



2018-19

**Community Development
Block Grant (CDBG)**

**San Rafael Funding
Applications**



2018/19 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. You may apply under multiple categories.

CDBG Public Services		HOME Housing Construction/Acquisition	
CDBG Housing Construction/Acquisition		HOME Housing Rehabilitation	
CDBG Rehabilitation: residential/commercial	✓	HOME Rental Assistance	
CDBG Public Facilities/Improvements			

2. Indicate what geographic area your project will serve or where it will be located. For Public Services and non-housing projects, which planning area(s) will the project serve? Please indicate approximate % of services provided in each area. For Housing projects, please indicate where your project is located.

Planning Areas	Novato	San Rafael	Countywide
		100%	

3. What prior years have you been funded by CDBG/HOME (for applicants applying who have existing funding)

Year Funded	FY2017/18	FY2016/17	FY2015/16
Grant Amount	\$75,350	\$50,250	\$47,000
Amount Expended	\$0	\$16,500	\$47,000

4. General Information:

CDBG/HOME FUNDING AMOUNT REQUESTED	\$28,050
PROGRAM/PROJECT NAME	Sunrise II Therapeutic Pool Rehab
ORGANIZATION/AGENCY NAME	Lifehouse, Inc.
MAILING ADDRESS	899 Northgate Drive, Suite 500 San Rafael, CA 94903
PROJECT SITE ADDRESS	48 Golden Hinde Blvd, San Rafael, CA
CONTACT PERSON & PHONE NUMBER	Viola Morris, 415-526-5308
E-MAIL ADDRESS	vmorris@lifehouseagency.org
WEBSITE	www.lifehouseagency.org
ORGANIZATION DUNS#	052947835

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

Sunrise II is a group home licensed by the California Department of Public Health. It is home to 6 adults with developmental disabilities who have severe and profound medical and self care needs. The majority of the residents have cerebral palsy. All the residents have very limited mobility with many using wheelchairs. With limited mobility, it is critical these individuals have physical interventions otherwise there will be a further decline in their mobility skills and an increase in stiffness. Fortunately, this home has a swimming pool which provides the least restrictive environment for their therapeutic exercising. In the pool, these residents have freedom in their bodies. This pool is also used therapeutically by wheelchair bound individuals residing in Lifehouse's others homes.

The pool has numerous cracks in the tile waterline and the plaster coating is degrading throughout the pool. The last repairs to the pool were completed in 2000. Specific work includes the re-plaster of the pool, re-tiling the waterline and replacement of the pool equipment mechanical system.

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

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

7. How will this project Affirmatively Further Fair Housing?

By program design, this affordable rental housing serves individuals with developmental disabilities who are extremely low income. Living on limited incomes, people with developmental disabilities struggle to find appropriate housing. The lack of affordable housing in Marin only exacerbates this challenge.

8. Describe how this project will conduct affirmative marketing to members of the Protected Classes?

Residents of Lifehouse's affordable housing units are referred by the Regional Center / State of California. The individuals eligible to live in this home have a developmental disability. They typically are extremely low income receiving their income through SSI. The Regional Centers perform outreach activities to persons who may need regional center services.

9. Approximately how many moderate, low, extremely low, and very low-income persons will directly benefit from the program/project? (Use the income level table in attachment A to estimate the income level of people served):

Low-Income	
Very Low-Income	
Extremely Low	6

10. Estimate the demographics to be served by the program/project (see terms below):

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native		
Asian		
Black or African American		
Native Hawaiian or other Pacific Islander	17%	
White	83%	17%
American Indian <i>and</i> White		
Asian <i>and</i> White		
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial		
TOTAL	100%	
Female-Headed Households (out of above total)		

PROJECT MANAGEMENT & FINANCIAL DATA

- 11. If funded previously, list your past specific accomplishments/activities and goals of your organization/agency using CDBG/HOME funds. Did you meet these goals and accomplishments? Please describe:**

Lifehouse, Inc has been fortunate to have received multiple CDBG grant awards each year to assist with the rehabilitation of our various homes for low income people with developmental disabilities. With each project we undertake, it is our goal to improve the overall living environment for our residents by making our homes safe and accessible. Further, these projects benefit the county as a whole by providing a safe place to call home for our most vulnerable community members and enhancing our neighborhoods by keeping our homes well maintained.

We have successfully implemented a variety of projects including bathroom remodels which addressed accessibility issues, siding projects to address rot, fence replacements and flooring upgrades. All projects have been completed on time and within budget.

- 12. If your agency received CDBG/HOME funds previously, please explain any remaining fund balance:**

FY17/18 Grants: Lifehouse has not started the FY18 grants as we are awaiting fully-executed grant agreements prior to project commencement. The funds are for two projects - a deck repair at our San Anselmo House and a roof & siding project at our Comito House. The deck repair is slated to begin in December 2017; the roof & siding project will commence in early Spring.

FY16/17 Grants: Lifehouse was awarded three contracts - Wilson House fence repair, Sunrise II bathroom remodel & a retaining wall project at the Laurel Place House. All projects are complete except for the Retaining Wall Replacement Project. This project is slated to commence in late November 2017 and it's a 6 week project timeline.

- 13. What is your experience with administering federal grant programs? For Housing and Construction projects, what experience do you have with complying with Davis-Bacon prevailing wage requirements?**

Viola Morris, Lifehouse's Director of Finance, has administered federal grant programs throughout her career. She is acutely aware of the complexities of such funding and expertly ensures regulations are followed. While Lifehouse's previous projects have qualified for Davis-Bacon prevailing wage exemptions, we are confident we will be able to comply with the requirements should Davis Bacon be triggered.

14. Describe who will supervise and manage the project and the individual(s) project management capability. List any approvals or authorizations required and received for the project to continue. For Housing and Construction projects, list any entitlements that are necessary for the project:

The project will be managed by Lifehouse Director of Finance, Viola Morris, who has extensive experience overseeing housing projects. Anthony Street, the Lifehouse Facilities Coordinator, will assist Viola with project oversight and implementation. Mr. Street has a long track record of successfully executing projects, including CDBG funded projects.

The Sunrise II Pool Rehab Project requires a building permit.

15. Project Budget: List the activities and/or items for your entire project budget including CDBG/HOME funds and all other funding sources.

Funding Source (e.g. CDBG)	Uses	\$ Amount Committed	Date
CDBG - \$28,050	Design/ A/E	\$	
	(Construction items/materials)	\$ 20,000	upon award of CDBG
		\$	
	Mechanical Equipment	\$ 5,000	upon award of CDBG
	Permit fees	\$ 500	upon award of CDBG
	Contingency	\$ 2,550	upon award of CDBG
	TOTAL \$28,050	TOTAL	\$ 28,050

16. For HOME projects: Please describe how you will meet the 25% match requirement?

Not Applicable

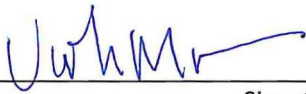
17. For HOME Projects are you a CHDO?

N/A

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

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	7/1/18
Complete planning & environmental review	not applicable
Release bid package	7/1/18
Select contractor	8/1/18
Finalize contract	8/15/18
Obtain building permits	8/15/18
Start construction	9/1/18
Complete Construction	10/31/18

19. Please sign and date your application below:


Director of Finance
11/20/17

 Signature/Title Date

Attachments

- A. Notice of funding availability (NOFA)
- B. Definitions of terms
- C. Income Limits

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

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

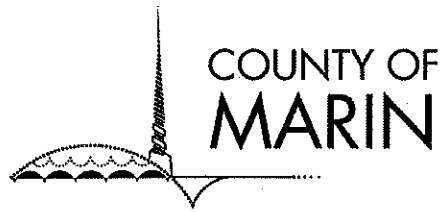
Federalgrants@marincounty.org

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

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

Application submittal deadline is Monday, November 20, 2017 by 5 p.m. PST

POSTMARKS WILL NOT BE ACCEPTED



2018/19 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. You may apply under multiple categories.

CDBG Public Services		HOME Housing Construction/Acquisition	
CDBG Housing Construction/Acquisition		HOME Housing Rehabilitation	
CDBG Rehabilitation: residential/commercial		HOME Rental Assistance	
CDBG Public Facilities/Improvements	✓		

2. Indicate what geographic area your project will serve or where it will be located. For Public Services and non-housing projects, which planning area(s) will the project serve? Please indicate approximate % of services provided in each area. For Housing projects, please indicate where your project is located.

Planning Areas	Novato	San Rafael	Countywide
		X	

3. What prior years have you been funded by CDBG/HOME (for applicants applying who have existing funding).

Year Funded	FY 2017-18	FY 2016-17	FY 2015-16
Grant Amount	\$127,750.00	\$95,937.00	\$187,847.00
Amount Expended	TBD	\$95,937.00	\$187,847.00

4. General Information:

CDBG/HOME FUNDING AMOUNT REQUESTED	
PROGRAM/PROJECT NAME	Canal Neighborhood Park and Playground Improvements
ORGANIZATION/AGENCY NAME	City of San Rafael - Department of Public Works
MAILING ADDRESS	111 Morphew Street, San Rafael, 94901
PROJECT SITE ADDRESS	50 Canal Street, San Rafael 94901
CONTACT PERSON & PHONE NUMBER	Talia Smith: 415.485.3354
E-MAIL ADDRESS	talia.smith@cityofsanrafael.org
WEBSITE	www.cityofsanrafael.org
ORGANIZATION DUNS#	08-244-7459

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

This project would include replacing play structures and equipment in two parks within the Canal Neighborhood. In the Schoen Park Playground the current equipment (swings, slides, and bars) will be replaced with new swings and play structure. In the Boro Community Center Playground, structures for toddlers and the main play structure will be replaced with similar.

Replacing the structures and equipment in both parks has been brought up by the Canal community numerous times. Replacing them will have a direct benefit to the community as they are the only two parks with playground equipment that serve the Canal neighborhood. More than 25% of the Canal population is under the age of 18, and these upgrades to the public parks will provide and improved and safe environment for kids and youth to exercise and play within walking distance of their residence. More than 12,000 residents live in the entire East San Rafael area (Canal, Baypoint, Spinnaker neighborhoods).

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

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

7. How will this project Affirmatively Further Fair Housing?

Physical and visual improvements to public spaces such as parks play a vital role in efforts to Affirmatively Furthering Fair Housing. Reducing blight in our public spaces encourages increased usage of the parks and surrounding areas by all area residents. Though the Canal neighborhood has a median income well below the average for San Rafael and Marin County, surrounding and adjacent neighborhoods Baypoint and Spinnaker are single family home developments with typically significantly higher household incomes and lower percentages of minority residents. Improving the playground areas at the Boro Community Center (located in the heart of the Canal neighborhood) will encourage residents and families of the Baypoint and Spinnaker neighborhoods (and other parts of San Rafael) to visit and recreate in the Canal neighborhood, thereby directly existing reducing patterns of segregation in east San Rafael. When the state of the art Boro Community Center was completed, the area saw a high increase in usage and visitation of the neighborhood and area by non-Canal residents.

8. Describe how this project will conduct affirmative marketing to members of the Protected Classes?

The City recently embarked on the process of upgrading two other playgrounds: Albert park and Victor Jones park. Both park improvements involved community meetings and meetings with the respective neighborhood associations and homeowners groups. The City will do a similar high level of outreach for the improvements planned at the Boro Center. Community meetings will be held at the Boro Center to discuss possible park improvements and get feedback directly from residents. As has been standard with other Canal-area outreach, the City will distribute flyers in English and Spanish (and have translators at the meetings), and reach out to community organizations such as the Canal Alliance to ensure the neighborhood is adequately represented and given the opportunity to participate in the public process.

9. Approximately how many moderate, low, extremely low, and very low-income persons will directly benefit from the program/project? (Use the income level table in attachment A to estimate the income level of people served):

Low-Income	2,139
Very Low-Income	2,495
Extremely Low	6,417

10. Estimate the demographics to be served by the program/project (see terms below):

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native		
Asian	6%	
Black or African American	3%	
Native Hawaiian or other Pacific Islander		
White	87%	91%
American Indian <i>and</i> White		
Asian <i>and</i> White		
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial	4%	
TOTAL	100%	
Female-Headed Households (out of above total)		

PROJECT MANAGEMENT & FINANCIAL DATA

- 11. If funded previously, list your past specific accomplishments/activities and goals of your organization/agency using CDBG/HOME funds. Did you meet these goals and accomplishments? Please describe:**

Our goal is to make San Rafael's public right-of-way accessible to individuals with disabilities. Since 2005 the City has constructed 445 of the 765 curb ramps identified in our Settlement Agreement with the federal Department of Justice, primarily paid for with CDBG funds. This goal was met as funding provided by CDBG funds were used to successfully construct 12 new curb ramps.

- 12. If your agency received CDBG/HOME funds previously, please explain any remaining fund balance:**

There are no remaining funds from the previous year's CDBG allocation.

- 13. What is your experience with administering federal grant programs? For Housing and Construction projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements?**

The San Rafael Department of Public Works regularly receives Federal funding for our construction projects. From projects as small at \$25,000 to as large as \$10million, DPW staff are well-experienced in the requirements related to receiving federal funds -- including full compliance with prevailing wages.

14. Describe who will supervise and manage the project and the individual(s) project management capability. List any approvals or authorizations required and received for the project to continue. For Housing and Construction projects, list any entitlements that are necessary for the project:

Through the City's Department of Public Works, the City Engineer will supervise and manage the project. Additionally, Associate Engineers will contribute and have experience working on playground projects as the City is currently working on upgrading two parks and has done so in the past. These engineers are experienced in seeing projects from design and conceptual phase to completion.

The project would need to go through the City's Park and Recreations Commission as well as get City Council approval for accepting any potential grant and for awarding a contract to complete the projects as designed.

15. Project Budget: List the activities and/or items for your entire project budget including CDBG/HOME funds and all other funding sources.

Funding Source (e.g. CDBG)	Uses	\$ Amount Committed	Date
CDBG	Design/ A/E	\$ 20,000	Fall 2018
CDBG	(Construction items/materials)	\$ 150,000	Early spring 2019
CDBG	Demolition	\$ 30,000	
CDBG	Installation	\$ 50,000	
	Permit fees	\$ N/A	
CDBG	Contingency	\$ 25,000	Early spring 2019
TOTAL	TOTAL	\$ 275,000	

16. For HOME projects: Please describe how you will meet the 25% match requirement?

N/A


17. For HOME Projects are you a CHDO?

N/A

18. HOUSING AND CAPITAL ONLY: 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)

Task	Date of Completion
Define scope of work/finish design	August 2018
Complete planning & environmental review	Categorically Exempt
Release bid package	October 2018
Select contractor	November 2018
Finalize contract	November 2018
Obtain building permits	N/A
Start construction	March 2019
Complete Construction	April 2019

19. Please sign and date your application below:

 _____
Signature/Title

11/20/17
Date

Talia Smith, Senior Management Analyst

Attachments

- A. Notice of funding availability (NOFA)
- B. Definitions of terms
- C. Income Limits

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

Federalgrants@marincounty.org

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

County of Marin
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San Rafael, CA 94903
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POSTMARKS WILL NOT BE ACCEPTED



2018/19 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. You may apply under multiple categories.

CDBG Public Services	x	HOME Housing Construction/Acquisition	
CDBG Housing Construction/Acquisition		HOME Housing Rehabilitation	
CDBG Rehabilitation: residential/commercial		HOME Rental Assistance	
CDBG Public Facilities/Improvements			

2. Indicate what geographic area your project will serve or where it will be located. For Public Services and non-housing projects, which planning area(s) will the project serve? Please indicate approximate % of services provided in each area. For Housing projects, please indicate where your project is located.

Planning Areas	Novato	San Rafael	Countywide
		100%	

3. What prior years have you been funded by CDBG/HOME (for applicants applying who have existing funding)

Year Funded	2014-2015	2015-2016	2016-2017
Grant Amount	\$16,200	\$16,552	\$20,000
Amount Expended	\$16,200	\$16,552	\$20,000

4. General Information:

CDBG/HOME FUNDING AMOUNT REQUESTED	\$69,137
PROGRAM/PROJECT NAME	City of San Rafael/Pickleweed Preschool
ORGANIZATION/AGENCY NAME	City of San Rafael/Community Services
MAILING ADDRESS	P.O. Box 151560, San Rafael CA 94915-1560
PROJECT SITE ADDRESS	40 Canal Street San Rafael CA 94901
CONTACT PERSON & PHONE NUMBER	Kelly Albrecht 415-485-3386
E-MAIL ADDRESS	kelly.albrecht@cityofsanrafael.org
WEBSITE	www.cityofsanrafael.org
ORGANIZATION DUNS#	946000424

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

Pickleweed Preschool provides preschool programming for 68 children in the Canal neighborhood. The program provides developmental and age-appropriate curriculum building cognitive, social emotional, physical and linguistic growth. Pickleweed Preschool continues their work with various collaborations aimed at program quality improvement and alignment efforts with neighboring schools. Pickleweed has been partnering with Marin County Office of Education for the last four years- receiving continuous professional development, on site coaching and classroom assessments that provide valuable program feedback.

Pickleweed Preschool is one of two preschools in the Canal area. The need for quality preschool programming is essential in all communities. Not only do we provide this wonderful opportunity for families to have their child attend preschool, but give them the tools to be their child's best advocate in moving forward in the Elementary School system. We educate families with several parent evenings that highlight different topics like the importance of reading to your child, healthy eating and extending classroom activities to the home.

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

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

7. How will this project Affirmatively Further Fair Housing?

This project supports Canal Neighborhood residents with pre-school curricula that prepare their students along with parents to participate fully upon entering the San Rafael City School Elementary School system. The Pickleweed Pre School contributes to the stabilization of families in the neighborhood, most of whom are low income, so that they can remain in the community.

8. Describe how this project will conduct affirmative marketing to members of the Protected Classes?

The eight Children's Center operated by the City of San Rafael are open to all residents. Available subsidized enrollment are offered to families that meet income qualifications. The City of San Rafael provides information on the Child Care and Pre School programs in city publications directly mailed to all households three times a year, promotes programs on city webpage, and distributes program information through the elementary school districts. Marin Child Care Commission and Marin Child Care Council, non-profit organizations and community groups, also distribute information and recommend the programs to families wishing to enroll.

9. Approximately how many moderate, low, extremely low, and very low-income persons will directly benefit from the program/project? (Use the income level table in attachment A to estimate the income level of people served):

Low-Income	
Very Low-Income	23
Extremely Low	45

10. Estimate the demographics to be served by the program/project (see terms below):

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native		
Asian		
Black or African American		
Native Hawaiian or other Pacific Islander		
White	65	65
American Indian <i>and</i> White		
Asian <i>and</i> White	3	
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial		
TOTAL	100%	
Female-Headed Households (out of above total)	8	8

PROJECT MANAGEMENT & FINANCIAL DATA

11. If funded previously, list your past specific accomplishments/activities and goals of your organization/agency using CDBG/HOME funds. Did you meet these goals and accomplishments? Please describe:

Pickleweed Preschool accomplishments include the continued participation in the Quality Rating Improvement System through the Marin County Office of Education. This last year we conducted learning walks with the other pre-K's in the area to observe their classrooms, curriculum and teaching strategies which gave us the opportunity to discover new tools to utilize in our classroom environment. In addition to collaborating with local preschools, we have also initiated classroom visits at the local elementary school so that the children are better prepared for their year of Kindergarten. These partnerships only strengthen our program and gives us the opportunity to continue to grow as educators and learn from our fellow colleagues. We will continue to focus on these wonderful partnerships in moving into this school year and continue to provide high quality programming at Pickleweed Preschool.

12. If your agency received CDBG/HOME funds previously, please explain any remaining fund balance:

No remaining fund balance. Our CDBG funds partially funded an Instructor in the classroom.

13. What is your experience with administering federal grant programs? For Housing and Construction projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements?

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 the CDBG funding Pickleweed Preschool receives funding through First 5 of Marin and California Department of Education, which requires quarterly reporting as well.

14. Describe who will supervise and manage the project and the individual(s) project management capability. List any approvals or authorizations required and received for the project to continue. For Housing and Construction projects, list any entitlements that are necessary for the project:

Kelly Albrecht , Senior Recreation Supervisor, manages the program and Isobel Shaw, Center Director supervises the preschool program.

Approvals and authorizations are required by City Manager, Jim Schutz, California Department of Education and Community Care Licensing.

15. Project Budget: List the activities and/or items for your entire project budget including CDBG/HOME funds and all other funding sources.

Please note we are requesting CDBG funds to fund Teacher Salary. Please see attached break down of salary

Funding Source (e.g. CDBG)	Uses	\$ Amount Committed	Date
	Design/ A/E	\$	
	(Construction items/materials)	\$	
Pickleweed Expense	Salary/benefits/supplies	\$ \$374,203	2018
Pickleweed Revenue	Revenue for program	\$ \$313,945	2018
	Permit fees	\$	
	Contingency	\$	
TOTAL	TOTAL	\$	

16. For HOME projects: Please describe how you will meet the 25% match requirement?

N/A

17. For HOME Projects are you a CHDO?

N/A

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

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	
Complete planning & environmental review	
Release bid package	
Select contractor	
Finalize contract	
Obtain building permits	
Start construction	
Complete Construction	

19. Please sign and date your application below:

Kelly Albrecht, Senior Recreation Supervisor 11/17/2017
Signature/Title *Date*

Attachments

- A. Notice of funding availability (NOFA)
- B. Definitions of terms
- C. Income Limits

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

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

Federalgrants@marincounty.org

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

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

Application submittal deadline is Monday, November 20, 2017 by 5 p.m. PST

POSTMARKS WILL NOT BE ACCEPTED

Employee #: 4106 HERNANDEZ, YESENIA
Position #: 6701-036 CHILD CARE INSTRUCTOR II

Salary & Premiums		Pay Year 2016		Pay Year 2017	
		Hours	Amount	Hours	Amount
Description					
10	REGULAR PAY	1,580.31	33,944.12	1,362.12	30,292.76
1701	One Time Payment - Special	0.00	146.61	0.00	1,000.00
21	OVERTIME	4.00	128.88	31.00	1,033.46
61	SICK	15.00	322.20	14.00	308.24
62	VACATION LEAVE	226.00	4,829.68	140.00	3,120.00
oc	OUT OF CLASS COMP	0.00	0.00	0.00	44.24
		<u>1,825.31</u>	<u>39,371.49</u>	<u>1,547.12</u>	<u>35,798.70</u>
	Base Hourly Rate:		21.57		23.14

Benefits		Amount	Amount
Description			
320	CIGNA LIFE BASIC \$5000	12.24	10.20
330	CIGNA LTD	71.52	59.60
370	DENTAL \$1,500	1,356.00	1,130.00
561	KAISER SINGLE (3051)	8,195.00	0.00
562	KAISER 2-PARTY (3052)	1,056.00	10,560.00
acc lv	EMPLY. ACCRUED LEAVE BENEFITS	3,991.68	3,442.88
ha	HEALTH ADJUSTMENT	-22.00	0.00
medi	MEDICARE	564.70	459.54
retcfm	RETIRMENT-CHILD CARE-FIRE MISC	19,386.76	17,290.49
wc	WORKERS' COMP	435.55	385.93
		<u>35,047.45</u>	<u>33,338.64</u>
	Total Salary & Benefits:	74,418.94	69,137.34
	Benefits as a % of Total Salary:	89.02	93.13
	Base Hourly Rate (including salary & benefit):	40.77	44.69

Leave		Hours	Hours
Description			
61	SICK	15.00	14.00
62	VACATION LEAVE	226.00	140.00
		<u>241.00</u>	<u>154.00</u>
	Actual Hours Worked (total hours - leave hours):	1,584.31	1,393.12
	Hourly Rate Based on Actual Hours:	46.97	49.63

Submitted by St. Vincent de Paul of Marin

**2017/18 COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE Application For Funding**

Program Year: 2018/19

<u>Existing CDBG program</u>	<u>Existing Program / Project</u>
<u>Existing County program</u>	<u>Existing Program / Project</u>

1) Which Planning Area will the project be located? Check One:

Lower Ross Valley	Upper Ross Valley	San Rafael	Novato	West Marin	Richardson Bay
		Primarily the Canal Area of San Rafael, but open across the county			

2) Prior Years Funded by Marin County CDGB:

Year Funded	2017			
Grant Amount	\$26,550			
Amount Expended	\$17,692- balance expended by 12/31/17			

3) General Information

CDBG FUNDING AMOUNT REQUESTED	\$211,000 for alternative 1 \$108,000 for alternative 2 Note we are proposing two funding options depending on what level of funding you can commit.
PROGRAM / PROJECT NAME	Marin County Housing Locator
ORGANIZATION / AGENCY NAME	St. Vincent de Paul of Marin
MAILING ADDRESS	PO Box 150527, San Rafael, CA 94915

PROJECT ADDRESS	822 B Street, San Rafael, CA 94901
CONTACT PERSON AND PHONE NUMBER	Howard Schwartz Director of Housing 1-408-838-5410
EMAIL ADDRESS	hschwartz@vinnies.org
WEBSITE	www.vinnies.org
ORGANIZATION DUNS #	56035777

4) Program Description

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

Protected classes in Marin have historically not had the same access to housing opportunities as other people due to explicit discrimination as well as systemic unfair practices. The effects of this discrimination remain visibly evident in the geographical concentration of ethnic and racial minorities in certain parts of Marin, as well as in the disproportionate representation of protected classes in Marin's homeless population.

The intent of this project is to affirmatively combat the effects of these unfair housing practices by offering housing location services to both homeless individuals and families and those facing eviction. We understand "housing location services" broadly to include not only search, but property manager and landlord engagement, housing application support, coaching, and financial support of security deposit and first month rent. The intent of this Marin Housing Locator project, then, is to affirmatively further fair housing (AFFH) in Marin by empowering protected classes both to secure and retain housing, and to be more competitive in rental search and applications, moving beyond the geographical areas in which protected classes are concentrated today.

As you know, explicit and systemic discrimination in housing happens in all sorts of ways in Marin. Landlords make and find various financial excuses why they can't offer a unit to an individual or family. Our clients who are disabled, or heavily represented in ethnic and racial minorities, often don't have the language, cultural skills, or the financial resources to effectively compete in the application process or to engage the property manager or landlord. Having a housing advocate on one's side, who can guide the application process, who can speak the business language of the property manager / landlord, and who can advocate on behalf of an individual or family, increases the odds of securing a rental property and overcoming latent and explicit discrimination.

Our agency has been involved in this kind of work for many years, by virtue of the very low income and homeless populations that we serve with food assistance, homelessness prevention, and our housing helpdesk.

In the last two years, with the help of a County grant for Housing Locator, we have focused explicitly on the problem of housing, affirmatively helping homeless, and very low income families protect their housing and move into new housing. We are partners with Marin Housing Authority and work closely with the Housing Authority on our strategy aligning our efforts with their landlord initiatives and outreach. They support us in this application. Our program expands their efforts by also

focusing on those with Section 8 vouchers and those as well as those who lack vouchers or the ability to qualify for them.

Our Marin Housing Locator is modeled on a program in the South Bay (Abode Services www.abodeservices.org), and expands the program funded by Marin County last year. The Housing Locator team provides both nuts and bolts “how-to” support on how to get housing as well as advocacy with property managers and landlords on behalf of specific clients who are referred to us or come to us through our extensive outreach throughout Marin. In some cases, we also provide master leasing opportunities to help individuals or families overcome a history of poor credit. Our Housing Locator covers the following services:

- Housing Search and Identification
- Active Landlord Engagement (relationship development and advocacy)
- Application Assistance
- Financial Planning

We further complement our Housing Locator efforts with financial support provided by St. Vincent’s donors, including

- Rent and Move-in Costs (e.g. security deposits)

The families served through our Housing Locator program were low and very-low income and heavily represented in protected classes. Of those families helped to secure housing, we can report the following demographics:

African American	Hispanic / Latino	Disabled
21%	16% Hispanic	22%

In this proposed expansion of our Housing Locator, we want to extend our focus on protected classes by adding dedicated staff for that specific purpose. We are envisioning two additional positions to intensify outreach to the communities in the Canal and Marin City, and to explicitly focus Housing Locator Services on affirmatively helping families and individuals facing eviction, or living unstably, affirmatively secure housing in Marin. For example, our experience is that there are many families in the Canal that are “couch surfing” and that need help navigating the housing application process, many of whom we have stably housed.

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

Marin Housing Authority

We have been working closely with Marin Housing Authority on our Housing Locator services and they are happy to partner with us on in this effort and see this as an extension of what their own efforts. Kimberly Carroll, the deputy director of Marin Housing is open to speaking with you as needed about our partnership and how this will be helpful to their goals. As noted above, our Housing Locator Services expands beyond what they are currently funded to do. Their focus on

landlord engagement is on Shelter Plus Care recipients. Our Housing Locator expands this outreach by focusing on those who have other vouchers (e.g., section 8) as well as those who have not been fortunate enough to get a voucher at all.

St. Vincent de Paul Volunteer Network

St. Vincent de Paul of Marin has an extensive network of trained volunteers around the county. Last year, our trained volunteers visited 1,413 homes of people in Marin who were in imminent danger of becoming evicted due to unemployment, illness, or unexpected life events. We provided emergency rent, utilities, prescription medicine and other crisis aid to prevent these individuals and families from losing their housing.

Two of our volunteer “conferences” already do home visits in the Canal and Marin City. We will continue to engage our network of volunteers to assist in our outreach to underserved and protected populations and communities.

6) HUD National Objectives to be served (check one):

Primary	Activities benefiting low and moderate-income persons. (LMI)
Secondary	Activities benefiting low and moderate area. (LMA)
	Activities which aid in the prevention or elimination of slums or blights.

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

Marin County is one of the wealthiest counties in the US. But the history of explicit and latent discrimination is particularly evident in the geographical concentration of ethnic and racial minorities and the lack of integration of protected classes into Marin communities. Given the high cost of housing in Marin, it has become much tougher over the last five years for minorities and those with disabilities to find and secure housing. The County’s relatively new ordinance prohibiting the advertisement of “no section 8” and the landlord outreach of MHA are good steps in addressing some of the discrimination that is present. But individuals and families who are homeless, low, or very low-income need active handholding and coaching to be able to secure housing and to engage landlords effectively in geographical areas beyond the Canal and Marin City. This is the focus of this application.

Landlords and property managers can find all sort of excuses to deny a lease to an individual or family who does not meet the implicit profile of a good tenant. That profile, which may not be explicitly racist or discriminatory, may nonetheless be implicitly biased against protected classes. Those in protected classes may not know how to present themselves, may not have the proper documentation or credit history, and may not have as much confidence to engage property managers and landlords. That is where we come in.

Our Housing Locator staff takes each individual and family under their wings, work with them on their goals, budgets and aspirations. Each individual and family is assigned a **Housing Services**

Coordinator (with case management skills) who coaches them through the process. Our **Housing Specialist** does the search and property management/landlord engagement on behalf of the individuals and families. The program also will extend our outreach to Canal and Marin City leveraging our existing network of volunteers who already do home visits to those communities.

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

Extremely low	56 individuals and families (50% a family of 2-4)
Very Low-income	56 individuals and families (50% a family of 2-4)
Low-Income	
Moderate-Income	

2016 HUD INCOME LIMITS

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

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

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

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native		
Asian		
Black or African American	44 individuals /families (up to 130 including children)	
Native Hawaiian or other Pacific Islander		
White	24 individuals or families (up to 60 individuals incl. children)	44 individuals or families (up to 130 individuals incl. children)
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial		
Total		
Female Headed Households	52 of the 66 (80%)	35 of the 44 (80%)

***Note: we filled in the above table based on full funding (Scenario 1 below). With the lower level of funding (Scenario 2), we can achieve 50% of these numbers.

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

Instability in housing has severe consequences for the growth, health, education and well-being of individuals. As you know, life expectancy differs significantly between the Canal and Ross, as an example. Housing stability and location is tied to long term health and opportunity. To help a family find housing, and to expand their housing location options, is thus more than an affirmative response to unfair prior practices. It is also an opportunity for a long-lasting impact on the future of children, their educational experiences, their opportunity for college, and for long-term health and fulfillment. Nothing is more gratifying than helping families that are struggling to secure a stable and supportive home, which is the basis of everything else.

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

We are projected to expend the final portion of our 2017 CDBG allotment in December 2017.

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

In 2017, St. Vincent de Paul Society received our first CDBG grant, but in a much smaller allotment that precluded bringing on additional paid personnel. As a result, we used these funds to expand outreach by our counselors in the Canal and Marin City, and to provide specific housing location training to these volunteers.

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

We administered American Recovery and Reinvestment Act ("stimulus") funding from the federal Homeless Prevention and Rapid Re-Housing Program (HPRP). This funding was federally designated to provide short and medium-term rental assistance to individuals and families who were at risk of becoming homeless, and to individuals and families who were homeless. We received \$157,000 in aid and assisted 147 individuals to remain housed or secure housing. Ninety-nine percent of households assisted with these funds were able to maintain stable housing over time.

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

Our Housing Locator program is under the supervision of Howard Schwartz, PhD, director of housing. We also have a director of client services, Connie Borges, who oversees client engagement. Both Howard and Connie report to our Executive Director, Christine Paquette, who

is responsible for authorizing all expenditures.

We use the County's HMIS (homeless management system) system to track our engagement with clients and our results with housing for the homeless population. If we are permitted to use the HMIS system for low-income clients who are not homeless, we will continue to use this approach. If we cannot use the HMIS system, we would track our results with Quickbooks and spreadsheets, both of which we use today for financial tracking.

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

The goal of the program is to assist 112 low and very-low income individuals and families (and homeless) find and secure housing in the year 2017-2018 (grant year).

Milestones:

- Secure Funding
- **By Day 1:** Begin seeing clients on day one with existing resources.
- **By Day 30:** Hire two staff:
 - Hire Services Coordinator (wrap around case management) and
 - Housing Specialist (30 days)
 - Begin outreach marketing and engage volunteer network to engage more broadly in Canal and Marin City
- **By Day 45:**
 - Expand clients engaged
 - Expand outreach engagement with property managers and landlords based on client intake
- **By Day 60:** In full operation

Program Budget:

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

Scenario 1 Two Dedicated Resources

	Hourly Rate	Hours	Weeks	Annual	Overhead	% Time	Total
Dedicated Resources							
Housing Specialist	35	40	52	\$72,800	\$2,010	100%	\$82,818
Housing Services Coordinator Wrap around case management	35	40	52	\$72,800	\$2,010	100%	\$81,726
Technology (Computer /licenses) Tablets							\$3,000
Travel expenses							\$3,000
Direct Client Assistance							\$40,000
Office Space							\$1,200
Total							\$211,744

Scenario 2: One Dedicated Resource

	Hourly Rate	Hours	Weeks	Annual	Overhead	% Time	Total
Dedicated Resources							
Housing Specialist	35	40	52	\$72,800	\$2,010	100%	\$82,818
Technology (Computer /licenses) Tablets							\$1,500
Travel expenses							\$3,000
Direct Client Assistance							\$20,000
Office Space							\$1,200
Total							\$108,518

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

Funding Source	Funding Amount	Percentage of Total Funding	Uses of Funds
CDBG	\$212,000	28%	Housing Locator Expansion
County Funded Rapid Rehousing / Housing Locator	\$175,000	15%	Housing Locator Engagement
Donations to St. Vincent de Paul	\$780,000	66%	Security and Deposit, Rapid Rehousing, Return Home

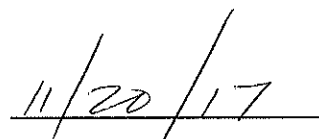
**17) Will the requested CDBG funds be expended by the end of the 2018 (December 31, 2018)? Yes-No
If No, please explain why**

If fully funded at the requested level, this grant would fund a paid position through the entire grant period.

18 Please sign and date your application below:



Signature



date

About St. Vincent de Paul Society of Marin

The St. Vincent de Paul Society of Marin (SVdP or "The Society") has helped Marin's very low income and most vulnerable residents since 1946. Last year, the Society helped more than 17,000 people in Marin County meet their basic needs for housing, food and other life-sustaining support. We accomplish our goals primarily through grassroots and in-kind support from Marin County donors, as well as local charitable foundations. We do not receive Catholic Church or national St. Vincent de Paul Society funding for our operations. Our administrative cost is 10%, as shows on our most recent IRS Form 990.

The Society's primary mission is to prevent homelessness and rapidly rehouse homeless citizens in Marin County. We do this through our unique outreach programs which are unmatched in the county for their low-barrier, easy access approach. Each of our programs is carefully designed to fit the specific needs of our most vulnerable residents.

The program which best exemplifies this low-barrier approach is our Home Visits program. Last year, our trained volunteers visited 2,088 homes of people in Marin who were in imminent danger of becoming evicted due to unemployment, illness, or unexpected life events. In this program, our volunteers visit

clients' homes to offer immediate support and emergency assistance. Volunteers are available to visit clients seven days per week, from morning through evening, 365 days of the year. During these visits, we provide critical rental, utility, food and other aid to prevent people from getting evicted and becoming homeless. Last year, our Home Visits program distributed \$961,805 in aid to low-income households.

The Housing Locator funding we seek is highly leveraged by the private funds that we raise in our community. Last year, the Society raised and distributed \$801,962; only 6% came from the County's Rapid Rehousing funds. This is a 17:1 match.