | 18433 | 740 | 11,160 | 2,758 | 3,000 |
| Subtotal revenue | 1913950 | 691454 | 1,277,890 | 1,354,306 | 1,639,005 |
| Subtotal expense | 1134773 | 406931 | 755,349 | 694,038 | 967,764 |
| Subtotal + (-) | 779177 | 284523 | 522,541 | 660,268 | 671,241 |
| Less Administrative Expenses | -654680 | -475920 | -538,577 | -439,651 | -613,568 |
| Less Dairy Knoll Expenses | -55855 | -23975 | -40,300 | -25,085 | -39,000 |
| 2018/19 check adjustments | 34284 | | | | |
| Strategic planning expenses (2019) | -2295 | | | | |
| tennis court resurface (2019) | -13000 | | | | |
| Subtotal before Contribution | 87631 | -215372 | -56,336 | 195,532 | 18,673 |
| Credit Card Processing Fees (new to 2021) | | | | 37,000 | 37,432 |
| Withdraw and Transfer Fees (new to 2021) | | | | 6,495 | 8,400 |
| Money to date from JPA/Community | | 124730 | | 68,600 | 68,600 |
| Excess Revenues /(Expenses) | 87631 | -90642 | -56,336 | 307,627 | 133,105 |

| | 19-20 Year | 20-21 Year | Approved Budget FY 21-22 | December Year to Date FY 21-22 | Year End Projections |
|--|------------------------------|------------------------------|--------------------------|--------------------------------|----------------------|
| Net Revenue before depreciation | 87631 | -90642 | | | |
| Depreciation | 27180 | 18399 | | | |
| Net Operating Income after depreciation | 60451 | -109041 | | | |
| | | | | | |
| | 19-20 Year
End Financials | 20-21 Year
End Financials | Approved Budget FY 21-22 | December Year to Date FY 21-22 | Year End Projections |
| | | | | | |
| ACADEMY | | | | | |
| Spring (AC3) 2021 | | | | | |
| Academy Revenues | 150982 | 14264 | 70,000 | 95,406 | 95,406 |
| Academy Expenses and Contractor Payouts | 57458 | 10661 | 15,000 | 34,425 | 34,425 |
| Academy Payroll | 36090 | 17236 | 20,000 | 32,010 | 32,010 |
| Net Academy III | 57434 | -13633 | 35,000 | 28,971 | 28,971 |
| | | | | | |
| Fall (AC1) 2021 | | | | | |
| Academy Revenues | 200180 | 209178 | 138,722 | 223,330 | 226,000 |
| Academy Expenses and Contractor Payouts | 86598 | 43052 | 60,010 | 67,624 | 99,236 |
| Academy Payroll | 39002 | 52060 | 33,375 | 4,125 | 45,000 |
| Net Academy I | 74581 | 114066 | 45,337 | 151,581 | 81,764 |
| | | | | | |
| Winter (AC2) 2021-22 | | | | | |
| Academy Revenues | 151278 | 65720 | 98,720 | 0 | 160,000 |
| Academy Expenses and Contractor Payouts | 69629 | 21333 | 45,762 | 60 | 70,000 |
| Academy Payroll | 28520 | 17395 | 18,542 | 0 | 30,000 |
| Net Academy II | 53130 | 26992 | 34,416 | -60 | 60,000 |
| | | | | | |
| | 19-20 Year
End Financials | 20-21 Year
End Financials | Approved Budget FY 21-22 | December Year to Date FY 21-22 | Year End Projections |
| | | | | | |
| Dance/Ballet Program | | | | | |
| Dance/Ballet Program Revenue | 35405 | 5888 | 22,270 | 14,755 | 22,851 |
| Dance/Ballet Program Expenses and Payroll | 9722 | 2079 | 10,000 | 5,824 | 8,000 |
| Net Ballet Program | 25683 | 3809 | 12,270 | 8,931 | 14,851 |
| | | | | | |
| Toddler Program | | | | | |
| Toddler Revenue | 9268 | 5 | 8,000 | 5,510 | 6,500 |
| Toddler Expenses and Payroll | 3504 | 567 | 4,480 | 3,146 | 4,290 |
| Net Toddler Program | 5764 | -562 | 3,520 | 2,364 | 2,210 |
| | | | | | |
| Teen Zone Program | | | | | |
| Teen Revenue | 19209 | 378 | 6,504 | 7,773 | 9,000 |
| Teen Expense | 16620 | 1319 | 5,300 | 5,378 | 8,000 |
| Net Teen Zone Program | 2589 | -941 | 1,204 | 2,395 | 1,000 |
| | | | | | |

Cotillion Program Revenue
 Cotillion Program Expense
Net Cotillion Program

Total Academy Program

Revenue
 Expenses
Net

ADULTS
Adult Spring 2021
 Adult Revenue
 Adult Expenses
Net Spring

Adult Summer 2021
 Adult Revenues
 Adult Expenses
Net Summer

Adult Fall 2021
 Adult Revenues
 Adult Expenses
Net Fall

Adult Winter
 Adult Revenues
 Adult Expenses
Net Winter

Total Adult Program
 Revenue
 Supervision
 Expenses
Net

| 19-20 Year | 20-21 Year |
|--------------|--------------|
| 83058 | -1170 |
| 37179 | 0 |
| 45879 | -1170 |

| 19-20 Year | 20-21 Year |
|---------------|---------------|
| 653735 | 294263 |
| 388492 | 165702 |
| 265243 | 128561 |
| | |

| 19-20 Year
End Financials | 20-21 Year
End Financials |
|------------------------------|------------------------------|
| 68564 | 14368 |
| 39396 | 20460 |
| 29168 | -6092 |

| 19-20 Year | 20-21 Year |
|-------------|-------------|
| 31809 | 14398 |
| 27736 | 9520 |
| 4073 | 4878 |
| | |

| 19-20 Year | 20-21 Year |
|--------------|-------------|
| 57547 | 12666 |
| 29670 | 9324 |
| 27877 | 3342 |

| 19-20 Year | 20-21 Year |
|--------------|-------------|
| 43715 | 17086 |
| 31216 | 9850 |
| 12499 | 7236 |

| 19-20 Year | 20-21 Year |
|--------------|-------------|
| 201635 | 58518 |
| 128018 | 49154 |
| 73617 | 9364 |

| Approved
Budget
FY 21-22 | December
Year to Date
FY 21-22 | Year End
Projections |
|--------------------------------|--------------------------------------|-------------------------|
| 56,000 | 43,206 | 83,800 |
| 35,000 | 19,793 | 39,000 |
| 21,000 | 23,413 | 44,800 |

| Approved
Budget
FY 21-22 | December
Year to Date
FY 21-22 | Year End
Projections |
|--------------------------------|--------------------------------------|-------------------------|
| 400,216 | 389,980 | 603,557 |
| 247,469 | 172,385 | 369,961 |
| 152,747 | 217,595 | 233,596 |

| Approved
Budget
FY 21-22 | December
Year to Date
FY 21-22 | Year End
Projections |
|--------------------------------|--------------------------------------|-------------------------|
| 14,500 | 49,951 | 49,951 |
| 9,250 | 27,842 | 27,842 |
| 5,250 | 22,109 | 22,109 |

| Approved
Budget
FY 21-22 | December
Year to Date
FY 21-22 | Year End
Projections |
|--------------------------------|--------------------------------------|-------------------------|
| 34,163 | 48,444 | 48,444 |
| 20,571 | 32,543 | 32,543 |
| 13,592 | 15,901 | 15,901 |

| Approved
Budget
FY 21-22 | December
Year to Date
FY 21-22 | Year End
Projections |
|--------------------------------|--------------------------------------|-------------------------|
| 51,630 | 34,561 | 34,561 |
| 34,006 | 13,905 | 20,000 |
| 17,624 | 20,656 | 14,561 |

| Approved
Budget
FY 21-22 | December
Year to Date
FY 21-22 | Year End
Projections |
|--------------------------------|--------------------------------------|-------------------------|
| 53,426 | 15,524 | 30,000 |
| 36,483 | 1,829 | 19,500 |
| 16,943 | 13,695 | 10,500 |

| Approved
Budget
FY 21-22 | December
Year to Date
FY 21-22 | Year End
Projections |
|--------------------------------|--------------------------------------|-------------------------|
| 153,719 | 148,480 | 162,956 |
| 0 | 0 | 0 |
| 100,310 | 76,119 | 99,885 |
| 53,409 | 72,361 | 63,071 |

| 19-20 Year
End Financials | 20-21 Year
End Financials |
|------------------------------|------------------------------|
| | |
| | |

| Approved
Budget
FY 21-22 | December
Year to Date
FY 21-22 | Year End
Projections |
|--------------------------------|--------------------------------------|-------------------------|
| | | |
| | | |

CAMPS

CIT Revenue
CIT Expenses
Net CIT Camp

Angel Island Revenue
Angel Island Expense
Net Angel Island

Art & Garden Camp Revenue
Art & Garden Camp Expenses
Net Art & Garden camp

Fantastical Adventures Revenue
Fantastical Adventures Expenses
Net Camp FA

Total Camps
Revenue
Expenses
Net

OTHER PROGRAMS
Summer Youth Revenues
Summer Youth Expenses
Net Summer Youth

Taekwondo Program Revenues
Taekwondo Program Expenses
Net Taekwondo Program

Tennis Program Revenues
Tennis Program Expenses
Net Tennis Program

BB League Revenues
BB League Expenses

| | 19-20 Year | 20-21 Year | Approved Budget FY 21-22 | December Year to Date FY 21-22 | Year End Projections |
|----------------------------------|----------------------------------|---------------------------------|---------------------------------------|--------------------------------|----------------------|
| CIT Revenue | 28831 | 4840 | 18,000 | 21,000 | 21,000 |
| CIT Expenses | 15336 | 32 | 13,400 | 1,275 | 1,275 |
| Net CIT Camp | 13495 | 4808 | 4,600 | 19,725 | 19,725 |
| Angel Island Revenue | 447644 | 42679 | 275,670 | 275,773 | 275,773 |
| Angel Island Expense | 254453 | 11078 | 137,262 | 153,756 | 153,756 |
| Net Angel Island | 193191 | 31601 | 138,408 | 122,017 | 122,017 |
| Art & Garden Camp Revenue | 25327 | 38325 | 27,000 | 42,140 | 42,140 |
| Art & Garden Camp Expenses | 14092 | 17887 | 14,500 | 17,327 | 17,327 |
| Net Art & Garden camp | 11235 | 20438 | 12,500 | 24,813 | 24,813 |
| Fantastical Adventures Revenue | 147535 | 63653 | 109,330 | 148,620 | 148,620 |
| Fantastical Adventures Expenses | 66249 | 49737 | 75,010 | 74,991 | 74,991 |
| Net Camp FA | 81286 | 13916 | 34,320 | 73,629 | 73,629 |
| Total Camps | | | | | |
| Revenue | 649337 | 149497 | 430,000 | 487,533 | 487,533 |
| Expenses | 350130 | 78734 | 240,172 | 247,349 | 247,349 |
| Net | 299207 | 70763 | 189,828 | 240,184 | 240,184 |
| 19-20 Year End Financials | 20-21 Year End Financials | Approved Budget FY 21-22 | December Year to Date FY 21-22 | Year End Projections | |
| Summer Youth Revenues | 13000 | 13715 | 17,360 | 21,335 | 21,345 |
| Summer Youth Expenses | 5470 | 9129 | 11,484 | 14,180 | 14,180 |
| Net Summer Youth | 7530 | 4586 | 5,876 | 7,155 | 7,165 |
| Taekwondo Program Revenues | 43738 | 13696 | 33,160 | 30,044 | 35,500 |
| Taekwondo Program Expenses | 32202 | 9176 | 21,554 | 13,473 | 23,075 |
| Net Taekwondo Program | 11536 | 4520 | 11,606 | 16,571 | 12,425 |
| Tennis Program Revenues | 175045 | 125894 | 162,000 | 216,306 | 255,688 |
| Tennis Program Expenses | 127641 | 77256 | 111,000 | 159,794 | 192,550 |
| Net Tennis Program | 47405 | 48638 | 51,000 | 56,512 | 63,138 |
| BB League Revenues | 21627 | 53 | 19,000 | 0 | 10,500 |
| BB League Expenses | 6528 | 1449 | 7,790 | 0 | 6,500 |

| | 19-20 Year | 20-21 Year | Approved Budget FY 21-22 | December Year to Date FY 21-22 | Year End Projections |
|-----------------------------|---------------|--------------|--------------------------|--------------------------------|----------------------|
| Net BB League Courts | 15099 | -1396 | 11,210 | 0 | 4,000 |
| Tennis Court Revenues | 23635 | 32960 | 30,000 | 51,435 | 52,300 |
| Tennis Courts Expenses | 5808 | 5368 | 7,000 | 6,343 | 8,500 |
| Net Tennis Courts | 17827 | 27592 | 23,000 | 45,092 | 43,800 |
| Special Event Revenues | 107499 | 2000 | 20,275 | 6,086 | 6,126 |
| Special Event Expenses | 69445 | 3841 | 7,570 | 4,290 | 4,264 |
| Net Special Events | 38053 | -1841 | 12,705 | 1,796 | 1,862 |
| Clothing/Uniform Sales | | 0 | 0 | 0 | |
| Clothing/Uniform Expenses | 1993 | 0 | 0 | 0 | 1,000 |
| Net Clothing Sales | -1993 | 0 | 0 | 0 | 0 |
| Brochure Ad Income | 3700 | 0 | | | |
| Brochure Expense | 16480 | 7004 | | | |
| | -12780 | -7004 | | | |
| Total Other Program | | | | | |
| Revenue | 388244 | 188318 | 281,795 | 325,206 | 381,459 |
| Expenses | 265567 | 113223 | 166,398 | 198,080 | 250,069 |
| Net | 122677 | 75095 | 115,397 | 127,126 | 131,390 |

| | 19-20 Year End Financials | 20-21 Year End Financials | Approved Budget FY 21-22 | December Year to Date FY 21-22 | Year End Projections |
|------------------------------------|---------------------------|---------------------------|--------------------------|--------------------------------|----------------------|
| FACILITY RENTALS | | | | | |
| Tiburon Community Room Revenue | 3200 | 510 | 2,160 | 0 | 0 |
| Tiburon Community Room Expense | | 0 | 0 | 0 | 0 |
| Net Tiburon Community Room | 3200 | 510 | 2,160 | 0 | 0 |
| Belvedere Community Ctr Revenues | 10201 | 183 | 5,000 | 1,213 | 1,500 |
| Belvedere Community Ctr Expense | 2186 | 118 | 0 | 0 | 0 |
| Net Belvedere Community Ctr | 8015 | 65 | 5,000 | 0 | 1,500 |
| Dairy Knoll Rental Revenue | 7598 | 165 | 5,000 | 1,650 | 2,000 |
| Dairy Knoll Rental Expenses | 380 | 0 | 0 | 105 | 0 |
| Net Dairy Knoll | 7217 | 165 | 5,000 | 1,545 | 2,000 |
| Total Facility Rentals | | | | | |
| Revenue | 20999 | 858 | 12,160 | 2,863 | 3,500 |
| Expenses | 2566 | 118 | 0 | 0 | 0 |
| Supervision | 0 | 0 | 1,000 | 105 | 500 |

| | 19-20 Year | 20-21 Year | Approved Budget FY 21-22 | December Year to Date FY 21-22 | Year End Projections |
|-----|------------|------------|--------------------------|--------------------------------|----------------------|
| Net | 20999 | 740 | 11,160 | 2,758 | 3,000 |

| DAIRY KNOLL | 19-20 Year
End Financials | 20-21 Year
End Financials | Approved
Budget
FY 21-22 | December
Year to Date
FY 21-22 | Year End
Projections |
|--------------------------------|------------------------------|------------------------------|--------------------------------|--------------------------------------|-------------------------|
| PG&E Electricity/Gas | -6685 | -5799 | -7,300 | -6,185 | -8,500 |
| Water/Sewer | -1271 | -1174 | -1,300 | -883 | -1,300 |
| Internet | -3000 | -3547 | -3,200 | -2,250 | -3,200 |
| Telephone/Communication/Fire | -4109 | -3704 | -4,000 | -2,143 | -4,000 |
| Hosted email- messaging backup | -1719 | -2855 | -2,000 | -1,478 | -2,500 |
| Tech Support | -2061 | -1692 | -2,500 | 0 | -2,500 |
| Bldg Maintenance Expenses | -2115 | -1796 | -4,000 | -4,159 | -5,000 |
| Building Supplies | -2586 | -501 | -2,000 | -1,138 | -2,000 |
| Custodial Supplies | -1428 | -1899 | -3,000 | -2,509 | -3,000 |
| Custodian | -30881 | -1008 | -11,000 | -4,340 | -7,000 |
| Total Dairy Knoll | -55855 | -23975 | -40,300 | -25,085 | -39,000 |

| ADMINISTRATIVE EXPENSES | 19-20 Year
End Financials | 20-21 Year
End Financials | Approved
Budget
FY 21-22 | December
Year to Date
FY 21-22 | Year End
Projections |
|--------------------------------------|------------------------------|------------------------------|--------------------------------|--------------------------------------|-------------------------|
| Accounting and Payroll Charges/ADP | -6124 | -5560 | -6,000 | -3,822 | -6,000 |
| Audit | -10300 | -11000 | -11,500 | -11,400 | -11,400 |
| Auto Mileage Allowance | -1694 | -196 | -1,000 | -1,184 | -2,500 |
| Bank Charges and Bank Purchases | -976 | -1006 | -1,100 | -737 | -1,000 |
| Copy Machine | -7650 | -8669 | -8,000 | -5,682 | -8,000 |
| Credit Card Charges | -48744 | -28435 | -37,000 | -36,264 | -47,000 |
| Equipment | -4110 | -117 | -3,000 | -4,161 | -18,000 |
| Fingerprinting | -1327 | -392 | -600 | -528 | -700 |
| Office Supplies | -3955 | -253 | -2,000 | 77 | -2,000 |
| Payroll Taxes | -27399 | -23760 | -27,000 | -21,644 | -27,500 |
| Postage | -3835 | -1543 | -5,000 | -2,789 | -6,000 |
| Professional Services | -2950 | -2575 | -2,000 | -4,825 | -6,000 |
| Publicity | -9618 | -3829 | -6,000 | -4,202 | -6,000 |
| Recognition | -6267 | -1500 | -3,000 | -1,388 | -4,500 |
| Registration Software (Perfect Mind) | -17793 | -17448 | -17,448 | -17,598 | -17,598 |
| Workman's Compensation Ins. | -16901 | -14992 | -12,000 | -7,835 | -15,000 |
| Unemployment Insurance | -1069 | -14078 | -11,700 | -3,282 | -4,000 |
| Administrative Staff Payroll | -358105 | -278552 | -319,260 | -248,720 | -337,000 |
| Health & Dental | -83166 | -54050 | -26,500 | -39,488 | -58,200 |
| Conferences and Meetings | -3510 | -613 | -500 | -844 | -1,150 |

| | 19-20 Year | 20-21 Year | Approved Budget FY 21-22 | December Year to Date FY 21-22 | Year End Projections |
|---|----------------|----------------|--------------------------|--------------------------------|----------------------|
| Mass Mutual Retirement Benefits | -38917 | -7352 | -25,969 | -21,481 | -30,000 |
| Administrative Expense Reimbursement | -270 | 0 | 0 | -20 | -20 |
| Brochures (used to be in OTHER section) | 0 | 0 | -12,000 | -1,834 | -4,000 |
| Administrative Personnel Costs | -654680 | -475920 | -538,577 | -439,651 | -613,568 |

SPECIAL EVENTS

| | 19-20 Year End Financials | 20-21 Year End Financials | Approved Budget FY 21-22 | December Year to Date FY 21-22 | Year End Projections |
|--|---------------------------|---------------------------|--------------------------|--------------------------------|----------------------|
| Bunny Hop Revenue | 3875 | 0 | 2,000 | 770 | 770 |
| Bunny Hop Expense | 3058 | 1247 | 600 | 108 | 150 |
| Bunny Hop Staffing | 184 | 0 | 100 | 0 | 0 |
| Net Bunny Hop | 633 | -1247 | 1,300 | 662 | 620 |
| Tournament Revenue | 19926 | 0 | 4,000 | 0 | 0 |
| Tournament Expense | 15642 | 0 | 2,000 | 0 | 0 |
| Tournament Staffing | 0 | 0 | 0 | 0 | 0 |
| Net Golf Tournament | 4284 | 0 | 2,000 | 0 | 0 |
| Tiburon Taps Revenue | 39731 | 2000 | 0 | 0 | 0 |
| Tiburon Taps Expense | 16283 | 2445 | 0 | 0 | 0 |
| Tiburon Taps Staffing | 542 | 0 | 0 | 0 | 0 |
| Net Tiburon Taps | 22906 | -445 | 0 | 0 | 0 |
| Half Marathon Revenue | 13371 | 0 | 5,000 | 0 | 0 |
| Half Marathon Expense | 3651 | 0 | 1,000 | 0 | 0 |
| Half Marathon Staffing | 552 | 0 | 0 | 0 | 0 |
| Net Half Marathon | 9168 | 0 | 4,000 | 0 | 0 |
| Boo Bash Revenue/ Halloween Carnival | 5060 | 0 | 5,000 | 2,908 | 2,908 |
| Boo Bash Expense | 2548 | 0 | 2,100 | 2,281 | 2,281 |
| Boo Bash Staffing | 0 | 0 | 500 | 0 | 0 |
| Net Boo Bash | 2512 | 0 | 2,400 | 627 | 627 |
| Santas Breakfast Revenue/Gingerbread House | 1440 | 0 | 2,275 | 2,408 | 2,448 |
| Santas Breakfast Expense | 1139 | 0 | 1,170 | 1,750 | 1,833 |
| Santas Breakfast Staffing | 230 | 0 | 0 | 0 | 90 |
| Net Santas Breakfast | 71 | 0 | 1,105 | 658 | 525 |
| Father Daughter Dance Revenue | 2765 | 0 | 2,000 | 0 | 0 |
| Father Daughter Dance Expense | 1162 | 0 | 700 | 0 | 0 |

Father Daughter Dance Staffing
Net Father Daughter Dance

Misc Revenue
Misc Expense
Net Misc (SE-Misc)

Total Special Event Revenue
Total Special Event Expense
Total Special Event Staffing
Net Special Event

(missing AI Ad Race event info)

| | 19-20 Year | 20-21 Year |
|----------------------------------|------------|------------|
| Father Daughter Dance Staffing | 0 | 0 |
| Net Father Daughter Dance | 1603 | 0 |
| Misc Revenue | 0 | 0 |
| Misc Expense | 7664 | 149 |
| Net Misc (SE-Misc) | -7664 | -149 |
| Total Special Event Revenue | 86168 | 2000 |
| Total Special Event Expense | 51147 | 3841 |
| Total Special Event Staffing | 1508 | 0 |
| Net Special Event | 33513 | -1841 |

| Approved Budget FY 21-22 | December Year to Date FY 21-22 | Year End Projections |
|--------------------------|--------------------------------|----------------------|
| 200 | 0 | 0 |
| 1,100 | 0 | 0 |
| 0 | 0 | 0 |
| 0 | 150 | 0 |
| 0 | -150 | 0 |
| 20,275 | 6,086 | 6,126 |
| 7,570 | 4,139 | 4,264 |
| 0 | 0 | 0 |
| 12,705 | 1,947 | 1,862 |

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

Bridge the Gap College Prep

Mailing Address

P.O. Box 1390
Sausalito, California, 94965

Website

btgcollegeprep.org

Executive Director/CEO

Lisa Raffel

Email Address

lisaraffel@btgcollegeprep.org

Phone Number

(510) 872-0808

Project General Information

Program/Project Name

Evening Transportation from Sausalito Marin City Elementary Campus to Marin City Allowing for Afterschool Program Participation

Program/Project Site Address

636 Nevada Street
Sausalito, California, 94965

CDBG Year 1 Funding Amount Requested

15000

CDBG Year 2 Funding Amount Requested

15000

Application Contact Person

Lisa Raffel

Title of Contact Person

Executive Director

Email Address

lisaraffel@btgcollegeprep.org

Phone Number

(510) 872-0808

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

| | % of Services Provided |
|--------------|-------------------------------|
| Novato | 0 |
| San Rafael | 0 |
| County Other | 100 |

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

Founded in 1995, Bridge the Gap College Prep's (BTGCP's) mission is to provide comprehensive educational, social, & emotional support with the goal that every Marin City student completes high school & graduates from college. BTGCP pursues this mission through a Kindergarten-college continuum providing the comprehensive academic & social-emotional development Marin City students need to graduate & succeed beyond college.

BTGCP is in the midst of our biggest transition in at least a decade against the backdrop of seismic changes within Sausalito Marin City School District (SMCSD) following the CA Attorney General desegregation mandate. Rather than one traditional public school (mostly African American & lower-income) & one charter school (more white & middle income), as of this year, the District launched as Dr. Martin Luther King Jr. Academy, a single TK-8th continuum on two campuses, the Lower School K-5 Campus on the former Willow Creek Academy site & the Upper School (including TK & 6th-8th grades) on the former Bayside MLK Jr. Academy site.

With this integration, the District has instituted a new afterschool program & selected BTGCP as the official afterschool academic partner. BTGCP teachers now work with all 1st-8th graders who attend after school, not the select group whose parents were able to engage BTGCP previously. BTGCP also now works with 1st-3rd graders more intensely than ever before. Over the last year, BTGCP served 400

students compared to 250 in previous years, at a time when young people need BTGCP's support more than ever given COVID-19 learning loss, economic hardship, & ongoing stresses, compounded by environmental & social justice pressures, whether climate fires or king tide flooding.

BTGCP's K-College continuum includes:

*Summer Scholars – Daily literacy, STEM, & enrichment programming five days/week in the summer in partnership with Play Marin & SMCSD. Includes Little Readers, with 1-on-1 & small group literacy. ~60 K-5 students in 2023.

*1st-8th grade One-on-One Evening Tutor Mentor Program offering 1-on-1 literacy & homework support, 1 hour/week with individualized tutors paired for the academic year; Sept-June; ~60 students

*After School Scholars – This program takes place on both SMCSD campuses. Students attend in grade-specific cohorts up to 4 days/week for an hour of academic support focused on literacy, math, & homework support. They also have an additional hour of enrichment programming with other SMCSD partners. ~164 students regularly attending

*High School Program - Academic tutoring, particularly in math & science, & advocacy for students to successfully complete A-G (CSU & UC) requirements 4 days weekly. Grade-level Deans meet regularly with students to track progress & address obstacles. Sept-June; ~65 students

*The College Success Program – Assisting students navigating college application & enrollment, & then supporting progress through to college graduation. Year-round; 35 students

Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

In our 1st year as SMCSD's afterschool partner, we have found high demand for our programming with 160 K-8 students attending regularly. However, we've also learned that an additional ~40 students, many of whom are most in need of support, aren't attending due to the lack of transportation at 6 pm from the Sausalito elementary school campus back to Golden Gate Village.

BTGCP seeks funding to provide transportation from the school to Marin City to ~25 students daily, four days per week (40 unduplicated students). BTGCP has a van allowing us to transport 8 students at a time, so we will do three-to-four trips each evening. BTGCP will determine how many drop-off spots are needed based on student addresses.

This service is essential to BTGCP's ability to serve younger students, particularly 1st-3rd graders, with literacy intervention to help them meet the critically important milestone of grade-level literacy proficiency by the end of 3rd grade. Only 37% of SMCSD 1st-5th graders were at grade-level literacy based on Fountas & Pinnell assessments.

Not only will this allow more students to benefit from the below programming, providing this transportation will provide support to parents & caregivers by allowing students to participate in safe, structured & enriching activities until 5:15-6 each evening.

Afterschool programming newly accessible due to transportation will include two hours of available programming each day, with one hour devoted to academics & one focused on enrichment options.

BTGCP's academic component focuses on literacy, math, & homework completion. Students begin with a structured community circle using the Responsive Classroom curriculum & then participate by grade-level cohorts in multiple stations and project-based learning activities, all specifically designed to reinforce students' classroom learning. This new structure has enabled closer collaboration among BTGCP, District & class teachers than ever before. Monthly meetings establish learning goals for BTGCP to support, & teachers share information about individual students' specific needs. If funding allows, BTGCP intends to augment programming with a new online literacy program in the coming year,

& if transportation is available, will explore expanding to serve Kindergartners.

Currently, students attending the afterschool program are those with families who have the means to pick students up at 6 pm. This means families that are the most resource-constrained (multiple children, parents/caregivers who have to work at that time, have other responsibilities or lack a car) are the least likely to allow their students to attend. At the same time, these are the same students that often need the most support. As the District's ambitious desegregation efforts continue, investment must be made in equity, not "just" integration. Equity calls for the students most in need to receive the BTGCP's extra support, including necessary transportation to allow their attendance.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

The last nearly two years have been a period like no other for BTGCP's students and for the organization. In March 2020 BTGCP pivoted to online learning immediately, providing ongoing and consistent virtual support, including working closely with school partners to ensure students were technologically enabled to participate. Virtual programming continued into the 2020-21 school year, with BTGCP holding our One-on-One Literacy Tutoring, Afterschool, and High School programs online, while also launching a Learning Hub at our Golden Gate Village site and holding a summer credit recovery program for high school students there as well. During the 2020-21 school year, we also held two well-received online family game nights, providing families a fun way to be together and further connecting them to BTGCP, as well as a family tech support night. In summer 2021, BTGCP partnered with Play Marin to provide much-needed in-person summer programming, including academic enrichment as well. During the first part of our 2021-22 school year, all programming returned in person. Like all educational organizations, BTGCP has invested significantly in safety, providing PPE to all staff and students, conducting regular thorough cleaning of all our spaces, and requiring mask-wearing and handwashing.

Organizationally, the labor challenges resulting at least in part from COVID-19 have made hiring more challenging than in past years, though BTGCP now has nearly all positions filled.

As is true across the county and nation, COVID-19 and remote learning have had an intense effect on our students. While some thrived in virtual learning, most found it very difficult to stay motivated and focused and fell behind academically. While fall 2021 went fairly well in terms of COVID-19 management and attendance, the Omicron wave has caused yet another disruption in attendance and wellbeing as students continue to be forced to navigate uncertainty and environmental and family stressors. While almost all students faced academic setbacks from remote learning, as is so often the case, those with the most limited means were impacted most severely. BTGCP is committed to supporting Marin City students to mitigate COVID-related learning losses, which may well take several years to overcome.

For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

Children, Youth and Parent Services

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

BTGCP's proposed afterschool transportation aligns directly with "Children, Youth and Parent Services" in that it will "target low-income families and address disparities in access to early childhood education, high costs of childcare... and family self-sufficiency."

As discussed elsewhere, many of the students BTGCP knows are not currently attending afterschool programming come from lower-income families. By enabling participation, providing transportation will directly "address disparities in access to early childhood education", specifically 1st-3rd grade participation, as BTGCP has never before been able to provide afterschool programming for this age

range. Now that we are, we want to make sure we can provide it not just to all students, but particularly to the students who need it most. Further, the availability of transportation may also facilitate being able to serve Kindergartners next year.

Our proposed project will decrease child care costs broadly defined for families currently unable to attend afterschool programming. Though students who don't currently attend BTGCP's afterschool program may not attend other structured child care, many go home to be cared for by siblings or are left on their own. Both scenarios exact a cost, even if not monetary. This is even more true of Kindergarteners who need more oversight given their age.

Further, by allowing parents and caregivers more time when they don't need to be supervising their children, the transportation offering will give parents and caregivers a bit more time for work, somewhat contributing to self-sufficiency.

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

Activities benefiting low and moderate-income persons. (LMI)

Activities benefiting low and moderate area. (LMA)

How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

This project is not directly related to fair housing. However, it does improve academic outcomes for many participants who live in Marin City's public housing and therefore improves families' experiences in Golden Gate Village, one of Marin County's very few subsidized housing developments. BTGCP's 4,000 square-foot College Prep Center located in Marin public housing community space, including six classrooms at 271 Drake Ave in the heart of Golden Gate Village. This gives BTGCP a strong community presence as it is used for our Evening One-on-One Literacy Program and our administrative offices.

Unlike in past years, BTGCP's Afterschool Scholars Program is now located on-site at the Sausalito Marin City School District's two campuses. In serving as the District's official afterschool academic partner and working in close collaboration with school teachers and administrators, BTGCP is very actively supporting the District's integration efforts, thereby taking "meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics." As above, however, overcoming "patterns of segregation" and fostering "inclusive communities" requires proactive investment in equity such as provision of early evening transportation for students/families that need it, allowing them to benefit from afterschool programming.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

BTGCP actively recruits participants for our programming from within SMCSD schools in close collaboration with teachers and administrators. We seek to serve all students regardless of "race, color, national origin, religion, sex (including sexual orientation and gender identity, familial status and disability." However, BTGCP places a strong emphasis on outreach to students most in need of support, often the District's lower-income youth of color. As mentioned elsewhere, there are approximately 40 students, many of whom fit this demographic, who are currently unable to attend afterschool programming because of the lack of afterschool transportation. Funding sought will allow BTGCP to provide needed transportation which will be made known and available to students through affirmative marketing.

Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document.)

| | Number |
|----------------------|---------------|
| Moderate Income | 5 |
| Low Income | 15 |
| Very Low Income | 10 |
| Extremely Low Income | 10 |

Total Number of Persons by Income Demographic

40

How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers (Please limit to 3000 characters.)

BTGCP relies on surveys conducted by Sausalito Marin City School District administration via outreach to families.

Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.

| | Total Number of Persons | Number Identifying as Hispanic |
|---|--------------------------------|---------------------------------------|
| American Indian or Alaskan Native | | |
| Asian | 3 | 0 |
| Black or African American | 11 | 0 |
| Native Hawaiian or Other Pacific Islander | | |
| White | 20 | 10 |
| American Indian and White | | |
| Asian and White | | |
| Black and White | | |
| American Indian and Black | | |
| Multi-Racial | 6 | |

Total Number of Persons

40

Total Number Identifying as Hispanic

10

Female-Headed Households (out of above total)

30

Persons with Disabilities (out of above total)

20

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

BTGCP has never received CDBG funding.

If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

NA

Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)

BTGCP has never received federal grant funding. However, over the last decade, we have steadily grown our budget, now approximately \$2m, from a diverse array of funding sources including many corporate and private foundation grants as well as public funding (Marin County Board of Supervisors, Marin County Nonprofit Partnership and the Marin County Sheriff Department).

BTGCP has a full-time Director of Finance, has recently completed an audit, available upon request, and has active oversight from the Finance Committee of BTGCP's Board of Directors.

Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

BTGCP's 1st-8th Grade Afterschool Scholars Program is overseen by our 1st-8th Grade Scholars Director, Camille Provencal. Camille started her education career through her 2012 Teach for America corps in Greater New Orleans. After completing the corps as a middle school math teacher, she continued to remain as an educator at a high school teaching remedial 9th-grade math, with the goal of accelerating learning for 9th graders to prepare them for Algebra or Geometry in 10th grade. After 5 years as an educator in New Orleans, she transitioned to founding a KIPP school in East Palo Alto as a math teacher and Assistant Principal. She also served as an Instructional Coach, supporting teachers in developing comprehensive and equity-centered instructional practices.

Camille has also supported educators as a summer instructor for the education master's programs at Alder Graduate School of Education and University of Pacific since 2019. Prior to joining BP, she served as the Associate Director of Enrollment at Honors Pathway, a secondary education program where students earn up to two years of college credits in a highly supportive environment and receive support until they earn their degree.

With BTGCP since summer 2020, Camille has established strong relationships with the school teachers and administrators with whom she will work to implement the planned transportation program.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

In July 2020 Lisa Raffel became BTGCP's Executive Director, bringing over 30 years of experience working in education and nonprofits. Lisa comes directly from serving as Head of the Lower School of Black Pine Circle School (2017-2020) and Head of School for Crestmont School (2013-17) prior to that after serving as Crestmont School's Board President for two years. Prior to that, Lisa worked in a variety of teaching and non-profit program roles, including as Division & Program Director at Catholic

Charities (1997-2011), as a Trainer for WestEd (2004-2008), and as a teacher at Loma Vista Elementary (1987-1990) among other positions. She brings an excellent reputation for inspirational leadership and building strategic partnerships across diverse stakeholder groups and has multiple credentials including a BA in Peace and Conflict Studies as well as a Multiple Subject Credential and an MA in Education, Social and Cultural Studies, all from UC Berkeley (Phi Beta Kappa). Most recently she received her Administrative Credential from St. Mary's College.

For Housing and Capital (construction and renovation) projects, what is your 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)

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget



BTGCP Public Service Project Budget - Eveni...

Attach Organization Budget



BTGCP FY2021-2022 Projected Organization...

Attach Dynamic Flood Map



Sausalito Campus Flood Map.pdf

Attach Miscellaneous



BTGCP Supplemental Materials.pdf

Signer Name

Lisa Raffel

Signer Title

lisaraffel@btgcollegeprep.org

Signer Affirmation

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Public Services Project Budget Template

| INCOME: | | | | | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Income |
|--|--------------|-------------|------|------|------------------------|-----------------------|---------|-------------------------------|
| <u>Committed</u> | | | | | | | | |
| Foundations: | | | | | | | | |
| (Add rows) | | | | | | | | |
| Government: | | | | | | | | |
| (Add rows) | | | | | | | | |
| Corporations: | | | | | | | | |
| (Add rows) | | | | | | | | |
| Individual Contributions: | | | | | | | | |
| (list total): | | | | | | | | |
| Earned Income: | | | | | | | | |
| (Add rows) | | | | | | | | |
| Other (specify): | | | | | | | | |
| (Add rows) | | | | | | | | |
| <i>Subtotal, Committed Income</i> | | \$ - | \$ - | \$ - | | | | |
| <u>Uncommitted</u> | | | | | | | | |
| Federal Grants Request | | | | | | | | |
| Other Foundations: | | | | | | | | |
| Bella Vista | | \$ 1,000.00 | | | | | | |
| Fleishhacker | | \$ 1,000.00 | | | | | | |
| George H. Sandy Foundation | | \$ 1,200.00 | | | | | | |
| Government: | | | | | | | | |
| CDBG | 15,000 | | | | | | | |
| (Add rows to list other Government agencies) | | | | | | | | |
| Corporations: | | | | | | | | |
| (Add rows to list other corporations) | | | | | | | | |
| Individual Contributions: | | | | | | | | |
| Individual Unrestricted Contributions | | \$ 2,000.00 | | | | | | |
| Other (specify): | | | | | | | | |
| (Add rows to list others) | | | | | | | | |
| <i>Subtotal, Uncommitted Income</i> | \$ 15,000.00 | \$ 5,200.00 | \$ - | \$ - | | | | |
| Other: | | | | | | | | |
| Earned Income: | | | | | | | | |
| (Add rows) | | | | | | | | |
| <i>Subtotal, Earned Income</i> | | \$ - | \$ - | \$ - | | | | |
| <i>Grand Total Income</i> | \$ 15,000.00 | \$ 5,200.00 | \$ - | \$ - | | | | |

| EXPENSES (Add rows to list other expenses) | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Expenses |
|---|------------------------|-----------------------|---------|---------------------------------|
| Personnel Expenses | | | | |
| Executive Director
(% FTE: ____) | | | | |
| Program Director
(% FTE: 03%) | \$ 1,500.00 | \$ 1,500.00 | | |
| (Add rows) | | | | |
| Benefits (@ %: 20%) | | \$ 600.00 | | |
| Subtotal Salaries and Benefits | \$ 1,500.00 | \$ 2,100.00 | \$ - | \$ 3,600.00 |
| Contracted Services | | | | |
| Professional Fees | \$ 5,200.00 | | | |
| Project Consultant | | | | |
| (Add rows to list other contracted expenses) | | | | |
| Subtotal Contracted Services | \$ 5,200.00 | \$ - | \$ - | \$ 5,200.00 |
| Direct Project Related Expenses | | | | |
| Rent | | | | |
| Utilities | | | | |
| Supplies | | | | |
| Equipment | | | | |
| Travel (gas) | \$ 8,300.00 | \$ 2,100.00 | | |
| Professional Development | | | | |
| Marketing | | | | |
| Insurance | | \$ 1,000.00 | | |
| Subtotal, Direct Project Related Expenses | \$ 8,300.00 | \$ 3,100.00 | \$ - | \$ 11,400.00 |
| Indirect Expense (specify % in column A below) | | | | |
| | | | | \$ - |
| Fiscal Sponsorship Fee (specify % in column A below) | | | | |
| | | | | \$ - |
| Grand Total All Expenses | \$ 15,000.00 | \$ 5,200.00 | \$ - | \$ 20,200.00 |

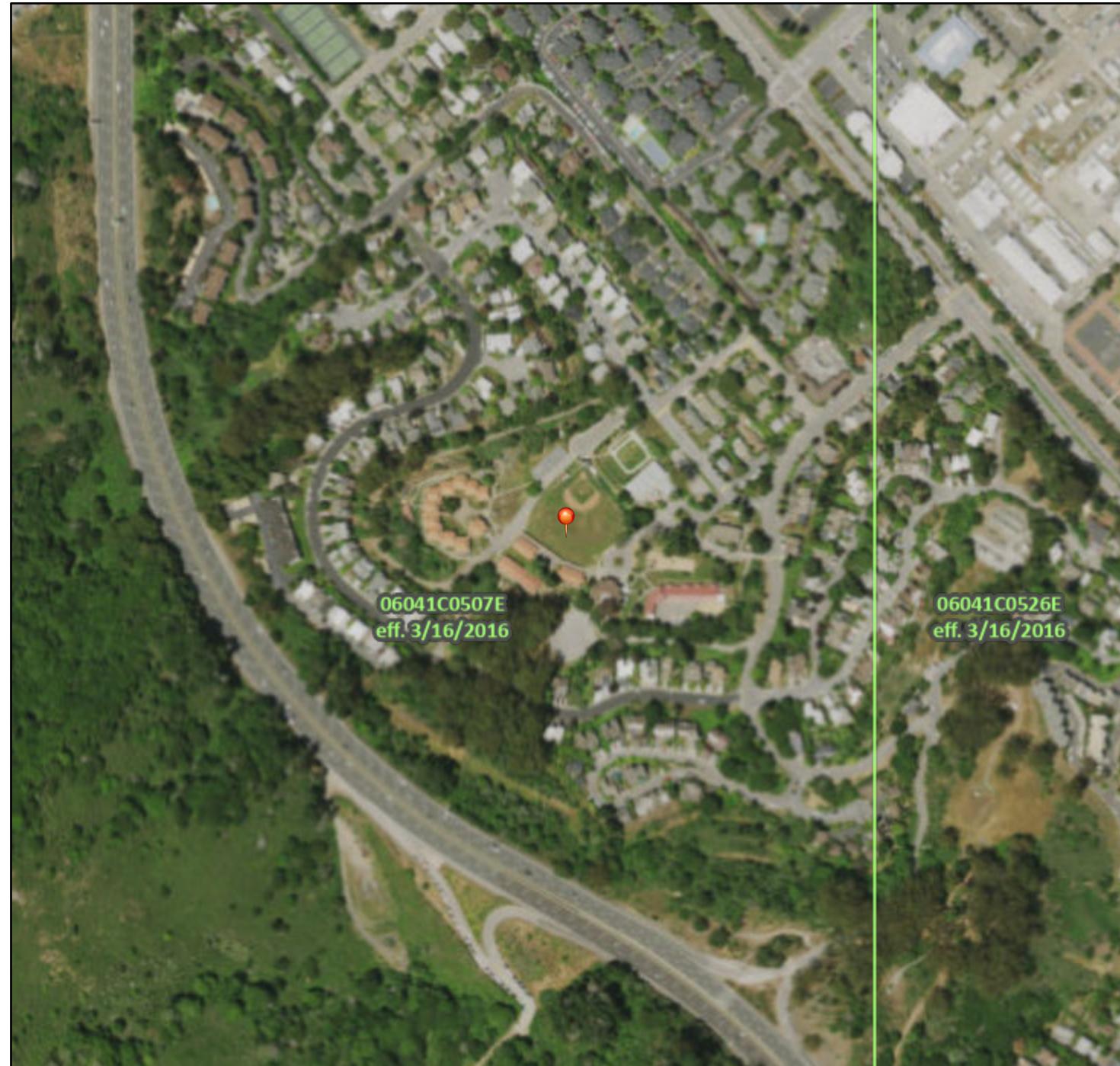
| Bridge The Gap College Prep
FY 2021-2022 Projected Organizational Budget
September 2021 - August 2022 | |
|---|------------------|
| Income | |
| 4100 Contributions and Grants | |
| 4110 Private Donations | 761,500 |
| 4120 Board Donations | 161,400 |
| 4130 Foundation Grants | 573,100 |
| 4140 Corporate/Business Donations | 103,000 |
| 4150 Government Grants | 45,000 |
| Total 4100 Contributions and Grants | 1,644,000 |
| 4300 Event Revenue | |
| 4310 Event Contributions | 400,000 |
| 4330 Event Expense | -55,000 |
| Total 4300 Event Revenue | 345,000 |
| 4400 Releases from Restriction | |
| 4410 Contribution-Restricted Scholarship Funds | 45,000 |
| Total 4400 Releases from Restriction | 80,000 |
| Total Income | 2,069,000 |
| Gross Profit | 2,069,000 |
| Expenses | |
| 5100 Scholarships and Grants | 45,000 |
| 5200 Compensation | |
| 5210 Executive Director (Offs & Dir) | 170,000 |
| 5215 Educational Program Director (2 roles) | 215,000 |
| 5217 Senior Development Director | 110,000 |
| 5218 Director of Finance & Admin | 100,000 |
| 5225 Development Associate | 40,000 |
| 5226 Operations Associate | 45,000 |
| 5230 Program Associate | 50,000 |
| 5235 Student Class Deans | 163,000 |
| 5240 Volunteer Manager | 65,000 |
| 5250 Assessment Associate | 40,000 |
| 5280 Teachers School Year | 320,000 |
| 5285 Summer Teachers | 31,000 |
| 5292 PTO/Sick Accrual | 91,000 |
| 5290 Payroll Taxes | 107,920 |
| 5295 Employee Health Insurance | 18,000 |
| Total 5200 Compensation | 1,565,920 |
| 5300 Contractors | |
| 5320 Accounting/Operations | 23,000 |
| 5330 Professional Fundraising (Grant Writer) | 20,000 |
| 5345 IT Consulting | 12,000 |
| 5347 HR Consulting | 5,500 |
| 5357 Marketing and Graphic Design | 1,500 |
| 5360 Other | 6,000 |
| Total 5300 Contractors | 68,000 |
| 5400 Occupancy Expenses | |

| Bridge The Gap College Prep
FY 2021-2022 Projected Organizational Budget
September 2021 - August 2022 | |
|--|------------------|
| 5410 Rent - Center | 20,500 |
| 5420 Cleaning and Maintenance | 21,500 |
| 5430 Telephone & Telecommunications | 4,000 |
| 5440 Utilities (PG&E) | 4,000 |
| 5450 Security | 7,500 |
| Total 5400 Occupancy Expenses | 57,500 |
| 5500 Insurance | |
| 5510 Property and Liability Insurance | 14,000 |
| 5520 Workers Compensation Insurance | 11,000 |
| Total 5500 Insurance | 25,000 |
| 5600 Program Expense | |
| 5610 Healthy Snacks | 45,000 |
| 5620 Transportation Expense | 6,000 |
| 5630 Educational Materials | 10,000 |
| 5640 Professional Development | 5,000 |
| 5645 Field Trips | 2,000 |
| 5650 Program Events and Celebrations | 20,000 |
| 5670 Program Supplies (non-cap) | 25,000 |
| 5675 Program Equipment | 3,500 |
| 5680 Volunteer Intake and Training | 1,500 |
| 5685 Program Partners | 40,000 |
| 5690 Database, Website & Tracking and Evaluation | 12,000 |
| Total 5600 Program Expense | 170,000 |
| 6100 General and Administrative | |
| 6110 Office Expenses, Eqp & Supplies | 8,000 |
| 6130 System Fees and Bank Charges | 12,000 |
| 6140 Taxes and Filing Fees | 1,000 |
| 6160 Conference,Convention,Meeting | 5,000 |
| 6170 Meals & Entertainment | 1,500 |
| 6180 Gifts | 2,000 |
| 6190 Other G&A | 3,000 |
| Total 6100 General and Administrative | 32,500 |
| 6300 Development | |
| 6320 Marketing Materials and Printing | 4,000 |
| 6330 Postage | 750 |
| 6350 Donor Payment Processing Fees | 8,000 |
| 6370 Cultivation Expenses - Events | 2,500 |
| 6385 Development Data Base | 7,200 |
| 6390 Other Development | 1,000 |
| Total 6300 Development | 23,450 |
| Total Expenses | 1,987,370 |
| Net Operating Income | 81,630 |

National Flood Hazard Layer FIRMette



122°30'29"W 37°52'3"N



Page 282 of 440

0 250 500

1,000

1,500

Feet

1:6,000

Basemap: USGS National Map: Orthoimagery: Data refreshed October, 2020

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS

- Without Base Flood Elevation (BFE) Zone A, V, A99
- With BFE or Depth Zone AE, AO, AH, VE, AR
- Regulatory Floodway

- 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X

- Future Conditions 1% Annual Chance Flood Hazard Zone X

- Area with Reduced Flood Risk due to Levee. See Notes. Zone X

- Area with Flood Risk due to Levee Zone D

- NO SCREEN Area of Minimal Flood Hazard Zone X

- Effective LOMRs

- Area of Undetermined Flood Hazard Zone D

- Channel, Culvert, or Storm Sewer

- Levee, Dike, or Floodwall

- 20.2 Cross Sections with 1% Annual Chance
- 17.5 Water Surface Elevation

- 8 - - - Coastal Transect

- ~~~ 513 ~~~ Base Flood Elevation Line (BFE)

- Limit of Study

- Jurisdiction Boundary

- Coastal Transect Baseline

- Profile Baseline

- Hydrographic Feature

- Digital Data Available

- No Digital Data Available

- Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/24/2022 at 3:26 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



STUDENT IMPACT REPORT



***Bridge the Gap College Prep
promises to support students and
families every step of the way from
1st grade to College Graduation.***

LETTER FROM THE DIRECTOR



Thanks to your incredible support, Bridge the Gap College Prep served more students than ever before over the past year! Despite the multiple challenges the pandemic presented, our staff and volunteers remained committed to our students and their families — keeping our youth engaged in learning and connected to their school community.

Here's what we accomplished in the 2020-21 school year:

- 414 students served — a 40% increase over the 2019-20 school year
- 25 high school students attended our Learning Hub, participating in virtual school classes and receiving guidance from in-person tutors.
- 19 students graduated high school, with 18 headed to college this fall — our largest graduating class ever!
- Seventy-two 4th-8th graders consistently attended virtual afterschool tutoring sessions
- 19 students recovered 31 classes in our High School Credit Recovery Summer Program, changing failing grades to passing
- 163 K-8 students engaged in literacy, science and math during our “Play is the Way” Summer Camp coordinated with Play Marin, Marin City Library, and Sausalito Marin City School District

Without you, this important work simply would not be possible. Thank you from the bottom of my heart for your generosity, which leads to life-changing programs for our students.

In community,

A handwritten signature in black ink that reads "Lisa Raffel".

Lisa Raffel

Executive Director



MISSION

The mission of Bridge the Gap College Prep is to provide comprehensive educational, social, and emotional support with the goal that every Marin City youth completes high school and graduates from college.

We believe that education strengthens and gives voice to our most vulnerable communities.

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| 8 | Our Students | 16 | BTGCP College Map |
| 9 | Students Demographics | 17 | Looking Ahead |
| 10 | School Year Programs | | |

RESILIENCE & GROWTH

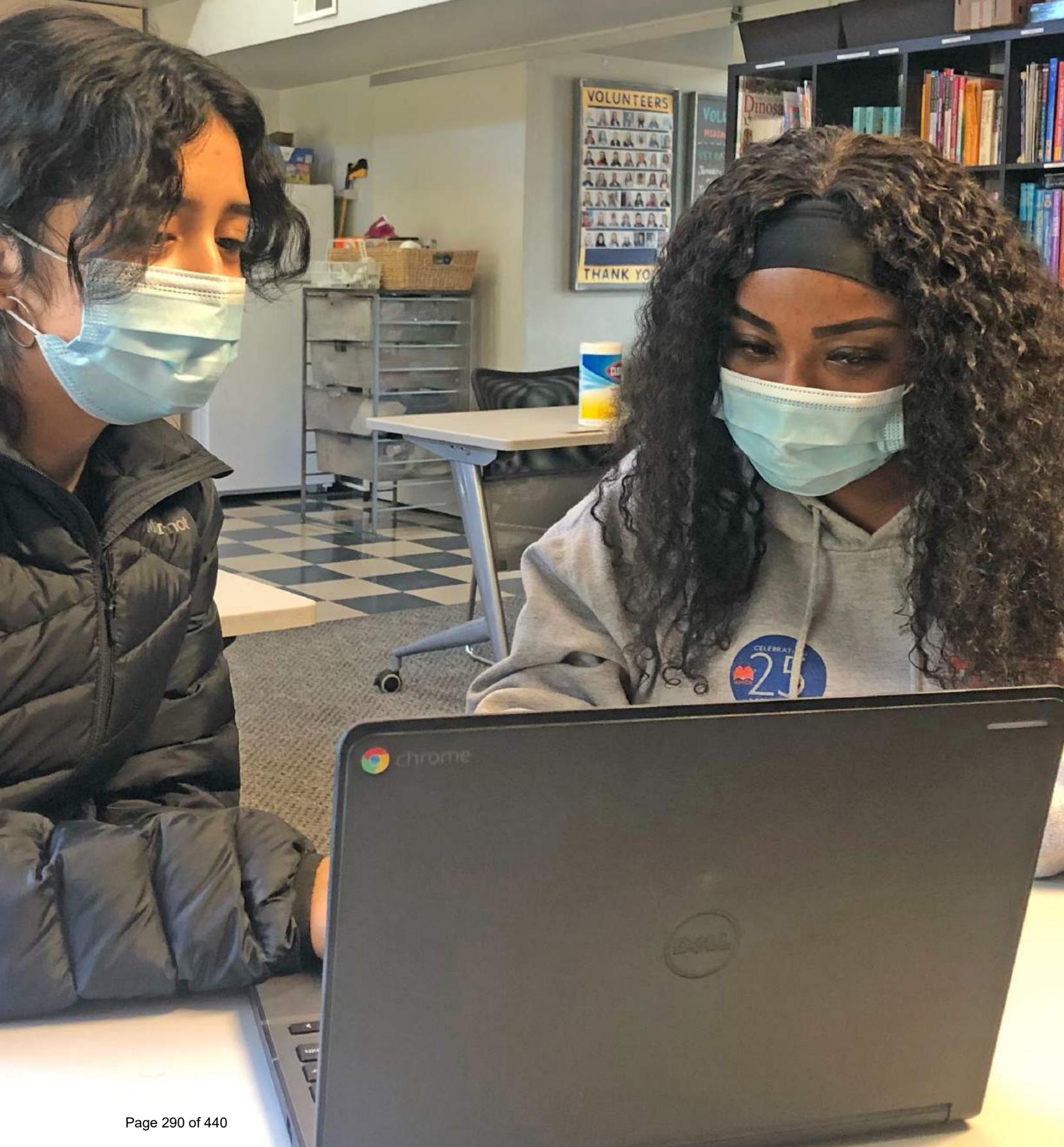
Provided online and in-person tutoring for our students in grades K – 12 during the Covid-19 school shutdowns. All BTGCP programs are offered free of charge for all students

Opened our center as a learning hub for high school students, offering virtual learning support, tutoring, meals, and social-emotional services

Increased academic support and tutoring programs for students in grades 4-8

Collaborated with the Tamalpais Union High School District to offer summer credit recovery classes for high school students

Upgraded BTGCP student and donor databases to increase efficiency and data collection



OUR STUDENTS



BTGCP students are primarily youth of color who come from a variety of ethnic, cultural, and religious backgrounds. Most attend schools in the Sausalito/Marin City and Tamalpais Union High School districts. Students come to us with many factors influencing their school success and level of self-efficacy. Many also face significant challenges and trauma associated with economic hardship and community marginalization. At Bridge the Gap College Prep, we strive to meet kids where they are, support them in the best way possible, and help them develop the tools they need to grow as students and individuals.

STUDENT DEMOGRAPHICS

1st-8th Grade Students: 114

9th-12th Grade Students: 69

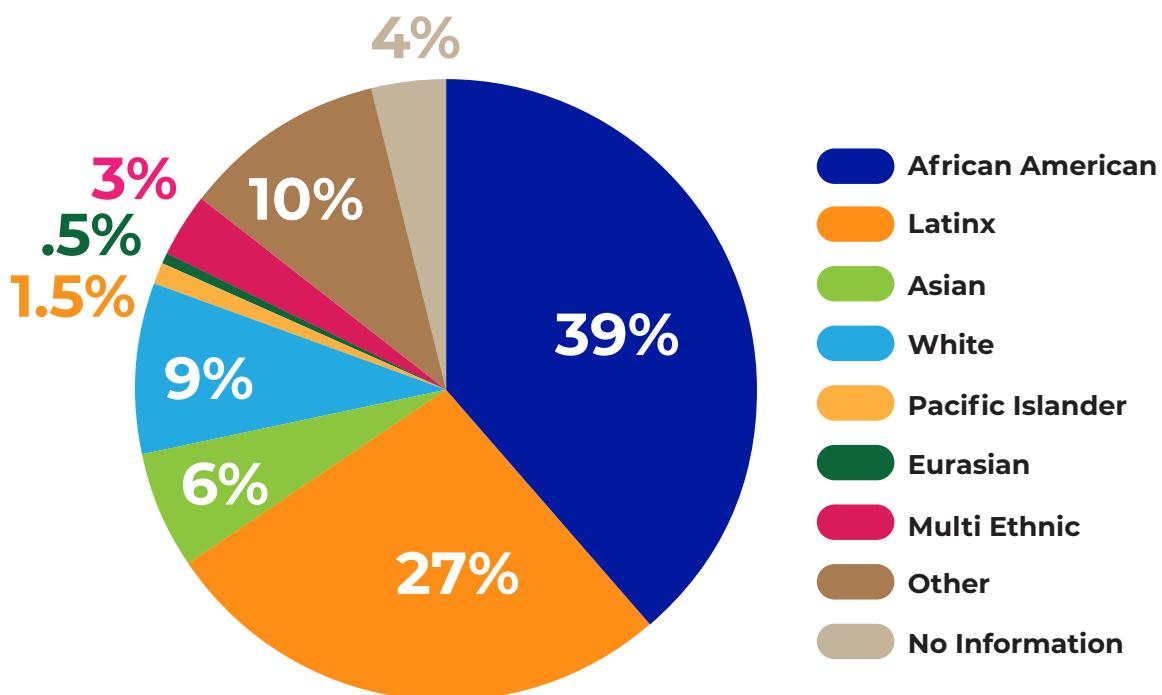
College Students: 41

1st-8th Grade Summer Students: 163

9th-12th Grade Summer Students: 27

Total Students served in 2020-21: 414

Ethnicity for 1st-12th Grade Students



SCHOOL YEAR PR



LITTLE SCHOLARS GRADES K-3

Little Scholars transitioned to a fully remote program during the 2020-21 school year. Volunteer tutors met individually with students over Zoom. When schools returned to in-person learning, BTGCP volunteers also supported Willow Creek Academy teachers in person. BTGCP offered additional enrichment activities, such as an outdoor Pumpkin Party for Halloween, holiday gift exchange, and online family game nights.

- Little Scholars students served: 42
- Little Scholars remote tutors: 42
- In-school volunteers supporting Willow Creek Academy teachers: 19

SCHOLARS GRADES 4-8

The Scholars Program provided students individual tutoring, social-emotional support, and enrichment activities. Programs were held virtually through the duration of the COVID-19 school closures. Various times throughout the school year, whenever safe, special programs were held in person with the support of volunteers. BTGCP doubled the academic support of Scholars by offering tutoring four days a week. Students in grades 7-8 received academic support from English Language Arts and math specialists. Enrichment activities included health education classes, mental health support, and a collaboration with Kids Cooking for Life to provide online cooking classes.

- 83% of 8th grade students eligible for Algebra or higher in 9th grade
- Scholars students served: 72



PROGRAMS



HIGH SCHOOL PROGRAM

During the Covid-19 school shutdowns, BTGCP collaborated with Tamalpais High School and opened our center as a learning hub for Marin City high school students, providing a quiet space with reliable internet connection, computers, and tutors.

- Total high school learning hub students served: 25
- Total high school students served through remote tutoring and academic support: 44
- Graduating high school seniors in 2020-21 school year: 19

- BTGCP high school students passed 89% of all core courses taken spring semester
- 100% of seniors completed the FAFSA (financial aid) application
- 100% of seniors that applied to four-year colleges were accepted



COLLEGE SUCCESS PROGRAM

BTGCP College Success Program included freshman on-boarding, scholarship opportunities, food insecurity support and mental health resources. All BTGCP students who are enrolled full time in college are eligible for a scholarship and receive college guidance to successfully graduate and plan for a career.

- Total college students served: 41
- BTGCP students graduated from college in 2021: 5
- 100% yearly college persistence rate

SUMMER PROGRAMS



SUMMER PROGRAM GRADES K-8

More than 150 Marin City youth in grades K-8 spent summer mornings with BTGCP staff and volunteers, focusing on literacy, math, and science. Projects included making solar houses and solar ovens, building light-up robots, dissecting owl pellets, and building catapults. In the afternoons, the campers joined BTGCP's partner, Play Marin, for outdoor recreation, games, sports, and fun! This seven-week program helped ensure these youngsters had a safe space to learn and be active during out-of-school time.

- Students served: 163
- BTGCP Volunteers: 65

HIGH SCHOOL SUMMER PROGRAM

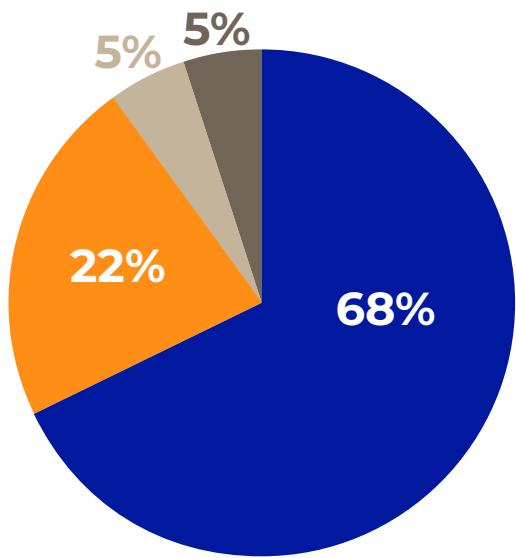
BTGCP collaborated with the Tamalpais Union High School District to offer summer credit recovery for high school students that did not earn a passing grade in academic classes during the 2020-21 school year. BTGCP provided tutors, technology, curriculum planning, social-emotional support and daily meals for students. We supported students from Tamalpais High School and Marin Catholic.

- Students served: 19
- Total courses completed: 38

BTGCP FINANCES

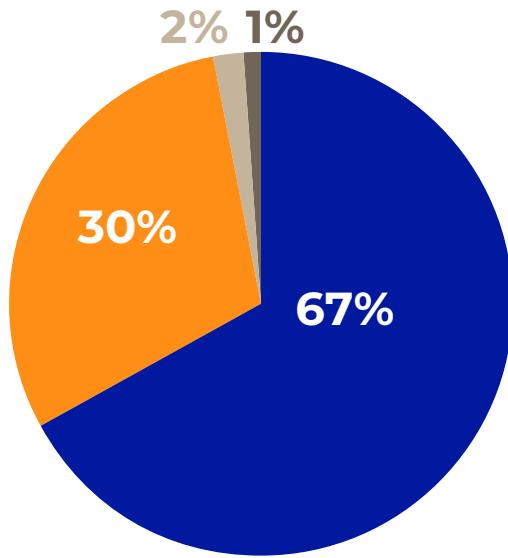
FY 2020-2021

Income: \$1,962,400



■ Private ■ Corporate
■ Foundations ■ Government

Expenses: \$1,885,100



■ Program Support ■ Scholarships
■ Administration ■ Development & Marketing

STUDENT SPOTLIGHT



KYANDRE STUDENT

Kyandre is a rising senior attending Tam High and has been part of BTGCP since he was in fourth grade. Kyandre completed three courses during our Summer Credit Recovery program. Each course is worth five credits which means he will receive a total of 15 credits. His brother, Cinsear, is a junior at Tam High and also completed two courses this summer. Kyandre and Cinsear were highly motivated to complete their courses and celebrated with BTGCP when they finished. This program offered them a second chance to stay on the path towards high school graduation.

SPOTLIGHTS

RENATA

STUDENT AND SUMMER CAMP COUNSELOR

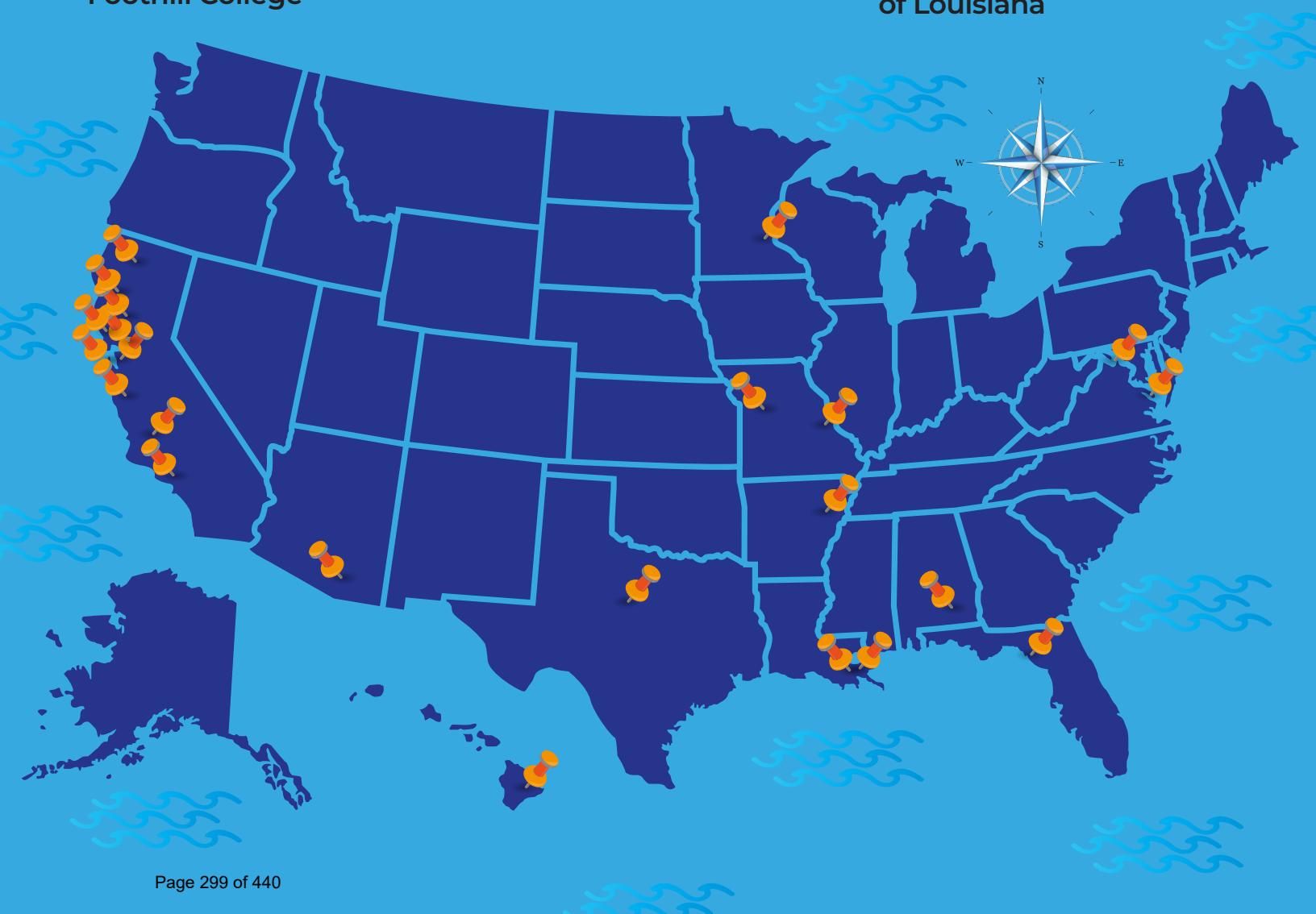
"I started at BTGCP my junior year of high school and met Andy Robles, Director of High School & College Success. I remember how he and other staff made me feel. They cared. BTGCP staff provided me with the tools that I needed and showed me love, by giving me words of encouragement like 'you've got this!' That's what I needed. Someone to give me a hand and say 'we are here to help you.'



I attended College of the Redwoods in Eureka and played soccer for them. Each semester, I have taken 18 credits and been on the honor roll. Recently, I returned to College of Marin in the hopes of transferring to UC Davis or Sonoma State. I'm majoring in Biology with a minor in Psychology. Working as a Camp Counselor was fun! Everyone I met was from diverse backgrounds and it opened my eyes to the struggles some of the youth are facing. My goal was to help provide a safe space for the kids and remind them that we hear and love them. It's an amazing feeling knowing I'm helping make a difference in students' lives."

BTGCP STUDENTS ARE ATTENDING THESE COLLEGES:

- Berkeley City College
- Cal States: Fullerton, Humboldt, Northridge, Sacramento & Sonoma
- College of Marin
- College of the Redwoods
- Diablo Valley College
- Dillard University
- Foothill College
- Hampton University
- Harding University
- Howard University
- Los Rios Community College
- Minneapolis Community & Technical College
- Missouri Baptist University
- Missouri Valley College
- Tuskegee University
- UC Davis
- UC Merced
- UC Riverside
- University of Arizona
- University of Hawaii Hilo
- Xavier University of Louisiana



LOOKING AHEAD

In July, the Sausalito Marin City School District merged their two schools, the former Willow Creek Academy charter school in Sausalito and Bayside MLK Jr. Academy in Marin City. The unification was the result of an order from California's Attorney General to desegregate after years of inequities in funding and resources that disproportionately negatively impacted Marin City students of color. To learn more, please read the *LA Times* article "[A tiny Marin County district got California's first school desegregation order in 50 years.](#)"

Bridge the Gap College Prep is excited to support the school unification by offering our after school programs on-site daily at both campuses. All students will be eligible to participate in BTGCP free of charge. This change will allow us to do several important things:

- work with early elementary age students — a key program approach to increasing the number of students reading on grade level
- greatly increase the number of students served, as well as the number of hours per week that they are provided with additional tutoring and guidance
- align our academic instruction with the Sausalito Marin City School District's approach
- support students more holistically by engaging them through academic support and enrichment activities everyday after school

Our K-8 Scholars 1:1 Evening Program will continue to be provided at our BTGCP Center, while our High School Program will remain at the Tamalpais High School campus. The College Success program continues to grow and we will have 45 students in college during the 2021-22 school year. We have also developed new partnerships to provide more enrichment programs to our students including coding class with Google's Code Next Program, field trips to local museums and attractions, and enhanced social-emotional learning opportunities.

With your help, we look forward to expanding our services to more students and families, ensuring that our students complete high school and graduate from college.



MarinCity
BridgetheGap
College Prep

105 Drake Ave
Sausalito, CA 94965
btgcollegeprep.org

*** Summer Highlights & Successes ***

Season Korchin <seasonkorchin@gmail.com>
To: Season Korchin <seasonkorchin@gmail.com>

Tue, Dec 28, 2021 at 7:41 PM



Goodbye Summer!

We are happy to share our summer successes with you! We are grateful to the community for coming together to bring meaningful experiences to our students and their families.

Back to School Backpack Giveaway



Thanks to our community partners and supporters, we were able to provide students with a backpack and the supplies they need to be successful throughout next school year. Dodge & Cox donated 200 backpacks filled with school supplies and our Advisory Council was kind enough to bring yummy treats. We also received a generous donation of PPE from the Mill Valley Safeway to distribute to families at the event. What a great way to celebrate the start of another school year!



Summer Scholars 2021



Enjoy this short [video](#) of our time in the Marin City Library this summer. Our youngest BTGCP students had fun learning and playing with **Miss Hope** and their amazing volunteer **Big Buddies!** A big thank you to **Pam Flores**, our Volunteer Manager, for capturing and putting together this beautiful video. New this summer, we also worked daily with 4-8th graders to support their growth in math, reading & science.

High School Credit Recovery Program



Our first ever Credit Recovery Summer Program has concluded.
19 students completed 31 classes for credit recovery: 10

students completed one class; 8 students completed two classes; and 2 students completed three classes! Students also had the opportunity to recover math credits through Tam High's redemption program. This summer program made a big difference on students who fell behind in credits due to COVID and enabled them to stay on the pathway to graduation.



A special thank you to our Summer Program staff for working diligently to ensure students had all the necessary tools to complete their courses. We would also like to express our gratitude to Friends of BTGCP and the many donors who helped provide stipends to students for course completion.

Student Spotlights



TaMajanae attends San Andreas High School and she is one of the two

students who completed three courses this summer. Each course is worth five credits which means she will receive a total of **15 credits towards her transcript**. Her goal is to get back on track so that she is eligible for graduation. She hopes to return to Redwood High School and graduate with her original classmates. TaMajanae is deeply grateful for this program.



Kyandre, Cinsear, and Johnathan are brothers who participated in our Credit Recovery Program. Each of them managed to reach **100% completion in a total of two or more courses**. Kyandre is a rising senior attending Tam High. He is the second student who completed three courses this summer. Cinsear and Johnathan are rising juniors at Tam High, and both of them completed two courses. This program offered them a second chance, where they may have otherwise given up on their academic success.

Designer of Our Summer T-Shirt



One of our students **Jelvin**, a Senior at Tamalpais High School, **designed**
Page 306 of 440

our t-shirt for the Credit Recovery Program we held this summer. We are in awe of his incredible talent for graphic design and are so pleased with the final product! We appreciate the time and effort Jelvin gave to provide us with a beautiful design. Thank you to [Brand Marinade](#) as well for working with us!

Virtual College Send Off



Chinna Ford (College Success Program Manager & 12th Grade Dean) and Andy Robles (High School & College Success Director) hosted a virtual send-off event for our college students. The event included a panel of BTGCP scholars and peers, where they discussed their college journey. Subjects talked about college resources, building community, and accessing scholarships. We can't wait to see our college students do amazing things this school year!

Vaccination Campaign in Marin City



We are thrilled to be partnering with [Play Marin](#), [Marin Housing](#), and [Marin County Public Health](#), to support vaccinations in Marin City. All in the community 12 & up who get vaccinated will receive two \$25 gift cards for their first shot and be entered into the sweepstakes for a chance to win prizes worth \$100 and more once they have completed their vaccine series. We appreciate the folks who have donated funds and their time to help this campaign!

Donation of Chromebooks from MCDS



We are grateful to have received a **donation of 34 Chromebooks** from [Marin Country Day School](#). This was all possible because five 8th grade students - **Damysia, Remi, Micaela, Mo, and Annika** - worked on a project focused on educational equity to donate devices to students in need. Their efforts will help our students remain engaged and connected with classes. Thank you to these remarkable students for thinking of BTGCP!

Community Corner

TAKE THE WINNING SHOT!

MARIN CITY STRONG

Let's keep our community safe, students in school, and our workplaces open!

All in the Marin City Community 12 & up who get vaccinated will receive two \$25 gift cards for their first shot, PLUS be entered into the sweepstakes for a chance to win prizes worth \$100 or more once they have completed their two vaccine series.

Already- vaccinated Marin City folks can enter the sweepstakes for every friend & family member they bring who gets their shots- bring three friends, increase your chances of winning by 3!

The Delta variant of the COVID-19 virus is running through our community. Vaccines are safe and effective, please reach out to your health care provider if you have any questions.

To learn more about the sweepstakes and for terms and conditions, visit:
[Facebook page: www.facebook.com/takethewinningshot](https://www.facebook.com/takethewinningshot)
[Instagram page: www.instagram.com/marin.city.strong](https://www.instagram.com/marin.city.strong)

PERFORMING STARS. and **PLAY!! MARIN**
Proudly Presents

Soulful Saturday

MEET & GREET
CAR & MOTORCYCLE CLUB SHOWS
MARIN MUSCLE CAR CLUB • FOFIFTEEN CAR CLUB
PRETTY IN MY PINK SOCIAL CLUB

SEPTEMBER 4, 2021 • 11 a.m.-5 p.m.
100 Block of Drake Avenue, Marin City, CA 94965

MAKERS MARKET VENDORS
 (Food, crafts, produce, non-profits, entrepreneurs)
Oldies But Goodies MUSIC • DOMINOES • CHESS & CHECKERS • CHILDREN ACTIVITIES

MOBILE VAN- COVID19 TESTING & VACCINATIONS
Marin city historical & preservation society launching the 60 year celebration of Marin city 1942-2022

*** MARIN COUNTY COVID19 SAFETY RULES IN PLACE ***

COMMUNITY PARTNERS

Contact 415.332.8316 or 415.944.7141



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Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

FAIRFAX-SAN ANSELMO CHILDREN'S CENTER

Mailing Address

199 Porteous Avenue
Fairfax, California, 94930

Website

www.fsacc.org

Executive Director/CEO

Heidi Tomsky

Email Address

hstomsky@comcast.net

Phone Number

(415) 454-1811

Project General Information

Program/Project Name

School Age Transportation Program

Program/Project Site Address

199 Porteous Avenue
Fairfax, California, 94930

CDBG Year 1 Funding Amount Requested

17250

CDBG Year 2 Funding Amount Requested

17250

Application Contact Person

Heidi Tomsky

Title of Contact Person

Executive Director

Email Address

hstomsky@comcast.net

Phone Number

(415) 454-1811

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

| | % of Services Provided |
|--------------|------------------------|
| Novato | 0 |
| San Rafael | 0 |
| County Other | 100% |

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

The Fairfax-San Anselmo Children's Center serves 87 low-income children in the Upper Ross valley. All of the 64 families we serve fall in the "Extremely Low Income" category used in this application. The mission of the Fairfax-San Anselmo Children's Center is to provide quality early care and education to children, support a diverse population of families and build a sense of community. Our goal is to support and increase children's school readiness skills while providing a safe and healthy learning environment, enhance family well-being and foster parent leadership within our community. We believe in creating an equitable and inclusive community for all children, families and staff through our early care and education programs. As an agency we provide child care to low-income families through funding contracts from the California State Department of Education and the California Department of Health and Human Services. These contracts have strict eligibility for services tied to them that we must follow in order for a family to receive child care. Families are certified by agency staff bi-annually for income eligibility as well as need for services.

Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

This transportation project, is an essential service that the Fairfax-San Anselmo Children's Center provides and is intended to support extremely low-income families to continue to work and attend vocational training activities throughout the day. We have the objective of safely transporting the children enrolled in our school age program, from their schools and back to our childcare program

each school day. Meeting this objective creates a support for families in which they are then not concerned about the care and supervision of their children once school is out for the day, thus providing them the ability to continue to work and the peace of mind that their child is safe. These two outcomes support our goal of providing services that help families towards achieving family self-sufficiency.

Grant funds would be used to fund four part-time driver positions and maintain our four vans used to transport children. The driver positions have been combined with classroom positions to create jobs that will attract qualified staff to work in our school age program. To accomplish this project, it also requires a morning receptionist to receive calls regarding absences, changing schedules and various other important details, an afternoon dispatcher for two hours and a person to regularly monitor and schedule maintenance on the vehicles. Our school age program currently provides care to 52 school-age children who attend the local elementary schools in the Upper Ross Valley area. All of the school-age children in our program need transportation after school from their school campuses to our campus in at Deer Park School in Fairfax. We drive to the children's schools at different times throughout the afternoon. The scheduling requires us to be flexible as each school and grade have differing release times. Families are unable to provide transportation due to conflicting work and or training schedules. Our transportation program helps alleviate traffic congestion at the schools since we are picking up several children in one vehicle. In addition to the after school transportation, we also use our transportation program to take our children on field trips on non-school days.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

The biggest impact has been the reduced number of children we care for in each program classroom. We have been gradually increasing our enrollment in our school-age program and then in early January we experienced an outbreak in the school-age program and had to close for ten days. We are now holding off on any more enrollment at this time and re-evaluating our COVID protocol and practices. Our agency was able to receive testing kits to distribute to families distributed by Marin Child Care Council and we also have conducted testing onsite for staff and families with group testing kits we were given by Marin County Health Department. Staff share COVID related information with families such as the benefits of vaccinations and where vaccination and testing sites are located throughout the county. In the vans the children are masked and given hand sanitizer upon entering the van.

For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

Children, Youth and Parent Services

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

Our transportation project aligns with the priority "Children, Youth and Parent Services". The project has a positive impact on the current children and families enrolled in our program by providing access to subsidized child care that provides after school transportation, quality educational learning opportunities along with nutritious snack or meals.

This transportation project, is an essential service that the Fairfax-San Anselmo Children's Center provides and is intended to support extremely low-income families to continue to work and attend vocational training activities throughout the day. We have the objective of safely transporting the 60 children enrolled in our school age program, from their schools and back to our childcare program each school day. Meeting this objective creates a support for families in which they are then not concerned about the care and supervision of their children once school is out for the day, thus providing them the ability to continue to work and the peace of mind that their child is safe. These two outcomes support our goal of providing services that help families towards achieving family self-sufficiency.

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

How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

This project provides access to quality child care (currently at no cost) for extremely low-income families. This service enables these families to become employed, continue being employed or participate in vocational training programs without having to be concerned about the well-being of their children. The Fairfax-San Anselmo Children's Center will continue to outreach to families identified to be in one of the protected classes throughout Marin County. Outreach will continue to be in partnership with other entities that have contact with these families who might not otherwise contact our agency. The intent of this ongoing outreach is to inform families of our services and that these services are provided regardless of race, color, religion, national origin, sex, familial status, or disability.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

The Fairfax San Anselmo Children's Center operates on a non-discriminatory basis, admitting families without regard to race, color, national origin, citizenship status, creed, religion, religious affiliation, national origin, ethnicity, age, sex, marital status, sexual orientation, gender identity, disability, or veteran status. This same non-discriminatory policy exists for hiring staff, as long as their status or disability does not pre-empt them from performing the duties of their job. The Center has a current Affirmative Marketing plan (previously submitted the Marin Community Development Agency) that is used to dictate our outreach efforts.

Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document.)

| | Number |
|----------------------|--------|
| Moderate Income | 0 |
| Low Income | 0 |
| Very Low Income | 0 |
| Extremely Low Income | 179 |

Total Number of Persons by Income Demographic

179

How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers (Please limit to 3000 characters.)

The Fairfax-San Anselmo Children's Center conducts a required income and need certification as part of the process to enroll a family and re-certifies each family bi-annually as per our funding terms and conditions. To be eligible for state subsidy, the family must be income-eligible and qualify under a need category (parents working or in training, homeless, parents seeking employment, or family services referral). Income is verified with, pay stubs, federal tax filings, bank statements and in some cases self-declarations that are required to be written to include, "under penalty of perjury".

Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.

| | Total Number of Persons | Number Identifying as Hispanic |
|---|-------------------------|--------------------------------|
| American Indian or Alaskan Native | 0 | 0 |
| Asian | 5 | 0 |
| Black or African American | 12 | 0 |
| Native Hawaiian or Other Pacific Islander | 0 | 0 |
| White | 146 | 107 |
| American Indian and White | 1 | 0 |
| Asian and White | 2 | 0 |
| Black and White | 9 | 0 |
| American Indian and Black | 0 | |
| Multi-Racial | 2 | 0 |

Total Number of Persons

177

Total Number Identifying as Hispanic

107

Female-Headed Households (out of above total)

31

Persons with Disabilities (out of above total)

7

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

We have safely and successfully transported children, during the COVID pandemic, throughout the past school year and into the current school year. The Center manages several different school pick-up times and work closely with the families and schools to ensure the safety of all the children. Our COVID protocol requires masking and hand sanitizer upon entry into the vehicle as well as daily sanitation of the vehicle.

If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

There are no remaining funds

Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)

The Fairfax-San Anselmo Children's Center has received and successfully managed funds from CDBG,

the California State Department of Education, California Child Care Food Program for numerous years.

Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

Executive Director, Heidi Tomsky, is responsible for these grant funds. She oversees the morning administrative assistant/receptionist, dispatcher and the coordinator. Program Director, Erik Schweninger, is responsible for the daily supervision of the transportation office staff and drivers to ensure the success of the daily transportation activities as well as health and safety of all children being transported. It is our goal to provide safe and reliable transportation for all of our school age children enrolled at the Center. Both Ms. Tomsky and Mr. Schweninger have been in the above-described roles since 2007 so they are able to provide extensive knowledge and experience. The schedule for transportation services follows the school calendar. The income and expenses for grants are tracked using QuickBooks.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

There will be no upcoming leadership transitions

For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)

N/A

For HOME projects: Please describe how you will need the 25% funding match requirement? (Please limit to 3000 characters.)

N/A

For HOME projects: Describe your project's ability to pencil out with HOME Low Rents. (Limit to 3000 characters.)

N/A

For Housing and Capital (construction and renovation) projects, what is your 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)

Describe any flexibility regarding your projects start/completion date. (Limit to 3000 characters.)

There is no flexibility regarding the start date of our School Age Transportation Program. This program follows the local school calendar including the non-school days in which we have children on-site for the entire day and transport on local field trips. Our most recent field trip was to Samuel P. Taylor Park to see the salmon run in the creek.

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT

just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget



CDBG Public Service Project Budget Templat...

Attach Organization Budget



BUDGET 2021-22 APPROVED.xlsx

Attach Dynamic Flood Map



CDBG FLOOD MAP.pdf

Attach Miscellaneous



Family Fee Schedule 21-22.pdf

Signer Name

Heidi Tomsky

Signer Title

Executive Director

Signer Affirmation

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Public Services Project Budget Template

Organization Name: FAIRFAX-SAN ANSELMO CHILDREN'S CENTER

Project Title: AFTER SCHOOL TRANSPORTATION PROJECT

Date:

| INCOME: | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Income |
|--|------------------------|-----------------------|---------|-------------------------------|
| <u>Committed</u> | | | | |
| Foundations: | | | | |
| | | | | |
| (Add rows) | | | | |
| Government: | | | | |
| CA Department of Health & Human services | | | | |
| Corporations: | | | | |
| | | | | |
| (Add rows) | | | | |
| Individual Contributions: | | | | |
| (list total): | | | | |
| Earned Income: | | | | |
| | | | | |
| (Add rows) | | | | |
| Other (specify): | | | | |
| | | | | |
| (Add rows) | | | | |
| <i>Subtotal, Committed Income</i> | \$ - | \$ - | \$ - | |
| <u>Uncommitted</u> | | | | |
| Federal Grants Request | \$ 20,634.00 | | | |
| Other Foundations: | | | | |
| | | | | |
| (Add rows to list other Foundations) | | | | |
| Government: | | | | |
| | | | | |
| (Add rows to list other Government agencies) | | | | |
| Corporations: | | | | |
| | | | | |
| (Add rows to list other corporations) | | | | |
| Individual Contributions: | | | | |
| | | | | |
| (Add rows to list other contributions) | | | | |
| Other (specify): | | | | |
| | | | | |
| (Add rows to list others) | | | | |
| <i>Subtotal, Uncommitted Income</i> | \$ 20,634.00 | \$ - | \$ - | \$ 20,634.00 |
| Other: | | | | |
| <i>Earned Income:</i> | | | | |

| | | | | | |
|--------------------------------|--------------|------|------|------|--------------|
| | | | | | |
| (Add rows) | | | | | |
| Subtotal, Earned Income | | \$ - | \$ - | \$ - | |
| Grand Total Income | \$ 20,634.00 | \$ - | \$ - | \$ - | \$ 20,634.00 |

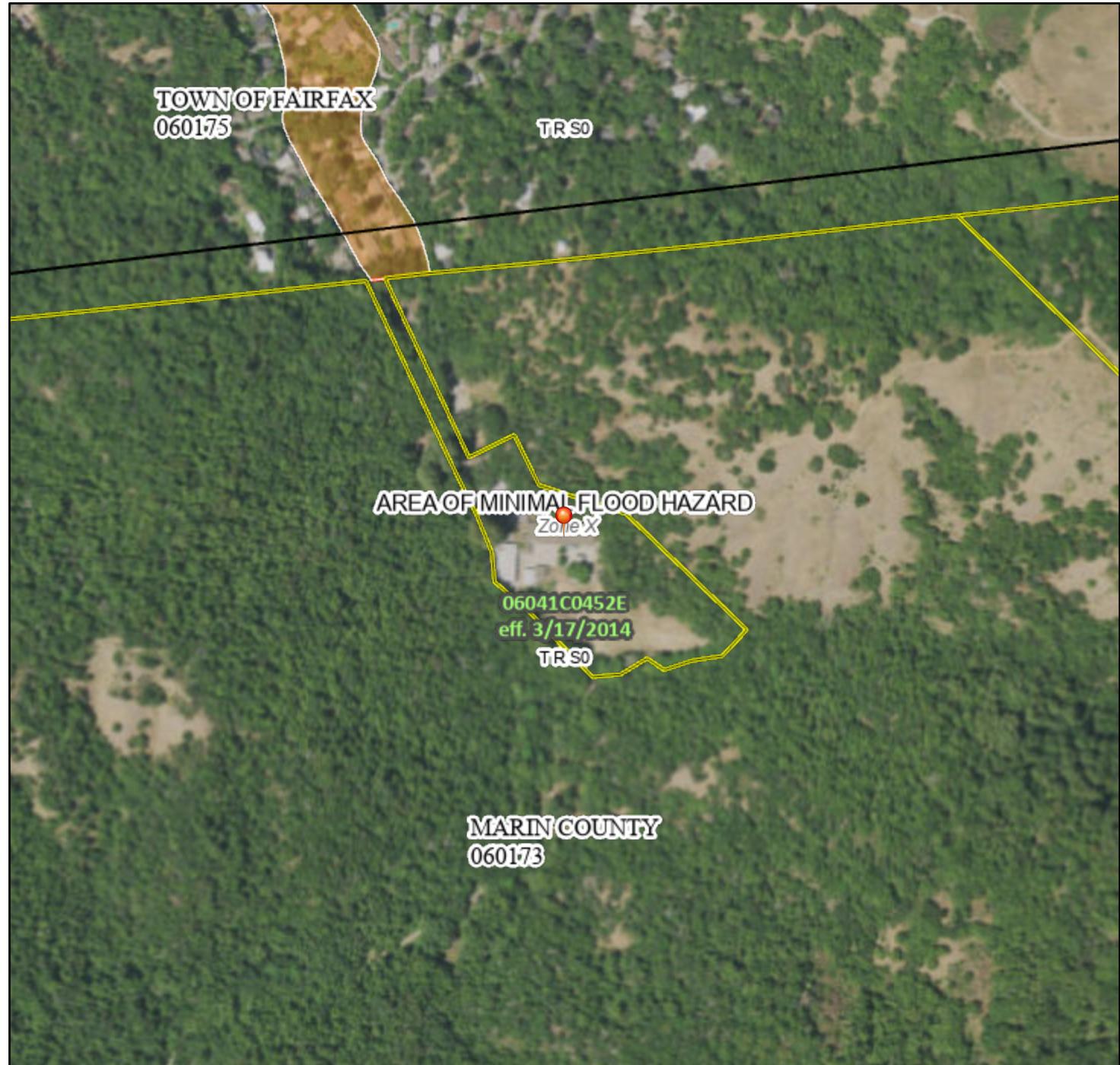
| EXPENSES (Add rows to list other expenses) | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Expenses |
|---|------------------------|-----------------------|---------|---------------------------------|
| Personnel Expenses | | | | |
| Program Director
(% FTE: 12.5) | | \$ 13,156.00 | | \$ 13,156.00 |
| Coordinator, AM
(% FTE: 33%) | \$ 2,091.00 | \$ 4,247.00 | | \$ 6,338.00 |
| Coordinator, PM
(% FTE: 50 %) | \$ 6,339.00 | \$ 6,339.00 | | \$ 12,677.00 |
| Drivers
(% FTE: 31.25 %) | \$ 12,204.00 | \$ 26,848.00 | | \$ 39,052.00 |
| (Add rows) | | | | |
| Benefits (@ % 0) | | | | \$ 11,944.00 |
| <i>Subtotal Salaries and Benefits</i> | \$ 20,634.00 | \$ 50,590.00 | \$ - | \$ 71,224.00 |
| Contracted Services | | | | |
| Professional Fees | | | | |
| Project Consultant | | | | |
| (Add rows to list other contracted expenses) | | | | |
| <i>Subtotal Contracted Services</i> | \$ - | \$ - | \$ - | \$ - |
| Direct Project Related Expenses | | | | |
| Rent | | \$ 1,035.00 | | \$ 1,035.00 |
| Utilities | | | | |
| Vehicle Supplies | | \$ 10,575.00 | | \$ 10,575.00 |
| Vehicle Maintanence | | \$ 12,000.00 | | \$ 12,000.00 |
| Travel | | | | |
| Professional Development | | | | |
| Marketing | | | | |
| (Add rows to list other direct project expenses) | | | | |
| <i>Subtotal, Direct Project Related Expenses</i> | \$ - | \$ 23,610.00 | \$ - | \$ 23,610.00 |
| Indirect Expense (specify % in column A below) | | | | |
| | | | | \$ - |
| Fiscal Sponsorship Fee (specify % in column A below) | | | | |
| | | | | \$ - |
| <i>Grand Total All Expenses</i> | \$ 20,634.00 | \$ 74,200.00 | \$ - | \$ 94,834.00 |

| EXPENDITURES | 2021-22 | EXPENDITURES | 2021-22 | INCOME | 2021-22 |
|--------------------------------|---------------------|----------------------------------|---------------------|----------------------------------|---------------------|
| SALARIES | | OPERATIONS | | SDE (CCTR & CSPP) | 1,370,551.00 |
| Certificated Salaries | 568,531.00 | Computer Services | 4,500.00 | CDBG Transportation | 15,000.00 |
| Classified Salaries | 464,895.00 | Website | 2,000.00 | CCFP | 60,000.00 |
| | | Training/Conference | 1,000.00 | Contract COLA? | 55,000.00 |
| TOTAL SALARIES | 1,033,426.00 | Dues/Subs/Memberships | 1,000.00 | MCF-Infant/toddler | 21,000.00 |
| Employment Taxes | 51,000.00 | Liability Insurance | 26,000.00 | QRIS | 2,800.00 |
| Unemployment | 15,000.00 | Utilities | 51,100.00 | County/MCF(MC3) | |
| Health Insurance | 40,000.00 | Rent | 92,700.00 | Parent Fees / Full Cost | - |
| Worker's Comp | 18,500.00 | Legal & Licenses | 5,000.00 | FIRST5 | |
| LiveScan | 1,000.00 | Audit | 14,000.00 | Donations | 15,000.00 |
| Payroll Expense | 2,500.00 | Summer Program | 2,500.00 | Foundation Grants | |
| Sub-total Benefits | 128,000.00 | Garden | 2,000.00 | Fundraising | 14,500.00 |
| SUPPLIES | | Accounting | 45,000.00 | Materials / Field Trip Fees | - |
| Instructional Materials | 10,000.00 | Fundraising Expenses | 2,000.00 | | |
| Other Supplies | 1,000.00 | Marketing/Advertising | - | Interest income | - |
| Office Supplies | 6,500.00 | Reserve for Contingencies | 35,000.00 | TOTAL INCOME | 1,553,851.00 |
| Advertising | 750.00 | Sub-Total Operations | 283,800.00 | | |
| Postage | 300.00 | Program Equipment-Van | | Total Income | 1,553,851.00 |
| Repair/Replace | 15,000.00 | Sub-Total Sites/Bldg.Equip. | | Total Expenditures | 1,553,851.00 |
| Janitorial Supplies | 2,000.00 | | | Surplus / <Deficit> | - |
| Equipment | 6,500.00 | TOTAL EXPENDITURES | 1,553,851.00 | | |
| Transportation Supplies | 10,575.00 | | | | |
| Transportation Maintenance | 12,000.00 | | | | |
| Food | 44,000.00 | | | | |
| Sub-Total Supplies | 108,625.00 | | | | |

National Flood Hazard Layer FIRMette



122°35'37"W 37°58'42"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS

| | |
|--|--|
| | Without Base Flood Elevation (BFE)
Zone A, V, A99 |
| | With BFE or Depth Zone AE, AO, AH, VE, AR |
| | Regulatory Floodway |

0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X

Future Conditions 1% Annual Chance Flood Hazard Zone X

Area with Reduced Flood Risk due to Levee. See Notes. Zone X

Area with Flood Risk due to Levee Zone D

OTHER AREAS OF FLOOD HAZARD

NO SCREEN Area of Minimal Flood Hazard Zone X

Effective LOMRs

Area of Undetermined Flood Hazard Zone D

OTHER AREAS

- - - Channel, Culvert, or Storm Sewer

::::: Levee, Dike, or Floodwall

20.2 Cross Sections with 1% Annual Chance
17.5 Water Surface Elevation

8 - - - Coastal Transect

~~~~ 513 ~~~~ Base Flood Elevation Line (BFE)

Limit of Study

Jurisdiction Boundary

- - - - - Coastal Transect Baseline

- - - Profile Baseline

- - - Hydrographic Feature

Digital Data Available

No Digital Data Available

Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/17/2022 at 5:12 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

## Family Monthly Fee Schedule

California Department of Education – Effective: July 1, 2021

State enrollment cutoff = 85 percent (%) of 2019 State Median Income (SMI) from California (CA) Department of Finance (DOF) (2 Family Fee Schedule)

| <b>Monthly Part-time Fee</b> | <b>Monthly Full-time Fee</b> | <b>Family Size<br/>1 or 2</b> | <b>Family Size<br/>3</b> | <b>Family Size<br/>4</b> | <b>Family Size<br/>5</b> | <b>Family Size<br/>6</b> | <b>Family Size<br/>7</b> | <b>Family Size<br/>8 or more</b> |
|------------------------------|------------------------------|-------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------------------|
| \$34                         | \$68                         | 2,702                         | 2,987                    | 3,414                    | 3,961                    | 4,507                    | 4,609                    | 4,712                            |
| \$42                         | \$83                         | 2,771                         | 3,064                    | 3,502                    | 4,062                    | 4,623                    | 4,727                    | 4,833                            |
| \$50                         | \$99                         | 2,840                         | 3,141                    | 3,589                    | 4,164                    | 4,738                    | 4,846                    | 4,953                            |
| \$58                         | \$116                        | 2,910                         | 3,217                    | 3,677                    | 4,265                    | 4,854                    | 4,964                    | 5,074                            |
| \$75                         | \$149                        | 2,979                         | 3,294                    | 3,764                    | 4,367                    | 4,969                    | 5,082                    | 5,195                            |
| \$84                         | \$168                        | 3,048                         | 3,371                    | 3,852                    | 4,468                    | 5,085                    | 5,200                    | 5,316                            |
| \$94                         | \$187                        | 3,118                         | 3,447                    | 3,940                    | 4,570                    | 5,201                    | 5,318                    | 5,437                            |
| \$104                        | \$207                        | 3,187                         | 3,524                    | 4,027                    | 4,671                    | 5,316                    | 5,437                    | 5,557                            |
| \$114                        | \$228                        | 3,256                         | 3,600                    | 4,115                    | 4,773                    | 5,432                    | 5,555                    | 5,678                            |
| \$125                        | \$249                        | 3,325                         | 3,677                    | 4,202                    | 4,875                    | 5,547                    | 5,673                    | 5,799                            |
| \$136                        | \$272                        | 3,395                         | 3,754                    | 4,290                    | 4,976                    | 5,663                    | 5,791                    | 5,920                            |
| \$147                        | \$294                        | 3,464                         | 3,830                    | 4,377                    | 5,078                    | 5,778                    | 5,909                    | 6,041                            |
| \$159                        | \$318                        | 3,533                         | 3,907                    | 4,465                    | 5,179                    | 5,894                    | 6,028                    | 6,161                            |
| \$171                        | \$342                        | 3,603                         | 3,983                    | 4,552                    | 5,281                    | 6,010                    | 6,146                    | 6,282                            |
| \$175                        | \$349                        | 3,672                         | 4,060                    | 4,640                    | 5,382                    | 6,125                    | 6,264                    | 6,403                            |
| \$178                        | \$355                        | 3,741                         | 4,137                    | 4,727                    | 5,484                    | 6,241                    | 6,382                    | 6,524                            |
| \$181                        | \$362                        | 3,810                         | 4,213                    | 4,815                    | 5,585                    | 6,356                    | 6,500                    | 6,645                            |
| \$185                        | \$369                        | 3,880                         | 4,290                    | 4,903                    | 5,687                    | 6,472                    | 6,618                    | 6,766                            |
| \$196                        | \$391                        | 3,949                         | 4,366                    | 4,990                    | 5,789                    | 6,587                    | 6,737                    | 6,886                            |
| \$199                        | \$398                        | 4,018                         | 4,443                    | 5,078                    | 5,890                    | 6,703                    | 6,855                    | 7,007                            |
| \$203                        | \$405                        | 4,087                         | 4,520                    | 5,165                    | 5,992                    | 6,819                    | 6,973                    | 7,128                            |
| \$206                        | \$412                        | 4,157                         | 4,596                    | 5,253                    | 6,093                    | 6,934                    | 7,091                    | 7,249                            |
| \$209                        | \$418                        | 4,226                         | 4,673                    | 5,340                    | 6,195                    | 7,050                    | 7,209                    | 7,370                            |
| \$213                        | \$425                        | 4,295                         | 4,749                    | 5,428                    | 6,296                    | 7,165                    | 7,328                    | 7,490                            |
| \$216                        | \$432                        | 4,365                         | 4,826                    | 5,515                    | 6,398                    | 7,281                    | 7,446                    | 7,611                            |
| \$220                        | \$439                        | 4,434                         | 4,903                    | 5,603                    | 6,499                    | 7,396                    | 7,564                    | 7,732                            |
| \$223                        | \$446                        | 4,503                         | 4,979                    | 5,690                    | 6,601                    | 7,512                    | 7,682                    | 7,853                            |
| \$227                        | \$453                        | 4,572                         | 5,056                    | 5,778                    | 6,703                    | 7,628                    | 7,800                    | 7,974                            |

|       |       |       |       |       |       |       |        |        |
|-------|-------|-------|-------|-------|-------|-------|--------|--------|
| \$230 | \$460 | 4,642 | 5,132 | 5,866 | 6,804 | 7,743 | 7,919  | 8,094  |
| \$233 | \$466 | 4,711 | 5,209 | 5,953 | 6,906 | 7,859 | 8,037  | 8,215  |
| \$237 | \$473 | 4,780 | 5,286 | 6,041 | 7,007 | 7,974 | 8,155  | 8,336  |
| \$240 | \$480 | 4,850 | 5,362 | 6,128 | 7,109 | 8,090 | 8,273  | 8,457  |
| \$244 | \$487 | 4,919 | 5,439 | 6,216 | 7,210 | 8,205 | 8,391  | 8,578  |
| \$251 | \$501 | 5,057 | 5,592 | 6,391 | 7,413 | 8,437 | 8,628  | 8,819  |
| \$257 | \$514 | 5,196 | 5,745 | 6,566 | 7,616 | 8,668 | 8,864  | 9,061  |
| \$264 | \$528 | 5,334 | 5,898 | 6,741 | 7,820 | 8,899 | 9,100  | 9,303  |
| \$271 | \$542 | 5,473 | 6,052 | 6,916 | 8,023 | 9,130 | 9,337  | 9,544  |
| \$278 | \$556 | 5,612 | 6,205 | 7,091 | 8,226 | 9,361 | 9,573  | 9,786  |
| \$285 | \$569 | 5,750 | 6,358 | 7,266 | 8,429 | 9,592 | 9,810  | 10,027 |
| \$292 | \$583 | 5,889 | 6,511 | 7,441 | 8,632 | 9,823 | 10,046 | 10,269 |

Information provided by California Department of Finance, May 2021

Based on 2019 American Community Survey (2019ACS)

California Department of Education

July 1, 2021

# Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services

## Organization (Fiscal Sponsor) General Information

**Organization/Agency Name**

First Missionary Baptist Church

**Mailing Address**

501 Drake Avenue  
Marin City, California, 94965

**Website**

fmbc4christ.org

**Executive Director/CEO**

Dr. Rondall Leggett

**Email Address**

rleggett@comcast.net

**Phone Number**

(415) 571-6311

## Project General Information

**Program/Project Name**

Marin City Fatherhood Council / Mentoring Group

**Program/Project Site Address**

501 Drake Avenue  
Marin City, California, 94965

**CDBG Year 1 Funding Amount Requested**

25000

**CDBG Year 2 Funding Amount Requested**

25000

**Application Contact Person**

Janice Mapes

**Title of Contact Person**

Contract Admin

**Email Address**

jmapes55@gmail.com

**Phone Number**

(415) 948-9659

**Is this project located in a Special Flood Hazard Area as indicated by FEMA?** No

**Planning Areas Served:** Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

|              | <b>% of Services Provided</b> |
|--------------|-------------------------------|
| Novato       | 0                             |
| San Rafael   | 0                             |
| County Other | 100                           |

**Total Percentage**

100

**Is your organization receiving other County of Marin funding for this project?** No**Organizational Overview:** Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

First Missionary Baptist Church (FMBC) has been a community leader in Marin City since 1944. In recent years, the impact of the global pandemic has presented challenges that were and remain unexpected. As a part of the services provided to both members and the community at large, FMBC has provided benevolence in the form of funeral expenses, rent assistance, emergency car repair, etc. FMBC also provides youth services through their sponsored programs; the Marin City Fatherhood Council, the Male Mentoring Group and their church directed youth ministry. The Marin City Fatherhood Council has been in existence since 2013 and primarily serves Southern Marin (Mill Valley, Marin City, Sausalito) but is open to Marin County residents at large. Similarly, the Male Mentoring Group, which grew from a specific project directed to serve Transition Age Youth (TAY) began in 2017. This project has successfully provided mentoring to male youths ranging in age from 15 to 25 years old. The focus is to develop and empower youth who are both unserved and underserved in the areas of job readiness, basic life skills, and community awareness i.e., their role in both their homes and their communities. The focus for success of each participant employment, education and community service.

**Project Description:** Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

Ongoing services through church benevolence fund:

- Provide assistance to bereaved; funeral costs, interment costs
- Provide emergency funds: rent assistance; one time emergency requests

Add on service to Marin City Fatherhood Council and Mentoring Group. These two groups cater specifically to the needs of the youth. Scholastic needs, athletic needs, tuition and other education-related costs have taxed both students and parents:

- Implemented specific approval process for requests for assistance
- Categorized specific needs
- Devised tracking processes in order to avoid individual's repeat requests

Families who have lived for more than a generation in the community are now experiencing challenges which exceed their normal capabilities. These services benefit the community by allowing FMBC to remain a leader which has proven to be a trusted local source of benevolence.

**Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)**

Observed increase in personal needs, frequent requests for assistance, frequent requests for financial assistance. Members and community residents have either been laid off or displaced by the pandemic and living expenses have outpaced their income.

Observed an increase in funeral and burial services since 2020. Increased need of community members for assistance with car repair, buying groceries, paying rent.

**For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

Children, Youth and Parent Services

**For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)**

The Marin City Fatherhood Council and the Mentoring Group provide young men with strong male support, so they learn integrity, accountability, compassion, respect, conflict resolution, leadership skills and problem-solving skills. Parents and guardians are encouraged to be active volunteers in all events, activities and functions presented by the groups. Education and employment are the foremost important components to both projects. The Fatherhood Council supports and encourages all youth regardless of their gender.

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

Activities benefiting low and moderate-income persons. (LMI)

Activities benefiting low and moderate area. (LMA)

**How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

A portion of the population of the Marin City community is those who are dependent on public assistance when it comes to health and human services. It is apparent that this population depends on local resources. These people are often reluctant to go elsewhere for help.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

**Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)**

Currently the Marin City Fatherhood Council utilizes in-house graphics and publications by a member of the community. A pamphlet or brochure will be created to illustrate the services which are in existence and those that will be provided.

**Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be**

**prioritized. (Use the income level table found in the Application Guidelines document.)**

|                      | <b>Number</b> |
|----------------------|---------------|
| Moderate Income      | 35            |
| Low Income           | 35            |
| Very Low Income      | 0             |
| Extremely Low Income | 10            |

**Total Number of Persons by Income Demographic**

80

**How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers (Please limit to 3000 characters.)**

Income is voluntary information provided by those served. Income requirements were not a consideration in the past. A comprehensive assessment form is being devised in order to maintain this data.

**Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.**

|                                           | <b>Total Number of Persons</b> | <b>Number Identifying as Hispanic</b> |
|-------------------------------------------|--------------------------------|---------------------------------------|
| American Indian or Alaskan Native         |                                |                                       |
| Asian                                     | 10                             |                                       |
| Black or African American                 | 62                             |                                       |
| Native Hawaiian or Other Pacific Islander | 1                              |                                       |
| White                                     |                                |                                       |
| American Indian and White                 |                                |                                       |
| Asian and White                           |                                |                                       |
| Black and White                           |                                |                                       |
| American Indian and Black                 |                                |                                       |
| Multi-Racial                              | 7                              | 7                                     |

**Total Number of Persons**

80

**Total Number Identifying as Hispanic**

7

**Female-Headed Households (out of above total)**

0

**Persons with Disabilities (out of above total)**

0

**PROJECT MANAGEMENT & FINANCIAL DATA**

**If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)**

No prior funding from CDBG

**If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

No prior funding from CDBG

**Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)**

N/A

**Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

Currently, FMBC operates two well-established programs serving the communities of Marin City and Marin County, Marin City Fatherhood Council and The Manhood Initiation Mentoring Group. The Fatherhood Council began as an unfunded community-based project in 2013 which sought to unify families, provide unmarried fathers with support and promote volunteerism in the local schools. These projects began under the leadership of Dr. Rondall Legget and remains so to this date. Funding has been provided by the County of Marin for both projects in 2017 through Prop 63. Funding ended in 2019. These projects have not been supported in the past by any other public funding. CDBG has never been a funder of any projects of First Missionary Baptist Church.

**Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)**

N/A

**For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

N/A

**For HOME projects: Please describe how you will need the 25% funding match requirement? (Please limit to 3000 characters.)**

N/A

**For HOME projects: Describe your project's ability to pencil out with HOME Low Rents. (Limit to 3000 characters.)**

N/A

**For HOME projects: Are you applying as a Community Housing Development Organization (CHDO)?**

No

**For HOME projects: Have you been previously certified as a CHDO?**

No

**For Housing and Capital (construction and renovation) projects, what is your 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)**

**Describe any flexibility regarding your projects start/completion date. (Limit to 3000 characters.)**

N/A

**Required Attachments:**

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

**Attach Project Budget**



CDBG Publ Serv Proj Proposed Bdgtcorr.xlsx

**Attach Organization Budget**



FMBC unaudited budget CDBGgrant.pdf

## Attach Dynamic Flood Map



FIRMETTE\_FEMA dynamic map.pdf

### Signer Name

Janice Mapes

### Signer Title

Contract Administrator

### Signer Affirmation

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

**Public Services Project Budget 2022-23**

**Organization Name:** First Missionary Baptist Church

**Project Title:** Marin City Fatherhood Council / Mentoring Group

1/24/2022

| <b>INCOME:</b>                               | <b>Federal Grants Request</b> | <b>Other Funding Sources</b> | <b>In Kind</b> | <b>Total Proposed Project Income</b> |
|----------------------------------------------|-------------------------------|------------------------------|----------------|--------------------------------------|
| <b><i>Committed</i></b>                      |                               |                              |                |                                      |
| <b>Foundations:</b>                          |                               |                              |                |                                      |
| <b>Marin Community Foundation</b>            |                               | \$ 25,000.00                 |                | \$ 25,000.00                         |
| (Add rows)                                   |                               |                              |                |                                      |
| <b>Government:</b>                           |                               |                              |                |                                      |
| (Add rows)                                   |                               |                              |                |                                      |
| <b>Corporations:</b>                         |                               |                              |                |                                      |
| (Add rows)                                   |                               |                              |                |                                      |
| <b>Individual Contributions:</b>             |                               |                              |                |                                      |
| (list total):                                |                               |                              |                |                                      |
| <b>Earned Income:</b>                        |                               |                              |                |                                      |
| (Add rows)                                   |                               |                              |                |                                      |
| <b>Other (specify):</b>                      |                               |                              |                |                                      |
| (Add rows)                                   |                               |                              |                |                                      |
| <b><i>Subtotal, Committed Income</i></b>     |                               | \$ 25,000.00                 | \$ -           | \$ 25,000.00                         |
| <b><i>Uncommitted</i></b>                    |                               |                              |                |                                      |
| <b>Federal Grants Request</b>                | \$ 25,000.00                  |                              |                |                                      |
| <b>Other Foundations:</b>                    |                               |                              |                |                                      |
| (Add rows to list other Foundations)         |                               |                              |                |                                      |
| <b>Government:</b>                           |                               |                              |                |                                      |
| (Add rows to list other Government agencies) |                               |                              |                |                                      |
| <b>Corporations:</b>                         |                               |                              |                |                                      |
| (Add rows to list other corporations)        |                               |                              |                |                                      |
| <b>Individual Contributions:</b>             |                               |                              |                |                                      |
| (Add rows to list other contributions)       |                               |                              |                |                                      |
| <b>Other (specify):</b>                      |                               |                              |                |                                      |
| (Add rows to list others)                    |                               |                              |                |                                      |
| <b><i>Subtotal, Uncommitted Income</i></b>   | \$ 25,000.00                  | \$ -                         | \$ -           | \$ 25,000.00                         |
| <b><i>Other:</i></b>                         |                               |                              |                |                                      |
| <b>Earned Income:</b>                        |                               |                              |                |                                      |
| (Add rows)                                   |                               |                              |                |                                      |
| <b><i>Subtotal, Earned Income</i></b>        |                               | \$ -                         | \$ -           | \$ -                                 |
| <b><i>Grand Total Income</i></b>             | \$ 25,000.00                  | \$ 25,000.00                 | \$ -           | \$ 50,000.00                         |

| EXPENSES (Add rows to list other expenses)                  | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Expenses |
|-------------------------------------------------------------|------------------------|-----------------------|---------|---------------------------------|
| <b>Personnel Expenses</b>                                   |                        |                       |         |                                 |
| Executive Director<br>(% FTE: ____)                         |                        |                       |         |                                 |
| Program Director<br>(% FTE: ____)                           |                        |                       |         |                                 |
| (Add rows)                                                  |                        |                       |         |                                 |
| Benefits (@ %: ____)                                        |                        |                       |         |                                 |
| <b>Subtotal Salaries and Benefits</b>                       | \$ -                   | \$ -                  | \$ -    |                                 |
| <b>Contracted Services</b>                                  |                        |                       |         |                                 |
| Professional Fees                                           |                        |                       |         |                                 |
| Project Consultant                                          |                        |                       |         |                                 |
| (Add rows to list other contracted expenses)                |                        |                       |         |                                 |
| <b>Subtotal Contracted Services</b>                         | \$ -                   | \$ -                  | \$ -    | \$ -                            |
| <b>Direct Project Related Expenses</b>                      |                        |                       |         |                                 |
| Bereavement Fund                                            | \$ 9,000.00            |                       |         | \$ 9,000.00                     |
| Education                                                   | \$ 9,000.00            |                       |         | \$ 9,000.00                     |
| Transportation                                              | \$ 5,000.00            |                       |         | \$ 5,000.00                     |
| Supplies                                                    |                        | \$ 4,000.00           |         |                                 |
| Equipment                                                   |                        |                       |         |                                 |
| Travel                                                      |                        |                       |         |                                 |
| Professional Development                                    |                        | \$ 9,300.00           |         |                                 |
| Marketing                                                   | \$ 2,000.00            | \$ 3,600.00           |         | \$ 2,000.00                     |
| Stipends                                                    |                        | \$ 8,100.00           |         |                                 |
| (Add rows to list other direct project expenses)            |                        |                       |         |                                 |
| <b>Subtotal, Direct Project Related Expenses</b>            | \$ 25,000.00           | \$ 25,000.00          | \$ -    | \$ 50,000.00                    |
| <b>Indirect Expense (specify % in column A below)</b>       |                        |                       |         |                                 |
|                                                             |                        |                       |         | \$ -                            |
| <b>Fiscal Sponsorship Fee (specify % in column A below)</b> |                        |                       |         |                                 |
|                                                             |                        |                       |         | \$ -                            |
| <b>Grand Total All Expenses</b>                             | \$ 25,000.00           | \$ 25,000.00          | \$ -    | \$ 50,000.00                    |

FIRST MISSIONARY BAPTIST CHURCH  
BALANCE SHEET (unaudited)

## Assets

### Current Assets

|                            |           |                   |
|----------------------------|-----------|-------------------|
| Benevolence Bank Acct      | \$        | 26,367.68         |
| Checking                   | \$        | 1,013.20          |
| Givelify                   | \$        | 48,941.00         |
| Pastor's Account           | \$        | 168,349.00        |
| Paypal                     | \$        | 13,832.27         |
| Savings                    | \$        | 104,484.55        |
| Square                     | \$        | 39,135.00         |
| <b>Total Bank Accounts</b> | <b>\$</b> | <b>402,122.70</b> |

### Other Current Assets

|                           |           |                  |
|---------------------------|-----------|------------------|
| Uncategorized Asset       | \$        | 24,752.65        |
| Undeposited Funds         | \$        | 47,088.17        |
| <b>Total Other Assets</b> | <b>\$</b> | <b>71,840.82</b> |

**Total Assets** **\$ 473,963.52**

## Liabilities

### Current Liabilities

#### Credit Cards

|                      |    |           |
|----------------------|----|-----------|
| Administration       | \$ | 34,847.76 |
| Building Maintenance | \$ | 2,994.44  |
| Christian Education  | \$ | 3,212.75  |
| Culinary             | \$ | 6,750.27  |
| Deacons              | \$ | 470.06    |
| General Maintenance  | \$ | 1,633.39  |
| Pastor's Card        | \$ | 8,029.16  |

**Total Credit Cards** **\$ 57,937.83**

#### Other Current Liab

#### Payroll Liabilities

|                         |    |          |
|-------------------------|----|----------|
| CA PIT/SDI              | \$ | (164.22) |
| Federal Taxes (941/944) | \$ | (532.73) |

**Total Current Other Liab** **\$ (696.95)**

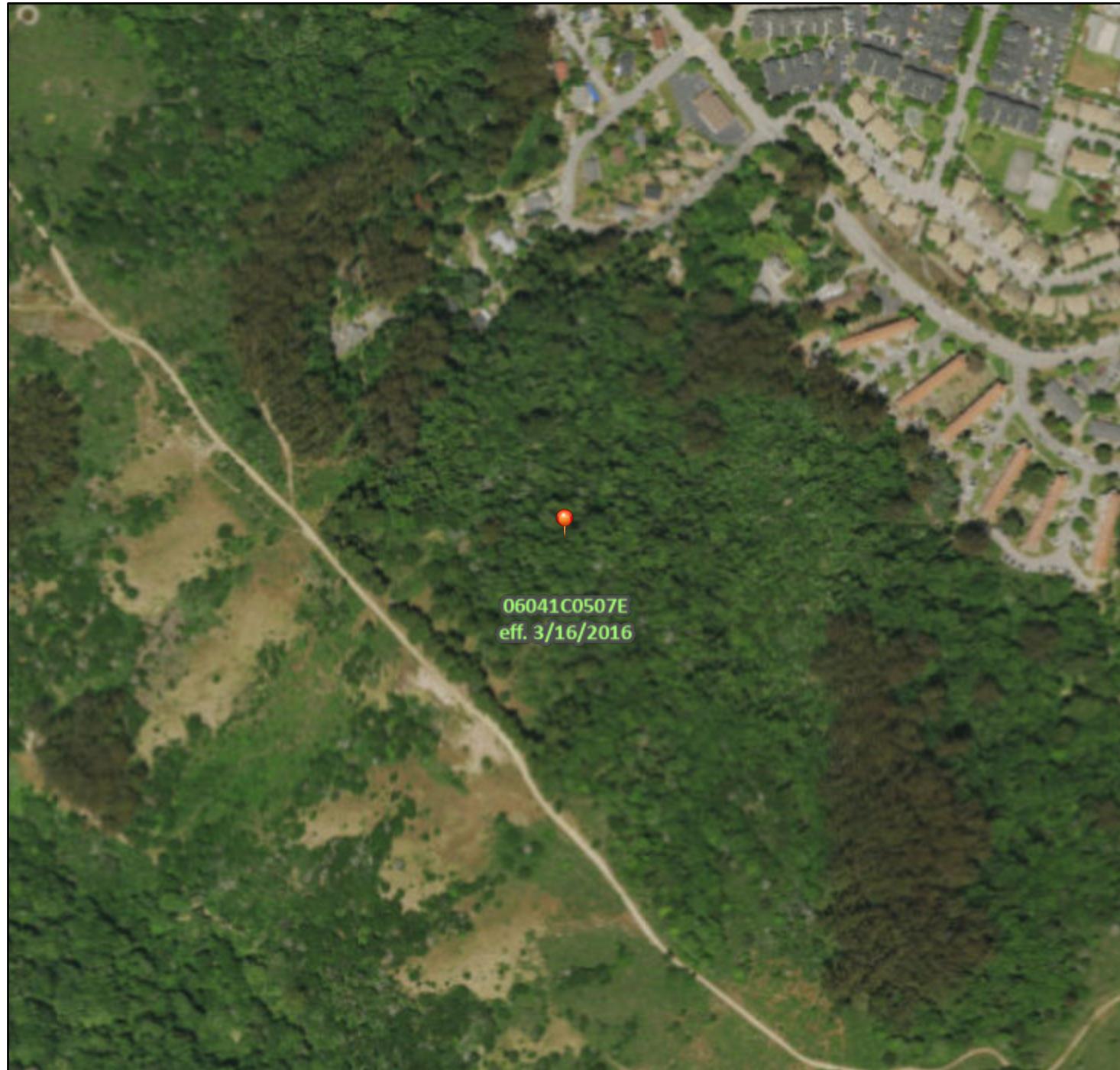
**Total Liabilities** **\$ 57,240.88**

**BALANCE** **\$ 416,722.64**

# National Flood Hazard Layer FIRMette



122°31'12"W 37°52'16"N



## Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

| SPECIAL FLOOD HAZARD AREAS  | Without Base Flood Elevation (BFE)<br>Zone A, V, A99<br>With BFE or Depth Zone AE, AO, AH, VE, AR<br>Regulatory Floodway                                                                                                                |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             | 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X                                                                       |
|                             | Future Conditions 1% Annual Chance Flood Hazard Zone X                                                                                                                                                                                  |
|                             | Area with Reduced Flood Risk due to Levee. See Notes. Zone X                                                                                                                                                                            |
|                             | Area with Flood Risk due to Levee Zone D                                                                                                                                                                                                |
| OTHER AREAS OF FLOOD HAZARD | NO SCREEN Area of Minimal Flood Hazard Zone X<br>Effective LOMRs                                                                                                                                                                        |
| OTHER AREAS                 | Area of Undetermined Flood Hazard Zone D                                                                                                                                                                                                |
| GENERAL STRUCTURES          | Channel, Culvert, or Storm Sewer<br>Levee, Dike, or Floodwall                                                                                                                                                                           |
| OTHER FEATURES              | Cross Sections with 1% Annual Chance Water Surface Elevation<br>Coastal Transect<br>Base Flood Elevation Line (BFE)<br>Limit of Study<br>Jurisdiction Boundary<br>Coastal Transect Baseline<br>Profile Baseline<br>Hydrographic Feature |
| MAP PANELS                  | Digital Data Available<br>No Digital Data Available<br>Unmapped                                                                                                                                                                         |



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/24/2022 at 1:38 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

**Housing and Federal Grants Division  
2021/2022 COMMUNITY DEVELOPMENT  
BLOCK GRANT AND HOME PROGRAM  
APPLICATION FOR FUNDING**

**Indicate type of project. If your project allows, you may apply under multiple categories.**

CDBG Public Services

**Organization (Fiscal Sponsor) General Information**

**Organization/Agency Name**

Multicultural Center of Marin

**Mailing Address**

709 5th Ave  
San Rafael, California, 94901

**Website**

MulticulturalMarin.org, WiseChoicesForGirls.org

**Organization DUNS#**

604826813

**Executive Director/CEO**

Douglas Mundo

**Email Address**

dmundo@multiculturalmarin.org

**Phone Number**

(415) 526-2486

**Project General Information**

**Program/Project Name**

Wise Choices for Girls

**Program/Project Site Address**

115 Donahue St Suite 23  
Marin City , California, 94965

**CDBG Year 1 Funding Amount Requested**

30000

**CDBG Year 2 Funding Amount Requested**

30000

**Application Contact Person**

Alexis Wise

**Title of Contact Person**

Wise Choices for Girls Founder/Director

**Email Address**

AlexisWiseLaw@gmail.com

**Phone Number**

(415) 410-6715

**Is this project located in a Special Flood Hazard Area as indicated by FEMA?**

No

**Planning Areas Served:** Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

|              | % of Services Provided |
|--------------|------------------------|
| Novato       | 0                      |
| San Rafael   | 0                      |
| County Other | 100                    |

**Total Percentage**

100

**Is your organization receiving other County of Marin funding for this project?**

Yes

**Funding Source**

Marin County Parks: Breathe

**Funding Amount**

7700

**Date Funding Received**

Tuesday, September 14, 2021

**Is your organization receiving any other County of Marin funding for this project?**

No

**Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

Wise Choices for Girls' mission is to inspire girls to bring out their best: respect for self, and respect for others. We emphasize the importance of education, social and cultural competency, and to appreciate the value of service. WC4G strives to overcome the social and economic situations that impact low-income girls and young women in Marin. We do this by providing opportunities to learn

about themselves, their peers, their culture, and their social context. This develops a positive sense of self that inspires participants to fulfill their potential, including contributing to the wellbeing of others through community service and leadership.

WC4G creates a cohort of middle and high school students that meets throughout the school year. Participants are low income/very low income, mostly students of color living in Marin City and other parts of southern Marin and facing a variety of challenges. WC4G provides a safe space for the girls to get support from each other, Alexis Wise, and other adults to help them navigate the challenges they face during a crucial time in their lives.

Each year about 15 middle and high school students participate as "Wise Girls." Many of the participants continue for four years while completing high school. WC4G meets 2-3 times each week with participants for tutoring, peer support, guest presentations, employment and college application support, and other activities. We also conduct cultural and educational field trips, such as college tours and socially relevant exhibits and events. Participants develop leadership skills through community service; engagement in community issues, such as joining advisory committees and attending school board meetings; and planning community events such as MLK Day, Juneteenth, and social justice events. Marin County Parks funds support WC4G to engage participants and their families in healthy outdoor activities. We work in collaboration with parents, teachers, counselors, therapists and others to include all stakeholders within our community network.

Support is provided all year to participants' mothers (or primary caregiver) as "Wise Women" and approximately 10 previous participants as "Wise Ladies." Many of the previous participants also come home from college for winter and summer breaks, participating in WC4G activities and providing support for the current cohort.

80% of Wise Girls have gone into four-year universities, 10% into active military, and 10% into full time employment.

Participants reported that the program helped them to:

|                                                          |                 |                |
|----------------------------------------------------------|-----------------|----------------|
| Motivate myself to do my best                            | Quite a bit 18% | Definitely 82% |
| Have hope for the future                                 | Quite a bit 9%  | Definitely 91% |
| Focus on plans & goals for my future                     | Quite a bit 14% | Definitely 86% |
| Learn how to get help/seek support                       | Quite a bit 29% | Definitely 71% |
| Take responsibility for my actions                       | Quite a bit 21% | Definitely 79% |
| Think about how things I do will affect me in the future | Quite a bit 14% | Definitely 86% |

**Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)**

CDBG funds would enable WC4G to provide physical and mental health services. While WC4G has provided these services in the past, current funding does not support these adequately.

- Health and Nutrition: WC4G will bring in a Nurse Practitioner at least twice a year to provide information about self-care and sexual/reproductive health. A nutritionist will also attend at least twice to provide healthy eating and active living education. Alexis will prepare food with the participants weekly, with a focus on healthy eating on a budget. The participants enjoy the food together and take food home to their families. Twice a year participants prepare food for mother/daughter events. Funds would be used to pay the guest speakers as well as purchase food and supplies for cooking. These activities will increase the health status, food security, and self-sufficiency for participants and their families.
- Mental Health: Alexis Wise found that increased behavioral health support for the girls has been necessary for working successfully with them, especially since the pandemic began. By bringing a therapist with a similar background to the participants to the group, the support regarding anxiety, depression, trauma, and substance use greatly increases. It also increases the likelihood that

participants and their families will engage in therapy by reducing the stigma and creating a relationship with a local therapist. WC4G will bring a licensed therapist into the group at least twice during the year. These sessions will focus on the mental health and substance use issues the participants are dealing with. A limited number of individual and/or family sessions will also be provided as needed. These activities will improve participants' mental health, allowing them to fully benefit from their education and WC4G in order to become self-sufficient.

WC4G has assisted over 60 girls and their families. Many of the participants are growing up in public housing and, for most, their parents have not attended college. Many of them are not involved in extra-curricular activities or employment prior to joining WC4G. Their families often have barriers to helping Wise Girls with academic, employment and other life skills due to generational trauma, not being fluent in English, not having the experience or skills to share, or other challenges. To assist students with participating, small leadership stipends are offered when participants help to coordinate a WC4G activity.

Participants reported learning:

- "How to love myself and focus on my goals."
- "How to take care of my mental and physical health."
- "I have learned to keep going especially in hard times."

**Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)**

One significant impact of COVID-19 on WC4G was when school was conducted online. WC4G shifted focus to providing emergency services for participating families, such as delivering food to their homes. WC4G also was a main organizer of the learning hub in Marin City, so students could access computers and assistance while school was conducted online. Alexis kept in touch with WC4G participants through phone, online, and by conducting meetings outdoors. At this point, operations are mostly back to normal, with prevention protocols in place.

The other major impact of COVID is that the current participants need a higher level of support due to the social-emotional and academic effects of the pandemic. The anxiety, isolation, and grief brought by the pandemic has significantly affected student's mental health, substance use, and behavioral issues. There is a great need for a licensed therapist to address these issues among WC4G participants.

**For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

Children, Youth and Parent Services

Food Security

**For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)**

Children, Youth and Parent Services: WC4G primarily serves low-income families to increase their self-sufficiency. WC4G helps participants and families identify when they need help and how to access help. WC4G helps connect families with needed services as well as supporting parent engagement during a crucial developmental phase for girls. The young women who participate are assisted with gaining employment, such as developing resumes, interview skills, and job search skills. WC4G provides stipends and training for participants taking on leadership roles, such as coordinating events. The many extra-curricular activities provided prepare them for long-term academic, professional, and personal success. Bringing in a licensed therapist addresses underlying behavioral health issues that often impact participant success in all of the other areas.

Food Security: Healthy cooking and eating have been an integral aspect of WC4G. By cooking together, WC4G teaches important life skills regarding eating healthy food on a budget. It also provides supplemental food for the girls and their families. WC4G participants cook and eat together at least

weekly. Enough food is prepared to ensure participants take food home to share with their families. Twice a year participants plan a mother/daughter event, including cooking a meal for the event.

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

Activities benefiting low and moderate-income persons. (LMI)

### **How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

Wise Choices for Girls contributes to more integrated communities by engaging diverse hard-to-reach youth and families in services and community activities. The participants and their families come together to support each other, as well as participate in community events and leadership roles. For example, youth participants join advisory committees to influence decisions that affect their communities. Families participate in school board meetings, MLK Day and other events, increasing the diversity of participation and representation. WC4G participants are known as trusted community ambassadors, whether within Marin City or at County-wide meetings. WC4G also connects participating families to other needed services to ensure they remain housed, stable, and in the community.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

### **Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)**

Wise Choices for Girls specifically works with hard-to-reach girls and their families. Almost all participants are extremely or very low-income. Participation is not limited based on race, color, national origin, religion, familial status, or disability. While the majority of participants are African American, White, Latina, Asian, Indian and Middle Eastern youth also participate. While the program is targeted for "girls," it is open to non-binary and trans-gender participants. The founder of the organization has lived experience with substance use and 30 years clean, as well as physical disability, making her a trusted and welcoming leader. Alexis has been trained as a Co-Occurring Peer Educator and Alcohol and Drug Counselor.

Hard-to-reach students are not best reached through general advertising. Outreach is conducted in person and through word of mouth. At this point WC4G has a reputation in Marin City and in the targeted schools, enabling Alexis Wise and participants to reach out to girls and families who might particularly benefit from participation. Youth participants identify other students and friends, community members refer families, and Alexis is very familiar with Marin City residents, especially potential Wise Girls. As a grassroots organization conducted by a long-time community member, families trust this program and feel comfortable participating. Activities are held at easily accessible sites or transportation is provided. Activities are also held at convenient times and provide food, an important incentive for the youth and their families.

### **Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document.)**

|                             | <b>Number</b> |
|-----------------------------|---------------|
| <b>Moderate Income</b>      | 0             |
| <b>Low Income</b>           | 1             |
| <b>Very Low Income</b>      | 6             |
| <b>Extremely Low Income</b> | 33            |

## Total Number of Persons by Income Demographic

40

**How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers (Please limit to 3000 characters.)**

The majority of participants live in public housing. For those, proof of address is sufficient. For others, proof of income will be requested upon entering the program.

**Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.**

|                                           | Total Number of Persons | Number Identifying as Hispanic |
|-------------------------------------------|-------------------------|--------------------------------|
| American Indian or Alaskan Native         | 0                       |                                |
| Asian                                     | 1                       |                                |
| Black or African American                 | 30                      |                                |
| Native Hawaiian or Other Pacific Islander | 1                       |                                |
| White                                     | 2                       |                                |
| American Indian and White                 | 0                       |                                |
| Asian and White                           | 0                       |                                |
| Black and White                           | 0                       |                                |
| American Indian and Black                 | 0                       |                                |
| Multi-Racial                              | 6                       | 4                              |

## Total Number of Persons

40

## Total Number Identifying as Hispanic

4

## Female-Headed Households (out of above total)

18

## Persons with Disabilities (out of above total)

4

# PROJECT MANAGEMENT & FINANCIAL DATA

**If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)**

Wise Choices for Girls received CDBG funds in 2012-13, 2015-16. These funds supported nutrition education, food security, and educational support. Intended goals were met, enabling WC4G to continue growing and strengthening its services.

**If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

NA

**Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)**

WC4G has successfully administered CDBG funds in the past. WC4G fiscal sponsor has also successfully administered CDBG funds.

**Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

Alexis Wise founded this program in 2010 and continues to lead the project. WC4G has received grants from CDBG, Marin County Community Service Fund, Marin County Behavioral Health and Recovery Services, Marin County Parks, as well as private foundations. Alexis has successfully managed each of these grants' goals, activities, budgets, and reporting. The Multicultural Center of Marin provides fiscal sponsorship, including fund tracking and reporting.

**Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)**

There are no expected leadership transitions.

**For Housing and Capital (construction and renovation) projects, what is your 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)**

**Describe any flexibility regarding your projects start/completion date. (Limit to 3000 characters.)**

WC4G is an ongoing program. The extent of services provided changes based on available funding, but Alexis ensures that basic components continue throughout the year, such as tutoring and meetings with Alexis. It is essential to be consistent to maintain trust and participation. With adequate funding, such as CDBG resources, WC4G is able to provide additional food security and physical and mental health services. Therefore, the exact timing of these funds and services is flexible.

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received

planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

### Attach Project Budget



WC4G Public Service Project Budget.xlsx

### Attach Organization Budget



MCM 21-22 Original Budget 012122.pdf

### Attach Dynamic Flood Map



WC4G flood map.pdf

### Signer Name

Douglas Mundo

### Signer Title

MCM Executive Director

### Signer Affirmation

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

**Public Services Project Budget Template**

**Organization Name:** Wise Choices for Girls (**Fiscal Sopnsor:** Multicultural Center of Marin)

**Project Title:** Wise Choices for Girls

**Date:** 1.24.22

| INCOME:                                                  | Federal Grants Request | Other Funding Sources | In Kind      | Total Proposed Project Income |
|----------------------------------------------------------|------------------------|-----------------------|--------------|-------------------------------|
| <b><u>Committed</u></b>                                  |                        |                       |              |                               |
| <b>Foundations:</b>                                      |                        |                       |              |                               |
| CA Black Freedom Fund                                    |                        | \$65,000              |              |                               |
| <b>Government:</b>                                       |                        |                       |              |                               |
| Marin County Parks                                       |                        | \$7,700               |              |                               |
| <b>Corporations:</b>                                     |                        |                       |              |                               |
| <b>Individual Contributions:</b><br><b>(list total):</b> |                        |                       |              |                               |
| Earned Income:                                           |                        |                       |              |                               |
| <b>Other (specify):</b>                                  |                        |                       |              |                               |
| Individual Donations                                     |                        | \$6,000               |              |                               |
| WC4G Director Time                                       |                        |                       | \$47,800     |                               |
| <b><i>Subtotal, Committed Income</i></b>                 |                        | \$ 78,700.00          | \$ 47,800.00 | \$ 126,500.00                 |
| <b><u>Uncommitted</u></b>                                |                        |                       |              |                               |
| <b>Federal Grants Request</b>                            | \$ 30,000.00           |                       |              |                               |
| <b>Other Foundations:</b>                                |                        |                       |              |                               |
| Marin Charitable                                         |                        | \$ 5,000.00           |              |                               |
| <b>Government:</b>                                       |                        |                       |              |                               |
| <b>Corporations:</b>                                     |                        |                       |              |                               |
| <b>Individual Contributions:</b>                         |                        |                       |              |                               |
| <b>Other (specify):</b>                                  |                        |                       |              |                               |
| <b><i>Income</i></b>                                     | \$ 30,000.00           | \$ 5,000.00           | \$ -         | \$ 35,000.00                  |
| <b><i>Other:</i></b>                                     |                        |                       |              |                               |
| <b>Earned Income:</b>                                    |                        |                       |              |                               |
| <b><i>Subtotal, Earned Income</i></b>                    |                        | \$ -                  | \$ -         | \$ -                          |
| <b><i>Grand Total Income</i></b>                         | \$ 30,000.00           | \$ 83,700.00          | \$ 47,800.00 | \$ 161,500.00                 |

| EXPENSES (Add rows to list other expenses)                  | Federal Grants Request | Other Funding Sources | In Kind      | Total Proposed Project Expenses |
|-------------------------------------------------------------|------------------------|-----------------------|--------------|---------------------------------|
| <b>Personnel Expenses</b>                                   |                        |                       |              |                                 |
| WC4G Director<br>(% FTE: 0.75)                              | \$10,000               | \$17,200              | \$47,800     |                                 |
|                                                             |                        |                       |              |                                 |
| Benefits (@ %: 0)                                           |                        |                       |              |                                 |
| <b>Subtotal Salaries and Benefits</b>                       | \$ 10,000.00           | \$ 17,200.00          | \$ 47,800.00 | \$ 75,000.00                    |
| <b>Contracted Services</b>                                  |                        |                       |              |                                 |
| Contracted Admin Services                                   | \$6,000                | \$ 13,000.00          |              |                                 |
| 501c3 Application Services                                  |                        | \$ 3,000.00           |              |                                 |
|                                                             |                        |                       |              |                                 |
| <b>Subtotal Contracted Services</b>                         | \$ 6,000.00            | \$ 16,000.00          | \$ -         | \$ 22,000.00                    |
| <b>Direct Project Related Expenses</b>                      |                        |                       |              |                                 |
| Rent                                                        |                        |                       |              |                                 |
| Speaker events                                              |                        | \$ 20,000.00          |              |                                 |
| Supplies (food, materials)                                  | \$ 6,000.00            | \$ 11,200.00          |              |                                 |
| Participant Leader Stipends                                 | \$ 1,000.00            | \$ 2,900.00           |              |                                 |
| Field trips/College tour                                    |                        | \$ 5,030.00           |              |                                 |
| Guest speakers (nutritionist, nurse, therapist)             | \$ 4,000.00            | \$ 3,000.00           |              |                                 |
|                                                             |                        |                       |              |                                 |
|                                                             |                        |                       |              |                                 |
| <b>Subtotal, Direct Project Related Expenses</b>            | \$ 11,000.00           | \$ 42,130.00          | \$ -         | \$ 53,130.00                    |
| <i>Indirect Expense (specify % in column A below)</i>       |                        |                       |              |                                 |
|                                                             |                        |                       |              | \$ -                            |
| <i>Fiscal Sponsorship Fee (specify % in column A below)</i> |                        |                       |              |                                 |
| 11.11%                                                      | 3000                   | 8370                  |              | \$ 16,679.44                    |
| <b>Grand Total All Expenses</b>                             | \$ 30,000.00           | \$ 83,700.00          | \$ 47,800.00 | \$ 166,809.44                   |

**Multicultural Center of Marin  
Profit & Loss Budget Overview**  
July 2021 through June 2022

**Multicultural Center of Marin FY2021-22 Budget**

**Jul '21 - Jun 22**

**Ordinary Income/Expense**

**Income**

|                                     |                     |
|-------------------------------------|---------------------|
| <b>Revenue Released-Restriction</b> | 23,000.00           |
| <b>Development Income</b>           |                     |
| <b>Collaboration Grants</b>         | 259,315.00          |
| <b>Corporate Contributions</b>      | 13,000.00           |
| <b>Individual Contributions</b>     | 47,500.00           |
| <b>Foundation Grants</b>            | 441,000.00          |
| <b>Government Grants</b>            | 1,655,707.00        |
| <b>Total Development Income</b>     | 2,416,522.00        |
| <b>Other Earned Income</b>          | 85,118.00           |
| <b>Total Income</b>                 | <b>2,524,640.00</b> |
| <b>Gross Profit</b>                 | <b>2,524,640.00</b> |

**Expense**

**Program Expenses**

|                                           |                  |
|-------------------------------------------|------------------|
| <b>Advertising &amp; Promotions</b>       | 2,700.00         |
| <b>Communications &amp; Site Expenses</b> | 2,980.00         |
| <b>Consultants</b>                        | 233,550.00       |
| <b>Dues &amp; Subscriptions</b>           | 2,845.00         |
| <b>Equip Rental and Maintenance</b>       | 1,200.00         |
| <b>Event Expenses</b>                     |                  |
| <b>Food/Meals Expense</b>                 | 7,190.00         |
| <b>Gift Cards Expense</b>                 | 1,800.00         |
| <b>Childcare Expense</b>                  | 2,040.00         |
| <b>Event Expenses - Other</b>             | 5,750.00         |
| <b>Total Event Expenses</b>               | <b>16,780.00</b> |

**Facilities Rent**

|                                |                   |
|--------------------------------|-------------------|
| <b>Add'l Rental Space</b>      | 17,740.80         |
| <b>Facilities Rent - Other</b> | <b>123,820.00</b> |
| <b>Total Facilities Rent</b>   | <b>141,560.80</b> |

**Insurance Expense**

|                          |          |
|--------------------------|----------|
| <b>Insurance Expense</b> | 2,700.00 |
|--------------------------|----------|

**Payroll Expenses**

|                               |                     |
|-------------------------------|---------------------|
| <b>Wages &amp; Salaries</b>   | 1,317,174.62        |
| <b>Health Benefit</b>         | 158,042.12          |
| <b>Payroll Taxes</b>          | 128,618.80          |
| <b>Payroll Service Fees</b>   | 3,261.00            |
| <b>Total Payroll Expenses</b> | <b>1,607,096.54</b> |

**Program Entertainment**

|                              |          |
|------------------------------|----------|
| <b>Program Entertainment</b> | 5,490.00 |
|------------------------------|----------|

**Prog Website Expenses**

|                              |          |
|------------------------------|----------|
| <b>Prog Website Expenses</b> | 2,050.00 |
|------------------------------|----------|

**Reimbursable Expenses**

|                                      |                  |
|--------------------------------------|------------------|
| <b>Cell Reimb</b>                    | 6,100.00         |
| <b>Meals/Food for Students</b>       | 7,960.00         |
| <b>Mileage</b>                       | 17,280.00        |
| <b>Staff/Student Activities</b>      | 1,000.00         |
| <b>Reimbursable Expenses - Other</b> | 2,300.00         |
| <b>Total Reimbursable Expenses</b>   | <b>34,640.00</b> |

**Multicultural Center of Marin  
Profit & Loss Budget Overview**

July 2021 through June 2022

**Multicultural Center of Marin FY2021-22 Budget**

|                                               | <b>Jul '21 - Jun 22</b> |
|-----------------------------------------------|-------------------------|
| <b>Social Group Outings</b>                   | 12,150.00               |
| <b>Staff Training</b>                         | 5,750.00                |
| <b>Stipend</b>                                | 39,750.00               |
| <b>Supplies</b>                               | 46,734.00               |
| <b>Transportation Expenses</b>                | 2,650.00                |
| <b>Utilities</b>                              | 8,340.00                |
| <b>Workers Compensation</b>                   | 5,390.00                |
| <b>OH-Accounting Fees</b>                     | 19,843.00               |
| <b>OH-Equipment Rental</b>                    | 2,058.00                |
| <b>OH-Ins-Liability, D and O</b>              | 7,056.00                |
| <b>OH-Office Rent</b>                         | 26,282.00               |
| <b>OH-Office Supplies</b>                     | 6,180.00                |
| <b>OH-Printing and Copying</b>                | 1,742.00                |
| <b>OH-Utilities</b>                           | 3,522.00                |
| <b>Total Program Expenses</b>                 | 2,241,039.34            |
| <b>Development</b>                            |                         |
| <b>Consultants</b>                            | 54,000.00               |
| <b>Marketing &amp; Communications</b>         | 1,800.00                |
| <b>Meals &amp; Entertainment</b>              | 1,200.00                |
| <b>Payroll Expenses</b>                       |                         |
| <b>    Wages &amp; Salaries</b>               | 53,350.00               |
| <b>    Payroll Taxes</b>                      | 5,335.00                |
| <b>    Health Benefit</b>                     | 4,744.94                |
| <b>    Payroll Service Fees</b>               | 415.00                  |
| <b>Total Payroll Expenses</b>                 | 63,844.94               |
| <b>Supplies</b>                               | 1,200.00                |
| <b>Website Expenses</b>                       | 500.00                  |
| <b>Total Development</b>                      | 122,544.94              |
| <b>Admin</b>                                  |                         |
| <b>    Accounting Fees</b>                    | 4,764.00                |
| <b>    Auto Expenses</b>                      | 120.00                  |
| <b>    Bank Service Fee</b>                   | 650.00                  |
| <b>    Contract Services</b>                  | 35,380.00               |
| <b>    Equipment Rental &amp; Maintenance</b> | 542.00                  |
| <b>    Insurance - Liability, D and O</b>     | 882.00                  |
| <b>    Occupancy</b>                          |                         |
| <b>        office Rent</b>                    | 6,570.17                |
| <b>        Storage Rental</b>                 | 3,000.00                |
| <b>        Utilities-Telecommunications</b>   | 980.00                  |
| <b>Total Occupancy</b>                        | 10,550.17               |
| <b>Office Supplies</b>                        | 824.00                  |
| <b>Payroll Expenses</b>                       |                         |
| <b>    Wages &amp; Salaries</b>               | 45,700.00               |
| <b>    Health Benefit</b>                     | 3,848.78                |
| <b>    Payroll Taxes</b>                      | 4,570.00                |
| <b>    Payroll Service Fees</b>               | 415.00                  |

**Multicultural Center of Marin  
Profit & Loss Budget Overview**  
July 2021 through June 2022

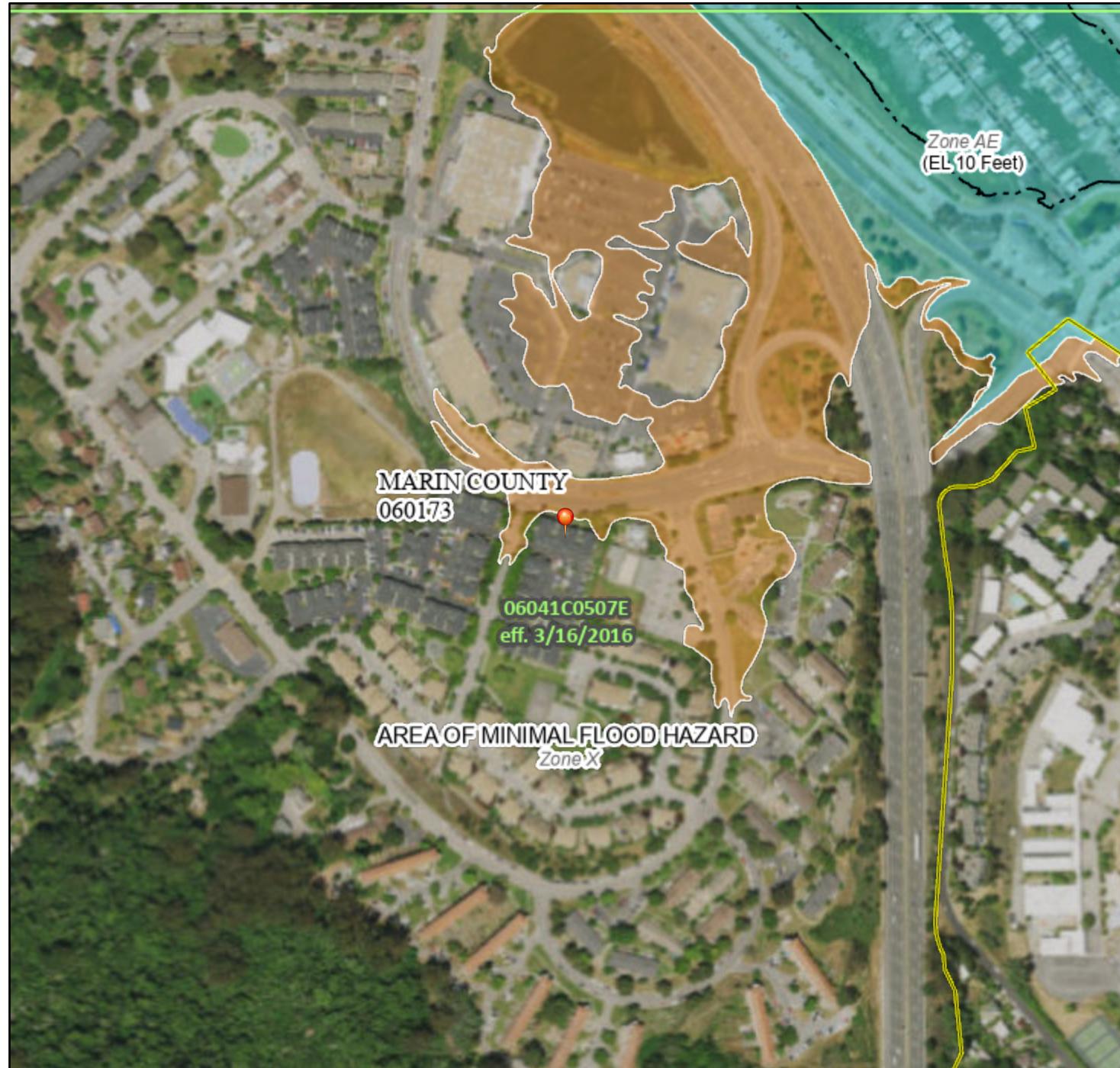
**Multicultural Center of Marin FY2021-22 Budget**

|                                | <u>Jul '21 - Jun 22</u> |
|--------------------------------|-------------------------|
| Workers Comp                   | 510.00                  |
| Total Payroll Expenses         | 55,043.78               |
| Postage, Mailing Service       | 500.00                  |
| Printing and Copying           | 458.00                  |
| Staffing & Services            | 100.00                  |
| Staff Training                 | 500.00                  |
| Supplies                       | 1,500.00                |
| Taxes                          | 50.00                   |
| Transportation Expenses        | 500.00                  |
| <b>Total Admin</b>             | <b>112,363.95</b>       |
| <b>Contract Services</b>       |                         |
| Legal Fees                     | 1,500.00                |
| <b>Total Contract Services</b> | <b>1,500.00</b>         |
| <b>Total Expense</b>           | <b>2,477,448.23</b>     |
| <b>Net Ordinary Income</b>     | <b>47,191.77</b>        |
| <b>Net Income</b>              | <b>47,191.77</b>        |

# National Flood Hazard Layer FIRMette



122°30'56"W 37°52'30"N



Page 248 of 440

0 250 500 1,000 1,500 2,000 Feet 1:6,000 122°30'18"W 37°52'2"N

Basemap: USGS National Map: Orthoimagery: Data refreshed October, 2020

## Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

### SPECIAL FLOOD HAZARD AREAS

- Without Base Flood Elevation (BFE) Zone A, V, A99
- With BFE or Depth Zone AE, AO, AH, VE, AR
- Regulatory Floodway

0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X

Future Conditions 1% Annual Chance Flood Hazard Zone X

Area with Reduced Flood Risk due to Levee. See Notes. Zone X

Area with Flood Risk due to Levee Zone D

NO SCREEN Area of Minimal Flood Hazard Zone X

Effective LOMRs

Area of Undetermined Flood Hazard Zone D

Channel, Culvert, or Storm Sewer

Levee, Dike, or Floodwall

20.2 Cross Sections with 1% Annual Chance  
17.5 Water Surface Elevation

8 - - - Coastal Transect

~~~ 513 ~~~ Base Flood Elevation Line (BFE)

Limit of Study

Jurisdiction Boundary

Coastal Transect Baseline

Profile Baseline

Hydrographic Feature

Digital Data Available

No Digital Data Available

Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/19/2022 at 1:36 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

Performing Stars of Marin (PSoM)

Mailing Address

271 Drake Avenue
Marin City, California, 94965

Website

performingstars.org

Executive Director/CEO

Felecia Gaston

Email Address

performingstars@sbcglobal.net

Phone Number

(415) 637-0563

Project General Information

Program/Project Name

Robust Social Services for Southern Marin Residents Including Children, Youth and Families

Program/Project Site Address

271 Drake Avenue
Marin City, California, 94965

CDBG Year 1 Funding Amount Requested

15000

CDBG Year 2 Funding Amount Requested

15000

Application Contact Person

Felecia Gaston

Title of Contact Person

Founder and Executive Director

Email Address

performingstars@sbcglobal.net

Phone Number

(415) 637-0563

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

| | % of Services Provided |
|--------------|------------------------|
| Novato | 0 |
| San Rafael | 0 |
| County Other | 100 |

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

Yes

Funding Source

Probation Department - School Bus Transportation

Funding Amount

10000

Date Funding Received

Thursday, July 1, 2021

Is your organization receiving any other County of Marin funding for this project?

Yes

Funding Source

County of Marin Department of Health and Human Services - COVID outreach

Funding Amount

57500

Date Funding Received

Monday, March 1, 2021

Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

Performing Stars of Marin (PSoM) was founded in 1990 to give diverse, often marginalized, low-income children in Marin the opportunity to “reach for the stars” by participating in arts. Across over three decades, Performing Stars has become one of the region’s leading youth arts programs, transforming the lives of low-income, primarily youth-of-color throughout Marin County by using enrichment programs to build pride, character, discipline, and self-esteem.

Throughout the years, PSoM has also extended our reach & impact significantly beyond arts enrichment. Increasingly, PSoM prepares young people for the “stage of life”, helping them build self-confidence & organizing & advocacy skills through our Social Justice Youth Initiative for teens & young adults which includes extensive citizenship training such as get-out-the-vote & census efforts, community advocacy, & climate change & environmental activism.

In addition, since 2009 PSoM has spearheaded the Phoenix Project to provide support & life skills development to young men with, or at-risk of, involvement in the criminal justice system. Phoenix has led to a significant drop in the number of young Marin City men on probation.

Finally, PSoM has steadily & substantially increased our role supporting the wellbeing & vibrancy of Southern Marin through broad community service & engagement efforts. PSoM has played a central role in many community issues in recent years (e.g. educating residents on the housing redevelopment process, organizing neighborhood clean-ups, working with law enforcement on improving policing in the community, conducting outreach for the Census 2020 & Voter Registration). However, PSoM’s impact has perhaps never been more significant than it has in the face of Covid-19 beginning in 2020. PSoM launched into action very early to support the community by distributing basic needs essentials, promoting mask-wearing & distributing masks, promoting testing opportunities, creating alternative enrichment activities such as the Marin City Victory Garden project, &, importantly, channeling emergency cash grants for safety net services for families throughout Southern Marin. PSoM’s efforts continued throughout 2021, leading vaccination efforts including targeted education efforts, distributing food, holding community events (e.g., Halloween & Thanksgiving events & giveaways & a Christmas toy giveaway, as well as online children’s book readings), & stepping up to meet pressing needs such as transportation for young students with the newly integrated School District.

PSoM has increasingly served as one of Marin City’s primary culture keepers, partnering with Dominican University to archive decades of news coverage & oral histories, & storing artifacts donated by residents. In recognition of the enclave’s 80th anniversary, PSoM is driving #MarinCity80, a year-long celebration of Marin City’s history which will culminate in the establishment of the Marin City Historical Preservation Society.

Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

Performing Stars of Marin (PSoM) seeks funding to continue to provide a broad array of children, youth and parent support services as we have in recent years. Programming to be offered will include:

Youth enrichment - A core of PSoM’s offering, as possible given Covid realities, PSoM will continue to offer enrichment opportunities including afterschool arts classes (e.g., baton twirling, dance, etc.), music classes for young children in partnership with the Magic Flute music store, the Marin City Victory garden project giving students gardening and crafting experiences, and scholarship facilitation and transportation to enrichment program partners primarily during the summer but also during the year on a case-by-case basis such as facilitating individual students’ music lessons.

PSoM will also involve older Marin City youth in our Social Justice Youth Initiative. Sample activities may include get-out-the-vote efforts and door-to-door education and advocacy efforts (e.g., COVID vaccinations, supplies, community activities, etc.) and will participate in many aspects of the #MarinCity80 celebrations helping create awareness, support events and archival efforts. Older youth have already been involved in creating original rap songs about Marin City’s history through the Marinovators project (see attachments).

Safety Net Services - Case Management - With support from the Marin Community Foundation, PSoM has expanded our safety net services program to provide both financial and case management support. PSoM now has a formal intake process in which we assess client's short-term needs and acts immediately to provide one-time support to address time-sensitive issues creating an inflection point for Marin City residents (e.g., phone or utilities about to be cut off, car payment to avoid repossession, traffic fines, etc.). Importantly, PSoM has also added Case Managers for both men and women who support residents to navigate situations of hardship (e.g. domestic abuse, custody issues, housing and food insecurity, etc.). PSoM supports residents and connects them to other available services throughout the County.

Transportation - The 2021-22 integration of the Sausalito Marin City School District into one TK-8th school on two campuses brought many unforeseen issues, including the need for transportation support particularly for younger students to the Sausalito campus (formerly Willow Creek). Witnessing both scheduling problems and a lack of student oversight, PSoM stepped up to fill this need, providing breakfasts and chaperones for approximately 60 students in the morning as well as in the afternoon. This issue remains largely unresolved with the School District and PSoM anticipates needing to be involved on an ongoing basis.

Emergent Community Needs - Food & Health - PSoM will continue to serve as a conduit for food donations for the population (ExtraFood, Target and others), and will continue to actively support COVID-19 response efforts.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

In addition to the COVID-19 efforts summarized above, Performing Stars is proud to have been able to support our Southern Marin Community through a vaccination drive & education effort that ran through the fall. In this effort, we coordinated a Vaccine Buddy effort in which 12 volunteers worked with Performing Staff to: a) answer people's questions about vaccination, b) reach out directly to residents having a hard time securing vaccination appointments & get them scheduled (the provider's website was fairly confusing), c) drive those in need to appointments, d) create a warm & welcoming environment at the vaccine clinics (heat lamps, music, warm beverages), & e) provide goodie bags for those who got. In the summer, these same Vaccine Buddy volunteers worked with Performing Stars to put together care packages for community members who contracted COVID-19. Paid for by the Vaccine Buddies, packages included food & cleaning supplies.

In addition to directly supporting community-wide vaccination clinics, Performing Stars also worked with the County of Marin & vaccine provider Curative to hold vaccine clinics at two of Performing Stars' community events – our June Fashion Show & our September Car Show, both of which brought out the community. ~17 people were vaccinated at these two events combined.

In parallel with our direct support of vaccination efforts, Performing Stars was carrying out grassroots education efforts. We repeatedly canvasses/flyered door-to-door, always leaving educational information along with additional important supplies (e.g., individually wrapped masks, soap & or hand sanitizer). We created outreach materials in English, Spanish, Farsi & Vietnamese to address different community constituencies. We also invested significant time & resources in creating a sizable brochure highlighting African American celebrities who have been vaccinated, many of whom actively promoted others getting vaccinated. Performing Stars did this as we identified particularly strong hesitancy/skepticism from this community based on deeply problematic medical history with the US government. This document was well received. All educational materials & event announcements were distributed both directly by Performing Stars as well as through our church, community & school partners.

To further address community questions, issues & concerns, Performing Stars hosted three separate

educational forums. Beyond the above efforts, Performing Stars also played an important role during the outbreak that occurred during summer 2021. The County was having a very difficult time getting through to some households hesitant to answer calls from "County of Marin". However, since Performing Stars staff are so well known in the community, once the County told us who they were trying to reach, we were able to contact those people to explain what was going on & to facilitate communication between the residents & County personnel, improving the contact tracing process.

For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

Basic Health Services

Children, Youth and Parent Services

Food Security

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

Performing Stars of Marin (PSoM) offers an array of services primarily meeting "Children, Youth and Parent Services" through youth enrichment programs as well as safety net support and case management for parents, as well as necessary community services such as transportation oversight for the Sausalito Marin City School District.

To a lesser extent, PSoM's work aligns with "Basic Health Services" specifically in the context of COVID-19 with our support of testing, and our work to educate about vaccination and facilitate vaccination in the community as much as possible, as well as our distribution of masks and other needed supplies. PSoM will continue to meet COVID-19 emerging needs as long as variants remain a problem.

Finally, while it is not the core of our services, increasingly PSoM has played a role in supporting Food Security in Marin City as a trusted partner to both Extra Food and Target, Both organizations donate food to PSoM, confident in our ability to get it distributed throughout the community.

Also, regarding the HUD objectives below, while not mentioned elsewhere in the proposal due to space constraints, PSoM addresses community blight by running periodic community cleanups in which our Social Justice Youth Initiative (SJYI youth) play a major role.

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

Activities benefiting low and moderate-income persons. (LMI)

Activities benefiting low and moderate area. (LMA)

Activities which aid in the prevention or elimination of slums or blight

How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

While not focused on "fair housing," Performing Stars of Marin (PSoM) is located with Golden Gate Village, Marin City's primary public housing community, and the majority of people served come from affordable/public housing within the low-income enclave nestled between two much higher-income communities (Mill Valley and Sausalito).

By providing access to arts, sports and technology enrichment, as well as to cultural events both within and beyond Marin City, Performing Stars affirmatively furthers fair housing by "providing access to opportunities" and by "transforming racially and ethnically concentrated areas of poverty [primarily Marin City and the Canal] into opportunity."

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and

scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

Performing Stars conducts extensive marketing throughout Marin City and other low-income areas in Marin. (Shelter Hill - Mill Valley, Hilarita-Tiburon, Hamilton-Novato). In addition to flyers and Facebook posts, Performing Stars recruits directly from schools and from within Golden Gate Village based on our on-site presence and prominent role in the community. PSoM is truly a community anchor, well known to all. A great deal of our participants across programs come to us by word-of-mouth and from our many partnerships with Marin City and local organizations. Having been in the community for so long, we now also benefit from children of program alumni attending our programs.

Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document.)

| | Number |
|----------------------|--------|
| Moderate Income | 0 |
| Low Income | 25 |
| Very Low Income | 50 |
| Extremely Low Income | 50 |

Total Number of Persons by Income Demographic

125

How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers (Please limit to 3000 characters.)

Performing Stars of Marin (PSoM) does not have a formal process for verifying client income. However, as a community-based organization, PSoM staff knows most of the families served and has a sense for their financial status. PSoM is also aware of many students' free-and-reduced-priced lunch status, which is a metric of financial situation.

Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.

| | Total Number of Persons | Number Identifying as Hispanic |
|---|-------------------------|--------------------------------|
| American Indian or Alaskan Native | | |
| Asian | 1 | |
| Black or African American | 64 | |
| Native Hawaiian or Other Pacific Islander | | |
| White | 50 | 38 |
| American Indian and White | | |

| | Total Number of Persons | Number Identifying as Hispanic |
|---------------------------|-------------------------|--------------------------------|
| Asian and White | | |
| Black and White | | |
| American Indian and Black | | |
| Multi-Racial | 10 | |

Total Number of Persons

125

Total Number Identifying as Hispanic

38

Female-Headed Households (out of above total)

94

Persons with Disabilities (out of above total)

19

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

Performing Stars (PSoM) is fortunate to have received multiple rounds of funding in past years to support our youth enrichment programming. Unfortunately, due to COVID-19, our enrichment programming in FY20, FY21 and the current FY22 has necessarily been more limited than in the past as many, if not most, camps and classes were cancelled or held virtually.

Nevertheless, PSoM worked hard to continue to provide enrichment opportunities even in the face of COVID-19 restrictions. Sample activities included:

Distribution of enrichment kits with children's activities when shelter-in-place occurred
 Marin City Victory Garden Project - as soon as outdoor in-person activities were allowed, PSoM launched a gardening project with our youth in which they planted, did crafts and some made jam to sell.

Fashion Show - in fall 2021 PSoM worked with a group of young people on comportment and presentation to boost self-confidence after all the COVID-19 disruption.

Virtual Reality Storytelling and Marinovators - In summer 2021 PSoM partnered to offer a virtual reality development program telling the stories of Marinship. This grew into an original rap development and performance initiative called Marinovators, featured among the attachments.

One-on-one music classes - while group classes could not take place during much of the pandemic, PSoM did help facilitate one-on-one classes for several young people.

Community Events - PSoM has sponsored a number of community events throughout the pandemic in which young people have participated (e.g. family movie nights) and which our older Social Justice Youth Initiative young people have helped to run.

George Floyd Memorial - PSoM worked with some of our SJYI teens and young adults to create a powerful memorial as part of the one-year anniversary.

In-person classes - With the return to in-person learning, PSoM has begun partnering with the Sausalito Marin City School District to offer enrichment in their afterschool programming starting with baton twirling.

If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

No funds remaining.

Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)

Performing Stars has successfully administered Marin County CDBG funding for the last 29 years.

Performing complies with all prevailing wage requirements.

Additional note to the information above regarding other county grants. Those included in this online form are only the County grants that pertain to the proposed programming for which Performing Stars seeks funding. PSoM has been awarded other grants from the Board of Supervisors Community Service Grants as well as through the Non Profit Partnership Fund, but they cover different activities.

Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

All programming will be overseen by Felecia Gaston, Performing Stars' Founder and Executive Director, who has been actively managing PSoM and its expansion since its inception. To expand organizational capacity, Felecia has brought on several staff members, all current or former Marin City residents, to assist with programmatic and administrative activities. Felecia has the support of highly experienced organizational development and grants consultants and regularly utilizes pro-bono services from Catchafire.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

There are no anticipated leadership transitions, though Performing Stars has brought on additional programmatic and administrative staff to support growing operations.

For HOME projects: Are you applying as a Community Housing Development Organization (CHDO)?

No

For Housing and Capital (construction and renovation) projects, what is your 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)

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget



Public Service Project Budget Template - PSo...

Attach Organization Budget



PSoM - Projected 2021-22 Organizational Bu...

Attach Dynamic Flood Map



FIRMETTE_232ab942-ab0d-4966-bb23-07bc...

Attach Miscellaneous



Performing Stars - Supplemental Materials - ...

Signer Name

Felecia Gaston

Signer Title

Founder and Executive Director

Signer Affirmation

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Public Services Project Budget Template

Organization Name: Performing Stars of Marin (PSoM)

Project Title: Robust Social Services for Southern Marin Residents Including Children, Youth, and Families (Youth Enrichment, Safety Net Services, Transportation, Emergent Community Needs - Food and Health)

Date: 1/24/2022

| INCOME: | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Income |
|--|------------------------|-----------------------|---------|-------------------------------|
| <i>Committed</i> | | | | |
| Foundations: | | | | |
| Marin Community Foundation | | \$ 125,000.00 | | \$ 125,000.00 |
| Miranda Lux | | \$ 10,000.00 | | \$ 10,000.00 |
| Manzanita Foundation | | \$ 10,000.00 | | \$ 10,000.00 |
| Marin Charitable | | \$ 5,000.00 | | |
| Government: | | | | \$ - |
| County of Marin Health and Human Services | | \$ 52,000.00 | | \$ 52,000.00 |
| Probation Department | | \$ 10,000.00 | | \$ 10,000.00 |
| Corporations: | | | | \$ - |
| (Add rows) | | | | \$ - |
| Individual Contributions:
(list total): | | \$ 15,000.00 | | \$ 15,000.00 |
| Earned Income: | | | | |
| (Add rows) | | | | |
| Other (specify): | | | | |
| (Add rows) | | | | |
| Subtotal, Committed Income | 0 | \$ 227,000.00 | \$ - | \$ 227,000.00 |
| <i>Uncommitted</i> | | | | |
| Federal Grants Request | | | | |
| Other Foundations: | | | | |
| Morris Stulsaft Foundation | | \$ 20,000.00 | | \$ 20,000.00 |
| Tupac Amaru Foundation | | \$ 10,000.00 | | \$ 10,000.00 |
| Government: | | | | |
| CDBG | 15000 | | | \$ 15,000.00 |
| Supervisors | | \$ 10,000.00 | | |
| Corporations: | | | | |
| Wells Fargo | | \$ 10,000.00 | | \$ 10,000.00 |
| (Add rows to list other corporations) | | | | |
| Individual Contributions: | | \$ 10,700.00 | | \$ 10,700.00 |
| Niantic Trust | | \$ 2,500.00 | | \$ 2,500.00 |
| (Add rows to list other contributions) | | | | |
| Other (specify): | | | | |
| Monterey Pop Festival | | \$ 2,500.00 | | \$ 2,500.00 |
| (Add rows to list others) | | | | |

| | | | | |
|--|---------------------|----------------------|---------------------|----------------------|
| <i>Subtotal, Uncommitted Income</i> | \$ 15,000.00 | \$ 65,700.00 | \$ - | \$ 80,700.00 |
| <i>Other:</i> | | | | |
| <i>Earned Income:</i> | | | | |
| <i>Food and Supply Distributions</i> | | | \$ 15,000.00 | |
| <i>Subtotal, Earned Income</i> | | \$ - | \$ 15,000.00 | \$ 15,000.00 |
| <i>Grand Total Income</i> | \$ 15,000.00 | \$ 292,700.00 | \$ 15,000.00 | \$ 322,700.00 |

| EXPENSES (Add rows to list other expenses) | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Expenses |
|---|------------------------|-----------------------|---------|---------------------------------|
| Personnel Expenses | | | | |
| Executive Director (% FTE: 35) | \$ 5,000.00 | \$ 30,000.00 | | \$ 35,000.00 |
| Operations Manager (% FTE: 75) | | \$ 25,875.00 | | \$ 25,875.00 |
| Program Coordinator (%FTE: 85) | \$ 3,000.00 | \$ 30,600.00 | | \$ 33,600.00 |
| Administrative Coordinator (%FTE: 55) | | | | |
| Program Support - Driver (%FTE: 55) | | \$ 2,765.00 | | \$ 2,765.00 |
| (Add rows) | | | | \$ - |
| Benefits (@ %: 28.5) | \$ 1,000.00 | \$ 25,433.40 | | \$ 26,433.40 |
| Subtotal Salaries and Benefits | \$ 9,000.00 | \$ 114,673.40 | \$ - | \$ 123,673.40 |
| Contracted Services | | | | |
| Professional Fees (instructors) | | \$ 31,290.00 | | \$ 31,290.00 |
| Outreach Workers (2) | \$ 2,000.00 | \$ 18,000.00 | | \$ 20,000.00 |
| Subtotal Contracted Services | \$ 2,000.00 | \$ 49,290.00 | \$ - | \$ 51,290.00 |
| Direct Project Related Expenses | | | | |
| Rent | \$ 2,000.00 | \$ 2,200.00 | | \$ 4,200.00 |
| Utilities | | \$ 3,570.00 | | \$ 3,570.00 |
| Supplies | | \$ 30,000.00 | | \$ 30,000.00 |
| Equipment | | \$ 50.00 | | \$ 50.00 |
| Travel | | | | \$ - |
| Postage & Shipping, Printing & Copying | | \$ 2,275.00 | | \$ 2,275.00 |
| Books and Subscriptions | | \$ 35.00 | | \$ 35.00 |
| Nutritious Meals and Snacks | \$ 1,000.00 | \$ 1,205.00 | | \$ 2,205.00 |
| Insurance | | \$ 2,304.00 | | \$ 2,304.00 |
| Transportation/Vehicle Maintenance | \$ 1,000.00 | \$ 3,200.00 | | \$ 4,200.00 |
| Insurance | | \$ 3,325.00 | | \$ 3,325.00 |
| Marketing and Advertising | | \$ 1,750.00 | | \$ 1,750.00 |
| Staff and Board Development | | \$ 3,500.00 | | \$ 3,500.00 |
| Business Expenses | | \$ 35.00 | | \$ 35.00 |

| | | | | |
|---|--------------|---------------|--------------|---------------|
| Safety Net Emergency Grants | | \$ 50,000.00 | | \$ 50,000.00 |
| Bus transportation costs | | \$ 25,000.00 | | \$ 25,000.00 |
| Food and Supply Distribution | | | \$ 15,000.00 | \$ 15,000.00 |
| Subtotal, Direct Project Related Expenses | \$ 4,000.00 | \$ 128,449.00 | \$ 15,000.00 | \$ 147,449.00 |
| Indirect Expense (specify % in column A below) | | | | |
| | | | | \$ - |
| Fiscal Sponsorship Fee (specify % in column A below) | | | | |
| | | | | \$ - |
| Grand Total All Expenses | \$ 15,000.00 | \$ 292,412.40 | \$ 15,000.00 | \$ 322,412.40 |

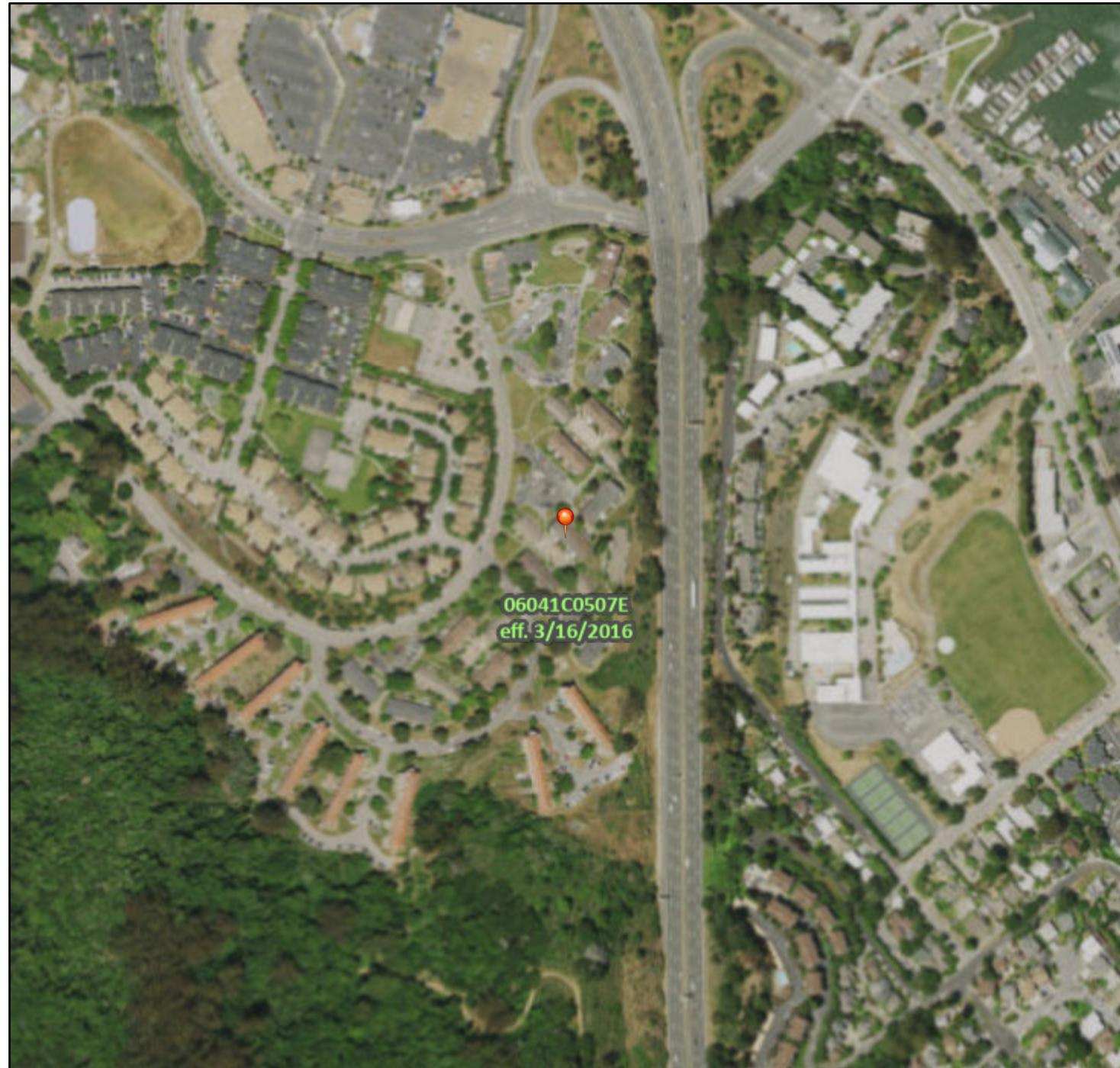
| Projected 2021-22 Performing Stars of Marin Organizational Budget* | |
|--|-------------------|
| Ordinary Income/Expense | |
| Income | |
| | |
| Total 4000 - Direct Public Contributions | 78,987.68 |
| Total 4200 - Non-Government Grants (Foundations)** | 128,000.00 |
| Total 4500 - Government Grants | 480,799.57 |
| 5300 - Earned Income - Investments | |
| Total Income | 687,787.25 |
| Expense | |
| | |
| 7200 - Staff Salary & Benefits | |
| 7210 - Executive Director Fees | 100,000.00 |
| 7240 - Benefits | 2,313.18 |
| 7250 - Payroll Taxes - Employer | 14,069.30 |
| Total 7200 - Staff Salary & Benefits | 116,382.48 |
| 7500 - Contract Services | |
| 7520 - Bookkeeping / Accounting | |
| 7521 - Payroll Processing Fees | 3,206.52 |
| 7520 - Bookkeeping / Accounting - Other | 8,000.00 |
| Total 7520 - Bookkeeping / Accounting | 11,206.52 |
| 7540 - Professional Fees | |
| 7541 - Administration | 64,726.28 |
| 7542 - Facility Maintenance labor | 4,000.00 |
| 7546 - Project Planning / Grant Writer | 13,811.46 |
| 7547 - Communications - Graphics | 22,104.00 |
| 7548 - Instructors & Chaparones | 33,783.33 |
| Total 7540 - Professional Fees | 138,425.07 |
| 7550 - Temporary Help - Contract | 21,752.00 |
| 7500 - Contract Services - Other | 200.00 |
| Total 7500 - Contract Services | 160,377.07 |
| 7549 - Consulting | 20,500.00 |
| 8100 - Non Personnel Expenses | |
| 8110 - Supplies | |
| 8111 - Office Supplies | 3,379.17 |
| 8112 - Events/FT & Program Supplies | 148,268.16 |
| 8113 - Software & Web Supplies | 1,211.40 |
| 8115 - Office Equipment Purchase | 1,500.00 |
| 8110 - Supplies - Other | |
| Total 8110 - Supplies | 154,358.73 |
| 8130 - Telephone & Internet | 5,881.92 |
| 8140 - Postage, Mailing Service | 1,258.58 |
| 8170 - Printing and Copying | 23,401.62 |
| 8180 - Books, Subscriptions | 9.98 |
| 8190 - Nutrition | 2,594.04 |
| Total 8100 - Non Personnel Expenses | 187,504.87 |
| 8200 - Facilities and Equipment | |

| Projected 2021-22 Performing Stars of Marin Organizational Budget* | |
|---|-------------------|
| 8220 · Utilities | 2,591.56 |
| 8261 · Equip Rental and Maintenance | 623.04 |
| 8262 · Repair & Maintenance - Property | 1,456.96 |
| Total 8200 · Facilities and Equipment | 4,671.56 |
| 8300 · Travel and Meetings | |
| 8310 · Tranportation | |
| 8312 · Gas | 2,994.06 |
| 8313 · Vehicle Maintenance & Reg | 2,659.32 |
| 8316 · Parking / Tolls | 1,006.00 |
| Total 8310 · Tranportation | 6,659.38 |
| 8350 · Meals & Entertainment | 582.18 |
| 8360 · Lodging | 1,965.12 |
| Total 8300 · Travel and Meetings | 2,547.30 |
| 8500 · Other Types of Expenses | |
| 8520 · Insurance - Non Employee | |
| 8521 · Exec Director Insurance | 1,651.86 |
| 8522 · Property, Liability Insurane | 10,479.34 |
| 8523 · Vehicle Insurance | 4,573.16 |
| Total 8520 · Insurance - Non Employee | 16,704.36 |
| 8570 · Advertising | |
| Total 8500 · Other Types of Expenses | 16,704.36 |
| 8600 · Business Operations | |
| 8605 · Bank / Merchant Charges | 403.46 |
| 8650 · Tax - State | 20.00 |
| Total 8600 · Business Operations | 423.46 |
| 90001 · 2016 -2017 Past Event Cost | |
| Total Expense | 681,335.73 |
| Net Ordinary Income | 6,451.51 |
| <p>*Performing Stars has been overwhelmingly busy responding to pandemic needs in Southern Marin. As a result, we have not conducted a thorough, formal budgeting process for the year. However, the above represents an informed projection as it extrapolates from last fiscal year. Significantly, this budget does NOT include revenue or costs associated with the #MarinCity80 historical initiative that Performing Stars is driving in 2022 as these are still being mapped out and will flow into FY23.</p> | |
| <p>Foundation support projected from the following funders, all renewal funders: The Marin Community, Sato, Morris Stulsaft, Wells Fargo, the Tupak Amaru Shakur, TomKat and Milagro Foundations and the Niantic Trust.</p> | |
| <p>Government support comes from: Marin County Health and Human Services, Marin County Probation Department, Marin County Community Development Block Grant, and the Marin County Board of Supervisors.</p> | |

National Flood Hazard Layer FIRMette



122°30'48"W 37°52'24"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

| SPECIAL FLOOD HAZARD AREAS | Without Base Flood Elevation (BFE)
Zone A, V, A99 | With BFE or Depth Zone AE, AO, AH, VE, AR |
|----------------------------|--|---|
| | Regulatory Floodway | |

0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X

Future Conditions 1% Annual Chance Flood Hazard Zone X

Area with Reduced Flood Risk due to Levee. See Notes. Zone X

Area with Flood Risk due to Levee Zone D

OTHER AREAS OF FLOOD HAZARD

NO SCREEN Area of Minimal Flood Hazard Zone X

Effective LOMRs

Area of Undetermined Flood Hazard Zone D

OTHER AREAS

Channel, Culvert, or Storm Sewer

Levee, Dike, or Floodwall

Cross Sections with 1% Annual Chance
Water Surface Elevation

Coastal Transect

Base Flood Elevation Line (BFE)

Limit of Study

Jurisdiction Boundary

Coastal Transect Baseline

Profile Baseline

Hydrographic Feature

OTHER FEATURES

Digital Data Available

No Digital Data Available

Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/24/2022 at 5:20 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



271 Drake Avenue • Marin City, CA 94965 • 415-332-8316 • PerformingStars.org

MarinCity80 and Marinovators

Media and Other Materials



in Review

WHAT A YEAR!

PERFORMING STARS

Thriving Kids, Parents and Communities™

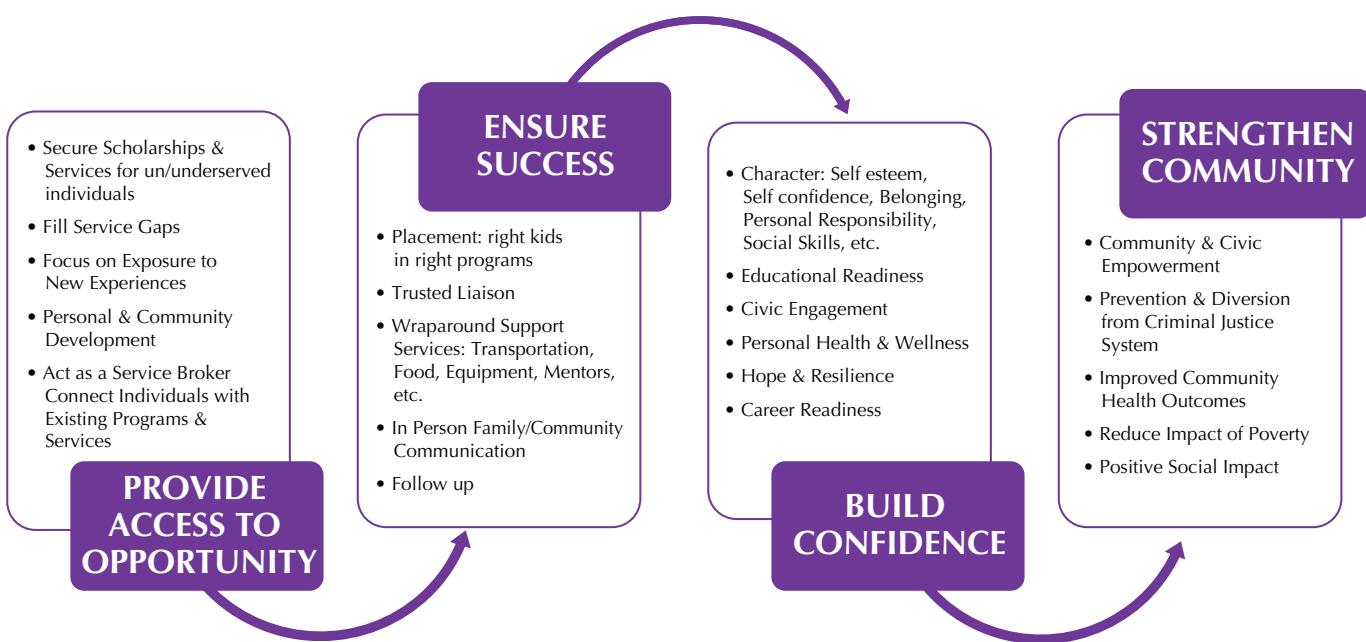
In a year unlike any other in our 30 year history, Performing Stars (PS) is proud to have been able to step-up to serve our community in ways we couldn't even imagine as the decade dawned.

During this year, we responded to an escalated demand of services, managed growth and absorbed spikes in revenues and expenses, while balancing our existing programs; all done with a sense of balance, joy and enthusiasm in being able to serve our community.

Highlights of service over the past year include:

JANUARY

Our Theory of Change



FEBRUARY



Black History Month

Performing Stars in partnership with Lucasfilm Ltd. sponsored a Black History Month celebration in honor of the Tuskegee Airmen with a viewing of Redtails, a thrilling and educational movie produced by George Lucas. After viewing the movie, the children were treated to an opportunity to meet Professional Blacks in Aviation. A speaker series was held, a chance to get personal autographs and a reception was held to meet and greet with Performing Stars donors.

MARCH-APRIL –ONGOING

Covid-19 and Stay-at-Home Orders Arrive



Diaper Drive – PS secured donations to provide 100 families with a month supply of diapers, and we distributed another 50,000 plus baby essentials and books provided by the Marin City Library.



Mask Drive – PS rallied to get Marin City masked up early, securing & distributing over 3,000 handmade masks & creating a social media campaign to encourage mask wearing.



Self-care packages – Recognizing the stress families faced with the onset of Covid-19, PS distributed self-care packages for the men & women caregivers/parents from Bayside MLK Jr. Academy.

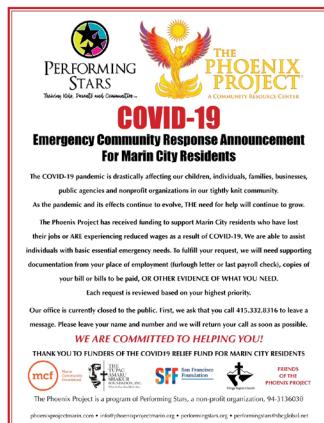
Arts enrichment packages for kids – PS delivered packages to 200 kids, including puzzles & activity books & art supplies.

MAY - ONGOING

Efforts currently underway, many of which will run throughout the winter and ongoing for as long as needed include:

Financial Assistance

In response to both donations & community members pleading for support as their financial pressures increased, PS established a system to vet callers' needs to ensure they were Covid-19 related, & then to pay up to \$500 in expenses, almost always in the form of third-party payments. Then MCF approached PS to serve as the Southern Marin intermediary for distribution of Family Independence Initiative (FII) funds, vetting & distributing 400 codes granting \$500 for basic needs! To date, PS has distributed \$150,000 in direct funds and allocated \$450,000 to 450 people.



As direct outreach and numbers increased we had to increase our help. While 15 people who participated in the initial testing day, participation has grown to an average of 100 people in subsequent testing.

The Revival of the Victory Gardens of Marin City

- PS has had to re-envision our summer and after school programs. In light of this, PS has launched a Victory Garden program. PS registers people with their choices of vegetables, flowers, herbs and/or succulents and recycled items for planters which are made as art projects by local children.



Brightening Holidays – In order to boost residents' spirits and create somewhat of a sense of celebration and normalcy, Performing Stars has organized several holiday events, most recently a Halloween Drive-in Movie event for a family outing. Performing Stars partnered with the Salvation Army & local volunteers to provide 500 food baskets that included turkeys and other specific items. We partnered with the Mill Valley School District & Sausalito Marin City School District to ensure the annual Christmas toy drive would take place.



SEPTEMBER - ONGOING

Nutritional Food Surplus Give-A-Way – Target Store in Marin City & ExtraFood.org has been providing surplus food from their shelves to be distributed to community residents. These items include proteins, vegetables, canned food and juices. Our staff bags up the items and delivers door to door to local residents.

DECEMBER



Conscious Kitchen & Cavallo Point Restaurant initiated a pilot project over the Holidays from Dec. 22nd to Jan. 11th to provide prepared organic meals to 50 Marin City residents. The focus will be on senior citizens and disabled residents because most of them may not be able to visit with family. A lot of at-risk seniors who

live by themselves are concerned about COVID and are not going to gather this year. So this would be a hot meal just in time for the holidays. Michael Garcia, executive chef at the Cavallo Point Lodge, will lead the food and beverage team in helping Conscious Kitchen prepare the meals using ingredients purchased from Bay Area ranchers and farmers. The meals are being delivered by program coordinator, volunteers and Social Justice Youth middle school students.



Civic Development Activities

Get-out-the-vote efforts high school and college students involved with the Social Justice Youth Initiative provided outreach in the community, going door to door with Civil Rights materials, including posting information on Social Media and providing registration at our community partner Target Stores.



Census Mobilization

Dominican's University Service-Learning program partnered with Performing Stars of Marin and Bayside Martin Luther King Jr. Academy on "Marin City Counts," a public art project designed to raise awareness about the census. Together they created public art that visualizes the area's values, stories, and history. Newly-released census data shows the self-response rate in Marin City jumped nearly nine percentage points to 68%. Nonprofit leaders attribute this jump to local outreach, including the "Marin City Counts" campaign.

Documentary Development Marin City, CA

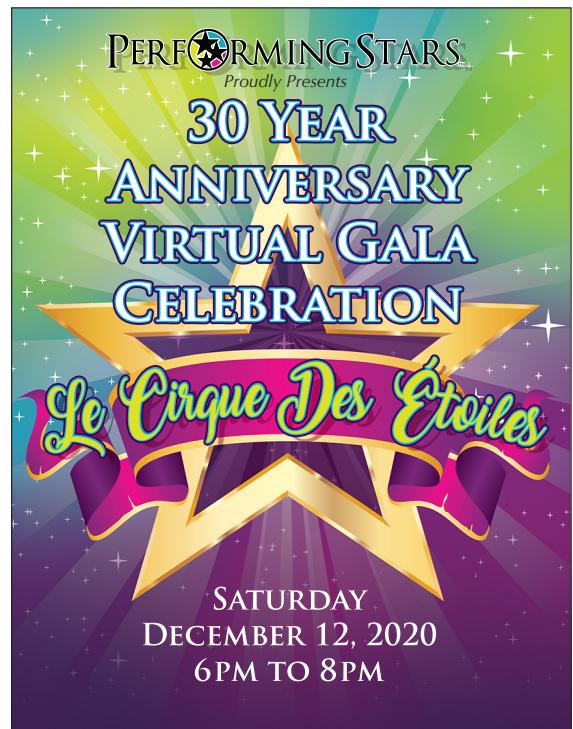
In Pursuit of Survival

The proposed 90-minute work will use archival video footage, newspaper articles and oral histories to document Marin City's founding as a ship-building community during WWII, creating Marin County's first primarily African-American community with emigrants from the American South. The work will highlight both how the community has flourished, contributing significantly to local and regional infrastructure efforts, and how the community has struggled for recognition and equity in an otherwise primarily white, affluent county. The documentary will focus particularly on housing challenges throughout the years and up until present day, showing the community's fierce strength and resilience.

Fundraising Efforts

Performing Stars started planning for our long anticipated fundraiser to celebrate our many successes. We worked with volunteers from the platform CatchAFire that matches non-profits with professionals to support their efforts.

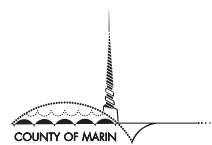
30th Anniversary Virtual Gala Celebration Fundraiser raised \$118,000 as our community rallied to celebrate 30 years of service to Marin County children, families and communities.



Where do we go from here!

Our board , advisory council will continue to lay out our strategic planning process to enable our organization to advance our mission. We are committed to measurable goals, approving priorities for implementation, and commitment to revisiting the organization's strategies on an ongoing basis.

2020 FUNDERS



DODGE & COX®



2020 EVENT VIDEOS

“Oh Baby” 2020 Diaper Drive
<https://youtu.be/88HBD8ZJWOI>

Youth COVID19 Safety Tips
<https://youtu.be/ETMQ4alWJDE>

Drive In Movie Night-Halloween Celebration
https://youtu.be/_LN6d54NU80

“Thanksgiving 2020 Food Basket Drive”
<https://youtu.be/WqgcGs0r5o>

30 Year Anniversary Virtual Gala Celebration
<https://youtu.be/ZILM4yft7tl>

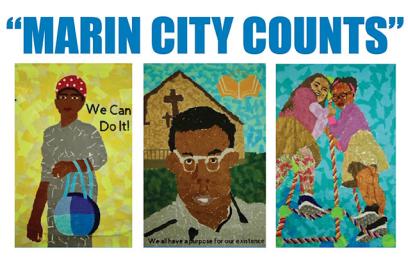
Holiday Toy Drive
<https://youtu.be/9y1JS8nuny8>

Holiday Dinners
<https://youtu.be/NTDoneXpBfk>

VIDEOS BY



Celebrating The Census 2020 In Marin City



By GODFREY LEE Post News Group
Jan. 9, 2020 ([READ ARTICLE](#))

Performing Stars celebrates 30 years of changing lives

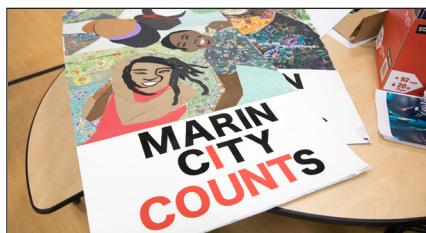
By LORENZO MOROTTI



Marin Independent Journal
PUBLISHED: Jan. 31, 2020
UPDATED: Oct. 22, 2020
[\(READ ARTICLE\)](#)

Marin city census art project ready for rollout Dominican, Bayside MLK students unveil project

By KERI BRENNER



Marin Independent Journal
PUBLISHED: Jan. 14, 2020
UPDATED: Jan. 15, 2020
[\(READ ARTICLE\)](#)

Marin City looks to raise its profile and get people to participate in the census through new banners



[abc7news.com](#) | Feb. 8, 2020
[\(WATCH VIDEO\)](#)

Black History Month: Performing Stars, aviation nonprofit encourages students to 'reach for the skies'



By JOBINA FORTSON [abc7news.com](#)
Feb. 21, 2020 [\(WATCH VIDEO\)](#)

Sausalito Marin City Schools, volunteers gather thousands of masks for community

By JOBINA FORTSON



[abc7news.com](#) | Apr. 23, 2020
[\(WATCH VIDEO\)](#)

Editorial: Marin city residents vulnerable but resolute during pandemic



BY MARIN IJ EDITORIAL BOARD
Apr. 26, 2020 ([READ ARTICLE](#))

Marin groups help residents offset pandemic income losses



By LORENZO MOROTTI
Marin Independent Journal
June 22, 2020 ([READ ARTICLE](#))

Marin city group revives victory garden tradition - Marin Independent Journal



June 29, 2020 ([READ ARTICLE](#))

PERFORMING STARS

Thriving Kids, Parents and Communities™

• • • • IN THE NEWS 2020 • • • •

Marin Community Foundation offers more cash pandemic aid



By RICHARD HALSTEAD
Marin Independent Journal
Aug. 29, 2020 ([READ ARTICLE](#))

Marin's overall census response improves despite challenges

By RICHARD HALSTEAD
Marin Independent Journal
PUBLISHED: Nov. 11, 2020
([READ ARTICLE](#))

Community Art Project Impacts Census 2020 Campaign

Nov. 12, 2020 ([READ ARTICLE](#))



Marin city nonprofit holds 30,000-diaper giveaway



By LORENZO MOROTTI
Marin Independent Journal
Nov. 11, 2020 ([READ ARTICLE](#))

Nonprofit to serve 500 Thanksgiving meals across Marin County



By NOELLE BELLOW | KRON4.com
Posted: Nov 22, 2020
Updated: Nov 22, 2020
([WATCH VIDEO](#))

Marin City volunteers pack up Thanksgiving meals for needy



Marin Independent Journal
Nov. 23, 2020 ([READ ARTICLE](#))

Marin's overall census response improves despite challenges



By RICHARD HALSTEAD
Marin Independent Journal
PUBLISHED: Nov. 11, 2020
UPDATED: Nov. 12, 2020
([READ ARTICLE](#))

Stars Come Out for Virtual Gala to Benefit Marin Performing Arts Group



By CHARLIE SWANSON | Pacific Sun
Dec. 8, 2020 ([READ ARTICLE](#))

Performing Stars: Building a Better Bay Area



ABC7 All Good | Dec. 12, 2020
([WATCH VIDEO](#))

Marin city toy drive stays alive with volunteer support



By LORENZO MOROTTI
Marin Independent Journal
Dec. 21, 2020 ([READ ARTICLE](#))

Marin collaboration keeps residents well-fed for holidays

By LORENZO MOROTTI
Marin Independent Journal
Dec. 24, 2020 ([READ ARTICLE](#))

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

San Geronimo Valley Community Center

Mailing Address

PO BOX 194
San Geronimo, California, 94963

Website

sgvcc.org

Executive Director/CEO

Dave Cort

Email Address

dcort@sgvcc.org

Phone Number

(415) 488-8888

Project General Information

Program/Project Name

Human Service Program

Program/Project Site Address

6350 Sir Francis Drake Blvd PO Box 194
San Geronimo, California, 94963

CDBG Year 1 Funding Amount Requested

61098

CDBG Year 2 Funding Amount Requested

61098

Application Contact Person

Nicole Ramirez

Title of Contact Person

Director of Human Services and Youth Programs

Email Address

nramirez@sgvcc.org

Phone Number

(415) 488-8888

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

| | % of Services Provided |
|--------------|------------------------|
| Novato | 0% |
| San Rafael | 0% |
| County Other | 100% |

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

The mission of the San Geronimo Valley Community Center is to foster healthy communities within the San Geronimo Valley and Nicasio by providing an inclusive, diverse, and dynamic center for locally based human services, arts and culture, education, health and wellness, and community building. The organization offers programming, services, and referrals for community members of all ages. The Human Services Program at the San Geronimo Valley Community Center provides assistance to low income, unemployed, disabled individuals, seniors, and homeless individuals and families in the San Geronimo Valley, Nicasio, and surrounding areas. The programs provide safety net services that include food assistance, referrals to county services, health and nutrition education, and parent education. The Center's food assistance program includes a twice weekly emergency food pantry, and holiday food distribution. This program directly addresses Basic Health Services and ensures Food Security for our community by providing families and individuals free accessible food. Free food access is a basic health service that the San Geronimo Valley Community Center has provided for over 20 years.

In addition to providing free accessible food as a Basic Health Service, we also offer Senior, Youth and Arts and Events programs.

Our Senior Programs include a once-a-week drive thru grab and go Senior Lunch. Because of the Covid 19 pandemic gathering restrictions we are unable to congregate to provide lunch in our regular Senior Lunch format. Working diligently with the county we have insured our seniors can still access a healthy meal. Our in person senior programs include exercise classes, Zumba, ping pong, peer counseling, and Mahjong. Due to the pandemic, we have had to minimize our in-person Senior program offerings to

ensure the safety of the community. During the pandemic our online senior programs grew to include book clubs, classes, panels, art shows, and more.

Our youth programs include a 0-5 Playgroup, after school childcare for grades K-8, Mountain Biking, after school tutoring, sports and a youth job training program. An additional program that serves youth is The West Marin Coalition for Healthy Youth WMCHY-which is a West Marin collaborative of local community non-profits, law enforcement, and school districts that addresses underage substance abuse in West Marin. The WMCHY has offered parent education on the various trends in substance abuse with youth and prevention strategies. All of the WMCHY parent education workshops are open to all in the community and are free of charge.

Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

The project supported by CDBG funding is our weekly Food Bank. This project directly benefits the community by providing free accessible food to people who are in need. Due to the Covid 19 pandemic the Food bank is opened once a week, providing a safe no contact drive thru pick-up. Our numbers close to doubled during the pandemic and the need remains higher than pre-pandemic days. People who meet the presumed low income status in our project description is 2415 people. We provide a table with food for our walk-up patrons that include people experiencing homelessness or those who don't drive. During the Food Bank distribution we hand out our grab and go Senior Lunch. In partnership with Marin County Adult and Aging Services we provide a nutritionally balanced frozen lunch that seniors can eat at home. Seniors picking up lunch also receive a bag of groceries. In addition to providing on site free food distribution, our Human Services staff delivers groceries to isolated seniors living in our rural community. We work closely with West Marin Senior Services to identify seniors who need access to free food but do not have transportation. For many seniors in our community our Food Bank serves their only source of fresh fruits, vegetables and proteins. The families and individuals utilizing the Food bank supplement the cost of food by receiving free food from our Food bank. Receiving free food has a great impact on a family that struggles to survive in an area that is so expensive to live in. This project directly provides a service much needed and utilized by our community and increases food security for all.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

The COVID-19 pandemic has impacted our organization throughout all of our programs. Upon the reopening of our youth and senior programs we implemented several safety protocols to resume our programming. Our youth and senior in person programs follow the Marin County Public Health guidelines and all participants are masked at all times and vaccinated if eligible.

We have canceled our Senior Congregate Lunch for over two years now. We now offer a Grab and Go lunch to seniors once a week. Our Food Bank has endured the greatest impact due to the pandemic. We had to shift our farmer's market style of food distribution to a no contact drive thru food bank. We were unable to remain on site because of the increased demand for food due to the pandemic. We have been located at the former San Geronimo Golf Course since March of 2021 which is now called The Commons. Trust for Public Lands is currently the proprietor of the property and has allowed us to operate on site as long as needed. Prior to the pandemic we served on average 150 families and individuals at our food bank that was open twice a week. We are currently serving up to 300 cars that include multiple families and individuals. Our numbers have doubled and continue to fluctuate month to month, however the increased need is evident.

Beginning in December 2021 in collaboration with Marin County Public Health our staff has been providing pop-up COVID testing, and vaccine clinics on site at The Commons. Our organization continues to navigate the constant changes that the COVID 19 pandemic brings. We have become very versatile with our programs and offerings and continue to adjust if needed to ensure that our staff and community remain safe and healthy.

For Public Service projects, which community priority does your project align with? (check as

many boxes as applicable)

Basic Health Services

Children, Youth and Parent Services

Food Security

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

Our project aligns with both Basic Health Service and Food Security priorities set. Our Basic Health Services include medical referrals, information and updates about Covid protocols, restrictions, and mandates. In partnership with Marin County Public Health and California Department of Public Health-CDPH we have offered our community access to Covid vaccines, testing and pertinent information about the new surges, isolation and safe practices. Aligning with Food Security priorities that are in line with our mission of providing health and wellness to our community members. Free access to food provides families and individuals the Food Security needed during these difficult times. Food access is a right all people should have and we provide that access. We are dedicated to providing Food Security to our community in rural West Marin.

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

Activities benefiting low and moderate-income persons. (LMI)

How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

This project will Affirmatively Further Fair housing by supplementing the expensive cost of food so families and individuals can afford housing. We partner with local nonprofits that address the critical housing needs in West Marin. In collaboration with San Geronimo Valley Affordable Housing Association, we offer information on Senior Housing and affordable rentals in the area. This organization offers updates and information to our Seniors regarding housing and application process to senior housing. We also collaborate with CLAM- Community Land Trust Association of West Marin of Point Reyes. CLAM offers information about low-income housing and requirements. In collaboration with these local nonprofits, we provide current information and best practices for homeowners and renters.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

The San Geronimo Valley Community Center continuously conducts affirmative marketing to members of the protected classes by offering announcements in both Spanish and English. We are practicing affirmative marketing strategies featuring updates in our quarterly publication Stone Soup, monthly announcements on local radio show KWMR, and our website sgvcc.org. We serve all who walks through the door regardless of their gender, race, color, religion, sexual preference, disability and immigration status. We have signs posted on entry doors that indicate that we welcome all in our Community Center. We are fair and treat everyone as equals to all individuals that come into our Center. All of our programming is offered with a non-judgmental inclusive approach. We strive to meet clients where they are at and provide the resources they need. We offer individual personal outreach to local ranches to provide information about our services. Those living on these rural ranches have limited access to food and services. We also offer volunteer opportunities for many of our clients. Becoming a volunteer encourages leadership within our community regardless of their socio-economic status or race. We strive to serve the protected class as we foster a healthy community. Finally, our communications team is exploring texting or whatsapp services that will allow us to communicate better with folks who do not have internet or computer access.

Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document.)

| | Number |
|-----------------------------|---------------|
| Moderate Income | 483 |
| Low Income | 483 |
| Very Low Income | 1932 |
| Extremely Low Income | 1932 |

Total Number of Persons by Income Demographic

4830

How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers (Please limit to 3000 characters.)

We have posted the Federal Poverty Guidelines at the entrance to our drive through Food Bank. To qualify for the Food Bank a persons income must be within 235% of the Federal Poverty Guidelines, which qualifies them as low income. We document each beneficiary on the sign in sheet during distribution. We allow clients to self report income status and the majority of our clients are the elderly, adult persons with disabilities, and migrant farm workers or families of farm/ranch workers. As you know the pandemic and our commitment to keeping our clients, our staff and volunteers safe is a priority and we continue to operate the food distribution as a drive through model with as little of face to face contact as possible.

Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.

| | Total Number of Persons | Number Identifying as Hispanic |
|---|-------------------------|--------------------------------|
| American Indian or Alaskan Native | 45 | 30 |
| Asian | 20 | 5 |
| Black or African American | 75 | 15 |
| Native Hawaiian or Other Pacific Islander | 15 | 0 |
| White | 2100 | 1550 |
| American Indian and White | 15 | 5 |
| Asian and White | 10 | 0 |
| Black and White | 35 | 5 |
| American Indian and Black | 15 | 5 |
| Multi-Racial | 2500 | 1500 |

Total Number of Persons

4830

Total Number Identifying as Hispanic

3115

Female-Headed Households (out of above total)

1610

Persons with Disabilities (out of above total)

250

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

The past project goals and accomplishments using CDBG funds were all accomplished. Our goal is to provide free accessible food, resources, and Human Service resources to families and individuals living in the San Geronimo Valley and Nicasio. Our goal to serve low-income to very low-income seniors and individuals will continue to be met. We meet these goals on a weekly basis, serving families and individuals, and providing a safety net service to people living in rural West Marin. Our referral services include but are not limited to housing, medical, and childcare.

If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

We are in our final fiscal year for the FY 2021 and FY 2022 Public Service Funding and we will be requesting any remaining funds in spring 2022.

Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with

complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)

The San Geronimo Valley Community Center has been a recipient of both Public Service and Capital funds since 1980. We have an impeccable record in administering these funds. Additionally, the Community Center has supported an AmeriCorps and a Vista program, which are Federal Funds.

Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

The Director of Human Services and Youth Programs will directly supervise and manage this project. The Director has had more than twelve years of experience in coordinating and managing this project. Duties of the Director will include supervision of staff and volunteers, providing materials to promote events or services offered in English and Spanish, coordinate with our communication staff to include information and resources to services on the Community Center's social media, schedule health education and parent education classes, make announcements of community events, as well as offer translation services if needed.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

Our long time Executive Director, Dave Cort is now entering his 31st year and we have developed a strong leadership team which includes Nicole Ramirez as Director of Human Services and Youth Programs, Michele McCourtney as Director of Operations, Alexa Davidson as Director of Fund Development and Strategic Initiatives, and Helen Ferlino as Finance Manager. In June 2021 David Bernard became our Board President.

For Housing and Capital (construction and renovation) projects, what is your 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)

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget



Attach Organization Budget



SGVCC Budget Summary FY 2022.pdf

Attach Dynamic Flood Map



Screen Shot 2022-01-19 at 3.39.50 PM.pdf

Attach Miscellaneous



Annual_Report_Valley wide 2021_ Final .pdf

Signer Name

Nicole Ramirez

Signer Title

Director of Human Service and Youth Programs

Signer Affirmation

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Public Services Project Budget Template

Organization Name: San Geronimo Valley Community Center

Project Title: Human Services/Food Pantry

Date:

| INCOME: | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Income |
|--|------------------------|-----------------------|---------|-------------------------------|
| <u>Committed</u> | | | | |
| Foundations: | | | | |
| MCF | | \$ 75,000 | | |
| Anonoymous | | \$ 25,000 | | |
| (Add rows) | | | | |
| Government: | | | | |
| County of Marin CRT | | \$ 20,000 | | |
| (Add rows) | | | | |
| Corporations: | | | | |
| (Add rows) | | | | |
| Individual Contributions: | | | | |
| (list total): | | | | |
| Earned Income: | | | | |
| (Add rows) | | | | |
| Other (specify): | | | | |
| (Add rows) | | | | |
| Subtotal, Committed Income | \$ 120,000 | | \$ - | \$ 120,000 |
| <u>Uncommitted</u> | | | | |
| Federal Grants Request | \$ 61,098 | | | |
| Other Foundations: | | | | |
| Potential | | \$ 68,000 | | |
| (Add rows to list other Foundations) | | | | |
| Government: | | | | |
| (Add rows to list other Government agencies) | | | | |
| Corporations: | | | | |
| (Add rows to list other corporations) | | | | |
| Individual Contributions: | | | | |
| Donations | \$ 40,000 | | | |
| (Add rows to list other contributions) | | | | |
| Other (specify): | | | | |
| (Add rows to list others) | | | | |
| Subtotal, Uncommitted Income | \$ 61,098 | \$ 108,000 | \$ - | \$ 169,098 |
| Other: | | | | |

| | | | | | | |
|--------------------------------|--|------|------|------|------|--|
| Earned Income: | | | | | | |
| | | | | | | |
| (Add rows) | | | | | | |
| Subtotal, Earned Income | | \$ - | \$ - | \$ - | \$ - | |

| | | | | | | |
|---------------------------|-----------|------------|------|------------|--|--|
| Grand Total Income | \$ 61,098 | \$ 228,000 | \$ - | \$ 289,098 | | |
|---------------------------|-----------|------------|------|------------|--|--|

| EXPENSES (Add rows to list other expenses) | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Expenses |
|---|------------------------|-----------------------|---------|---------------------------------|
| Personnel Expenses | | | | |
| Executive Director
(% FTE: 15) | | \$ 19,865 | | |
| Program Director
(% FTE: 65) | \$ 32,163 | \$ 32,163 | | |
| Human Services Staff | \$ 15,956 | \$ 106,373 | | |
| Food Bank Staff Hours | \$ 1,554 | \$ 10,357 | | |
| (Add rows) | | | | |
| Benefits (@ %23) | \$ 11,425 | \$ 36,432 | | |
| Subtotal Salaries and Benefits | \$ 61,098 | \$ 205,190 | \$ - | \$ 266,288 |
| Contracted Services | | | | |
| Professional Fees | | | | |
| Project Consultant | | | | |
| (Add rows to list other contracted expenses) | | | | |
| Subtotal Contracted Services | \$ - | \$ - | \$ - | \$ - |
| Direct Project Related Expenses | | | | |
| Rent | | | | |
| Utilities | | | | |
| Supplies | | \$ 5,000 | | |
| Equipment | | | | |
| Auto | | \$ 1,755 | | |
| Professional Development | | | | |
| Marketing | | \$ 16,055 | | |
| (Add rows to list other direct project expenses) | | | | |
| Subtotal, Direct Project Related Expenses | \$ - | \$ 22,810 | \$ - | \$ 22,810 |
| Indirect Expense (specify % in column A below) | | | | |
| | | | | \$ - |
| Fiscal Sponsorship Fee (specify % in column A below) | | | | |
| | | | | \$ - |
| Grand Total All Expenses | \$ 61,098 | \$ 228,000 | \$ - | \$ 289,098 |

San Geronimo Valley Community Center
Budget Summary

Revised 7-07-21

| | FY 2018
actual | FY 2019
actual | FY 2020
actual | FY 2021
projections | FY 2022
budget | '21-'22
% chg. |
|-------------------------------|-------------------|-------------------|-------------------|------------------------|-------------------|-------------------|
| Revenue | | | | | | |
| Government Grants | 329,845 | 322,979 | 291,854 | 272,929 | 290,551 | 6% |
| Government State and Federal | | | | 198,920 | 178,153 | -10% |
| Foundation/Agency Grants | 437,475 | 375,491 | 477,364 | 438,338 | 349,000 | -20% |
| Donations | 266,583 | 376,968 | 260,356 | 360,000 | 417,600 | 16% |
| Tuition & Field Trip | 129,696 | 156,475 | 124,319 | 9,500 | 102,000 | -35% |
| Arts Events & Admission | 31,047 | 20,377 | 16,499 | 1,225 | 13,300 | -35% |
| Rental | 41,560 | 35,201 | 27,577 | 4,900 | 23,000 | -35% |
| Other | 22,547 | 16,715 | 10,151 | 700 | 3,820 | -77% |
| Interest/Dividend | 1,620 | 7,520 | 10,536 | 8,000 | 8,500 | 6% |
| Endowment Distribution | - | - | - | 161,068 | 99,076 | -38% |
| Unrealized Gain/Loss | (940) | (200) | 14,800 | - | | |
| Total Revenue | 1,259,433 | 1,311,526 | 1,233,456 | 1,455,580 | 1,485,000 | 3% |
| Expenses | | | | | | |
| Salaries & Benefits | 765,133 | 866,959 | 949,076 | 959,875 | 1,071,012 | 12% |
| Subcontractors | 106,258 | 107,798 | 76,968 | 70,000 | 131,000 | 87% |
| Buildings & Grounds/Utilities | 81,348 | 90,184 | 91,987 | 155,000 | 57,700 | -63% |
| Printing and Postage | 34,908 | 24,876 | 23,224 | 20,925 | 27,100 | 30% |
| Accounting & Insurance | 53,545 | 57,676 | 90,217 | 65,000 | 70,800 | 9% |
| Food & Supplies | 66,447 | 48,555 | 28,494 | 13,000 | 50,000 | 3% |
| Direct Event Expenses | 52,233 | 69,064 | 28,961 | 7,000 | 42,900 | -38% |
| Other & Misc. | 46,536 | 59,411 | 53,160 | 28,858 | 34,487 | 20% |
| Total Expenses | 1,206,408 | 1,324,523 | 1,342,086 | 1,319,658 | 1,485,000 | 13% |
| Change in Net Assets | 53,025 | (12,997) | (108,630) | 135,922 | 0 | -100% |

National Flood Hazard Layer FIRMette



122°40'48"W 38°1'14"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS

- Without Base Flood Elevation (BFE)
Zone A, V, A99
- With BFE or Depth Zone AE, AO, AH, VE, AR
- Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD

- 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
- Future Conditions 1% Annual Chance Flood Hazard Zone X
- Area with Reduced Flood Risk due to Levee. See Notes. Zone X
- Area with Flood Risk due to Levee Zone D

OTHER AREAS

- NO SCREEN Area of Minimal Flood Hazard Zone X
- Effective LOMRs
- Area of Undetermined Flood Hazard Zone D

GENERAL STRUCTURES

- Channel, Culvert, or Storm Sewer
- Levee, Dike, or Floodwall

OTHER FEATURES

- 20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
- 17.5 Coastal Transect
- Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary
- Coastal Transect Baseline
- Profile Baseline
- Hydrographic Feature

MAP PANELS

- Digital Data Available
- No Digital Data Available
- Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of



SAN GERONIMO VALLEY COMMUNITY CENTER

RESPONSE

With swift and decisive action, our team adapted our programs and services to meet the new and growing needs of our most vulnerable residents.



Every Thursday, our drive-through food pantry provided groceries to 150-300 families, distributing an average of four tons each week.



Throughout the pandemic, our Covid-19 Emergency Fund distributed \$400,000 in financial assistance to those most impacted by Covid-19. One recipient who lost 90% of their business in March 2020 shared:

"This funding has allowed me to buy groceries, put gas in my car, and pay bills that I would have not have otherwise been able to. I don't know where I'd be without it. Thank you for this support."



Page 387 of 440
You Belong Here.

Donate TODAY!

RESILIENCE

From the students in our virtual tutoring program to artists who participated in our incredible virtual shows, or the seniors and families who zoomed into over 50 events, book clubs, and shows, our team witnessed incredible stories of resilience every day.



Testimony from a Valley Afterschool Tutoring (VAST) Parent

"When I found out that we were doing 'At Home' learning for her 2nd-grade year, I thought 'we have this!' I was so wrong. I quickly called up VAST and they saved us. They were able to help her complete her homework every week, whether it was math worksheets, science, or reading comprehension. My child did not fall behind during the pandemic. Her confidence in her school work actually increased."



By the end, she was zooming with her VAST tutor and had all her work out ready to start the session without any help or persuasion from me. We are excited to continue with VAST this year to continue her journey.

THANK YOU!"

-Heather Bates, mother of 3rd grader Charlie

RETURNING

As local schools returned to in-person learning in Spring 2021, many families scrambled to navigate the new hybrid school day with abbreviated hours and partial weeks. Working families were hit the hardest by this, unsure of how to maintain employment and meet the demands of their child's schedule.



One family, with six children and two working parents was met with immense relief when our Zoila's aftercare program expanded our hours to match the new school hours. Each day, the children arrived in our programs and got to decompress, play, craft, and settle into their new routine. This family relied on our affordable child care and trusted us to support them as they navigated new challenges.



DONATE TODAY AT

SGVCC.ORG

or mail a check using the enclosed remit



November 15, 2021

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Owen Clapp
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Julie Young

Founder

Jean Berensmeier

Dear Community member,

For 52 years, the San Geronimo Valley Community Center has served as the heart and hub of the Valley, a place where everyone belongs. In a year full of unpredictable moments and unprecedented collective hardship, the Community Center remained a stable source of critical programs, services, and support. We are proud of our immediate and swift **response**, we are inspired by the **resilience** of our residents, and we are hopeful as we **return** to our historic building for all of our favorite programs and services.

Today, I am reaching out with an exciting ask for support - one that can double your impact in our Community! With a bold goal of raising \$250,000 by December 31st, our Council of Major Donors has generously come together to offer \$65,000 in matching funds! If you make a donation before year-end, your contribution will be matched by these generous contributors! A donation to the Community Center contributes to sustaining the health and wellbeing of our community through critical safety net services, youth programs, arts and events, senior programs, wellness and recreation activities, and so much more! **Donate today to double your impact!**

Throughout the pandemic, our Community Center filled the gap for so many families and provided trusted information that allowed our community to thrive. The other side of this letter illustrates in words, photos, and stories the journey we have taken together as a community as we navigated the Covid-19 pandemic. Donating to the Community Center bolsters our community recovery and allows us to creatively expand our work to meet the changing needs of our residents. We have exciting new opportunities on the horizon to expand our visual and performing arts programs as well as our wellness and recreation programs that support the mental and physical wellbeing of all we serve.

It is a powerful time to support the Community Center and we hope you will join us! With a deep honoring of our history and a commitment to our mission, we excitedly look towards the future, returning together, stronger than ever before!

Sincerely,

Dave Cort

P.S. Please make your annual contribution by mailing your check in the enclosed envelope or online at sgvcc.org. *We also accept gifts of stock - check out the ways to give section on our website.

P.P.S. Join us for our Annual Holiday Art Faire on December 4th at the Community Center.

San Geronimo Valley Community Center

PO Box 194

San Geronimo, CA 94963

Phone: 415.488.8888

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www.sgvcc.org

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

North Bay Children's Center, Inc.

Mailing Address

932 C Street
Novato, California, 94949

Website

www.nbcc.net

Organization DUNS#

186540712

Executive Director/CEO

Susan Gilmore

Email Address

sgilmore@nbcc.net

Phone Number

(415) 883-6222

Project General Information

Program/Project Name

Child Care Scholarships

Program/Project Site Address

932 C Street
Novato, California, 94949

CDBG Year 1 Funding Amount Requested

20000.00

CDBG Year 2 Funding Amount Requested

20000.00

Application Contact Person

Susan Gilmore

Title of Contact Person

President and CEO

Email Address

sgilmore@nbcc.net

Phone Number

(415) 883-6222

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

| | % of Services Provided |
|--------------|------------------------|
| Novato | 100 |
| San Rafael | 0 |
| County Other | 0 |

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

North Bay Children's Center (NBCC) provides children and their families, the majority low-income; with comprehensive high-quality child care and early education that builds the foundation for academic success and lifelong achievement. Its principal activities include providing affordable child care, school-readiness programs, nutrition education, and family support services to those who need it most.

Celebrating 34 years of service, NBCC's core objective is to ensure that all children, particularly our most vulnerable, leave preschool with the tools needed to succeed. Fueled by our vision of excellence and spirit of innovation, NBCC's mission is to assure optimal development for every child we serve through:

- Culturally rich curriculum and services that prepare children from diverse backgrounds to succeed socially, emotionally, and academically,
- The Garden of Eatin'® program that weaves a culture of health and wellness throughout the organization and serves as a model for other communities to emulate,

- Strong family, school, and community partnerships that support a shared belief in each child's ability to succeed.

In 1988, NBCC opened its doors to 60 children becoming the first child care program in northern Marin County to serve low-income infants and toddlers. Over the last 30 years the organization has successfully grown in locations and enrollment to address the ever-increasing community need. NBCC provides part and full day, daily care for more than 600 infants, toddlers and preschoolers through the age of five, in addition to kindergartners and youth through fourth grade in before- and after- school programs at 14 center sites throughout Marin and Sonoma County. NBCC integrates health education, through our Garden of Eatin' program, into the daily curriculum that instills healthy daily habits for our students.

Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

North Bay Children's Center has been working in partnership with the North Bay community since 1988 to provide the highest quality child care and early childhood development programs – at affordable rates – to families across the income spectrum.

NBCC prepares children, the majority low-income; to succeed academically, socially, emotionally, and physically with an effective mix of child development programs that focus on school readiness, foster self-sufficiency, and promote health and wellness. NBCC also provides support services that nurture and enhance family life such as parent education and safety net services, daily hot meals for children and scholarships for low-income families. In fact, approximately 85% of the children served by NBCC receive tuition assistance, enabling their parents to return to the workforce or continue their education. By offering high quality, affordable child care and family support programs, and through community collaboration, NBCC is able to both support families in their goal for self-sufficiency, as well as meet the specific developmental needs of preschool children so they can start school prepared and ready to learn. The Marin County Child Care Commission's master plan continues to document the need to increase the child care supply for low-income children in our community.

NBCC currently serves 164 children in Novato of which 87% receive tuition subsidies.

NBCC's child care subsidy program is funded by the California Department of Education (CDE), and vouchers from the Marin Child Care Council.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

Like many nonprofits, NBCC has endured extraordinary challenges these past few years. From the North Bay wild fires to PSP shut downs, and now the pandemic -- we have been there to ensure that children of our essential workers are cared for in a safe, nurturing environment so that their parents can respond to the crisis at hand.

The unprecedented impact COVID-19 has had on our education system further highlights the inequities our low-income families face every day. Inequities in education, technology, health care, job flexibility, -- and child care. It is estimated that we have lost more than 60% of our nation's licensed child care capacity leaving millions of working parents stranded. Sadly, that number will go up as this crisis continues. According to a survey conducted by the Marin Child Care Council in March 2021, child care centers in Marin reported a 40% reduction in child care slots during the pandemic.

In addition, doctors and clinics nationwide are reporting an alarming increase in childhood obesity linked to the pandemic. This is due to a lack of outdoor physical activity, limited access to healthy foods, family stress, and isolation.

As an essential service provider, NBCC has been there as a safety-net providing child care since the

March 2020 shelter-in-place began. NBCC's locations are open to help meet the child care needs of parents who are desperate to get back to work. We have been able to keep our doors open thanks to government subsidies, the PPP loan, and generous support from the community.

For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

Children, Youth and Parent Services

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

At North Bay Children's Center, our mission is to ensure that all children, especially our most vulnerable, have access to those critical early learning experiences that build the foundation for life-long success. NBCC programs and safety net services align with the public service project priorities for children, youth, and parent services which targets low-income families and address the disparities in access to early childhood education, the high costs of childcare county wide, and family self-sufficiency.

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

Activities benefiting low and moderate-income persons. (LMI)

Activities benefiting low and moderate area. (LMA)

How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

Child care scholarships for NBCC programs benefit members of the protected classes and provide safety net services for families struggling to make ends meet.

One of the greatest challenges faced in this era of disparity is the widening gap between children growing up in strong, economically secure families—within thriving communities—and children who are not. As our nation's education achievement gap grows, so does universal recognition of the importance of high-quality early care and education for a child's optimal development and helping families break the cycle of poverty by removing barriers that restrict fair access and equal opportunity.

NBCC's project affirmatively furthers Fair Housing by offering child care scholarships and family support services that contribute to a more diverse, and inclusive community along with access to good jobs, schools, health care, transportation, and housing which are crucial to Marin County's future prosperity.

We know building a solid preschool foundation is essential for our community and for our children's future academic success. Almost three out of five low-income parents only have a high school degree or less. But many parents who want to improve their job skills can't enroll in education and training because they can't find or afford child care.

In Marin County, the average cost of full-time care for a 4-year-old at a child care center is approximately \$13,000 per year; for infants it's well above \$18,000. Without help, many families can face the untenable choice of not working or pursuing their education or leaving their children in unsafe, unstable, or poor quality child care arrangements. Affordable, quality childcare can help parents reach their career and educational goals.

Our economic future depends on providing the tools for upward mobility and building a highly educated, skilled workforce. Early childhood education is one the most efficient way to accomplish these goals yet so many children are being left out of this system.

Access to NBCC's child care scholarships enables low-income parents to pursue their career or

educational goals while preparing their children for success in school. Our programs are making a significant impact on the growing number of underserved children and their families in the North Bay, while ensuring that every child has the same opportunity for future success. With adequate resources, NBCC can dramatically increase its capacity to deliver superior programs and services that will facilitate today's learning tools and further tomorrow's innovations.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

NBCC is committed to affirmatively further fair housing and takes proactive measures to conduct affirmative marketing to members of the Protected Classes under federal fair housing laws to foster a more inclusive community and provide access to quality care for children who need it most. NBCC follows an affirmative marketing plan that it developed in 2019 and utilizes marketing activities (i.e. newspapers, electronic media, bulletin boards, brochures, notices, flyers, etc.) with strategies each targeted to specific populations within the Protected Classes.

Annual review of its marketing outreach activities and set enrollment goals for the targeted populations are based on capacity, state contracts and community need. NBCC monitors its enrollment numbers monthly and reviews for changes in enrollments. Ongoing collaborations with community partners including the Marin Child Care Council, Community Action Marin, Marin Health and Human Services, Homeward Bound, and Gilead House regularly communicate to assess need/referral relationship and information sharing.

Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document.)

| | Number |
|-----------------------------|---------------|
| Moderate Income | 2 |
| Low Income | 2 |
| Very Low Income | 8 |
| Extremely Low Income | 152 |

Total Number of Persons by Income Demographic

164

How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers (Please limit to 3000 characters.)

NBCC verifies client income using the following process.

A. Family Selection for Enrollment (Waitlist)

1. NBCC maintains and updates the waitlist with income eligible applicants. Waitlist must contain Source, Date added to List, Child's name, Parent's name, child's birthdate, Phone #, Family Size, Income, Pre-Qualified for Subsidy, Full Fee, and/or Scholarship and Rank per Income Ranking Table. (extra information columns are a nice to have)

2. NBCC follows the CDE Management Bulletin 18-07 which contains 2018-2019 Income Ranking Table.xlsx at the bottom of the bulletin.

Link: <https://www.cde.ca.gov/sp/cd/ci/mb1807.asp>

3. Enter the information per the screenshot below:

Site Information, full or part day request, source, date added to list, child's first name, child's last name, child's birthdate, parent's contact information: name, email, phone, family size, income, qualified subsidy (y or n), language, notes, rank

4. Applying the Income Ranking: Based on the family size and average monthly gross income must be at the 80% of the State Median Income (SMI) adjusted for family size at initial enrollment for Subsidy families.

Note: When multiple families are within the same ranking, a child with exception needs must be admitted before, a child with the oldest application date.

5. Part Day Family Selection: from the wait list dependent on the vacancy available in the classroom.

Priority is as follows: Family with lowest ranking may be selected based on the following priority

a. Child protective services, or at-risk of abuse, neglected or exploited

b. 4year olds

c. 3year olds

d. Exceptional needs child from an over income family (must have an IEP)

6. When a slot becomes available for a child identified as full fee and scholarship pre-qualified, the selection process is used as listed above per the CDE guidelines.

B. Enrollment & Eligibility

1. Family must bring all the following documentation to their enrollment appointment:

• Birth Certificate for all children in the family

• Immunization Record for child that is enrolling

• Address Verification – utility bill or other bill

• Income Documentation for each parent in the household-1 full month of consecutive paystubs and if applicable child support documentation, SSI, or Cal Works. *if one/both parent(s) do not have an income, they need to fill out a Zero Income Statement.

For Income Verification: go to the CDE Child Care Family Fee Rate Calculator and select Initial Enrollment or Re-Certification (as applicable). Link:

<https://www2.cde.ca.gov/familyfee/famfeecalc.aspx>.

Using the Total Countable Income and the Family Size verify the family is eligible for subsidized care based on the current fiscal year's Schedule of Income Ceilings (70% SMI) for Initial Certification or (85 % SMI) for Recertification tables.

Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.

| | Total Number of Persons | Number Identifying as Hispanic |
|--|-------------------------|--------------------------------|
| American Indian or Alaskan Native | | |
| Asian | 9 | 0 |
| Black or African American | 7 | 0 |
| Native Hawaiian or Other Pacific Islander | | |
| White | 148 | 122 |
| American Indian and White | | |
| Asian and White | | |
| Black and White | | |
| American Indian and Black | | |
| Page 394 of 440 | | 6 |

| | Total Number of Persons | Number Identifying as Hispanic |
|--------------|-------------------------|--------------------------------|
| Multi-Racial | | |

Total Number of Persons

164

Total Number Identifying as Hispanic

122

Female-Headed Households (out of above total)

65

Persons with Disabilities (out of above total)

15

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

For more than 33 years, NBCC has help thousands of low-income families by providing high quality child care and early education programs that build the foundation for academic learning and lifelong success. Recent past projects using CDBG funds are as follows:

20-21 Project: Funded \$10,025 to support child care scholarships for 6 Novato children

19-20 Project: Funded \$15,000 to support child care scholarships for 7 Novato children

18-19 Project: Funded \$12,460 to support child care scholarships for 13 Novato children

17-18 Project: Funded \$11,479 to support child care scholarships for 9 Novato children

16-17 Project: Funded \$8,600 to support child care scholarships for 7 Novato children

If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

From July 1, 2020 to June 30, 2021 child care scholarships were given to 6 students with 17 associated family members that reside in Novato and are within the CDBG 2020 Income Limits for Marin County ranging from Extremely Low to Very Low income This scholarship allowed for children to have access to childcare during the fiscal year 2020-2021. Due to the Covid-19 pandemic our actual numbers resulted lower then our stated goal due to limited capacity in our classrooms per the restrictions from Public Health and Community Care Licensing (CCL). Because of this a balance of \$4,975 in approved funding for the fiscal year end 06/30/2021 is remaining. NBCC requested in its report dated July 8, 2021 using the remaining balance during fiscal year 2021-2022.

In addition, on July 30, 2021 NBCC received Conditional Approval from CDBG of 2021-2022 in funding for Child care scholarships in the amount of \$15,441. Following approval of the prior year's final invoice and reporting updates, NBCC would request these funds be made available for reimbursement during 2022.

Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)

NBCC is very familiar with administering the CDBG federal grant program since its beginning 33 years ago. CDBG funding was one of the organization's first grants and NBCC has been committed to supporting high quality care and education to our most vulnerable residents in Marin County by providing safety net services for thousands of families struggling to provide the best start for their children.

Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

NBCC's bilingual Enrollment and Outreach Coordinators work with local faith based agencies, clinics, elementary schools and other nonprofit partners to collaborate and identify our "hard to reach clients" who qualify for services. The majority of this population only speaks Spanish and needs assistance throughout the application process. NBCC is also listed as a resource for tuition assistance with our local Resource and Referral agency. NBCC's Director of Finance and Administration, VP of Programs, and Marin Area Director oversee the scholarship program. All three staff in their positions are familiar and experienced with past project management.

Kristina Sisseck is NBCC's Vice President of Programs and works closely with NBCC's Site Supervisors on all aspects of program operations which include: processing enrollment, state reporting, curriculum development, program evaluations, staff development, and parent engagement. She also works closely with NBCC's elementary school partners and program enhancement specialists on curriculum alignment and implementing school readiness strategies. Kristina received her Master of Art in Education with a focus in Leadership in Early Childhood Education with Chapman University and a Bachelor of Art in Family and Consumer Science with a focus in Child Development and Family Studies from California State University, Long Beach. She holds a Program Directors permit from the California Commission on Teaching Credentialing and has been in the field of Early Childhood Education for the past 14 years.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

November 5, 2021 Business Director Nella Ruffinelli resigned her position at NBCC to start a new role at the Marin County Office of Education. NBCC welcomed Director of Finance and Administration, Eva Kirsch on November 29, 2021.

For Housing and Capital (construction and renovation) projects, what is your 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)

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget



2022 - 2024 NBCC Public Service Project Bud...

Attach Organization Budget



fye 06.30.22 Exec Budget Summary.pdf

Attach Dynamic Flood Map



FIRMETTE_f559b66e-c0d1-429c-972e-5e97...

Signer Name

Susan Gilmore

Signer Title

President and CEO

Signer Affirmation

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Public Services Project Budget Template

Organization Name: North Bay Children's Center, Inc.

Project Title: Child Care Scholarships

Date: 01/24/22

| INCOME: | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Income |
|--|--|-----------------------|---------|-------------------------------|
| <u>Committed</u> | | | | |
| Foundations: | | | | |
| | | | | |
| | (Add rows) | | | |
| Government: | | | | |
| | | | | |
| | (Add rows) | | | |
| Corporations: | | | | |
| | | | | |
| | (Add rows) | | | |
| Individual Contributions: | | | | |
| (list total): | | | | |
| Earned Income: | | | | |
| | | | | |
| | (Add rows) | | | |
| Other (specify): | | | | |
| | | | | |
| | (Add rows) | | | |
| <i>Subtotal, Committed Income</i> | | \$ - | \$ - | \$ - |
| <u>Uncommitted</u> | | | | |
| Federal Grants Request | \$ 20,000.00 | | | |
| Other Foundations: | | | | |
| | | | | |
| | (Add rows to list other Foundations) | | | |
| Government: | | | | |
| State Contracts | | \$ 2,427,633.00 | | |
| Childcare Food Program | | \$ 68,400.00 | | |
| | (Add rows to list other Government agencies) | | | |
| Corporations: | | | | |
| | | | | |
| | (Add rows to list other corporations) | | | |
| Individual Contributions: | | | | |
| | | | | |
| | (Add rows to list other contributions) | | | |
| Other (specify): | | | | |
| | | | | |
| | (Add rows to list others) | | | |
| <i>Subtotal, Uncommitted Income</i> | \$ 20,000.00 | \$ 2,476,033.00 | \$ - | \$ 2,496,033.00 |
| Page 398 of 440 | | | | |

| | | | | | |
|--------------------------------|--------------|-----------------|------|--|-----------------|
| <i>Other:</i> | | | | | |
| Earned Income: | | | | | |
| Family Fees | | \$ 255,540.00 | | | |
| (Add rows) | | | | | |
| Subtotal, Earned Income | | \$ 255,540.00 | \$ - | | \$ 255,540.00 |
| Grand Total Income | \$ 20,000.00 | \$ 2,731,573.00 | \$ - | | \$ 2,751,573.00 |

| EXPENSES (Add rows to list other expenses) | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Expenses |
|---|------------------------|------------------------|-------------|---------------------------------|
| Personnel Expenses | | | | |
| Executive Director
(% FTE: _20__) | | \$ 49,280.00 | | |
| Program Director
(% FTE: _26__) | | \$ 39,270.00 | | |
| <i>Teaching Staff</i> | \$ 15,603.00 | \$ 1,982,162.60 | | |
| Benefits (@ %: __1.2__) | \$ 954.89 | \$ 99,542.29 | | |
| <i>Subtotal Salaries and Benefits</i> | \$ 16,557.89 | \$ 2,170,254.89 | \$ - | \$ 2,186,812.78 |
| Contracted Services | | | | |
| Professional Fees | | | | |
| Project Consultant | | | | |
| <i>(Add rows to list other contracted expenses)</i> | | | | |
| <i>Subtotal Contracted Services</i> | \$ - | \$ - | \$ - | \$ - |
| Direct Project Related Expenses | | | | |
| Rent | \$ 112.93 | \$ 126,329.93 | | |
| Utilities | \$ 237.98 | \$ 26,678.98 | | |
| Supplies | \$ 1,860.17 | \$ 236,323.17 | | |
| Equipment | \$ 90.50 | \$ 4,590.50 | | |
| Travel | \$ 20.48 | \$ 2,295.48 | | |
| Professional Development | \$ 280.89 | \$ 31,490.89 | | |
| Marketing | \$ 23.94 | \$ 2,683.94 | | |
| Janitorial | \$ 759.52 | \$ 85,150.52 | | |
| Liability Insurance, Licensing Fees, Taxes | \$ 55.71 | \$ 6,245.71 | | |
| Depreciation | \$ 1.00 | \$ 39,529.00 | | |
| <i>Subtotal, Direct Project Related Expenses</i> | \$ 3,442.11 | \$ 561,318.11 | \$ - | \$ 564,760.22 |
| <i>Indirect Expense (specify % in column A below)</i> | | | | |
| | | | | \$ - |
| <i>Fiscal Sponsorship Fee (specify % in column A below)</i> | | | | |
| | | | | \$ - |
| <i>Grand Total All Expenses</i> | \$ 20,000.00 | \$ 2,731,573.00 | \$ - | \$ 2,751,573.00 |

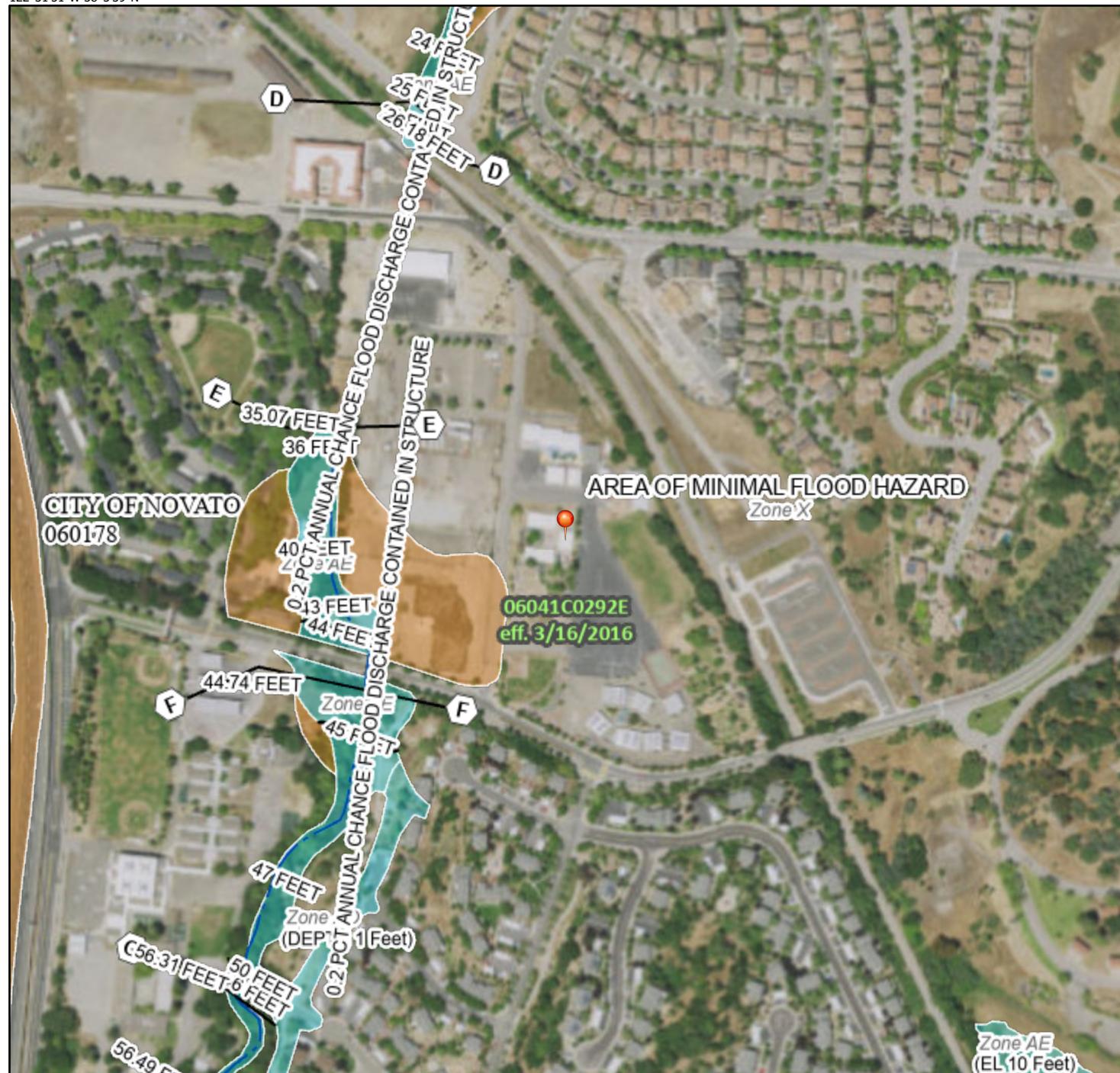
NORTHBAY CHILDREN'S CENTER
FYE 6/30/22 Budget Approved Budget
Executive Summary

| <i>Income</i> | |
|---------------------------------------|--------------------------|
| Parent Fees | 295,540 |
| CDE Contracts | 6,694,674 |
| Food Program | 68,400 |
| Grants | 391,000 |
| Contributions | 0 |
| Events | 405,000 |
| Other Income | 0 |
| <i>Total Income</i> | \$ 7,854,614 |
| <i>Expense</i> | |
| Personnel | \$ 6,176,610 |
| Curriculum Supplies | 453,944 |
| Staff Training | 89,515 |
| Services/Other Operating | 560,233 |
| Fundraising | 127,130 |
| Misc [Interest/Bank Fees] | 121,060 |
| Facility Repairs/Contingency | 131,992 |
| <i>Total Operating Expense</i> | \$ 7,660,484 |
| <i>Net Income/Loss</i> | <u>\$ 194,130</u> |

National Flood Hazard Layer FIRMette



122°31'51"W 38°3'39"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS

| | |
|--|--|
| | Without Base Flood Elevation (BFE)
Zone A, V, A99 |
| | With BFE or Depth Zone AE, AO, AH, VE, AR |

Regulatory Floodway

| | |
|--|---|
| | 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X |
| | Future Conditions 1% Annual Chance Flood Hazard Zone X |

| | |
|--|--|
| | Area with Reduced Flood Risk due to Levee. See Notes. Zone X |
| | Area with Flood Risk due to Levee Zone D |

OTHER AREAS OF FLOOD HAZARD

| | |
|--|-------------------------------------|
| | Area of Minimal Flood Hazard Zone X |
| | Effective LOMRs |

OTHER AREAS

| | |
|--|--|
| | Area of Undetermined Flood Hazard Zone D |
|--|--|

GENERAL STRUCTURES

| | |
|--|----------------------------------|
| | Channel, Culvert, or Storm Sewer |
| | Levee, Dike, or Floodwall |

| | |
|--|--------------------------------------|
| | Cross Sections with 1% Annual Chance |
| | Water Surface Elevation |

| | |
|--|---------------------------------|
| | Coastal Transect |
| | Base Flood Elevation Line (BFE) |

| | |
|--|-----------------------|
| | Limit of Study |
| | Jurisdiction Boundary |

| | |
|--|---------------------------|
| | Coastal Transect Baseline |
| | Profile Baseline |

| | |
|--|----------------------|
| | Hydrographic Feature |
|--|----------------------|

| | |
|--|---------------------------|
| | Digital Data Available |
| | No Digital Data Available |

| | |
|--|----------|
| | Unmapped |
|--|----------|



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/18/2022 at 8:50 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

North Marin Community Services

Mailing Address

680 Wilson Avenue
Novato, California, 94947

Website

www.northmarincs.org

Organization DUNS#

118178391

Executive Director/CEO

Cheryl Paddock

Email Address

cpaddack@northmarincs.org

Phone Number

(415) 892-1643

Project General Information

Program/Project Name

NMCS Teacher Workforce Stabilization

Program/Project Site Address

680 Wilson Avenue
Novato, California, 94947

CDBG Year 1 Funding Amount Requested

20000

CDBG Year 2 Funding Amount Requested

20000

Application Contact Person

Cheryl Paddock

Title of Contact Person

CEO

Email Address

cpaddack@northmarinincs.org

Phone Number

(415) 892-1643

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

| | % of Services Provided |
|--------------|-------------------------------|
| Novato | 100 |
| San Rafael | 0 |
| County Other | 0 |

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

North Marin Community Services (NMCS) provides trauma informed, integrated and culturally appropriate services annually to 11,174 people in need. Our person-centered approach to care offers individuals a chance to achieve a better quality of life. NMCS evolved as a 501(c)(3) on January 1, 2018 through a merger between the Novato Youth Center and Novato Human Needs Center. As the anchor human services nonprofit organization serving North Marin, our multi-service organization is called upon to address health disparities for children, adults, families, seniors and immigrants. Our mission is to empower youth, adults and families in our diverse community to achieve well-being, growth and success, and we envision a strong community with opportunities for all. Our team of 378 (63 staff members and 315 volunteers) work to deliver the following programs: 1 Child Development for youth ages 3-14 years (165 served); 2. Case Management (7,579); 3. Mental Health & Wellness (1,853); 4. Latinx Services (1,577). We are proud that over half of our staff members are bilingual, enabling us to serve a culturally and socio-economically diverse mix of families in a manner that integrates and unites our community. In 2020-21, our diverse clientele's ethnicity included: 80% Latinx, 11% White, 3% Black, 2% Asian/Pacific Islander, 1% Native American, 3% multi-racial/other. The majority of those we serve are from extremely and very low-income families. For example, the median income of Novato households (\$101,342 in 2019) is \$82,142 higher than the median income (\$19,200 in 2020) for households participating in our safety net case management programs.

Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

As one of the largest licensed childcare centers in Marin County, NMCS offers year-round childcare and currently serves 101 youth, ages 24-months to 14-years, 57% of whom are from low to extremely low-income households and receive childcare scholarships. This project will ensure that NMCS can stabilize its teacher workforce so that low-income working families can remain in essential jobs, and children can receive high quality care. This project would ensure NMCS can maintain consistency for children in low income working families by providing competitive wages and benefits for three key staff positions, ECE Assistant Manager, School Age Assistant Manager and Middle School Head Teacher. If granted, NMCS can ensure our childcare remains affordable in Marin where 35% of families cannot afford basic living expenses. Childcare is the second highest cost in the family home (next to housing) and is an essential safety net service that allows parents to work or continue their education (CA Budget & Policy Center).

Prior to the pandemic, the SEQUAL study of 131 childcare centers in Marin noted a turnover rate of 26% amongst teachers in CSPP programs (Center for the Study of Child Care Employment). As a result of the pandemic, 78% of open childcare centers have fewer staff than before pandemic (CA COVID-19 Impact Study). Staff stability is linked to overall program quality as it allows for continuity of care and the solidifying of important attachment relationships. Allocating CDBG funds to NMCS teacher workforce stabilization helps with teacher retention for our School Age and ECE Assistant Managers who work directly with children and families and support and supervise program staff, and our Middle School Head Teacher. The ECE Assistant Manager is also responsible for planning and implementing a Developmental Playgroup for children and families in the community who do not have access to childcare. The School Age Assistant Manager and Middle School Head Teacher provide after-school care, enrichment activities, homework/academic support, and student and parent workshops.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

During the COVID-19 pandemic, NMCS stepped up to serve as the lead of the Novato Community Response Team in partnership with the County of Marin, public and private partners. Given Marin County experienced the largest disparity by race in the Bay Area, our outreach efforts focused on ensuring communities of color had access to COVID testing and vaccinations. With a focus on serving people in need, it is noteworthy that in 2020-21 NMCS served 89% people of color (11% White), which is a vast contrast to the ethnicity demographics for the City of Novato (62,000 residents; 65% white, 35% people of color). As the largest safety net provider in North Marin, we have experienced a dramatic increase in demand for services by the Latinx community and people of color, with majority from extremely and very low-income households (98.6%).

During the pandemic, all NMCS services have remained open to children and families, either on-site or hybrid. All Child Development families were and will continue to be prioritized and receive access to regular COVID testing and vaccination clinic information in English and Spanish. Within the Child Development industry overall, COVID-19 has potentially caused a widening achievement gap for students who experienced learning loss during the pandemic. Studies show that children with special needs, children of color and those experiencing poverty and trauma are most impacted by school closures, which magnify existent educational disparities (Dorn, Hancock, Sarakatsannis, and Viruleg, 2020; Singh, Roy, Sinha, Parveen, Sharma, and Joshi, 2020). Our teachers continue to provide academic support, as well as support across all developmental domains, in order to lessen the opportunity gap exacerbated by the pandemic. Additionally, students are dealing with the lasting impacts of social distancing as COVID-19 led to potential disruption in attachment relationships and social connections. These are crucial to young children's social-emotional well-being and help lay the foundation for early learning and academic success. Our educators continue to provide consistent, responsive care, including access not only to childcare, but to educational and mental health support and nutritious

food. They act in caregiving capacities that help to ease the emotional and academic impacts of COVID-19 on children and families in our community.

For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

Children, Youth and Parent Services

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

NMCS Teacher Workforce Stabilization projects aligns with CDBG priorities in the following ways: Our ECE Assistant Manager leads a developmental playgroup for children from low-income families who qualify for but are not yet receiving access to subsidized childcare. This playgroup is led weekly in a hybrid format, involving both virtual and in-person sessions at a local park. Children and families are provided with a variety of developmentally appropriate materials to engage in activities and enhance skill-building across all developmental domains. All of our teachers work with children receiving childcare scholarships; retaining those teachers through this project allows us to continue providing consistent care and maintaining significant attachment relationships between teachers and children, which we know serve as a foundation for learning and success. Each of these 3 positions participates in parent engagement in training. The ECE Assistant Manager assists in facilitating a quarterly Parent Advisory Committee, conducts parent-teacher conferences twice a year, and provides weekly journals for preschool families about their child's learning and development. The Middle School Head Teacher hosts parent workshops around a number of topics, including digital citizenship (social media, cyberbullying, mental health, and other topics) and A-G college requirements. All children receiving childcare scholarships, as well as those in the developmental playgroup, also receive case management services and are screened for basic needs support.

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

Activities benefiting low and moderate-income persons. (LMI)

How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

Our project benefits members of protected classes, as virtually all participants have minor children in the home. Additionally, the far majority of participants belong to a racial group that has been subject to a legacy of discrimination, many are immigrants, and some live with disability. The project gives special assistance in the form of childcare scholarships to those who have historically been disadvantaged. As childcare is the second largest cost in the family home, and because childcare allows families to work outside the home, our assistance helps to reverse historical trends that have put these groups at an economic disadvantage by increasing economic opportunity and stability. A full 100% of parents enrolled in our program who participated in our satisfaction survey agreed or strongly agreed NMCS's accessible childcare helps them maintain their employment.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

All of NMCS' Child Development participants are part of at least one protected class. With the exception of whites, NMCS serves a proportionate or higher percentage of each ethnic and racial group than is found overall in Novato's population. Each of these groups are overcoming a legacy of discrimination except for the group least likely to apply—high earning whites. Given the clients we serve, we will continue with our affirmative marketing plan to market in English and Spanish through social media and radio efforts; bulletin board signage, brochures and flyers; networking through our team of Latino Health Advocates/Promotores; school outreach through Novato Unified School District to targeted demographic groups; and faith-based community groups with known congregation

members of color (Novato list developed as part of COVID response efforts). We also continue to ensure that our services are culturally appropriate and effective; we are in the sixth year of implementing our agency-wide cultural competency and equity plan that includes, among many things, at least two cultural competency trainings annually for all staff.

Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document.)

| | Number |
|----------------------|--------|
| Moderate Income | 8 |
| Low Income | 7 |
| Very Low Income | 22 |
| Extremely Low Income | 42 |

Total Number of Persons by Income Demographic

79

How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers (Please limit to 3000 characters.)

All families seeking funding assistance, for childcare, through the CDBG funding must meet with Alicia Yepez, Case Manager at North Marin Community Services to verify eligibility. Eligibility requirements include, but are not limited to the following; verification of household income (must include latest tax return, 4 current paystubs; or parent certification of income if no record of employment; or verification of government financial assistance). A copy of birth certificate for those children living in your household – used to verify family size. Initial certifications are made for families who fall within the CDBG income limits for Marin County. All additional re-certifications will be completed every two years for every family who is awarded the funding.

Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.

| | Total Number of Persons | Number Identifying as Hispanic |
|---|-------------------------|--------------------------------|
| American Indian or Alaskan Native | 41 | 41 |
| Asian | 4 | |
| Black or African American | 2 | 1 |
| Native Hawaiian or Other Pacific Islander | | |
| White | 28 | 15 |
| American Indian and White | | |
| Asian and White | | |
| Black and White | | |
| | | |

| | Total Number of Persons | Number Identifying as Hispanic |
|---------------------------|-------------------------|--------------------------------|
| American Indian and Black | | |
| Multi-Racial | 4 | |

Total Number of Persons

79

Total Number Identifying as Hispanic

57

Female-Headed Households (out of above total)

35

Persons with Disabilities (out of above total)

0

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

NMCS has received CDBG Public Service funding for childcare scholarships from July 1, 2018 through June 30, 2022. Previous CDBG received through Novato Youth Center prior to our merger and name change. For the 20-21 and 21-22 year, the \$15,000 in CDBG funds were allocated to childcare staff salaries.

Past/current CDBG funding allowed us to provide affordable, quality childcare to low-income families of protected classes to remain in the workforce so they are either stable or upwardly mobile. Very low- and extremely low-income families often have access to state subsidized care, yet families served through CDBG do not qualify but need assistance in order to meet their basic needs. In addition to supporting low-income families of protected classes, our child development programs ensure that preschool students increase in all eight of their developmental domains; school age students increase their social and emotional development skills and identify career pathways; middle schoolers are aware of the A-G requirements to set goals for college entrance. Many of the children served will be first generation in their family to attend and/or graduate college. 100% of the families served reported that they gained new skills/knowledge to better support their children.

If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

All funding will be expended by June 30, 2022.

Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)

We have been successfully implementing the CDBG grant since 1990, and we spent five years, from 2011-2016, successfully implementing the federal Drug-Free Communities Grant. Through our CA Dept of Education subsidized childcare contract, we also receive and successfully manage a Child Nutrition Information and Payment System (CNIPS) contract, which is a federal funding source. This contract allows 45,000 balanced, nutritious meals/year for our Child Development participants.

Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

Emily Bugos, NMCS' Child Development Program Manager, oversees the childcare program. Emily has 13 years experience in early childhood education programs and 5 years of experiencing supervising

child development staff. She oversees projects and grants related to NMCS' Child Development Program and Developmental Playgroup. She consults for Early Care Educators of San Francisco as a lead planner and facilitator of their ongoing teacher focus group project. She has experience around workforce development and support, with particular focus around early education workforce wages. For CDBG and all scholarships, NMCS Case Manager Alicia Yepez income-qualifies families through a family certification interview using the CDBG income limits as described in question 11. Angelina Susmani, NMCS' Child Development Program Assistant Manager, provides administrative assistance on contracts and grants, tracking scholarship expenditures and supports Emily in submitting CDBG quarterly reports. NMCS' Finance Office uses both Excel and Abila MIP Fund Accounting software in support of the financial tracking and reporting.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

No transitions. The organization's management team is very stable, with a 13-year working relationship for CEO/CFO.

For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)

n/a

For HOME projects: Please describe how you will need the 25% funding match requirement? (Please limit to 3000 characters.)

n/a

For HOME projects: Describe your project's ability to pencil out with HOME Low Rents. (Limit to 3000 characters.)

n/a

For Housing and Capital (construction and renovation) projects, what is your 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)

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget



CDBG_NMCS Child Dev budget 2022-223.xlsx

Attach Organization Budget



NMCS Mid-Year 2021-2022 Org Budget.pdf

Attach Miscellaneous



NMCS Annual Report 2020-21.pdf

Signer Name

Cheryl Paddock

Signer Title

CEO

Signer Affirmation

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Child Development Program Project Budget: Annual Budget 2022-23

Organization Name: North Marin Community Services

Project Title: Childcare Scholarships

Date: 01/24/22

| INCOME: | Federal Grants Request | Other Funding Sources | In Kind |
|--|------------------------|-----------------------|---------|
| <u>Committed</u> | | | |
| No funding is committed yet, as it is still early in 2022-2023 | | | |
| <u>Uncommitted</u> | | | |
| Federal Grants Request | 20,000.00 | | |
| Foundations: | | | |
| Duckworth/Dixon Family Fund | | 39,000.00 | |
| Medronic | | 6,000.00 | |
| Brayton Purcell | | 4,700.00 | |
| Marin Charitable | | 4,000.00 | |
| Crescent Porter Hale Foundation | | 41,695.00 | |
| MCOE QRIS | | 9,953.00 | |
| Other foundation | | 20,000.00 | |
| Government: | | | |
| CA Dept Of Ed-Childcare Contract | | 304,941.00 | |
| CA Dept Of Ed-Food Program Contract | | 36,000.00 | |
| Corporations: | | | |
| Umpqua | | 3,500.00 | |
| Bank of Marin | | 5,000.00 | |
| Rotary Club | | 2,000.00 | |
| Marin Childcare Council | | 20,000.00 | |
| Bradley Electric | | 10,000.00 | |
| Biomarin | | 5,000.00 | |
| Albertsons | | 5,000.00 | |
| Individual Contributions: | | 85,790.00 | |
| Earned Income: | | | |
| Program fees | | 677,021.00 | |
| Enrollment Fees | | 5,180.00 | |
| Other (specify): | | | |
| Fundraising Events | | 57,243.00 | |
| Subtotal, Uncommitted Income | 20,000.00 | 1,342,023.00 | - |
| Grand Total Income | 20,000.00 | 1,342,023.00 | - |

| EXPENSES (Add rows to list other expenses) | Federal Grants Request | Other Funding Sources | In Kind |
|--|------------------------|-----------------------|---------|
| Personnel Expenses | | | |
| Staff salaries | 20,000.00 | 894,987.00 | |
| Benefits (@ %) | | 224,345.00 | |
| <i>Subtotal Salaries and Benefits</i> | 20,000.00 | 1,119,332.00 | - |
| Contracted Services | | | |
| Professional Fees | | 20,778.00 | |
| Project Consultant | | | |
| (Add rows to list other contracted expenses) | | | |
| <i>Subtotal Contracted Services</i> | - | 20,778.00 | - |
| Direct Project Related Expenses | | | |
| Rent | | 4,701.00 | |
| Utilities | | 15,468.00 | |
| Supplies | | 66,236.00 | |
| Equipment | | 5,257.00 | |
| Travel/Van transportation to/from schools | | 27,032.00 | |
| Professional Development | | 7,815.00 | |
| Marketing and advertising | | 1,550.00 | |
| Postage & Printing | | 5,138.00 | |
| Property Tax/Repairs & Maintanence | | 29,403.00 | |
| Insurance | | 21,636.00 | |
| Other: Bad Debt expense; Contract Fees;Permit & License Renewal Fees | | 17,677.00 | |
| <i>Subtotal, Direct Project Related Expenses</i> | - | 201,913.00 | - |
| Indirect Expense (specify % in column A below) | | | |
| <i>Fiscal Sponsorship Fee (specify % in column A below)</i> | | | |
| <i>Grand Total All Expenses</i> | 20,000.00 | 1,342,023.00 | - |

North Marin Community Services
Fiscal year July 1, 2021-June 30, 2022
Agency Operating Budget



FY22

Revenue

| | | |
|--|---------------------------|--------------------|
| Program Fees, tuition | \$762,251 | 12.5% |
| Foundation grants | \$2,504,867 | 41.1% |
| Government grants and contracts | \$2,058,345 | 33.7% |
| Individuals | \$517,372 | 8.5% |
| Business, Service Clubs | \$229,050 | 3.8% |
| Special Events | \$25,000 | 0.4% |
| Misc funding: rental income; interest income | \$3,750 | 0.1% |
| | <u>\$6,100,635</u> | <u>100%</u> |

Expenses

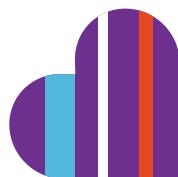
| | | |
|--|---------------------------|--------------------|
| Salaries/Wages | \$3,642,016 | 59.7% |
| Taxes and benefits | \$821,530 | 13.5% |
| Building Costs, Utilities, Overhead | \$190,377 | 3.1% |
| Insurance | \$69,970 | 1.1% |
| Postage/Shipping, Print/Copying, Marketing, | | |
| Advertising | \$41,867 | 0.7% |
| Supplies | \$203,200 | 3.3% |
| Travel & Transportation | \$37,939 | 0.6% |
| Professional Development | \$32,491 | 0.5% |
| Professional Services (Clinical Supervisors,
evaluation and marketing consultants, janitorial | \$391,599 | 6.4% |
| Other Expenditures (admin, rental assistance &
other programs,bank fees,misc) | \$668,743 | 11.0% |
| | <u>\$6,099,732</u> | <u>100%</u> |

Deficit to be fundraised for **903.48**

Fundraising/Admin Costs (gross) **20%**



Life-Changing Impacts



**NORTH MARIN
COMMUNITY SERVICES**

2020-2021 Annual Report



About Us

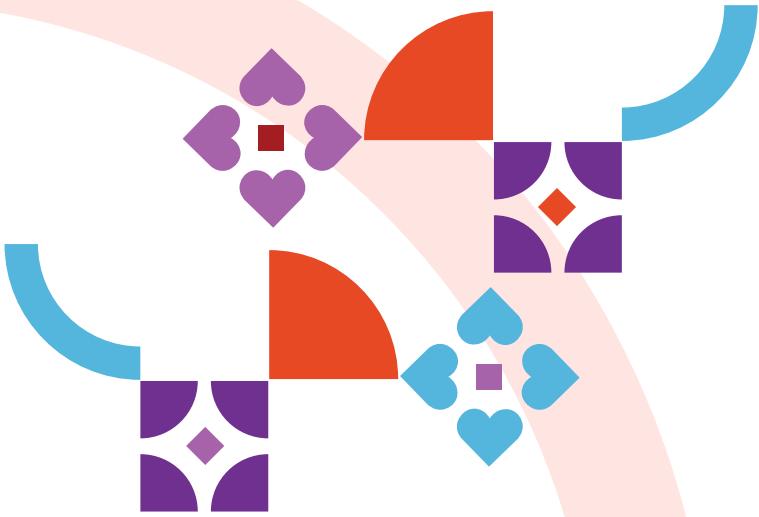
North Marin Community Services provides life-changing, comprehensive services to people in need in North Marin. This spring we will celebrate our 50th year in the community.

Mission

Our mission is to empower youth, adults and families in our diverse community to achieve well-being, growth and success.

Vision

We envision a strong community with opportunities for all.



Board of Directors

President, Rick van Adelsberg

Vice-President, Jim Correa

Treasurer, Uday Wagle

Secretary, Kate Shilvock

Nikki Collins

Jim Duckworth

Karen Dillon Gifford

Cathy Janigan

Cris Jones

Alberto Lopez

Rafelina Maglio

Aileen McGoldrick

Alejandro Menacho Molina, San Marin High

Isaac Munene

Karen Smail Poksay

Karen Robertson Strain

Rosa Velasquez, Novato High School

Chief Executive Officer, Cheryl Paddack



In your neighborhood

Our programs are available at:

- 680 Wilson Ave. Center
- 1907 Novato Blvd. Center
- Novato Teen Clinic at 6090 Redwood Blvd.
(in partnership with Marin Community Clinics)
- On Novato Unified School District campuses and in the community

A Challenging and Rewarding Year

To Our Caring and Compassionate Supporters,

This has been a challenging and rewarding year for communities locally, nationally and globally. In North Marin, your tremendous support helped elevate the mission of North Marin Community Services (NMCS) and allowed us to quickly expand to be there for 11,000 people in need this year.

Life-changing events — illnesses, job losses, relocations, divorce, domestic abuse and the passing of loved ones — happened for thousands of people. To navigate these stressful life events, people turned to NMCS for help with rent and housing, finances, food, childcare and mental health support for depression, anxiety and feelings of hopelessness.

Fortunately, with your partnership, our team of 378 (63 staff members and 315 volunteers) was strategically positioned and ready to provide trauma informed, integrated and culturally appropriate services. Our 2020-21 Annual Report describes how impactful and life-changing our four program areas have been.

- Case Management (7,579 served)
- Mental Health and Wellness (1,853 served)
- Latinx Services (1,577 served)
- Child Development (165 served)

As the anchor safety-net provider in North Marin, we experienced a dramatic increase in the demand for our services from communities of color, underserved individuals and families adversely affected by traumatic childhood and life experiences. Our approach also includes correcting systems of inequity; when all people receive fair treatment and access to education, housing, employment and health care, we all succeed.



This year, our advocacy will focus on reducing poverty, basic needs access (rental assistance, food and childcare), preparing for public health and disaster response, voter registration, guaranteed income programs, and income tax credits. As an employer, we are committed to hiring and retaining experienced staff, offering an inclusive workplace to attract bilingual, bicultural staff, offering ongoing professional development and competitive wages and benefits. We are proud this year to have been named one of the North Bay Business Journal's Best Places to Work.

There are thousands of participant successes this year. For example, Angel, who did not join a gang and instead now aspires to go to UC Berkeley and Tiffany, who moved from living in a shelter to finding full employment, getting out of debt, and purchasing her first home (read these stories and more on pages 6 and 7). Throughout our 49 years, we have supported 100,000+ people, and this spring we will celebrate 50 years of service. We are all stewards of this grassroots anti-poverty nonprofit, which was originally founded by our caring community through the Novato Youth Center and Novato Human Needs Center.

Whether you are a long-time supporter, a founding board member, or have recently joined us, thank you for your generosity. You fuel this work and together we are creating a stronger community with opportunities for all.

In gratitude,

Cheryl Paddock
Chief Executive Officer
Page 416 of 440

Rick van Adelsberg
Board President

Programs That Make a

Case Management • 7,579 participants

Providing comprehensive safety net services for vulnerable families and adults that help people work towards greater self-sufficiency.

1) Community Support Services include: basic needs support (rental assistance, food pantry, holiday share, employment services, financial literacy), case management, parenting education, and life skills training; 2) Intensive Care Coordination to help strengthen the health and wellness for North Marin's low-income residents and connect people to resources. Programs include: Amigos de la Familia, Thriving Families Initiative, School Works Initiative (prevention services for underserved students 4th-8th grade).

- Rental assistance prevented homelessness for 1,098 low-income seniors, adults and children (\$754,659 distributed)
- Food pantry prevented hunger and food insecurity for 5,079 people (1,464 households)



Mental Health and Wellness 1,853 participants

Promoting health, wellness and resiliency for individuals, groups and families. Programs include: Community and School-based Mental Health Services; Mental Health clinical training and supervision; and the Novato Teen Clinic, which offers no-cost reproductive and behavioral health services for youth ages 12-25.



Difference

Total
Participants
Served

11,174



Latinx Services

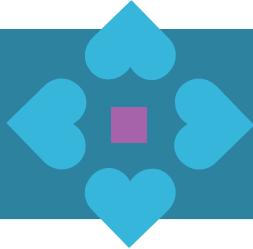
1,577 participants

Providing leadership development, skill building, workshops and connection to health resources for the Latinx community through a Promotores/community health worker model. In addition, we support Newcomer students in fostering a sense of community and connection through assessment, outreach and engagement.

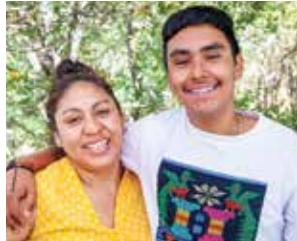


Child Development • 165 participants

Offering Early Childhood Education and School Age enrichment programs that support the developmental growth of children ages 2 to 14 years old, while assisting parents/guardians in the workforce through childcare scholarships and affordable fees. An inclusive and safe environment, including skill building, academic support, healthy food, and mindfulness practices. After-school/summer programs for youth K-8th grade to strengthen foundational academic practices, foster resiliency, and increase social-emotional skills and motivation, including for those who have experienced trauma or have high needs, so that each child can be successful. Developmental Playgroup for ages 2-5 years and their parent/guardian through virtual learning experience or local park meet-ups.



Life-Changing



Angel

"I'm proud of who I have become because of the support that School Works Initiative has given me. Now I wake up every day with confidence and motivation to tell myself that I can do this. I can and will accomplish my goals and go to UC Berkeley." Angel

Angel was fourteen years old when he was referred to NMCS' new School Works Initiative Program by his school's Vice Principal. Angel was trying to distance himself from a group of youth that were gang affiliated. Through this new NMCS program, Angel was connected to a specialty youth case manager and began to work with one of our mental health counselors weekly. His parents received parenting coaching and support from Isaura Resendiz, NMCS Intensive Care Coordination Manager. Through these integrated services, Angel and his family have a stronger relationship and Angel has developed new coping strategies, new friends, and his grades have improved. We also connected him to other partners including 10,000 Degrees. Angel now has a plan for college and a new path to take!



Patricia

Patricia and her husband both work and have three children. When Patricia was laid off from her job in a restaurant, the family could not make ends meet. They turned to NMCS for help with emergency financial assistance and food. Patricia's case manager, Ana Rivera, provided the couple with tools to move from financial insecurity and debt to financial security. Patricia is now employed, has a savings account for their children's future education, and aspires to be a chef.



Tiffany

"I came from domestic violence. Me and my son tried to get away, moving from shelter to shelter just trying to make it... If it weren't for NMCS there would be no Christmas...so grateful for Isaura, the donors and the support!" Tiffany

NMCS Intensive Care Coordination Manager, Isaura Resendiz, enrolled Tiffany in our Thriving Family Initiative (TFI) program, which is a longer-term program that builds self-sufficiency. Through TFI and the help of community partners, Tiffany found housing, employment, got out of debt and became fully self-sufficient. Tiffany is now a family advocate for the Center for Domestic Peace and recently purchased her first home.



Maria

NMCS' emergency financial assistance was "a Godsend."

Maria fled her home with her four children, who ranged from newborn to 17 years old. Children and Family Services referred Maria to NMCS' Intensive Care Coordination Case Manager, Ana Rivera. Ana connected Maria to Welcoming Home, who furnished her apartment. Maria was struggling financially and we provided her with two emergency distributions of \$500 dollars and connected her to CalFresh for food. Ana recently connected Maria to Lawyers at the Library and Bay Area Legal Aid so that she can begin securing a divorce and receive child support. Maria is out of crisis, but her journey continues as she aims to return to school to gain skills and support her family. She is proud that her oldest child was just accepted to Marin Academy and received a full scholarship.

Participant Demographics

Known demographics, duplicated count for participants who used multiple programs.

Page 419 of 440

80% Latinx • **11%** White • **3%** Black

Impacts



Sylvia

"When I met Isaura (NMCS' Intensive Care Coordination Manager) she immediately became an advocate for my son and I, as well as very passionate about helping. She made it her duty to make sure my son and I had what we needed to feel safe and empowered to get through a low time in my life. I was battered emotionally and physically. I had no place to live ..."

Through the sacrifice and efforts of our community in Marin county I was able to maneuver and take courage and find God...I find it valuable to be rooted in my faith to forgive and the courage to change any situation that tries to take my life. As well as help others along the way." Sylvia

Isaura supported Sylvia throughout her journey and connected Sylvia to needed emergency housing and financial assistance and to our Holiday Share Program and emergency rental assistance when she lost her job due to the pandemic.

Support for Teens

A high school student, Janelle (name changed) called the Novato Teen Clinic to ask for a reproductive health appointment. During the intake process, Janelle confided that she had thoughts of suicide, and had made a suicide attempt that she had not disclosed to anyone. Our Teen Clinic staff immediately developed a Care and Safety Plan with Janelle and her mother. Janelle began weekly therapy and art activities that helped increase her sense of self-esteem. Thanks to timely and comprehensive support, Janelle reports feeling happier and more confident.



Peavler Family

"COVID hit half way through our son's 1st grade year. The months that followed were some of the worst emotionally and academically. It was also the most emotionally taxing time for us as parents, trying to work and teach, and losing our jobs at different points."

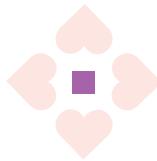


"Our saving grace was when NMCS' Child Development Program opened back up. We will be eternally grateful that both our boys were able to go back. It meant so much for their

mental health. It provided a sense of normalcy and routine. It enabled our son to have the "school" structure he needed in order to have any kind of academic progress at all."

We are two working parents and for years I had long commutes. It was peace of mind knowing my children were incredibly well cared for and the staff at NMCS has my eternal gratitude."

2% Asian/Pacific Islander • **1%** Native American • **3%** multiracial/other



Award-Winning Work

Recent Recognitions

- 2021 North Bay Business Journal's Best Places to Work
- 2021 Look Who's Getting It Done Award, presented by District 5 Supervisor Judy Arnold
- 2021 Jefferson Silver Award to Cheryl Paddock, CEO, presented by KPIX and Multiplying Good
- 2021 Community Pandemic Assistance Award to Lead Food Pantry Volunteer, Cindy Stern
- 2020 Outstanding Child Abuse Prevention Award from The Marin Child Abuse Prevention Council
- 2020 Marin Quality Counts Consortia's Mastering High Quality Standards to Early Child Development Program (4 years, since 2017)
- 2019 North Bay Business Journal's CFO Recognition Award to Vanshika Nachnani

Management Team



Administration, Finance and Development

Chief Executive Officer, Cheryl Paddock; Chief Financial Officer, Vanshika Nachnani; Development Director, Stephanie Williams; Director of Operations, Paul Russell; HR Generalist, Alaine Kalder

Wellness Programs

Director of Wellness Programs, Alaina Cantor; Wellness Program Manager, Chelsea Fenton; Community Support Services Manager, Liliana Palu; Intensive Care Coordination Manager, Isaura Resendiz

Latinx Services

Director of Latinx Services, Berta Campos-Anicetti

Child Development Programs

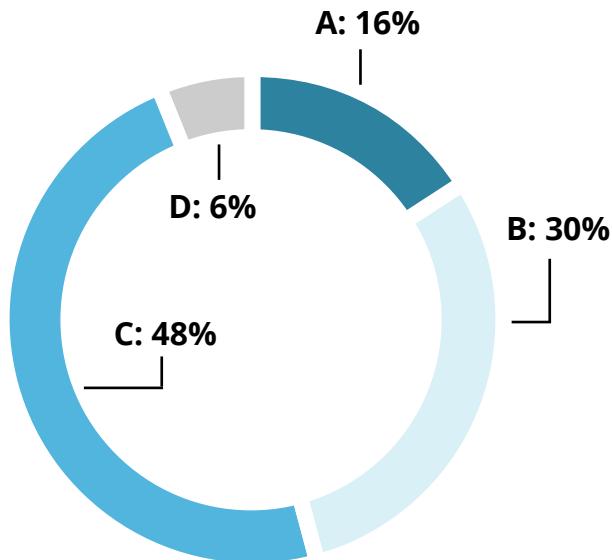
Program Manager, Emily Bugos; Assistant Manager, Angelina Susmani; Early Childhood Education Assistant Manager, Michelle Keane; School Age Assistant Manager, Anne Varner

A Model for Transparency

Financials

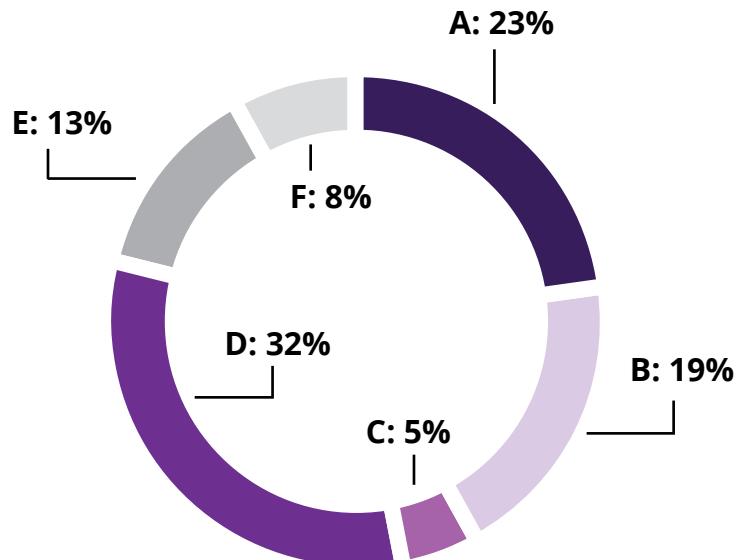
Fiscal Year 2021/22 Operating Budget:

\$5,385,993



INCOME

- A: 16% Program Fees
- B: 30% Government Grants & Contracts
- C: 48% Foundation Grants/Individual Donor-Advised Funds
- D: 6% Community & Other Funding



EXPENSES

- A: 23% Child Development
- B: 19% Mental Health & Wellness
- C: 5% Latinx Services
- D: 32% Case Management, Health & Safety
- E: 13% Admin & Facilities
- F: 8% Fundraising





Our Caring

Impact Circle

\$100,000+
California Department of Education
City of Novato
County of Marin
Crescent Porter Hale Foundation
Ginnie and Peter E. Haas Jr.
HCA Family Fund
Marin Community Foundation



Leadership Circle

\$50,000-99,999
Bob Brown and Angela Streheli
Dean and Michele Moser
Duckworth-Dixon Charitable Fund
Gruber Family Foundation
Margaret E. Haas
Sandro and Jeannie Sangiacomo
Together Toward Health, a program of the
Public Health Institute

\$10,000-49,999
A.O. Dragge Foundation
Anonymous Donors (3)
Bank of Marin
Beso Bistro LLC
Donald O. & Ronald R. Collins Fund
Elizabeth and Martin Sleath
First 5 Marin Children and Families Commission
Fullerton Family Foundation
Gary and Toni Bramon
George and Virginia Jurkowich
George H. Sandy Foundation
Greg Beyer and Bridgit Lappin
Jeffrey and Kathy Johnson
Jonas Family Foundation
Kaiser Permanente Northern CA Community
 Benefits Program
Kira and Bradley J. Haas
Leslie and Mike Murphy
Marin Health Medical Center
Presbyterian Church of Novato
Rotary Club of Ignacio
Scott MacLeod and Linda Kislingbury
The Boris and Vera Bogart Foundation
The Isabel Allende Foundation
The Village Fund
Ultragenyx Pharmaceutical
W. Bradley Electric, Inc.
Walter & Elise Haas Fund
Wells Fargo Foundation

Heart of Community Circle

\$1,000-9,999
Alaina and Ian Cantor
Alan Brickman
Aleka Seville
All Bay Vehicle Donations
Allensby Charity Fund Trust
Amy Wright and Ed Batista
Ann and Andrew Mathieson
Anne Reed
Anonymous Donors (7)
Bay Builders, Inc
Bay City Capital Foundation
Ben and Kathy Kibbe
Betty Jo and David Rasmussen
BioMarin
Bonner-Ring Charitable Fund
Brayton Purcell LLP
California Family Resource Association
Cameron Coffey & Kaye Prof. Corp.
Carol Preisig
Carole Bennett

"NMCS has played a vital role in our community helping those who otherwise would fall through the cracks. It is important to us that this doesn't happen here. So we are happy to support you as much as we can."

Jeffrey and Nancy Amen

Catherine Skinner
Cecilia Brunner-Pierce
Cheryl and Mark Paddock
Cheryl Lind
Chevron Corporation
Chris Skinnell
Christopher and Sarah Kujawa
Col. William Cope
Denis Carrade
Diane and Scott Patterson
Dick and Fran O'Brien
Donald and Gail Schreuder
Dorothy and F. Robert Kuchem
Edward J. Boracchia Foundation
Edwin and Miriam Kaegi
Eleanor and Robert Thiel
Elfi and Charles Bakken
Eric and Karen Andresen
Eric and Marianna Nickel
Farhad Mansourian, *remembering Mariam Mansourian*
Francesca Bell
Frank and Lauren Puliafico
Front Porch Realty Group
George and Sheila Bertram
Ghirardo, CPA
Good Stuff Partners
Hanna and Adam Sicker
Hannah and Bryan Stitt

Harvest Market

Hein Family Fund for Marin
Hennessy Funds
Hobson/Lucas Family Foundation
Hugh and Elizabeth Fullerton Full Circle Fund
Isaac and Annie Munene
James Cleaves
Jami Davis
Jean Gunn
Jeanne and Patrick MacLeamy
Jeanne Dinkelspiel
Jeff Borders
Jeff Doar
Jeff Qvale
Jeffrey and Nancy Amen
Jennifer Goldfinger
Jennifer Thayer
Jennifer Vraney
Jerry and Shirley Etemadfar
Jim Henderson (Legacy Gift)
Joan Ciabattari
John Musser
John Sestak
Judith and Robert Harms
Karen Robertson Strain and Jim Strain
Kate and Matthew Shilvock
Katherine Dirkes
Kathrin Dellago and Doug Dossey
Kathy Dean/Dean Family Fund
Kent and Lisa Webber
Kuvara Law Firm
Laura and Peter Meier
Laurence and Mary Mazzotta
Lisa and George Bousquette
Lisa Cimarelli
Lorne and Susan Magnone
Lydia and Kevin O'Riordan
Marin Charitable
Marin Professional Women's Network
Mark and Mary Gire
Mary Lou Coyle
Medtronic Foundation
Michael Rosenthal, DDS and Raj Anand, DDS
Molly and James Roth
Nikki Collins
Novato Grove Druids #113
Novato Unified School District - Chapter 312 CSEA
Pamela Rand-Barzakov
Paul and Jenny Miller Family Fund
Paul Lopez
Rasmussen Construction
Rick and Gail van Adelsberg
Riezman Family Philanthropic Fund
Robert and Sheryl Perez
Robert Anderson and Lois Stevens
Robert Kusté
Robert Monsour
Roberta and Mark Hoffman
Roberto and Barbara Hernandez
Roberts-Hansen Gratitude Fund
Rotary Club of Novato
Rotary Club of Novato Sunrise
Rotasa Family Fund
Sel and Nancy Eddy
Sharon Ebner

Community

Heart of Community Circle

\$1,000-9,999, *continued*
Sidney Stern Memorial Trust
Soroptimist International-Novato
St. Francis of Assisi Episcopal Church
Stacey Kelly-Egide
Stephanie and Benjamin Williams
Steve and Michele Rempe
Sutter Instrument Company
Suzanne Lacey
Sylvia and Zachary Mastroyannakis
Teresa and Mitchell Nilsen
The Albertsons Companies Foundation
The Frankie Poulos Foundation
The Mathews Gilkerson Family Fund
The San Francisco Foundation
Uday and Sharmila Wagle
Umpqua Bank
Vanshika Nachnani and Mandeep Singh
Wambach Family Charitable Account
Wednesday's Gift
Westamerica Bank
William and Virginia Schultz
Zelia Fernandes and Brad Arnold

Guardian Circle

Donors that make monthly contributions
Aleka Seville
Anonymous Donors (3)
Betsy Guthrie
Carol and Rich Riboli
Chris Skinnell
Col. William Cope
Cristine and Brad Jones
Dean and Michele Moser
Diane Kelley
Doris and Paul Schnur
Eric and Karen Andresen
Eric and Marianna Nickel
Evelyn Thoma
HCA Family Fund



Jacob Darby
Jeff Borders
Jeffrey and Kathy Johnson
Jennifer Kilpatrick
Jon McDowell
Leland Yee
Leslie and Jeff Belingheri
Lighthouse Christian Church
Lynne Bannen
Mark Miller and Madeline Martin
Robin and Chris Diederich
Sharon Fertitta
Susan and Michael Alvarado
Terrence and Jeaneen Whistler
William Stephenson
Zelia Fernandes and Brad Arnold

Loyalty Circle

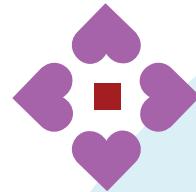
Individual & business donors that have given faithfully for 25+ years
Bill and Vicki McDill
Brayton Purcell LLP
Brian Brady
Charlotte and Dexter Shell
Col. William Cope
County of Marin
Dave and Lynn Durbin
Dean and Michele Moser
Gail Enos
Gary and Judi Joseph
Ginnie and Peter E. Haas Jr.
Jeanne and Patrick MacLeamy
Jeanne Dinkelspiel
Jennifer Goldfinger
Jenny Chingon
Joseph and Barbara Basso
Kathy and Larry Gondola
Kathy Dean/Dean Family Fund
Larry and Myra Aronson
Laurence and Mary Mazzotta
Marin Charitable
Marin Community Foundation
Mary Jane Burke
Rich and Edith Scarpa
Richard and Nancy Kuhn
Rotary Club of Novato
Sandy Williams, *remembering Brian Williams*
Shirley Sokolowski
Steve and Michele Rempe
The Frankie Poulos Foundation
Thomas Bales
Tommie and Svetlana Whitener
Veronica and Gary Reed
Vince and Gerri Chisholm
W. Bradley Electric, Inc.
Walter & Elise Haas Fund
Westamerica Bank
William and Virginia Schultz

"It is exciting to enhance the Diversity, Equity and Inclusion program started by the diligent staff at NMCS. It is to their credit that this pebble can be dropped in the pond to reverberate throughout the community for years to come. May this program contribute by leading us into a more peaceful and aware world."

Jennifer L Miller

In-Kind Donors

\$1,000+
Cagwin and Dorward
Candra Canning and Matt Glerum
Charlotte and Dexter Shell
Cheryl and Mark Paddock
College of Marin
Dory Weston
Frank and Lauren Puliafico
Girl Scouts of Northern California
Hanna and Adam Sicker
Josh and Kate Chassman
Kaiser Permanente Public Affairs
Karen and Robert Gifford
Kate and Matthew Shilvock
Marin Independent Journal
Microsoft
Mission Committee of the Presbyterian Church of Novato
Nicasio Valley Farm
Redwood Credit Union
Rotary Club of Novato
Sparkle Foundation, Inc.
The Principal
Ultragenyx Pharmaceutical
Unicorn Group
Vintage Oaks Shopping Center
Vintage Wine Estates
W. Bradley Electric, Inc.



"We are long-time supporters of NMCS, as their work encompasses the issues that matter most to us in our community: food insecurity, healthcare for uninsured and underinsured people, and education."

Martin and Elizabeth Sleath



Help Us Make More Life-Changing Impacts

Make a donation today

Your contribution makes a tremendous difference in our ability to provide educational, enrichment and support services to those in need. Donors who contribute \$1,000 or more annually will become Heart of the Community members. Donors that give monthly at any level are warmly welcomed into our Guardian Circle.

Make a Celebration or Memorial Gift

Honor a friend or a relative by making a contribution in their name.

Invest in our future by joining our Legacy Circle

Make a lasting commitment by naming North Marin Community Services in your will, trust, or as a life insurance policy beneficiary.

The Legacy Circle

"The idea that we should love our neighbor is embraced by all the major faith traditions and even by those who are not religious. I wanted to give a lasting gift to do just that for my neighbors, here in this community that's become my home, and I can see no better way to do that than by a Legacy gift to North Marin Community Services." Anonymous Legacy Circle Member

Please call (415) 892-1643, ext. 261 for more information.

www.northmarinics.org | donate@northmarinics.org

Mailing address: 680 Wilson Ave, Novato, CA 94947

Tax ID: 94-1735064

Thank you for fueling this work and enabling life-changing impacts for people in North Marin.

Together we are strengthening our community and creating opportunities for all.

Mark Your Calendar

Thriller Thursday, October 21

Join us for our free, virtual Halloween fundraiser on October 21st, 6-7pm. A benefit to support the increased demand for our mental health care and case management services. Register now at www.northmarinics.org.

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Holiday Share and Toy Drive Campaign, December 18

Continuing this 49-year tradition, please join our efforts to ensure low-income youth and families enjoy the benefit of the holiday season. Contact us to become a Holiday Share sponsor.

Housing and Federal Grants Division 2021/2022 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services

Organization (Fiscal Sponsor) General Information

Organization/Agency Name

City of San Rafael/Pickleweed Preschool

Mailing Address

618 B Street
San Rafael, California, 94901

Website

www.cityofsanrafael.org

Organization DUNS#

946000424

Executive Director/CEO

Susan Andrade Wax, Library and Recreation Director

Email Address

susan.andrade-wax@cityofsanrafael.org

Phone Number

(415) 485-3340

Project General Information

Program/Project Name

Preschool/Pickleweed Preschool

Program/Project Site Address

Preschool/Pickleweed Preschool
50 Canal Street, California, 94901

CDBG Year 1 Funding Amount Requested

44424

CDBG Year 2 Funding Amount Requested

45624

Application Contact Person

kelly Albrecht

Title of Contact Person

Senior Recreation Supervisor

Email Address

kelly.albrecht@cityofsanrafael.org

Phone Number

(415) 497-6933

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

| | % of Services Provided |
|--------------|------------------------|
| Novato | 0 |
| San Rafael | 100 |
| County Other | 0 |

Total Percentage

100

Is your organization receiving other County of Marin funding for this project?

No

Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)

The City of San Rafael, Library and Recreation Department, provides State-licensed child care programming for school age and preschool age children. Our school age program serves Miller Creek and San Rafael City Schools, operating on-site on school campuses and one off campus in Albert Park. Our preschool programs are Parkside and Pickleweed. Parkside Preschool program is located in Albert Park serving central San Rafael . Pickleweed Preschool is a state-funded preschool program and families qualify based on income eligibility.

The Child Care Division serves 950 families each year. Our mission is to offer a program that is focused on the whole child. We offer developmentally, age appropriate curriculum providing opportunity for cognitive, social emotional, physical and linguistic growth. We offer opportunities to meet challenges, experience success and develop confidence in a safe environment.

Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community. (Please limit to 3000 characters.)

Pickleweed Preschool provides preschool programming for 68 children in the Canal neighborhood. The need for quality preschool programming is essential for all communities. We give parents the tools to be their child's best advocate in moving into the elementary school system. We educate parents with

several parent evenings highlighting the importance of reading, healthy eating, and extending everything we learn in preschool to the home. If we see a child who needs additional support for success, it is our policy to collaborate with the parent through informal conversations and conferences. If needed Pickleweed Preschool will coordinate additional resources such as mental health or early intervention specialist within established educational community partnerships. Pickleweed Preschool is committed to collaborating with all families and community liaisons to ensure every child receives the support they need.

Describe how COVID-19 has impacted your organization and provide information on how your project is addressing COVID related challenges for both the organization and clients/consumers/tenants. (Limit to 3000 characters.)

At Pickleweed Preschool, we follow all guidelines and regulations pertaining to COVID with Public Health and Community Care Licensing. We closed our classroom two times due to COVID activity in the program. When the classroom closes due to COVID we continued our program via zoom for the children. It is important to stay up to date on COVID related changes in the preschool program. Guidance changes daily and as an organization we pride ourselves on relating correct information and guidance to our families, and provide resources on vaccinations and COVID testing. Our main challenge during COVID is keeping the teachers healthy, since we have very limited subs in our programs due to the teaching shortage in preschool programming. Our leadership staff are filling in when needed. We are happy to have all staff vaccinated and boosted and look forward to moving towards an endemic protocols.

For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

Basic Health Services

Children, Youth and Parent Services

For Public Service projects, describe how your project aligns with these priorities. (Limit to 3000 characters.)

Pickleweed Preschool aligns with Children and families. Families are given the opportunity for their child to attend a high-quality preschool program. They are given the opportunity to further their child's academic success at an early age with two years of preschool. Part of our Pickleweed program is referring families to the necessary services like mental health, Early intervention, parent services project and Marin Community Clinic. We work closely with all families to ensure they are given the resources to raise a healthy thriving child.

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

Activities benefiting low and moderate-income persons. (LMI)

Activities benefiting low and moderate area. (LMA)

How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

This project supports the Canal neighborhood residents with preschool curriculum that prepare their students along with parents to participate fully upon entering San Rafael City Schools elementary programs. Pickleweed Preschool contributes to the stabilization of families in the neighborhood, most of whom are low-income, so they can remain in the community.

For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. (Please limit to 3000 characters.)

Pickleweed Preschool primarily serves Latino Families. Our affirmative marketing plan consists of

reaching out to various organizations to inform families of our open-enrollment period for all eligible families. The following activities include: posting on Marin Child Care Council, resource and referral agency, distribute flyers to the various classes that use the Boro Community Center, post flyers at Health and Human Services, post at leasing center at Pilgrim apartments, post at American Asian Alliance of Marin. Our affirmative marketing plan is constantly evolving and we are always looking for new ways to develop our plan. It is always a work in progress.

Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document.)

| | Number |
|----------------------|--------|
| Moderate Income | 0 |
| Low Income | 0 |
| Very Low Income | 5 |
| Extremely Low Income | 63 |

Total Number of Persons by Income Demographic

68

How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers (Please limit to 3000 characters.)

Pickleweed Preschool follows the Department of Education guidelines for income verification using the State form, 9600 confidentiality application for preschool services. All families are required to show proof of income through paystubs and letters from employment.

Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project.

| | Total Number of Persons | Number Identifying as Hispanic |
|---|-------------------------|--------------------------------|
| American Indian or Alaskan Native | | |
| Asian | 3 | |
| Black or African American | | |
| Native Hawaiian or Other Pacific Islander | | |
| White | 65 | 65 |
| American Indian and White | | |
| Asian and White | | |
| Black and White | | |
| American Indian and Black | | |
| Multi-Racial | | |

Total Number of Persons

68

Total Number Identifying as Hispanic

65

Female-Headed Households (out of above total)

1

Persons with Disabilities (out of above total)

2

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities using CDBG/HOME funds. (Limit to 3000 characters.)

Pickleweed Preschool continues to have so many accomplishments to be proud of each year. We continue our development in teaching pyramid practices. Our strength each year is identifying children early on who are have learning challenges and get them the help and support they need. Our partnership with San Rafael City Schools, Marin County Office of Education, California Department of Education and First 5 Marin strengthen each year. We are committed to providing the best preschool experience for all children, and continue our work with our partnerships. The teachers especially worked hard in creating a safe learning environment during our pandemic year. It was especially important to continue our work with social emotional development for the children. Staying in touch with families who had to isolate with COVID was so critical in reaching out to them daily and still provide learning for them via zoom or video.

If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

no remaining funds

Describe your organization's experience with administering federal grant programs. For Housing and Capital (construction and renovation) projects, what experience do you have with complying with Davis- Bacon prevailing wage requirements? (Please limit to 3000 characters.)

The City of San Rafael, child care division, has been part of the CDBG program for more than 20 years and has been administering the grant internally through the child care division since the beginning. In addition to CDBG funding, Pickleweed Preschool receives funding through First 5 of Marin and California Department of Education.

Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)

Kelly Albrecht, Senior Recreation Supervisor, manages the division and Alma Hernandez, interim Center Director supervises the preschool program.

Describe any recent or upcoming leadership transitions. (Limit to 3000 characters.)

Pickleweed Preschool has been recruiting for a Preschool Center Director for 2 years now. We are hopeful that we can fill the position for next school year. It has been very challenging to fill positions in the preschool field as not many people are applying for preschool positions. We are looking forward to finding a great person to work in our wonderful community at Pickleweed Preschool.

For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)

n/a

For HOME projects: Please describe how you will need the 25% funding match requirement? (Please limit to 3000 characters.)

n/a

For HOME projects: Describe your project's ability to pencil out with HOME Low Rents. (Limit to 3000 characters.)

n/a

For HOME projects: Are you applying as a Community Housing Development Organization (CHDO)?

No

For HOME projects: Have you been previously certified as a CHDO?

No

For Housing and Capital (construction and renovation) projects, what is your 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)

Describe any flexibility regarding your projects start/completion date. (Limit to 3000 characters.)

n/a

Required Attachments:

A. Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.

For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.

For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

Attach Project Budget



Budget PW.pdf

Attach Organization Budget



113_Budget PW_1981.pdf

Signer Name

Kelly albrecht

Signer Title

Senior Recreation Supervisor

Signer Affirmation

By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Public Services Project Budget Template

Organization Name: City of San Rafael

Project Title: Pickleweed Preschool/Salary

Date: 1/28/2022

| INCOME: | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Income |
|--|------------------------|-----------------------|---------|-------------------------------|
| <i>Committed</i> | | | | |
| Foundations: | | | | |
| First 5 of Marin | | \$ 101,000.00 | | |
| (Add rows) | | | | |
| Government: | | | | |
| Department of Education | | \$328,967 | | |
| (Add rows) | | | | |
| Corporations: | | | | |
| (Add rows) | | | | |
| Individual Contributions: | | | | |
| (list total): | | | | |
| Earned Income: | | | | |
| (Add rows) | | | | |
| Other (specify): | | | | |
| (Add rows) | | | | |
| Subtotal, Committed Income | \$ 429,967.00 | \$ - | | \$ 429,967.00 |
| <i>Uncommitted</i> | | | | |
| Federal Grants Request | \$ 44,424.00 | | | |
| Other Foundations: | | | | |
| (Add rows to list other Foundations) | | | | |
| Government: | | | | |
| (Add rows to list other Government agencies) | | | | |
| Corporations: | | | | |
| (Add rows to list other corporations) | | | | |
| Individual Contributions: | | | | |
| (Add rows to list other contributions) | | | | |
| Other (specify): | | | | |
| (Add rows to list others) | | | | |
| Subtotal, Uncommitted Income | \$ 44,424.00 | \$ - | \$ - | \$ 44,424.00 |
| Other: | | | | |
| Earned Income: | | | | |
| Page 433 of 440 | | | | |

| | | | | | |
|---------------------------------------|---------------------|----------------------|-------------|----------------------|--|
| (Add rows) | | | | | |
| <i>Subtotal, Earned Income</i> | | \$ - | \$ - | \$ - | |
| <i>Grand Total Income</i> | \$ 44,424.00 | \$ 429,967.00 | \$ - | \$ 474,391.00 | |

| EXPENSES (Add rows to list other expenses) | Federal Grants Request | Other Funding Sources | In Kind | Total Proposed Project Expenses |
|---|------------------------|-----------------------|---------------|---------------------------------|
| Personnel Expenses | | | | |
| Head Teacher
(% FTE: ____100) | \$ 44,424.00 | | | |
| Classified Personnel | | | \$ 210,636.00 | |
| <i>Senior Supervisor 20%</i> | | | \$ 23,936.00 | |
| <i>Benefits Supervisor 20%</i> | | | \$ 20,647.00 | |
| Fringe benefits | | | \$ 130,000.00 | |
| <i>Subtotal Salaries and Benefits</i> | \$ 44,424.00 | \$ - | \$ 385,219.00 | \$ 429,643.00 |
| Contracted Services | | | | |
| Professional Fees | | | | |
| Project Consultant | | | | |
| <i>(Add rows to list other contracted expenses)</i> | | | | |
| <i>Subtotal Contracted Services</i> | \$ - | \$ - | \$ - | \$ - |
| Direct Project Related Expenses | | | | |
| professional dues | | | \$ 1,000.00 | |
| Maintenance buildings | | | \$ 10,395.00 | |
| Maintenace repair | | | \$ 7,000.00 | |
| Contractual Services | | | \$ 7,150.00 | |
| Insurance | | | \$ 400.00 | |
| Recreation Supplies | | | \$ 19,000.00 | |
| Utilities | | | \$ 2,400.00 | |
| <i>Internal Chgs-Libility Ins</i> | | | \$ 1,990.00 | |
| <i>Subtotal, Direct Project Related Expenses</i> | \$ - | \$ - | \$ 49,335.00 | \$ 49,335.00 |
| Indirect Expense (specify % in column A below) | | | | |
| | | | | \$ - |
| Fiscal Sponsorship Fee (specify % in column A below) | | | | |
| | | | | \$ - |
| <i>Grand Total All Expenses</i> | \$ 44,424.00 | \$ - | \$ 434,554.00 | \$ 478,978.00 |

Expenditure Group Budget Report

Page: 1

CITY OF SAN RAFAEL
12/1/2021 through 12/31/2021

| | | Childcare Preschool Grant Fund | | | |
|-----------------------------------|--|--------------------------------|---------------------------|---------------------------|--------------|
| 66 | Community Services Department | Adjusted Appropriation | Year-to-date Expenditures | Year-to-date Encumbrances | Prct Used |
| 70000 | Child Care Division | | | | |
| Account Number | | | | | |
| 260-66-72000 | Child Care-Facilities Onsite Section | | | | |
| 260-66-72003 | Pickleweed First 5 Preschool Program | | | | |
| 260-66-72003-8000 | Personnel Services | | | | |
| 260-66-72003-8100 | Salaries & Wages | | | | |
| 260-66-72003-8106 | Bilingual Pay | 720.00 | 60.00 | 360.00 | 0.00 |
| 260-66-72003-8107 | I.O.D./4850 Pay | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-66-72003-8109 | Light/Modified Duty Pay | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-66-72003-8111 | Classified Personnel | 36,378.33 | 2,561.80 | 13,320.39 | 23.057.94 |
| 260-66-72003-8112 | Temporary Help | 12,000.00 | 0.00 | 0.00 | 0.00 |
| 260-66-72003-8113 | Overtime Pay | 948.71 | 69.53 | 446.05 | 0.00 |
| 260-66-72003-8116 | Insurance Pay-Back | 0.00 | 90.00 | 360.00 | -360.00 |
| 260-66-72003-8118 | Employee Vacation Cash Out | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-66-72003-8159 | Fixed Term-Non Compensable | 54,057.49 | 2,816.10 | 17,136.65 | 31.70 |
| Total Salaries & Wages | | 104,104.53 | 5,597.43 | 31,623.09 | 30.38 |
| 260-66-72003-8300 | Fringe Benefits | | | | |
| 260-66-72003-8321 | Group Life/Health Insurance | 5,549.80 | 511.98 | 2,858.05 | 0.00 |
| 260-66-72003-8323 | P.A.R.S | 2,477.84 | 141.37 | 781.09 | 0.00 |
| 260-66-72003-8324 | Medicare Tax | 1,442.29 | 75.57 | 424.94 | 0.00 |
| 260-66-72003-8325 | Internal Service Chgs-Workers Comp | 1,296.45 | 61.35 | 346.02 | 0.00 |
| 260-66-72003-8326 | Retirement | 11,434.56 | 952.98 | 5,610.30 | 0.00 |
| 260-66-72003-8328 | Internal Service Chgs-Dental Insurance | 542.40 | 45.20 | 271.19 | 0.00 |
| 260-66-72003-8331 | Internal Service-Chgs-Leave Payout | 5,287.76 | 486.43 | 2,933.44 | 0.00 |
| 260-66-72003-8332 | Vision Plan | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Fringe Benefits | | 28,031.10 | 2,274.88 | 13,225.03 | 0.00 |
| TotalFring Benefits | | 14,806.07 | 47,186.00 | 43,436.00 | 0.00 |

ExpGrpStat.rpt

01/20/2022 12:27PM

Expenditure Group Budget Report

CITY OF SAN RAFAEL
12/1/2021 through 12/31/2021

| | |
|--------------|--------------------------------------|
| 66 | Community Services Department |
| 70000 | Child Care Division |

Expenditure Group Budget Report

Page: 1

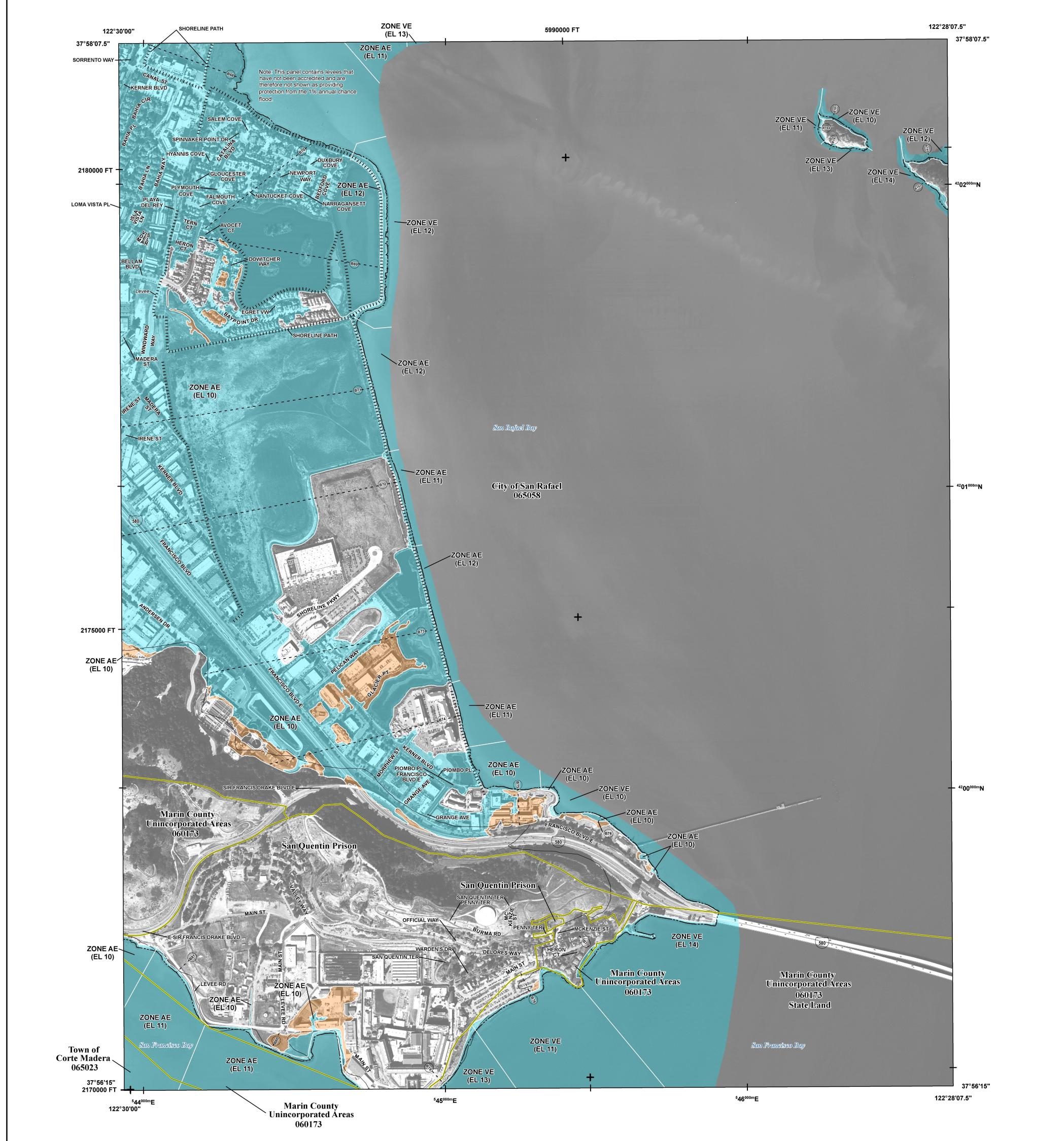
CITY OF SAN RAFAEL
12/1/2021 through 12/31/2021

| Account Number | | Adjusted Appropriation | Expenditures | Year-to-date Expenditures | Year-to-date Encumbrances | Balance | Prct Used |
|--------------------------|--|-------------------------------|---------------------|----------------------------------|----------------------------------|----------------|------------------|
| 260-66-72000 | Child Care Facilities Onsite Section | | | | | | |
| 66 | Community Services Department | | | | | | |
| 70000 | Child Care Division | | | | | | |
| 260-66-72012 | Pickleweed Preschool State Grant Program | | | | | | |
| 260-66-72012-8000 | Personnel Services | | | | | | |
| 260-66-72012-8100 | Salaries & Wages | 2,520.00 | 210.00 | 1,260.00 | 0.00 | 1,260.00 | 50.00 |
| 260-66-72012-8106 | Bilingual Pay | 8,925.60 | 52,189.20 | 0.00 | 90,262.22 | 36.64 | |
| 260-66-72012-8111 | Classified Personnel | 10.88 | 0.00 | 0.00 | 10.88 | 0.00 | |
| 260-66-72012-8112 | Temporary Help | 4,174.59 | 512.75 | 2,637.60 | 0.00 | 1,536.99 | 63.18 |
| 260-66-72012-8113 | Overtime Pay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 260-66-72012-8116 | Insurance Pay-Back | 1,800.00 | 150.00 | 900.00 | 0.00 | 50.00 | |
| 260-66-72012-8156 | Bilingual Pay-Non Compesable | 0.00 | 0.00 | 289.82 | 0.00 | -289.82 | 0.00 |
| 260-66-72012-8160 | Out of Class Pay-Non Compensable | 150,956.89 | 9,798.35 | 57,276.62 | 0.00 | 93,680.27 | 37.94 |
| 260-66-72012-8300 | Fringe Benefits | | | | | | |
| 260-66-72012-8321 | Group Life/Health Insurance | 28,103.98 | 2,503.46 | 14,294.62 | 0.00 | 13,809.36 | 50.86 |
| 260-66-72012-8323 | P.A.R.S | 0.72 | 0.00 | 0.00 | 0.00 | 0.72 | 0.00 |
| 260-66-72012-8324 | Medicare Tax | 2,023.84 | 127.94 | 746.55 | 0.00 | 1,277.29 | 36.89 |
| 260-66-72012-8325 | Internal Service Chgs-Workers Comp | 1,631.25 | 103.08 | 606.54 | 0.00 | 1,024.71 | 37.18 |
| 260-66-72012-8326 | Retirement | 55,734.96 | 4,724.48 | 27,655.03 | 0.00 | 28,079.93 | 49.62 |
| 260-66-72012-8328 | Internal Service Chgs-Dental Insurance | 3,254.40 | 271.19 | 1,627.15 | 0.00 | 1,627.25 | 50.00 |
| 260-66-72012-8331 | Internal Service-Chgs-Leave Payout | 11,156.87 | 911.29 | 5,320.12 | 0.00 | 5,836.75 | 47.68 |
| 260-66-72012-8332 | Vision Plan | 63.36 | 5.28 | 31.68 | 0.00 | 31.68 | 50.00 |
| Total Fringe Benefits | | 101,969.38 | 8,646.72 | 50,281.69 | 0.00 | 51,687.69 | 49.36 |
| Total Personnel Services | | 252,926.27 | 18,445.07 | 107,558.31 | 0.00 | 145,367.96 | 42.53 |

Expenditure Group Budget Report

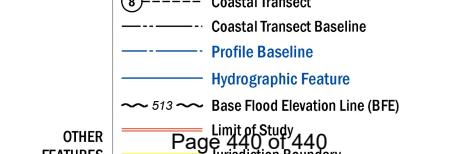
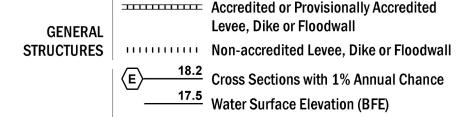
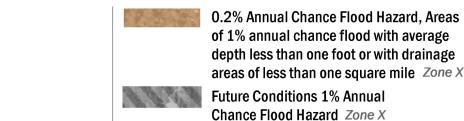
CITY OF SAN RAFAEL
12/1/2021 through 12/31/2021

| Account Number | Appropriation | Expenditures | Year-to-date Expenditures | Year-to-date Encumbrances | Balance | Prct Used |
|--|----------------------|---------------------|----------------------------------|----------------------------------|-------------------|------------------|
| 260-66-72012-9000 Non-Personnel Services | | | | | | |
| 260-66-72012-9200 Services | | | | | | |
| 260-66-72012-9210 Maintenance of Parks & Grounds | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-66-72012-9216 Professional Dues & Subscription | 750.00 | 0.00 | 0.00 | 0.00 | 750.00 | 0.00 |
| 260-66-72012-9220 Building Maintenance Contracts | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-66-72012-9222 Maintenance Buildings & Improvements | 6,860.00 | 250.00 | 2,817.00 | 0.00 | 4,043.00 | 41.06 |
| 260-66-72012-9230 Maintenance & Repair;Equip & Machinery | 6,000.00 | 0.00 | 0.00 | 0.00 | 6,000.00 | 0.00 |
| 260-66-72012-9270 Contractual Services | 6,500.00 | 1,770.00 | 3,830.00 | 0.00 | 2,670.00 | 58.92 |
| 260-66-72012-9290 Insurance & Surety Bonds | 200.00 | 0.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| 260-66-72012-9292 Internal Service Chgs-Liability Ins. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TotalServices | 20,310.00 | 2,020.00 | 6,647.00 | 0.00 | 13,663.00 | 32.73 |
| 260-66-72012-9300 Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 260-66-72012-9310 Office Supplies | 13,000.00 | 772.70 | 3,537.56 | 0.00 | 9,462.44 | 27.21 |
| 260-66-72012-9320 Recreation Supplies | 13,000.00 | 772.70 | 3,537.56 | 0.00 | 9,462.44 | 27.21 |
| TotalSupplies | 13,000.00 | 772.70 | 3,537.56 | 0.00 | 9,462.44 | 27.21 |
| 260-66-72012-9400 Utilities/Communication | | | | | | |
| 260-66-72012-9434 Utilities - Electricity | | | | | | |
| TotalUtilities/Communication | 1,200.00 | 9.53 | 39.77 | 0.00 | 1,160.23 | 3.31 |
| 260-66-72012-9900 Transfer Out & Internal Srv Charges | 1,200.00 | 9.53 | 39.77 | 0.00 | 1,160.23 | 3.31 |
| 260-66-72012-9924 Internal Service Chgs-Liability Ins. | 1,990.00 | 165.83 | 995.02 | 0.00 | 994.98 | 50.00 |
| TotalTransfer Out & Internal Srv Charges | 1,990.00 | 165.83 | 995.02 | 0.00 | 994.98 | 50.00 |
| Total Non-Personnel Services | 36,500.00 | 2,968.06 | 11,219.35 | 0.00 | 25,280.65 | 30.74 |
| Total Childcare Preschool Grant Fund | 289,426.27 | 21,413.13 | 118,777.66 | 0.00 | 170,648.61 | 41.49 |



FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT
[HTTP://MSC.FEMA.GOV](http://MSC.FEMA.GOV)



NOTES TO USERS

For information and questions about this map, available products associated with this FIRM including historic versions of this FIRM, how to order products or the National Flood Insurance Program in general, please call the FEMA Map Information eXchange at 1-877-FEMA-MAP (1-877-336-2627) or visit the FEMA Map Service Center website at <http://msc.fema.gov>. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the website. Users may determine the current map date for each FIRM panel by visiting the FEMA Map Service Center website or by calling the FEMA Map Information eXchange.

Communities annexing land on adjacent FIRM panels must obtain a current copy of the adjacent panel as well as the current FIRM index. These may be ordered directly from the Map Service Center at the number listed above.

For community and countywide map dates refer to the Flood Insurance Study report for this jurisdiction.

To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.

Base map information shown on this FIRM was derived from Coastal California LiDAR and Digital Imagery dated 2011. USDA NAIP 2012 imagery is used in areas not covered by the Coastal California imagery.

SCALE

Map Projection: Universal Transverse Mercator Zone 10N; North American Datum 1983; Western Hemisphere; Vertical Datum: North American Vertical Datum of 1988

1 inch = 500ft 1:6,000

0 250 500 750 1,000 2,000 Feet
0 125 250 500 Meters

PANEL LOCATOR

| | | | |
|--------------|------|------|-------|
| Marin County | 0457 | 0476 | 0477 |
| | 0459 | 0478 | 0479 |
| | 0467 | 0486 | 0487* |



NATIONAL FLOOD INSURANCE PROGRAM
FLOOD INSURANCE RATE MAP
MARIN COUNTY, CALIFORNIA and Incorporated Areas
PANEL 478 OF 531

Panel Contains:
COMMUNITY NUMBER PANEL SUFFIX
CORTE MADERA, TOWN OF 065023 0478 E
MARIN COUNTY 060173 0478 E
SAN RAFAEL, CITY OF 065058 0478 E



FEMA

VERSION NUMBER
2.3.2.0

MAP NUMBER
0604C0478E

MAP REVISED
MARCH 16, 2016