



COUNTY OF MARIN
Housing & Federal Grants Division

MEASURE W COMMUNITY HOUSING FUNDS APPLICATION

Indicate the identified housing priority that aligns with your project.

- Housing Needs Study
 Housing Production
 Rental Assistance and Security Deposit Assistance

Organization (Fiscal Sponsor) General Information

Organization/Agency Name		Phone		DUNS#	
Mailing Address	City	ST	Zip	Website	
Executive Director/CEO			Email Address		

Project General Information

Program/Project Name			Funding Amount Requested		
Program/Project Site Address		City	ST	Zip	
Application Contact Person		Title of Contact Person			
Email Address			Phone		

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.

Bolinas	Dillon Beach	Eastshore	Inverness/ Inverness Park	Muir Beach	Nicasio	Olema
Pt. Reyes Station	San Geronimo	Stinson Beach	Tomales	Other Community in Measure W	Total	
					100%	

What other County of Marin funds is your organization receiving?

Funding Source							
Grant Amount							

Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (500 word limit)

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 and how your organization identified this as a community need. (500 word limit)

How will this enhance long-term community housing in the Measure W tax area? (500 word limit)

Describe how this project will conduct affirmative marketing¹ to members of the Protected Classes² under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (500 word limit)

¹ Promote fair housing and to empower and give special assistance to groups that have historically been disadvantaged

² Includes race, religion, color, national origin, sex, disability or familial status

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):

Above Mod-Income	<input type="text"/>
Moderate-Income	<input type="text"/>
Low-Income	<input type="text"/>
Very Low-Income	<input type="text"/>
Extremely Low-Income	<input type="text"/>

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

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native		
Asian		
Black or African American		
Native Hawaiian or other Pacific Islander		
White		
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial		
TOTAL		
Female-Headed Households (out of above total)		
Persons with Disabilities (out of above total)		

PROJECT MANAGEMENT & FINANCIAL DATA

Describe your organizations experience with the priority you identified in question 1.

For construction and renovation projects, what experience do you have with managing construction? List projects and timelines associated with construction experience. (500 word limit)

Describe who will supervise and manage the project and their past experience with project management related or similar to the project being proposed. (500 word limit)

For construction and renovation projects, list any entitlements, approvals, or authorizations that are necessary for the project to proceed and list those already received. (500 word limit)

TABLE 1: Acquisition Projects

List program/project objectives, and milestones, along with an estimated timeline for reaching them. For acquisition projects that include renovation, fill out table 2, in addition to this table.

The general tasks for an acquisition project are provided below; please add tasks as needed:

Task	Date of Completion
Identify property	
Develop pro-forma	
Complete site inspections & environmental risks assessment	
Initial loan approval	
Draft letter of intent	
Secure all funding	
Expected/estimated closing date	

TABLE 3: Rental Assistance and Security Deposit Assistance Projects

List program/project objectives and milestones, along with an estimated timetable for reaching them.

The general tasks for a rental/security deposit assistance project are provided below; please add tasks as needed:

Task	Date of Completion
Define scope of program	
Staff, office space, etc. in place	
Community outreach	
Application opens	
Application review and finalize recipients	

TABLE 2: Construction Projects

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:

Task	Date of Completion
Finalize design	
Define scope of work	
Complete planning & coastal permit requirements	
Complete environmental review	
Finalize cost estimate	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete construction	

Please sign and date your application below:

Signature/Title

Date

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 Measure W request.

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

C. **Pro forma:** Attach a pro forma for construction and acquisition projects. Refer to the sample pro forma provided.

Applications may be submitted via online form, email, mail, or in person to one of the addressed below.

Email Address, only applications emailed to this address will be accepted:

measurewhousing@marincounty.org

Mailing Address/Physical Address (if dropping off application):

County of Marin
3501 Civic Center Drive #308
San Rafael, CA 94903
Attn: Housing & Federal Grants Division