

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2014-15**

NH-1

1. **Project Name:** Novato House Renovations

2. **Total Amount Requested:** \$13,675

3. **Project Sponsor:** Buckelew Programs

Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Katrin Ciaffa

Title: Development Coordinator

Mailing Address: 900 Fifth Avenue, Suite 150
San Rafael, CA 94901

Telephone: (415) 526-0409 **Ext.**

Fax: (415) 721-0281

E-mail: katrinc@buckelew.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$13,675
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

Website (optional):

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

1333 7th Street, Novato, CA, # 141-120-29 Year built: 1952

5. **Project Description:** Novato House is a group home to 15 adults with mental illness. Buckelew Programs staff provides 24-hour care as needed, including board and care services; social activities; vocational and educational support, and intensive case management. Funds are needed to complete renovations at Novato House, including replacing carpets in hallways and living room, and remodeling the kitchen.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)

Hallway and living room floor carpet replacement: \$4,890

Kitchen cabinets: \$8,785

Total cost: \$13,675

7. Project Budget for CDBG Funds:

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

Item	Estimated Cost
Kitchen cabinets	\$8,785
Carpets	\$4,890

(See attached bids for details)

8. Other Sources of Funds for this Project: Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
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None

9. Project Implementation:

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

The project will be supervised and implemented by Robin Hughes, Site Director. Work can start as soon as funding is received.

10. Need for the Project:

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

All residents are referred through Marin Community Mental Health Services; they are disabled, have income at or below 30% of median income and meet CDBG income limits. Their income is documented in their resident file. Most have SSI as their only source of income, which currently amounts to approximately \$1,086 monthly – less than 20% of Marin County's median household income, based on 2010 data. Long-term affordability for this project is assured through State and Federal mental health funding, associated by Community Mental Health Services.

Household Size	Income Limit
1	\$59,100
2	67,550
3	76,000
4	84,400
5	91,200
6	97,950
7	104,700
8	111,450

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*

By maintaining homes for the disabled in residential neighborhoods, Buckelew Programs is sustaining a housing pattern that allows low income, mentally disabled residents to live in neighborhoods they would not generally have access to or be able to afford on their own, creating a more fair and balanced residential mix and facilitating community integration of those with severe and persistent mental illness. Many of our residents would be homeless or in an institution if not for Buckelew housing and support services.

C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)*

Community Mental Health Services (CMHS) monitors the demographics (resident, applicant, census data) of the market area to track race, ethnicity, religion or persons with disabilities for purposes of low-income housing units. They determine if the population least likely to apply for housing is the population identified, then provide advertising most applicable to the demographic groups, and make changes when applicable. According to CMHS's Mental Health Services Act (MHSA) Community Supports and Services Plan (2006), one of the goals of the MHSA is to increase "outreach and expansion of services to client populations in order to eliminate ethnic disparities and expand access to unserved and underserved individuals". The Latino population has been identified as the largest underserved group in Marin County, and "various strategies such as increased and strategic deployment of bilingual and bicultural staff, cultural competency training and targeted programming have been effective in increasing access to services." For instance, "it is known that many Latinos seek services for mental health problems from primary care health care providers rather than from mental health providers. New strategies such as contracting with Latino-serving organizations for outreach and engagement and providing mental health services within the Latino community, offer promise for better access." Together with its partner CMHS, Buckelew Programs continues to increase the cultural competence of our workforce through training and targeted job posting for hiring more bilingual/bicultural staff, in order to achieve a higher penetration rate and more adequately serve Latino clients in our housing programs. (Source:http://www.co.marin.ca.us/depts/HH/main/mh/mhsa_css/CSS_State_version_of_Plan.pdf)

The most recent MHSA update (FY 2013-2014) states:

"The Mental Health Services Act is intended to expand and transform community mental health services throughout California, with an emphasis on serving communities that are currently un- or underserved. During Marin's 2004 MHSA planning process the adult Latino population was identified as the most un/underserved by existing County mental health services. Asian Pacific Islanders were also categorized as underserved. Other identified underserved populations included older adults, transition aged youth (16-25 years old) and persons living in West Marin. Populations were designated underserved based on their proportionate use of Medi-Cal services relative to their presence in the Marin County safety net population. Designation of un/underserved populations takes into consideration the portion of Marin residents who are eligible for County mental health services, best represented by the "Medi-Cal Beneficiaries" column on the following table. Overall, since the implementation of MHSA programs the rate of services provided by the County Mental Health has increased substantially for the Latino population, youth and older adults."

(Source: http://www.marinhhs.org/sites/default/files/libraries/2013_08/06182013_mhsus_mhsa_fy13-14_annual_update.pdf)

If this project involves housing, how will it affirmatively further fair housing? See above. In addition, by maintaining homes for the disabled in residential neighborhoods, Buckelew Programs is sustaining a housing pattern that allows low income, mentally disabled residents to live in neighborhoods they would not generally have access to or be able to afford on their own, creating a more fair and balanced residential mix and facilitating community integration of those with severe and persistent mental illness. Staff also regularly attend trainings at Fair Housing Marin to stay current on laws and regulations.

If this project involves housing, how will it affirmatively further fair housing?

See above. In addition, by maintaining homes for the disabled in residential neighborhoods, Buckelew Programs is sustaining a housing pattern that allows low income, mentally disabled residents to live in neighborhoods they would not generally have access to or be able to afford on their own, creating a more fair and balanced residential mix and facilitating community integration of those with severe and persistent mental illness. Staff also regularly attend trainings at Fair Housing Marin to stay current on laws and regulations.

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people. We will research all women- and minority-owned construction firms in the surrounding area and notify them that bids are being sought for the project.

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities? 100% of Buckelew's clients have mental health disabilities. Buckelew Programs recently received funding from the Residential Rehab Loan Fund to make improvements to two bathrooms at Lakeside House which will result in increased accessibility for residents with mobility issues.*

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

Green building techniques will be utilized wherever possible

- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
- Don't forget to fill out the Organization Profile form.
- All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

DEADLINE: APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013, AT 5 P.M.

Remember that we don't accept e-mailed or faxed applications.

ALL PHASE CONSTRUCTION



JOB ESTIMATE

All Phase Construction License# 626028
Po Box 150896
San Rafael, Ca 94915
Richard Kruppa - General Contractor (415) 454-7598

TO:
Bucklew RSS Programs
7th Street
Novato CA 94945

120413-01

7TH STREET ROBIN

JOB DESCRIPTION

KITCHEN CABINET REPLACEMENT PROJECT
Demo and remove kitchen cabinets and appliances
Haul and dump or recycle existing cabinets & debris
Purchase, deliver and install new cabinets, specified appliances and fixtures

ITEMIZED ESTIMATE: TIME AND MATERIALS

AMOUNT

ITEMIZED ESTIMATE: TIME AND MATERIALS		AMOUNT
MATERIALS		
HAMPTON BAY SERIES CABINETS W/ DURABLE WHITE FINISH	35' upper and lower	\$ 2,750.00
LAMINATE COUNTER TOPS	24'	\$ 700.00
SINK, FAUCET, DRAIN/WASTE, SUPPLY, AIR GAP		\$ 785.00
PLUMBING & ELECTRICAL UPGRADES		\$ 625.00
RODENT REPAIRS AND PREVENTATIVE MEASURES		\$ 300.00
NEW DISHWASHER & HOOK -UP KIT		\$ 675.00
LABOR & TOOLS		\$ 2,400.00
HAUL & DUMP FEE		\$ 300.00
DELIVERY		\$ 250.00
TOTAL ESTIMATED JOB COST		\$8,785.00

This is an estimate only, not a contract. This estimate is for completing the job described above, based on our evaluation. It does not include unforeseen price increases or additional labor and materials which may be required should problems arise.

Richard J Kruppa Jr

PREPARED BY

December 5, 2013

DATE

ALL PHASE CONSTRUCTION



JOB ESTIMATE

All Phase Construction License# 626028
Po Box 150896
San Rafael, Ca 94915
Richard Kruppa - General Contractor (415) 454-7598

TO:
Bucklew RSS Programs
7th Street
Novato CA 94945

121013-01

7TH STREET ROBIN

JOB DESCRIPTION
HALLWAY AND LIVING ROOM FLOOR REPLACEMENT PROJECT Demo and remove carpeting and tack strips, prepare subfloor surface Haul and dump debris Purchase, deliver and install new carpet square tiles

ITEMIZED ESTIMATE: TIME AND MATERIALS	AMOUNT
MATERIALS	
620 sq ft carpet tiles	\$ 1,240.00
Floor preparation materials	\$ 350.00
LABOR & TOOLS	\$ 2,200.00
HAUL & DUMP FEE	\$ 900.00
DELIVERY	\$ 200.00
TOTAL ESTIMATED JOB COST	\$4,890.00

This is an estimate only, not a contract. This estimate is for completing the job described above, based on our evaluation. It does not include unforeseen price increases or additional labor and materials which may be required should problems arise.

Richard J Kruppa Jr

PREPARED BY

December 10, 2013

DATE

Organization Profile – 2014-15 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) and HOME Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive CDBG or HOME funding. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

Name of Organization: Buckelew Programs

My organization does not gather demographic data. My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	99
Low income people	1
People above the low income limits	0

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	3	4	2	1		n/a
African-American/Black	6	4	2	1		
Caucasian/White	89	92	94	96	100	
Native American	1		1	1		
Mixed Heritage						
Unknown/other						
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	6	2				
NOT of Latino/ Hispanic Origin	94	98			100	
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old						
6-17						
18-24	10	2				
25-59	80	94				
60 +	10	4				
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	40	40	60	60	30	
Male	60	60	40	40	70	
Total %	100%	100%	100%	100%	100%	100%
Disabled %						
	100	100				

Involvement of Clients Your Organization Serves	Percent of Board/Committee Members Who Are Clients
On Governing Board	
On Advisory Committee	

Organization Profile – 2014-15 Data Collection Pilot

Income Limits

Household Size	Very Low Income Limit (≈50% of Median Income)	Low Income Limit (≈80% of Median Income)
1	36,950	59,100
2	42,200	67,550
3	47,500	76,000
4	52,750	84,400
5	57,000	91,200
6	61,200	97,950

NH-2

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2014-15**

1. Project Name: GILEAD HOUSE

2. Total Amount Requested: \$ 10,400

3. Project Sponsor:

Non-housing proposals must specify the amount requested from each planning area.

Contact Person: JACQUE MCLAUGHLIN

Title: EXECUTIVE DIRECTOR

**Mailing Address:
P.O. BOX 2013,
NOVATO, CA 94948**

Telephone: 415-686-6950

Fax: 415-895-1243

E-mail: jacquemcl@yahoo.com

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

Website (optional): <http://www.gileadhouse.org>

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

4. Project Location: (Precise street address). For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

Gilead House is located at 1024 7th Street, Novato, California 94945 and was constructed in 2011. The Assessor's Parcel Number is 141-251-16.

5. Project Description:

Gilead House, a transitional home located in downtown Novato serves homeless (or women at risk of homelessness) women and their children in Marin County. Started in 1998 in leased housing, we expanded services and built a new home on 7th Street. We moved in July, 2011 with great excitement. We now serve twice the number of women as before and currently provide transitional housing for six women and eleven children. As we have settled into our new home, there are several items that were outside of our construction budget and / or we discovered the need after moving in. Recent trespassers on and near our property have increased our health and safety concerns which is the focus of this request. The items include:

- **Outdoor/Lighting** – From the house to the driveway and parking areas it is pitch black at night. Many of our moms work early shifts or come home after dark. The walk to and from their car creates significant safety concerns for our families and other visitors. There is also no lighting on the sides of the property. Greater visibility at night will also deter trespassers. Under this project we will install cost efficient LED lighting on the walkways and side yards to provide adequate lighting.
- **Window Coverings**- There are currently no window coverings in the Great Room and entry area. It is totally open to public view. When not in their rooms where we do have window coverings, our families spend a lot of time in the Great Room eating meals with their families, doing homework, job searches and other activities. Windows not being covered are both safety and privacy concerns. We propose to install window coverings throughout the great room and entry area.
- **WebCam/surveillance Cameras & Equipment**- Gilead House receives many visitors in a highly visible location in downtown Novato. Individuals sometimes walk through our gates off the street, potentially leaving staff and families vulnerable, again a safety risk. We also had a recent safety scare with a prowler in the neighborhood who ended up on our property and roof on two separate occasions. While we have some webcam coverage, it did not cover the areas on the sides of the house limiting our ability to identify the person with the police. We propose to install webcams and the needed upgraded equipment to better monitor activity in and around our home. It is especially important that we protect the women and children at Gilead House.

6. Total Project Cost: *(Include all costs for this particular project regardless of source.)*

The total project cost is estimated to be \$10,400.

7. Project Budget for CDBG Funds:

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

Window Coverings	\$ 3,400
WebCam/Equipment	<u>\$ 2,000</u>
Landscape Lighting	\$ 5,000
 TOTAL	 \$10,400

8. Other Sources of Funds for this Project: *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

We do not have other sources of funds for this project at the present time, although we are hoping to get some of the lights donated.

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
N/A						

9. Project Implementation:

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

Jacque McLaughlin, Gilead House Executive Director in coordination with the Facilities Committee (A committee of the Board of Directors responsible for facilities).

10. Need for the Project:

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Gilead House provides transitional housing to vulnerable and often homeless mothers with low or no income, as well as each participant's children. Our clients may be homeless, coming out of domestic violence, substance abuse recovery or other situations, such as loss of job, that have left them vulnerable and at-risk of homelessness. All participant income levels fall within the CDBG required ranges as shown on the table below and are considered low income. Our goal is that income will increase over the woman's time at Gilead House leading to greater self-sufficiency.

Participant Income is documented on admissions paperwork when clients enter the program and on follow-up documents as progress is tracked throughout each mother's stay. This documentation is reviewed by Gilead House staff to ensure eligibility.

Applicants for housing funds must describe how the project will ensure long-term affordability.

Gilead House is a lean, efficient organization. With only 1 fulltime staff and 4 part-time staff, operating costs are low. Service delivery is accomplished with the support of trained mentors and volunteers. Gilead House has the experience and procedures in place to sustain this cost-effective structure. Additionally, the organization has a strong donor base and is working to sustain its diverse funding streams. All of this assists Gilead House in keeping participant fees to a minimum. While participants do pay a program fee once they have income, the amount is a flat rate of \$400/month. Participants also work to save 50% of their disposable earnings once a budget is established to assure better stability for the participants when they are ready to move into their own home.

The Board of Directors is committed to long-term ownership of the property and retaining it as affordable housing. The City of Novato has embraced Gilead House and its moms through the support of local neighbors, businesses, and the City Council. With more than 5,000 square feet in this home, we will continually look for ways to provide services to the families and other non-resident families in the community.

Household Size	Income Limit
1	\$59,100
2	67,550
3	76,000
4	84,400
5	91,200
6	97,950
7	104,700
8	111,450

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*

This project is needed to provide better safety and security for the homeless (or at risk of...) women and children who live at Gilead House. Outdoor lighting is needed because women and children are particularly vulnerable as they go to and from the house because it is so very dark and the house is located in a downtown location. The current house lighting is insufficient as it is pitch black at night and there is no nearby street lighting. Related to window covering, the main entry and great room is open to view by anyone who enters the gate and is visible to the public from the sidewalk. Privacy and security to the women and children who live here is vital to their feeling of safety and security. We have many visitors to Gilead House some invited and others who are curious. However, we have experienced an unwanted visitor who climbed our back fence from a neighbor's house and climbed onto our roof on the side. Webcams on the side of the house would provide better safety and security for our residents and hopefully serve as a visual deterrent.

- C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)*

Gilead House serves single mothers and their children. Applicants are generally very low-income, primarily English-speaking, and all ethnicities. We reach these applicants through community organizations and church partnerships, and through networking with other social service agencies throughout Marin County and the San Francisco Bay Area. Our resident population reflects ethnic and cultural diversity in Marin. In the past, the demographic group least likely to apply has been non-English speakers. In our area, we have many potential applicants who are monolingual Spanish-speakers. For this reason, we have identified and worked with volunteers who offer translation services to help facilitate the interview process and serve as mentors for our Spanish-speaking applicants. We have notified our referral sources of this change, as a way of reaching this population.

Additionally, many of our applicants come from substance abuse or criminal justice backgrounds. We are working on reaching applicants who have come into homelessness in other ways, such as through job loss or difficult divorce. We have expanded our network via Facebook and our website and have reached out to local churches to provide information about the broad range of potential resident backgrounds.

Gilead House provides strong outreach into the community and has established a referral base including county social services, community organizations serving low income and vulnerable single women and children such as domestic violence shelters and short term housing organizations in order to identify potentially eligible participants. Our church partnerships also play a role in reaching out to single moms and their children. Gilead House participates in community events and is available to spread awareness through public speaking venues and other media outlets.

If this project involves housing, how will it affirmatively further fair housing?

This project is an improvement/modification to an existing home that provides transitional housing for homeless women and their children. One of the ways the home affirmatively furthers fair housing is that it exists in a downtown neighborhood in Novato while positively demonstrating that a low-cost housing program can successfully thrive in the community. Exposure to fair housing is an ingrained experience for all the community volunteers that come to Gilead House. Further, through a significant number of public speaking engagements, Gilead House also promotes fair housing for women and children from diverse ethnic groups and cultures, who have great difficulty securing housing more often than other groups.

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people.

Gilead House is currently working with a female Landscape designer for the lighting project and is always open to provide opportunities for low-income people and minorities. We are after all in the business of supporting low income and minority women to achieve self-sufficiency.

- D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

Ensuring access to its program and facility is a high priority at Gilead House. The house meets Americans with Disabilities Act (ADA) requirements conforming to the needs of people with disabilities. The driveway, bathrooms, kitchen, laundry room and meeting rooms are accessible. The downstairs bedrooms are also accessible by wheelchair. Further, Gilead House is able to make reasonable accommodations for those with disabilities on a case-by-case basis. The proposed modifications to the house will further accommodate the safety and security of all residents including those with disabilities.

- E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

Gilead House is committed to making socially responsible decisions to incorporate green features and technology in every aspect of this project as were done during the initial construction of this house. The lighting project project for example will be both energy efficient and cost efficient by utilizing LED lighting. Further window coverings will assist in the cost of energy.

- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
- Don't forget to fill out the Organization Profile form.
- All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

DEADLINE: APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013, AT 5 P.M.

Remember that we don't accept e-mailed or faxed applications.

Organization Profile – 2014-15 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) and HOME Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive CDBG or HOME funding. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

Name of Organization: Gilead House

My organization does not gather demographic data. My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	95%
Low income people	5%
People above the low income limits	

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<i>Ethnic/Racial Demographics</i>						Stats not kept
Asian-American/Pacific Islander	5	5				
African-American/Black	39	39				
Caucasian/White	11	11	100	100	100	
Native American	0	0				
Mixed Heritage	11	11				
Unknown/other	34	34				
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Latino/Hispanic Origin</i>						
Of Latino/ Hispanic Origin	34	34				
NOT of Latino/ Hispanic Origin	66	66		100	100	
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Age</i>						
0-5 years old	39	39				
6-17	28	28				
18-24	0	0				
25-59	33	33	100	80	50	
60 +	0	0		20	50	
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Gender</i>						
Female	72	72		100	50	
Male	28	28		0	50	
Total %	100%	100%	100%	100%	100%	100%
<i>Disabled %</i>	0	0				

Involvement of Clients Your Organization Serves	Percent of Board/Committee Members Who Are Clients
On Governing Board	0
On Advisory Committee	Several but stats not kept



December 13, 2013

Federal Grants Division
Marin County Community Development Agency
3501 Civic Center Drive, Room 308
San Rafael, CA 94903-4157
Attention: Mr. Roy Bateman

RE: GILEAD HOUSE COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

Dear Roy:

We are pleased to submit the enclosed application for the Community Development Block Grant (CDBG) on behalf of Gilead House.

As you know, Gilead House, a Marin County based transitional house has enjoyed significant success in changing the lives of single mothers in need. Our moms come from diverse backgrounds and experience, but each mom wants to end the effects of their previous choices: homelessness, physical abuse, the impact of substance abuse, and neglect. They want a second chance for themselves and their children, so they come to Gilead House.

Please let me know if you have any questions or would like additional information.

Sincerely,

Jacquie C. McLaughlin
Executive Director
Gilead House
www.gileadhouse.org

MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2014-15

- 1. **Project Name:** Mt. Burdell Place
 - 2. **Total Amount Requested:** \$250,000
 - 3. **Project Sponsor:** Habitat for Humanity Greater San Francisco
- Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Stacey Laumann

Title: Project Manager

Mailing Address:
645 Harrison St. Suite 201
San Francisco, CA 94107

Telephone: (415) 625-1044
Fax: (415) 625-1815
E-mail: slaumann@habitatgsf.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

Website (optional): www.habitatgsf.org

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

- 4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

Project address: 1112 4th Street, Novato, CA 94945

Assessor's Parcel Number: 141-242-29

Housing not yet constructed

5. Project Description:

The Mt. Burdell Place project will provide 10 newly constructed single-family homes to low-income homebuyers. The property is located at 1112 4th Street in Novato, just two blocks from Grant Avenue, where transportation, shops, local services, parks, and a range of amenities are available. The approximately 30,000 square foot (0.69 acre) site sits vacant in a residential neighborhood of single- and multi-family residences.

Each home will have the living area, a half-bath and attached garage on the lower floor, and 3 bedrooms and two baths on the second floor. Families will have access to a 2,400 square foot common green area.

The project was originally conceived by a private developer in 2006/2007. Habitat for Humanity Greater San Francisco was fortunate to purchase the land and full entitlements in June 2013. The purchased entitlements include a subdivision tentative map, architecture and design review approvals, civil engineering, structural engineering, and landscape plans. The project will be ready to begin construction in early 2014. Building permit applications are under review at the City of Novato as of October 31, 2013.

The homes will be sold to first time homebuyers earning up to 60% of the area median income, pending sufficient financial support. With Habitat's 0% interest, sweat equity model, the mortgages will likely be in the range of \$290,000 to \$320,000, not including \$42,000 in mortgage assistance per home committed by the City of Novato. Energy efficient design and materials will also facilitate low homeowner maintenance costs.



6. Total Project Cost: *(Include all costs for this particular project regardless of source.)*

Acquisition:	\$ 850,000
Project Soft Costs:	\$1,156,986
Project Hard Costs:	\$3,052,034
<u>Developer Administration:</u>	<u>\$ 593,000</u>

Project Total: \$5,652,020

7. Project Budget for CDBG Funds:

*Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.*

The requested CDBG funds will be used to provide direct homeownership assistance to low income families by delivering \$25,000 in principal write-down assistance per home. The funding will effectively

reduce the total principal mortgage to homebuyers, allowing Habitat to sell homes to first time homebuyers earning no more than 60% of the area median income.

The project's total construction budget is approximately \$5.6 million. Despite robust funding secured to date, additional funds are necessary to further reduce the gap between construction expenses and the target sales price of \$290,000 per home.

	Total Project	Per Home
Construction	\$5,652,020	\$ 565,200
Committed funding	\$2,153,183	\$ 215,318
<i>CDBG principle write-down assistance</i>	\$ 250,000	\$ 25,000
<u>Outstanding funding requests</u>	<u>\$ 348,837</u>	<u>\$ 34,882</u>
Mortgage affordable to 60% AMI	\$2,900,000	\$ 290,000

USES – Mt. Burdell Place subdivision	Expense	% of Project Cost
TOTAL	\$ 5,652,020	100%
<i>Land Acquisition & Soft Costs</i>	<i>\$ 2,006,986</i>	<i>36%</i>
Land Purchase	\$ 850,000	15%
City Permits	\$ 100,000	2%
City Impact Fees	\$ 269,020	5%
North Marin Water District Fees	\$ 320,000	6%
Novato Sanitary District Fees	\$ 94,150	2%
Other Utility Fees	\$ 90,000	2%
School Fees	\$ 38,830	1%
Property Taxes	\$ 2,000	0%
Appraisal	\$ 1,000	0%
Insurance	\$ 44,486	1%
Escrow Closing Costs	\$ 30,000	1%
Legal, CC&R's/DRE Processing	\$ 20,000	0%
Reprographics and Marketing	\$ 5,000	0%
Design Consultants	\$ 93,600	2%
Design Engineering & Reports	\$ 28,900	1%
Soft Cost Contingency	\$ 20,000	0%
<i>Construction Hard Costs</i>	<i>\$ 3,052,034</i>	<i>54%</i>
General Project Requirements	\$ 808,200	14%
Site Work (on and off-site)	\$ 932,634	17%
Concrete	\$ 104,000	2%
Masonry	\$ -	0%
Metals	\$ 15,000	0%
Wood and Plastics	\$ 300,000	5%
Thermal and Moisture	\$ 105,900	2%
Doors and Windows	\$ 138,900	2%
Finishes	\$ 87,800	2%
Specialties	\$ 16,750	0%
Equipment	\$ 27,500	0%
Furnishings	\$ -	0%
Special Instructions	\$ -	0%
Mechanical	\$ 185,850	3%
Electrical	\$ 49,500	1%
Landscape	\$ 30,000	1%
Contingency Reserve	\$ 250,000	4%
<i>Developer Administration</i>	<i>\$ 593,000</i>	<i>10%</i>
Salaries, AmeriCorps & Overhead	\$ 593,000	10%

7. Other Sources of Funds for this Project:

*Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
CDBG 2013-2014	Site acquisition	\$ 97,431	December, 13 2012	Yes	May 7, 2013	May 7, 2013
City of Novato Affordable Housing Trust Fund	Second Mortgage Assistance	\$ 427,438	2012	Yes	November 13, 2012	Near construction completion 2016
Marin Community Foundation	Site acquisition	\$ 450,000	2012	Yes	April 4, 2013	Drawn 4/2013
SHOP (HUD)	Water fees	\$ 111,600	September 12, 2013	Yes	December 2013	2014
Habitat GSF operating budget	Construction expenses	\$1,066,714	N/A	Yes	July 2013	FY 2013-2014
<i>Marin Workforce Housing Trust</i>	<i>City and Utility fees</i>	<i>\$ 500,000</i>	<i>November 13, 2013</i>	<i>No</i>	<i>N/A</i>	<i>2014</i>
<i>HOME</i>	<i>Construction expenses</i>	<i>\$ 250,000</i>	<i>December 13, 2013</i>	<i>No</i>	<i>N/A</i>	<i>2015</i>

9. Project Implementation:

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

Habitat for Humanity Greater San Francisco will serve as the general contractor, developer, and mortgage lender for the project. Full-time staff from each department is allocating significant time to this program to cover all areas of the project delivery: the **real estate development department** conducted due diligence, secured site control from the seller, coordinated design consultants, finalized site design, and will work to secure required permits from municipal agencies and facilitate procurement of public and private grant funding. Real estate development staff work closely with the **fund development team** to identify and solicit potential funders. Our **construction team** will provide oversight of all construction-related work including finalizing designs in the predevelopment phase, managing the construction schedule, and overseeing all subcontracted and volunteer work. Construction staff works closely with the **volunteer services team** to schedule and utilize volunteer labor efficiently. Our **homeowner development team** will oversee the qualification, approval, and readiness of all homeowners, including a review of their financial status, job history, residency and other qualifications. Our **finance team** will handle intake of all mortgage payments.

Building permit applications were submitted in late October 2013 for review by the City of Novato. Habitat expects to begin construction in the early spring of 2014, and receive certificates of occupancy in spring 2016.

Activity	Start Date	Completion
Purchase offer accepted		9/26/2012
Close of Escrow		6/13/2013
Submitted for Final Map and Building Permits	10/31/2013	2/15/2014
Excavation of Land	3/1/2014	3/30/2014 (pending weather)
Infrastructure built	4/15/2014	4/30/2014 (pending weather)
Vertical construction	5/1/2014	6/30/2016
Occupancy by homeowners	7/1/2016	9/1/2016

10. Need for the Project:

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Household Size	Income Limit
1	\$59,100
2	67,550
3	76,000
4	84,400
5	91,200
6	97,950
7	104,700
8	111,450

Habitat for Humanity Greater San Francisco serves a diverse pool of first time homebuyers who earn between 40-60% of the area median income (AMI). Our organization may also serve homebuyers earning up to 80% AMI. Eligibility is documented through a very stringent application process. Each homeowner is required to present the past two years of tax returns, the past three months of pay stubs, bank statements of all assets and verification of any federal financial assistance. All Habitat homeowners meet the CDBG income limits and documentation of qualifications can easily be provided for compliance. When a family purchases a home through the Habitat program, their mortgage payments (including taxes and insurance) are set based on their income. A family's mortgage payment will not be over 30% of their monthly income, keeping the home affordable to the family.

A Habitat homeowner's mortgage is held by Habitat. All Habitat GSF developments are deed restricted in order to ensure the long-term affordability of the homes. Affordability restrictions range between 45 and 55 years depending on the terms set forth by the jurisdiction or funding source and Habitat GSF maintains the first right to repurchase the home, thereby ensuring that the homes remain affordable to subsequent first time homebuyers.

Of the approximately 245 families that HGSF has served in its 24 year history, only one has resulted in a foreclosure and currently the organization has a low-income family matched to every available home in its inventory resulting in 100% homeownership and no vacant units.

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*

A range of solutions is necessary to address the Bay Area's complex affordable housing shortage. Homeownership is an important tool in the equation because it offers the most predictability and stability of housing solutions. However, affordable *homeownership* accounts for only twelve percent of the total affordable housing built in Marin County (2013 Marin County Housing Element), leaving few options for very low- and low-income families to move from renting to homeownership. Further, the majority of low income homeowners in Marin pay over 30% of their income toward housing, and are considered to be overpaying.

Habitat Greater San Francisco seeks to address this problem by providing 10 affordable homes to qualified low-income buyers, who will pay no more than 30% of their income toward their mortgage, insurance, and property tax payments. The finished Mt. Burdell Place development will significantly support these families to achieve financial stability by allowing them to rely on affordable and predictable housing payments and build limited equity in their homes. The Marin County community will benefit through potential improved employee retention and decreased commutes on Highway 101.

Habitat Greater San Francisco has historically built homes for families earning 40%-60% AMI, an income band that is typically confined to rental housing options. Habitat families can confidently invest in their own

communities because while their housing costs remain stable through our 0% interest mortgages, they can pursue opportunities to improve their wages, without having to be concerned about pricing-out of their home. Conversely, families living in affordable rental properties do not benefit from such stability in the event that their income increases over time.

Habitat's unique model combines economical construction methods and homeowner involvement, resulting in cost containment and greater community participation. Partner families contribute to the physical construction of their own homes, creating a deep connection with their development, neighbors and the community. The cost effectiveness of Habitat's model allows for much lower purchase price of the homes. CDBG funds are greatly needed to improve Habitat's ability to sell these homes to families at the lowest possible level.

- C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)*

Habitat for Humanity Greater San Francisco (HHGSF) is committed to affirmatively furthering fair housing. HHGSF leverages our advertising, public relations, e-communications, website and social media channels to maximize our reach to qualified potential partner families for each of our developments. Emphasis is placed on recruiting families from diverse backgrounds and ethnic populations through targeted outreach activities and specialized media outlets. Materials are provided in several languages.

The outreach for Mt. Burdell Place in Novato will include targeted mailings to interested applicants on our mailing list and churches, schools, neighborhood associations, and community organizations that serve people with low incomes. Specifically, special marketing outreach consideration shall be given to the following underserved populations, as identified in the AI: Canal Alliance and Church of Saint Raphael (Latino), Marin City Community Development Corporation and Marin City Health and Wellness Center (African American), and Asian-owned businesses. A mailing of 1,000 postcards will also be sent to all renters in and around the area of the proposed development site.

Countywide outreach for the development will be tailored to the ethnic and cultural diversity of the area, and include the following efforts: advertising in local print and online publications, including Sing Tao, El Mensejaro, the Marin Independent Journal, and the Novato Patch, among others. Advertising will also be dispersed across the Marin Transit and Golden Gate Transit fleet of buses, and at local libraries. Emails and mail notifications will be sent to Marin County affordable housing advocates and tenant action groups. HHGSF will also contact civic organizations that represent people with disabilities and the elderly.

If this project involves housing, how will it affirmatively further fair housing?

We will continue to conduct Homebuyer Readiness workshops in Marin County in advance of the application process in order to prepare families for a successful application. The most recent series was conducted in November 2013 and another series will be scheduled in Marin in 2014/2015 during the construction period. The workshops include financial literacy and understanding debt programs, and are available to both the prospective Habitat partner families, and the general public. Information on the workshops will be sent to the Marin Housing Authority, local agencies, community organizations and libraries. All advertising will display the Equal Housing Opportunity and Equal Access logos.

With respect to the treatment of applicants, Habitat Greater San Francisco will not discriminate against any individual or family because of race, color, national origin, religion, sex, disability, familial status, or presence of children in a household. Reasonable accommodations shall be offered to all disabled persons who request accommodations due to disability at any time during the application and homeowner selection process. The Equal Housing Opportunity and Equal Access logo and clause will be included in all advertisements, printed materials, applications and our website.

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people.

- (1) Construction of Habitat Greater San Francisco's homes utilizes 80% to 90% volunteer labor, and requires that resident families contribute at least 500 hours to the building of their own homes. For the remaining subcontracted work, Habitat will seek three bids on contracts over \$25,000, and will make every effort to circulate the request for proposals to women- and minority-owned firms.

Our construction management staff currently includes four women and one man. Additionally, Habitat GSF's volunteer and AmeriCorps contingent includes people of diverse backgrounds, ages, socio-economic standing, genders and races.

- (2) Habitat provides internship opportunities to people entering the carpentry, construction, plumbing, electrical, and HVAC trades. We offer 8 to 12 week internships, which provide unique community educational opportunities for interns to build affordable homes in their communities. This internship program helps people who are interested in these trades obtain the skills they need to gain employment or start their own business, and also builds awareness of the necessity of affordable housing and community involvement.

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

Habitat for Humanity will work directly with each partner family during the construction process to make sure all their current or future needs are met. Most Habitat homes are built to universal design standards. However, because this project's design was inherited from a prior developer, homes may require adaptation specific to individual needs. We will make adjustments for reasonable accommodations upon request.

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

The homes at Mt. Burdell Place will be built with green features designed to minimize the each home's energy draw, and to lower residents' utility expenses and long-term maintenance costs. All units will be GreenPoint Rated through Build It Green and also be Energy Star certified. Each home will exceed Title 24 standards by at least 15% through implementing measures including value engineering, high quality insulation, tank-less water heaters, ceiling fans, and durable construction materials including cement siding. Each home will be fitted with solar panels donated by PG&E and installed by Grid Alternatives. The site's landscaping will include water efficient and non-invasive plants, and many shade trees.

- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
- Don't forget to fill out the Organization Profile form.
- All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

DEADLINE: APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013, AT 5 P.M.

Remember that we don't accept e-mailed or faxed applications.

K:\Cycle\2014 Cycle\Grant Applications\2014-15 CDBG Application Form.Doc\roy

Habitat for Humanity Greater San Francisco

General Property Details	
Project Name	Burdell Place
Project Address	1112 Fourth Street Novato, CA 94945
Location	Novato, CA 94945
Construction Type	Single Family PUD
AMI Target	60%
Total Units	10
Total Building SF	18,074
Total Site SF	30,000
Total Site Acreage	0.69
DU/ACRE	14.52

Mt. Burdell Place - Sources and Uses (December 12, 2013)

Unit Detail			
	# of Units	Sq Ft/Unit	Total SF
Studio	0	0.00	0
3 BR (A lots 1,10)	2	1,843	3,686
3 BR (A lots 5,6)	2	1,855	3,710
3BR (B lots 2,9)	2	1,483	2,966
3BR (C lots 3,4,7,8)	4	1,928	7,712
Aggregate	10	1,807	18,074
average sft		1807.4	

CDBG / HOME 2014-2015 Application

Schedule	Months	Years
Planning	6	0.50
Construction	24	2.00
Post-Purchase	5	0.42
Aggregate	35	2.92

Sources and Uses			
	\$ Amount	%	Per Unit
SOURCES			
<i>Public</i>			
City of Novato (Housing Trust); Mortgage Assistance	427,438	20%	\$24
HCD: CalHome Mortgage Assistance	0	0%	\$0
HCD: CSHHP	0	0%	\$0
HUD: CDBG 2013-2014	97,431	5%	\$5
HUD: SHOP 2013	111,600	5%	\$6
FHLB: AHP/WISH	0	0%	\$0
<i>Other</i>			
Marin Workforce Housing Trust	0	0%	\$0
Fund for Humanity	0	0%	\$0
Habitat GSF Operating Budget	1,066,714	50%	\$59
Inclusionary	0	0%	\$0
Construction Loan	0	0%	\$0
Corporate Grants	0	0%	\$0
Community Support	tbd	0%	\$0
Marin Community Foundation Grant	450,000	21%	\$25
Total Sources	\$2,155,183	100%	\$119
USES			
<i>Soft Costs</i>			
Land Acquisition with Entitlements	850,000	15%	\$47
Soft Costs	1,156,986	20%	\$64
Total Soft Costs	2,006,986		
<i>Hard Costs</i>			
General Project Requirements	808,200	14%	\$45
Sitework	932,634	17%	\$52
Building Construction	1,064,201	19%	\$59
Contingency Reserve	250,000	4%	\$14
Gifts in Kind	tbd	0%	\$0
Volunteer Labor	0	0%	\$0
Total Hard Costs	3,052,035		
Total Dev.Admin.	593,000	10%	\$33
Total Uses	\$5,652,021	100%	\$313

Hard Costs		
COST CODE	DESCRIPTION	AMOUNT
01 - 000	GENERAL PROJECT REQUIREMENTS	808,200
02 - 000	SITework (Incl. OFFSITE)	932,634
03 - 000	CONCRETE	104,000
04 - 000	MASONRY	1
05 - 000	METALS	15,000
06 - 000	WOOD AND PLASTICS	300,000
07 - 000	THERMAL AND MOISTURE	105,900
08 - 000	DOORS AND WINDOWS	138,900
09 - 000	FINISHES	87,800
10 - 000	SPECIALTIES	16,750
11 - 000	EQUIPMENT	27,500
12 - 000	FURNISHINGS	0
13 - 000	SPECIAL CONSTRUCTION	0
15 - 000	MECHANICAL	185,850
16 - 000	ELECTRICAL	79,500
19 - 000	CONTINGENCY RESERVE	250,000
	Total Hard Costs	3,052,035

Organization Profile - 2014-15 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) and HOME Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive CDBG or HOME funding. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

Name of Organization: Habitat for Humanity Greater San Francisco

My organization does not gather demographic data. My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	
Low income people	100% - Served families earning no more than 60% AMI to date.
People above the low income limits	0%

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	22%			15%	0%	
African-American/Black	11%			3%	10%	
Caucasian/White	8%			69%	80%	
Native American	1%			0%	0%	
Mixed Heritage	N/A			N/A	N/A	
Unknown/other	58%			13%	10%	
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	54%			10%	5%	
NOT of Latino/ Hispanic Origin	46%			90%	95%	
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old						
6-17						
18-24						
25-59						
60 +						
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female				66%	35%	
Male				34%	65%	
Total %	100%	100%	100%	100%	100%	100%
Disabled %						

Involvement of Clients Your Organization Serves	Percent of Board/Committee Members Who Are Clients
On Governing Board	
On Advisory Committee	

December 12, 2013

Federal Grants Division
Marin County Community Development Agency
3501 Civic Center Drive, Suite 308
San Rafael, CA 94903

Dear Mr. Bateman,

Thank you for the opportunity to apply for 2014-2015 federal CDBG and HOME funding through the County of Marin. Habitat for Humanity Greater San Francisco is thrilled to begin building 10 new homes in Novato that will provide affordable homeownership opportunities to low income working families.

The 10 homes will be conveniently located close to Novato's downtown and proximate to local transit. The many green features integrated into the designs will help keep home maintenance costs low for our partner families, and diminish impacts on the environment.

We have secured over \$2 million (38%) in funding commitments for the project to date, and are approximately 86% funded when accounting for future mortgage receivables. We continue to aggressively work to fund the project in its entirety. We respectfully request \$250,000 in CDBG funds to write-down mortgage principal so that we can provide affordable home ownership to first time home buyers earning less than 60% AMI. Further, \$250,000 in HOME program funds would offset the construction expenses anticipated for paving, curbs, gutters and sidewalks.

You are welcome to direct any questions to me at slaumann@habitatgsf.org, or 415.625.1044.

Our partner families, volunteer community, and corporate partners are ready to take up shovels! We look forward to the opportunity to work with you.

Sincerely,



Stacey Laumann
Project Manager

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2014-15**

NH-4

1. **Project Name: Lifehouse HVAC** 2. **Total Amount Requested:** **\$6,300**

3. **Project Sponsor: Lifehouse**

Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Brent Kush

Title: Director of Finance and Administration

**Mailing Address: 899 Northgate Dr., Suite 500
San Rafael, CA 94903**

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$ 700
Novato Planning Area	\$ 1,400
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$ 2,300
Upper Ross Valley Planning Area	\$ 1,400
West Marin Planning Area	\$

Telephone: 472-2373 **Ext.**
Fax: 472-5739
E-mail: bkush@lifehouseagency.org

Website (optional):

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

All properties owned by Lifehouse. 1) 8 Seminole, Corte Madera 2) 16 Porteous Ave, Fairfax 3) 2 Stonehaven Ct., Novato 4) 210 Laurel Place, San Rafael 5) 593 Montecillo Rd., San Rafael 6) 393 Nova Albion, San Rafael 7) 1032 Sir Francis Drake Blvd., San Anselmo 8) 627 Wilson Ave., Novato 9) 48 Golden Hinde Blvd., San Rafael

5. **Project Description:**

Installation of wireless HVAC thermostats in each house for better energy conservation. Cost is \$700 per house. Aim of project is to maintain comfortable temperature control at each house while conserving energy usage in each home. The residents are often not at home during the day unless they are sick or unable to attend their day program. The temperature could be set wirelessly by house managers without making a trip to each house. The wireless units will allow for better control of costs and energy usage. The cost is an important factor to Lifehouse as the owner of the property since this is a non-profit agency.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)
\$6,300

7. **Project Budget for CDBG Funds:**

*Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc.*

If this project involves housing, how will it affirmatively further fair housing?

Lifehouse does not discriminate in the selection of contractors. Efforts are made to recruit minority businesses.

The individual who live here all have disabilities and are considered extremely low income. The home will always house people from this population.

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people.

Lifehouse does not discriminate in the selection of contractors. In recruiting contractors, minorities are always considered.

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

These homes are already occupied with individuals with disabilities and will continue to be used for this purpose.

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles? A consultant on "green" construction will be consulted and all available materials will be used to accomplish "green" objectives.*

A consultant on "green" construction will be consulted and all available materials will be used to accomplish "green" objectives. Lifehouse as the owner is a non-profit agency.

- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
- Don't forget to fill out the Organization Profile form.
- All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

DEADLINE: APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013, AT 5 P.M.

Remember that we don't accept e-mailed or faxed applications.

For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable. If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

1. **Install wireless HVAC thermostats in each house for better energy conservation.**
2. **Cost per unit of \$700 for each of 9 properties owned by Lifehouse, a non-profit agency service people with disabilities.**
- 3.

8. **Other Sources of Funds for this Project:** *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
None						

9. **Project Implementation:**

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

Funding for all projects has been negatively affected by the downturn in the economy. Over this period the state has cut and frozen rates paid to service provider agencies such as Lifehouse. There have not been funds to make needed repairs.

10. **Need for the Project:**

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Household Size	Income Limit	
1	\$59,100	Lifehouse provides residential services for 50 adults with developmental disabilities in these 9 homes in Marin County. In some cases, the residents themselves have to pay for utilities. All 50 residents are considered as "extremely or very low income". Lifehouse pays for the utilities in the other homes. Lifehouse is a non-profit agency which needs to find every possible way to conserve on costs since reimbursement from the state for their serves has been frozen and cut in the past few years. In addition to conserving on the cost of utilities, there would be less need for staff to make a trip to homes to turn down utilities when everyone has left the home during the day. Wireless units can maintain better control of the temperature at all times in the home.
2	67,550	
3	76,000	
4	84,400	
5	91,200	
6	97,950	
7	104,700	
8	111,450	

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*

It is extremely important to maintain a specific temperature in these homes as the residents have disabilities and several have medical conditions which would require them to have the correct temperature in the home. *It does affect their health and comfort. It is also a requirement of the homes with a state license.*

Funding for all projects has been negatively affected by the economic downturn and also the cuts and frozen rates from the state for the services provided by Lifehouse.

C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)*

The residents of this home are referred by the regional center/state of California. Lifehouse has a policy of non-discrimination in who it serves.

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2014-15**

NH-5

1. **Project Name:** Stonehaven 2. **Total Amount Requested:** \$19,500

3. **Project Sponsor:** Lifehouse Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Brent Kush

Title: Director of Finance and Administration

Mailing Address: 899 Northgate Dr., San Rafael 94903

Telephone: 472-2373 **Ext.**

Fax: 472- 5739

E-mail: bkush@lifehouseagency.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

Website (optional):

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

Address: 2 Stonehaven, Novato, CA
Parcel number: 132-122-05
This is an approximately 35 year old house.

5. **Project Description:**
This is a home that is licensed by Health Care Licensing for six adults with severe and profound developmental disabilities. Several of the residents use wheelchairs for mobility. The home has remained in use as this type home since the 1980s when Lifehouse purchased the home. It has suffered a lot of wear and tear due to the number of people living in the home and the continuous use of wheelchairs inside the home. There has not been funding for updating the home for many years and consequently is in need of repair and modification.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)
\$19,500

7. **Project Budget for CDBG Funds:**
*Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.*

1. Demo existing bathroom and remove debris. 2.Refloat bathroom floor to provide adequate slope for drainage. 3. Install new weatherproofing membrane over floor and up walls. 4. Change out all sheetrock to sense shield waterproof rock. 5. Change and upgrade electrical to code. 6. Re-tile bathroom with non-stick 2 X 2 tile for floor and 6 X 6 wall tile. 7. Change out toilet and sink and replumb where necessary. 8. Paint bathroom with 2 coats primer and 2 coats of seal. 9. Install wall niches and dispensers. 11. Install ADA grab bars

8. **Other Sources of Funds for this Project:** *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
None						

9. **Project Implementation:**

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

Lifehouse administrative staff will work with a contractor to schedule the work. Bids will be obtained and the lowest/most qualified bid will be awarded. The project should take approximately two weeks to complete.

10. **Need for the Project:**

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Household Size	Income Limit
1	\$59,100
2	67,550
3	76,000
4	84,400
5	91,200
6	97,950
7	104,700
8	111,450

This is a licensed group home for 6 adults with developmental disabilities who have severe and profound medical and self care needs. The individuals who live here are considered at the "extremely low income" level. They do receive MediCal. The home is owned by Lifehouse, a non-profit agency providing residential services to individuals with developmental disabilities. Copies of SSI checks are available to verify income.

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*

Funding for all projects has been negatively affected by the economic downturn and also the cuts and frozen rates from the state for the services provided by Lifehouse. There have not been funds to make needed repairs.

C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)*

The residents of this home are referred by the regional center/state of California. Lifehouse has a policy of non-discrimination in who it serves.

If this project involves housing, how will it affirmatively further fair housing?

The individual who live here all have disabilities and are considered extremely low income. The home will always house people from this population.

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people.

Lifehouse does not discriminate in the selection of contractors. In recruiting contractors, minorities are always considered.

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

All the residents of this home have disabilities. May of them have physical disabilities necessitating that the use wheelchairs. The home will always be designated as a home for people with developmental disabilities

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

A consultant on "green" construction will be consulted and all available materials will be used to accomplish "green" objectives. Lifehouse as the owner is a non-profit agency.

- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
- Don't forget to fill out the Organization Profile form.
- All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

DEADLINE: APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013, AT 5 P.M.

Remember that we don't accept e-mailed or faxed applications.

For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable. If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

1. Remove and demo 2 small bathrooms. Complete tear outs. 2. Existing bathrooms are impossible to maintain health standards due to usage and time. 3. Remove all fixtures, sheetrock, cabinets, tile and substrates. 4. Install new waterproof membrane and sloped mud deck. 5. Install # 15 felt behind damage shield backer with new water fixtures. Install new tile floor and wall surfaces.

8. **Other Sources of Funds for this Project:** *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
None						

9. **Project Implementation:**

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

Lifehouse administrative staff will work with a contractor to schedule the work. Bids will be obtained and the lowest/most qualified bid will be awarded. The project should take approximately one week to complete.

10. **Need for the Project:**

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Household Size	Income Limit
1	\$59,100
2	67,550
3	76,000
4	84,400
5	91,200
6	97,950
7	104,700
8	111,450

This is a licensed group home for 6 adults with developmental disabilities who have severe and profound medical and self care needs. The individuals who live here are considered at the "extremely low income" level. They do receive MediCal. The home is owned by Lifehouse, a non-profit agency providing residential services to individuals with developmental disabilities. Eligibility can be documented with copies of SSI checks.

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*

Funding for all projects has been negatively affected by the economic downturn and also the cuts and frozen rates from the state for the services provided by Lifehouse. There have not been funds to make needed repairs.

C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)*

The residents of this home are referred by the regional center/state of California. Lifehouse has a policy of non-discrimination in who it serves. The residents in this home must have a diagnosis of a disability to receive services.

If this project involves housing, how will it affirmatively further fair housing?

The individual who live here all have disabilities and are considered extremely low income. The home will always house people from this population.

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people.

Lifehouse does not discriminate in the selection of contractors. In recruiting contractors, minorities are always considered.

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

All the residents of this home have disabilities. May of them have physical disabilities necessitating that the use wheelchairs. The home will always be designated as a home for people with developmental disabilities

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

A consultant on "green" construction will be consulted and all available materials will be used to accomplish "green" objectives. Lifehouse as the owner is a non-profit agency.

- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
- Don't forget to fill out the Organization Profile form.
- All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

DEADLINE: APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013, AT 5 P.M.

Remember that we don't accept e-mailed or faxed applications.

NH-7

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2014-15**

1. **Project Name:** New Beginnings Center, Floor *(Rehabilitation)*

2. **Total Amount Requested:** \$89,672

3. **Project Sponsor:** Homeward Bound of Marin

Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Paul Fordham

Title: Deputy Director

Mailing Address: 1385 N. Hamilton Parkway
Novato, CA 94949

Telephone: (415) 382-3363 Ext. 211

Fax: (415) 382-6010

E-mail: pfordham@hbofm.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

Website (optional): www.hbofm.org

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

Street Address: 1399 N. Hamilton Parkway, Novato, CA 94949

Year Building: 2000

APN: 157-970-01

5. **Project Description:**

Completed at Hamilton Airfield in 2000, the New Beginnings Center (NBC) is an 80-bed emergency shelter facility aimed at helping homeless adults transition to long-term housing and employment. Residents of NBC have a variety of on-campus vocational and training programs, including Fresh Starts Culinary Academy, Janitorial and Building Maintenance, and Landscaping and Garden Maintenance. While staying at NBC, residents learn to identify job skills and participate in job search workshops, job training programs, apprenticeship opportunities, employment search, and retention goal setting. NBC also provides basic healthcare, around-the-clock counseling, an on-site 12-step program, relapse prevention groups, and other services as necessary to help residents move into and maintain long-term housing.

Homeward Bound has recently resurfaced the worn floors in public areas of NBC, but has not yet done so in private dormitory areas. The concrete floors in the dormitory rooms and rest rooms are in great need of replacement for the following reasons: worn out slippery surface, chipped areas, and expanding concrete seams pose urgent safety, wheelchair access, and sanitation concerns. The funding requested will be used to replace the worn floors in the dormitories and bathrooms with a safe, seam-free, easy-to-sanitize, and durable tile surface. The work will help extend the life of the facility and will help create a positive environment that is conducive to ending homelessness.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)

\$89,672.00 based upon the secured estimate from Grima Tile and Stone for all costs to furnish and install new tile floors.

7. Project Budget for CDBG Funds:

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

Item	Cost
1. Furnish and install in dormitory rooms 13" x 13" Emser Bombay Salsette tiles with matching 6" cove base	
2. Furnish and install in restrooms 7" x 7" Bombay Salsette tiles with matching 6" cove base	
Total Cost	\$89,672

8. Other Sources of Funds for this Project: Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Not applicable. No other funds needed.						

9. Project Implementation:

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

A project team with Paul Fordham, Homeward Bound's Deputy Director, and Paula Jones, Homeward Bound's Maintenance Team Leader, will be responsible for the project. The project team will work closely with and oversee Grima Tile and Stone on all aspects of the project. The project is ready and will begin as soon as CDBG funding is secured and available.

10. Need for the Project:

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Household Size	Income Limit
1	\$59,100
2	67,550
3	76,000
4	84,400
5	91,200
6	97,950
7	104,700
8	111,450

All of the residents and recipients of services at NBC operated by Homeward Bound of Marin are homeless adults and thereby qualify as low and very low-income individuals. Many have no income source at all when they first approach Homeward Bound for shelter. Each resident's income is documented as part of the application process and is tracked throughout his or her stay. Homeward Bound's Hamilton lease and funders require that the property remain affordable for the long-term.

B. Project Rationale: Why is this project needed? Will it assist an especially needy or underserved group?

The funding requested will be used to replace the damaged floors with a durable tile surface. Replacing the floors in dormitories and restrooms is an urgent priority for the following reasons: (1) **Safety:** The current floors are concrete and their coating is deteriorating and becoming very slippery. Adding new tile with grout lines would greatly reduce the potential for slip-and-fall accidents and injuries among residents, staff, volunteers, and visitors. (2) **Disability Access:** The pronounced seams (concrete expansion joints) in the current floors hamper the operation of wheelchairs. Setting tile would eliminate this problem, and ensure that the facility remains fully wheelchair accessible. (3) **Sanitation:** Tiles are very easy to clean and sanitize which is essential for maintaining a positive environment for living and ending homelessness. NBC provides 80 shelter beds and a range of employment and supportive services for homeless adults. Replacement of damaged flooring is a high priority maintenance item, and will help to ensure that this critical facility will remain safe and available to serve homeless people in the long run.

C. Equal Opportunity: For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)

Many of the homeless adults served by NBC are members of one or more protected classes, such as Blacks, Latinos, other racial minorities, non-English speaking persons, and persons with disabilities; by serving these protected classes Homeward Bound contributes substantially to equal opportunity in Marin. Demographic groups least likely to apply for this shelter (and for Homeward Bound programs in general) are non-English speaking persons and persons with a disability. Steps to reach these groups will include direct outreach to qualified adults in these demographic groups to encourage them to apply for Homeward Bound shelter and services; translating all shelter and service information into Spanish and Vietnamese; providing bilingual services or translation where needed, making available written information regarding shelter rights and services (e.g., Fair Housing of Marin) to protect them from discrimination; expanding our peer network to include mentoring among members of protected groups to ensure they feel welcome; providing financial literacy training; and providing and advertising disability accessible shelter spaces.

If this project involves housing, how will it affirmatively further fair housing?

Although this project does not involve housing, Homeward Bound will continue to further fair housing through the development of affordable housing, outreach to protected classes, providing bilingual services, providing written information about and referring residents to Fair Housing of Marin, and using peer networking to create a more welcoming environment for members protected classes.

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people.

N/A

D. Accessibility: What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?

Homeward Bound is committed to equal access to all of its programs for people with physical and other disabilities (who are disproportionately represented in the homeless population), and maintains an ongoing program of review and property upgrades to achieve this goal. This project will provide better accessibility for wheelchairs.

E. Green Building: For new construction or rehabilitation, what will you do to incorporate "green building" principles?

Green building principles incorporated include: (1) Extended life cycle: the durable new tile floor will last significantly longer than other materials, thereby preserving resources and reducing waste; and (2) Easily maintained: this surface can be easily cleaned without use of toxic chemicals.

- o For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
- o The current year's application form must be used.
- o Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.
- o **Applications sent by fax or e-mail will not be accepted.**
- o This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
- o Don't forget to fill out the Organization Profile form.
- o All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

DEADLINE: APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013, AT 5 P.M.

Remember that we don't accept e-mailed or faxed applications.



GRIMA TILE & STONE

CA License 826537

1325 Airport Road Cotati, CA 94931

Office Phone 707-792-1889 Fax 415-962-4151

Tile & Stone Proposal Exhibit A

Date 12-10-13

TO : Paula
Homeward Bound

Project : Phase 2 Dormitory Tile

Dormitory Flooring	\$89,672
Furnish and install new tile floors. Tile to be 13x13 Emser Bombay Salsette at all floors except restrooms. Restrooms to be 7x7 Bombay Salsette with matching 6 inch cove base. Tile to be installed over Tec Primer and grouted with Laticrete Permacolor grout. Grout to be sealed upon completion with Miracle 511.	
Total	\$89,672

Qualifications:

All tile to be set straight with a 3/16 inch grout joint.

Removal of existing base, doors, toilets and partitions shall be the responsibility of the buildings owner.

All work to be done during normal business hours

Terms:

All tile to be approved by owner and paid for upon delivery to jobsite.

Any contract issued pursuant to this proposal must list this proposal as an exhibit.

Proposal based on Tile setter & finisher wage rates per the Federal Davis -Bacon Act

X _____ Date _____
Proposal Acceptance

Organization Profile – 2014-15 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) and HOME Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive CDBG or HOME funding. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

Name of Organization: Homeward Bound of Marin

My organization does not gather demographic data. My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	100%
Low income people	0%
People above the low income limits	0%

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						N/A
Asian-American/Pacific Islander	2%	3%	3%	0%	0%	
African-American/Black	21%	26%	28%	0%	7%	
Caucasian/White	58%	40%	58%	82%	80%	
Native American	1%	2%	0%	0%	0%	
Mixed Heritage	4%	2%	0%	1%	6%	
Unknown/other (including Latino)	14%	27%	11%	17%	7%	
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	14%	27%	11%	17%	7%	
NOT of Latino/ Hispanic Origin	86%	73%	89%	83%	93%	
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	10%	37%	0%	0%	0%	
6-17	4%	20%	0%	0%	0%	
18-24	3%	3%	8%	0%	0%	
25-59	71%	40%	83%	66%	80%	
60 +	12%	0%	9%	34%	20%	
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	34%	60%	53%	50%	34%	
Male	66%	40%	47%	50%	66%	
Total %	100%	100%	100%	100%	100%	100%
Disabled %	43%	14%	0%	0%	7%	

Involvement of Clients Your Organization Serves	Percent of Board/Committee Members Who Are Clients
On Governing Board	7%

Organization Profile - 2014-15 Data Collection Pilot

On Advisory Committee

N/A

Income Limits

Household Size	Very Low Income Limit (≈50% of Median Income)	Low Income Limit (≈80% of Median Income)
1	36,950	59,100
2	42,200	67,550
3	47,500	76,000
4	52,750	84,400
5	57,000	91,200
6	61,200	97,950

NH-8

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2014-15**

1. **Project Name: Oma Village:
Housing for Working Families**

2. **Total Amount Requested:** \$200,000
Non-housing proposals must
specify the amount requested
from each planning area.

3. **Project Sponsor: Homeward Bound of Marin**

Contact Person: Paul Fordham

Title: Deputy Director

**Mailing Address: 1385 N. Hamilton Parkway
Novato, CA 94949**

Telephone: (415) 382-3363 Ext. 211

Fax: (415) 382-6010

E-mail: pfordham@hbofm.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

Website (optional): www.hbofm.org

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

Street Address: 5394 Nave Drive, Novato, CA 94949

APN: 155-020-46

Year Built: N/A because the project involves new construction. The building date of earlier buildings that have been demolished is uncertain because the Novato Planning Department misplaced the records according to the appraisal.

5. **Project Description:**

Homeward Bound of Marin is very pleased to request funding for costs relating to development of the Oma Village - Housing for Working Families project. Oma Village is a critically needed permanent supportive housing project for homeless families in Marin County. This project will transform a disparate collection of run-down buildings formerly housing an alcohol and drug rehabilitation program into a thriving, eco-friendly community of 14 compact one- and two-bedroom family homes. When completed in late 2014, for a total cost of \$5.75 million, the new homes will house low-income families who are all working their way out of homelessness through employment, job training, and/or education. At full capacity, the site will house approximately 35 parents and children, depending upon the size of families. The project will not only provide sorely needed stable homes for families from Homeward Bound's emergency and transitional housing programs; it will also help address the high community priorities of ending homelessness and providing needed workforce housing in Marin.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)

\$5,750,400 is the estimated total project cost. This includes \$801,428 for the site acquisition phase (already complete) and \$4,948,972 for the development phase, which includes construction, predevelopment/project planning, and finance fees and costs. A sources and uses schedules accompanies the HOME application.

7. Project Budget for CDBG Funds:

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

The \$200,000 requested will be used only for allowable costs, relating to allowable site demolition, project design, and HOME-projected related pre-development, and off-site improvements. Please see the attached contractor's cost estimate for details.

8. Other Sources of Funds for this Project: Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>*Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Dominican Sisters	Acquisition	\$100,000	Fall 2011	Yes	Fall 2011	Now
MCF	Acquisition	\$300,000	Fall 2011	Yes	Spring 2012	Now
Marin County	Acquisition	\$250,000	Fall 2011	Yes	Spring 2012	Now
Private Donors	Acquisition	\$103,115	Fall 2011	Yes	Fall 2011	Now
MCF Loan	Acquisition	\$200,000	Fall 2011	Yes	Spring 2012	Now
Novato CDBG	Development	\$78,000	Wint. 2011	Yes	Spring 2012	Now
County CDBG	Development	\$31,879	Wint. 2011	Yes	Spring 2012	Now
County HOME	Development	\$530,538	Wint. 2011	Yes	Spring 2012	Now
Novato CDBG	Development	\$130,000	Wint. 2012	Yes	Spring 2013	Now
County HOME	Development	\$533,103	Fall 2013	No	Pending	Pending
Novato Housing	Development	\$400,000	Spr. 2012	Yes	Fall 2012	Now
Marin County	Development	\$300,000	2012	Yes	2012	Now
MWH Trust	Development	\$796,897	Fall 2013	No	Pending	Pending
Bank of Marin	Development	\$25,000	2012	Yes	2012	Now
1 st Republic Bank	Development	\$10,000	2012	Yes	2012	Now
MCF	Development	\$600,000	Fall 2012	Yes	Fall 2012	Now
Irwin Trust	Development	\$250,000	Fall 2012	No	Pending	Pending
FHLB-AHP	Development	\$200,000	Spr. 2014	No	Pending	Pending
Tam. Pacific	Development	\$200,000	2013	Yes	2013	Now
C. Porter Hale Fdn.	Development	\$100,000	2013	No	Pending	Pending
Bothin Fdn.	Development	\$30,000	2013	No	Pending	Pending
Peter Haas Fdn.	Development	\$100,000	2013	Yes	2013	Now
Pell Fdn.	Development	\$25,000	2013	Yes	2013	Now
Raab Fdn.	Development	\$2,000	2013	Yes	2013	Now
Other Fdns.	Development	\$30,000	2013/2014	No	Pending	Pending
Corp/Priv Donors	Development	\$196,885	Fall 2013	Yes	Fall 2013	Now
Corp/Priv Donors	Development	\$107,583	2013/2014	No	Pending	Pending

9. Project Implementation:

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

Homeward Bound is the owner and developer of the Oma Village project. The agency has demonstrated its capacity for these roles by having successfully self-developed the New Beginnings Center and Next Key Center. Deputy Director Paul Fordham oversees the project, interfacing with all the key players, including Blu Homes (the builder) and Novato planning officials. In addition, Homeward Bound has recently retained Doug Elliott, a principle at Pacific Rim Partners, to act as the project manager/fee developer for the project. In this capacity, Mr. Elliott manages the project development, including the permit process and construction. Mr. Elliott, a Marin resident, has been a builder and project developer for 35 years, and previously assisted Homeward Bound in the development of the New Beginnings and Next Key Centers.

The project has two phases: property acquisition and housing development as follows:

Phase 1: Property Acquisition, Completed in 2012:

Homeward Bound has raised the needed funds for and acquired the 5394 Nave Drive property.

Phase 2: Housing Development, 2012 – Fall 2014:

The housing development phase is now well underway. Fundraising is moving forward (see above) and Blu Homes, a respected and innovative North Bay builder, was selected to be the architect and builder. This firm saves time and money by using its pre-existing architectural designs, precision building attractive green homes in its own manufacturing facility, and assembling the homes on-site. This process can take as little as two to three months, while the traditional stick-built construction process can take 18 months or more. Messrs. Fordham and Elliott are working with Blu Homes and consultants and sub-contractors to complete all needed pre-development work, as well as manage site demolition and preparation, and construction of foundations and other work for the homes on site.

The project plan for the ¾ acre site that encompasses a village of 14 homes, a community center, communal open space, and parking. All told, the site will house approximately 35 parents and children, depending upon the sizes of the families. The community center will include a meeting space, a computer learning and tutoring center, and laundry facilities. The communal spaces separating buildings will encourage children's play and family social interaction, and there will be nine parking spaces, as well as on-street parking (only 35% of the families have cars).

The project is on track for completion Fall 2014. The timeline is:

- August 2012 – Selected Architect, Project Manager/Fee Developer, Contractor
- August 2012 – Conducted environmental review, formed capital campaign committee
- March 2013 – Demolished pre-existing dilapidated structures on the site
- August 2013 – Secured city approvals (design, re-zoning of site, environmental, etc.)
- December 2013 – Complete Value Engineered Drawings and confirm final project costs.
- March 2014 – Pull building permit
- May 2014 – Start construction
- August 2014 – Complete construction
- November 2014 – Obtain Certificate of Occupancy and hold Grand Opening!

10. Need for the Project:

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Household Size	Income Limit
1	\$59,100
2	67,550
3	76,000
4	84,400
5	91,200
6	97,950
7	104,700
8	111,450

This housing is a continuum of Homeward Bound's programs and thus will serve homeless families who are leaving or graduating from Homeward Bound-operated emergency shelters or transitional housing programs, such as the Family Emergency Center and Family Resource Center. Homeward Bound serves an average of 130 homeless families per year, so there should be no shortage of families in need of the homes. Most of the families served will fall within the extremely low-income range (30% or less of AMI) with the remainder within in the low-income range (50% or less of AMI). Families selected for these homes will come from the group of homeless families whose adults are actively engaged in employment or job training, job placement, and/or career-related education. These will encompass families who are striving to improve economically and become fully self-sufficient. Thus, in addition to job training and placement assistance all the families will have access to Homeward Bound asset-building and income support programs, including financial literacy and savings programs, tax benefit assistance, and public benefits counseling. For such upwardly mobile families, a home of their own will be a critical step forward that will help to catalyze their family and personal successes. Each resident's income will be documented as part of the application process and will be tracked throughout his or her stay. Homeward Bound intends to maintain long-term project affordability and will provide any affordability restrictions requested by project funders.

B. Project Rationale: Why is this project needed? Will it assist an especially needy or underserved group?

This project is needed to help meet very high priority community goals relating to ending homelessness, increasing the overall supply of affordable housing, and increasing the supply of workforce housing. In addition, the project will promote a smart growth approach to development because it is close to a number of Golden Gate Transit bus lines; it is positioned within an existing mixed area needing redevelopment; and it will incorporate green design. All of the above priorities are highlighted in key Marin County planning documents, as follows:

- County of Marin 2010-2014 Consolidated Plan, prioritizes increasing the supply of affordable housing for low income, homeless, and workforce households.
- Marin Community Foundation 2010-2014 Strategic Plan, prioritizes increasing the supply of affordable housing, including for homeless persons, and ending the cycle of poverty for low-wage workers and other low-income persons.
- County of Marin Homeless Continuum of Care Plan (submitted to HUD), prioritizes ending homelessness by providing more permanent affordable and supportive housing and reducing the number of homeless households with children.
- Marin County's Ten Year Homeless Plan, prioritized all efforts to end homelessness and provide permanent affordable and supportive housing for low-income and homeless households.
- County of Marin and draft Novato Housing Elements, prioritizes increasing the supply of affordable housing, including for homeless households and the workforce.

- C. Equal Opportunity: For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)

Most of the families served by this project will be members of one or more protected classes, such as minority families, single parent-headed families, and non-English speaking families, under County of Marin's Analysis of Impediments to Fair Housing Choice Implementation Plan, thus forwarding fair housing in Marin. Demographic groups least likely to apply for this housing (and for Homeward Bound programs in general) are non-English speaking families and families with a disability. Steps to reach these groups will include direct outreach to qualified families in these demographic groups to encourage them to apply for the housing; translating all housing information and leases into Spanish and Vietnamese; providing bilingual services or translation where needed, making available written information to all prospective and existing tenants about tenant housing rights and services (e.g., Fair Housing of Marin) to protect them from discrimination; expanding our peer network to include mentoring among members of protected groups to ensure they feel welcome; providing financial literacy training; and providing and advertising disability accessible housing units.

If this project involves housing, how will it affirmatively further fair housing?

Homeward Bound will continue to further fair housing through this project and all of its housing activities through the development of additional affordable housing for families, outreach to protected classes, providing bilingual forms and services, providing translation services when needed, providing written information about and referring residents to Fair Housing of Marin, and using peer networking to create a more welcoming environment for members protected classes, providing financial literacy training; and providing and advertising disability accessible housing units.

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people.

As mentioned above, Blu Homes, has been selected to be the architect and builder. This firm was selected because it saves time and money by using its pre-existing architectural designs, precision building attractive eco-friendly homes in its own manufacturing facility, and assembling the homes on-site. Blu Homes is co-founded by a woman, Maura McCarthy. At Homeward Bound's request, Mr. Elliott and Blue Homes are explicitly advertising for and encouraging local Marin women- and minority-owned firms to bid on design and development work. Additionally, when Oma Village is operational Homeward Bound residents will receive paid positions in on-site janitorial and maintenance operations, as they do in other Homeward Bound sites.

- D. Accessibility: What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?

Homeward Bound is committed to equal access to all of its programs for people with physical and other disabilities (who are disproportionately represented in the homeless population). The project will be designed and built in accordance with applicable disability access guidelines, including fully accessible units and common areas.

- E. Green Building: For new construction or rehabilitation, what will you do to incorporate "green building" principles?

These small eco-friendly homes will be environmentally conscious in a variety of ways; they will be designed for maximum energy efficiency and have zero emissions from paint and other toxic materials. Using 3D modeling technology, the homes are designed to fit the sun, wind, and weather patterns specific to a building site, thus creating cost effective energy savings. The use of high performance materials and systems such as bamboo floors and radiant heat, Energy Star appliances, sustainably forested or reclaimed wood and recycled steel, and the controlled building environment in the factory all help to save resources and energy and to reduce construction waste and landfill use. Finally, drought tolerant or native plant landscaping will be utilized to create water savings and reduce garden maintenance costs. Homeward Bound hopes to incorporate solar electricity and solar hot water heating into the project design and our goal is to have Oma Village certified as Net Zero Buildings.

- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.

- Don't forget to fill out the Organization Profile form.
- All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

DEADLINE: APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013, AT 5 P.M.

Remember that we don't accept e-mailed or faxed applications.

Homeward Bound Preliminary Project Estimate for Oma Village

Customer: Homeward Bound (Site Built Lower Level)
Site Address: 5394 Nave Drive, Novato CA
Home Type: BluHomes Models: Origin 49 and Origin 37

Product Costs

Blu Pricing:	HYBRID SITE BUILT + BLUHOMES	
BluHomes Model: Origin 49 Base Cost	\$	1,200,000
BluHomes Model: Origin 37 Base Cost	\$	155,000
BluHomes Model: Origin 49 Base Cost	\$	200,000
Total Base Price	\$	1,555,000
Total Client Customizations	\$	22,746
Discounts	\$	(108,850)
PreTax Subtotal Price	\$	1,468,896
Sales Tax	\$	52,880
NET BluHomes PRODUCT COST	\$	1,521,776



Hard Costs

Site Work:	\$	714,400
Demolition	\$	-
Excavation Only	\$	140,000
Foundation - Structural Slabs	\$	-
Driveway and Parking	\$	83,785
Covered Parking Structure	\$	43,776
Site Lighting	\$	28,800
Sound Wall	\$	188,266
Expansion Joint	\$	12,109
Fire Suppression	\$	17,448
Fence/Utility Enclosure/Bike Rack	\$	13,302
Utility Connections	\$	124,037
General Requirements	\$	32,778
Site Supervision-3rd Party CM	\$	30,000
Site Built Lower Levels (\$138/sq ft for 7,034 ft of lower level constr):	\$	970,692
Site Built Decks, Staircases, and Ramps:	\$	218,900
Decking	\$	86,138
Rails	\$	94,752
Stairs	\$	29,760
Ramps	\$	8,179
SITWORK SUBTOTAL	\$	1,904,000
TOTAL MODULAR PRODUCT & HARD COST ESTIMATE	\$	3,425,800

Homeward Bound Preliminary Project Estimate for Oma Village

Customer: Homeward Bound (Site Built Lower Level)
Site Address: 5394 Nave Drive, Novato CA
Home Type: BluHomes Models: Origin 49 and Origin 37

Soft Costs		
Project Services Agreement (PSA):	\$	236,000
Design Development, Schematic Design & Planning Review	\$	30,000
Design Review & Con Doc's - 3rd Party	\$	37,000
Blu Construction Administration	\$	10,000
3rd Party Owner's Rep	\$	10,000
Fee Developer	\$	149,000
Consulting Engineers:	\$	211,200
Blu Design Integration of Module to Stick	\$	10,000
Civil Engineering	\$	24,000
Structural Engineer	\$	30,264
Landscape Architecture	\$	27,600
Mech/Plumbing/Title 24	\$	20,100
Initial Planning Consultant	\$	24,265
Site Survey	\$	6,400
Geotechnical Engineering	\$	6,751
Fire Sprinkler Designer	\$	28,200
Fire/Life Safety	\$	19,200
Electrical Design	\$	11,700
Acoustic Consultant	\$	2,640
Permitting:	\$	797,900
Building Permit and Associated Fees	\$	376,088
Special Inspections	\$	3,780
Utilities	\$	415,800
Variances	\$	2,160
Add'l Owner Costs, Surveys & Sub-Contractor Services:	\$	1,079,515
Property Purchase (5394 Nave Drive)	\$	796,687
Property Purchase Inspections & Fees	\$	6,289
Legal Fees	\$	5,000
Site Security & Fencing	\$	15,500
Overall Project Administration	\$	150,000
Demolition of Existing Structures	\$	68,343
Asbestos Surveys & Removal/Abatement	\$	30,000
Cultural Resources Assessment	\$	7,695
TOTAL SOFT COST ESTIMATE	\$	1,245,000
TOTAL LAND PURCHASE AND OWNER COSTS	\$	1,079,515
TOTAL PROJECT DEVELOPMENT COST ESTIMATE	\$	4,953,628
GRAND TOTAL PROJECT COST	\$	5,750,300

Organization Profile – 2014-15 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) and HOME Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive CDBG or HOME funding. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

Name of Organization: Homeward Bound of Marin

My organization does not gather demographic data. My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	100%
Low income people	0%
People above the low income limits	0%

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						N/A
Asian-American/Pacific Islander	2%	3%	3%	0%	0%	
African-American/Black	21%	26%	28%	0%	7%	
Caucasian/White	58%	40%	58%	82%	80%	
Native American	1%	2%	0%	0%	0%	
Mixed Heritage	4%	2%	0%	1%	6%	
Unknown/other (including Latino)	14%	27%	11%	17%	7%	
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	14%	27%	11%	17%	7%	
NOT of Latino/ Hispanic Origin	86%	73%	89%	83%	93%	
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	10%	37%	0%	0%	0%	
6-17	4%	20%	0%	0%	0%	
18-24	3%	3%	8%	0%	0%	
25-59	71%	40%	83%	66%	80%	
60 +	12%	0%	9%	34%	20%	
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	34%	60%	53%	50%	34%	
Male	66%	40%	47%	50%	66%	
Total %	100%	100%	100%	100%	100%	100%
Disabled %						
	43%	14%	0%	0%	7%	

Involvement of Clients Your Organization Serves	Percent of Board/Committee Members Who Are Clients
On Governing Board	7%

Organization Profile - 2014-15 Data Collection Pilot

On Advisory Committee

N/A

Income Limits

Household Size	Very Low Income Limit (≈50% of Median Income)	Low Income Limit (≈80% of Median Income)
1	36,950	59,100
2	42,200	67,550
3	47,500	76,000
4	52,750	84,400
5	57,000	91,200
6	61,200	97,950

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2014-15**

NH-9

1. **Project Name:** Countywide Residential Rehabilitation Loan Program
2. **Total Amount Requested:** \$ 500,000
Non-housing proposals must specify the amount requested from each planning area.

3. **Project Sponsor:** Housing Authority of the County of Marin.

Contact Person: Kimberly Carroll

Title: Deputy Director

Mailing Address: 4020 Civic Center Drive
San Rafael, CA 94903-4173

Telephone: (415) 491-2348 **Ext.**

Fax: (415) 472-2186

E-mail: kcarroll@marinhousing.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$ 35,000
Novato Planning Area	\$ 80,000
Richardson Bay Planning Area	\$ 45,000
San Rafael Planning Area	\$140,000
Upper Ross Valley Planning Area	\$ 35,000
West Marin Planning Area	\$ 15,000
Countywide Housing	\$150,000

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

The Residential Rehabilitation Loan Program provides home repair and property improvement loans throughout Marin County to low-income owner occupants of single family homes, floating homes docked in approved berths, mobile homes located within mobile home parks and non-profit-sponsored group homes serving special populations.

5. **Project Description:**

The Rehabilitation Loan Program underwrites and funds low-interest home repair loans of up to \$35,000 to very low income homeowners, and non-profit group home sponsors, to undertake and complete necessary home repairs, correct substandard housing conditions and eliminate health and safety hazards. Borrowers must be the owner-occupants of the home and fall below the very-low income limits per current HUD Area Median Income Schedule.

Eligible work includes the repair or upgrading of existing plumbing, heating and electrical systems, roof repair or replacement, correction of foundation, drainage, dry rot and termite-related problems, emergency and/or storm-related repairs, energy and water conservation measures, ADA improvements for wheelchair accessibility such as ramps and showers. Homeowners and nonprofit group home sponsors receive technical assistance from staff in determining the scope of needed repairs, consultation with local building departments, development of cost estimates, obtaining of bids and contracting for the repairs, monitoring and inspecting the work under construction and issuing progress payments for labor and materials. The specific repayment terms of each loan are tailored to fit the homeowner's individual financial circumstances.

Over the past 38 years, the Residential Rehabilitation Loan Program has received 1,394 applications and has made 725 loans totaling \$12,686,693 as well as 69 further advances on existing loans totaling \$494,037.

6. Total Project Cost: (Include all costs for this particular project regardless of source.)

Total CDBG funds requested are \$500,000. Of this amount \$150,000 is requested from the Countywide Housing allocation for loans to be made available throughout the County, and a combined total of \$350,000 is requested from individual Planning Areas for additional loans to be made within each Planning Area

7. Project Budget for CDBG Funds:

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

Individual rehabilitation loans range from \$5,000 to a maximum of \$35,000. The funds requested will provide loan funds for approximately 20 new loans at an average loan amount of \$25,000.

Administrative costs to run the program totaled \$220,000 for the last 12-month period. These costs support three staff members, central office costs, departmental supplies and marketing expenses.

8. Other Sources of Funds for this Project: Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Marin Comm. Fdn.	Gates Coop	\$1,303K	1996	Yes	1996	1996

9. Project Implementation:

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

Marin Housing Authority administers the Residential Rehabilitation Loan Program and is responsible for its implementation throughout the county. The staff includes two half-time Homeownership Programs Specialists, a half-time Programs Services Coordinator, with support provided by General Services and Accounting staff. The program has been in existence many years and is continually evolving to reflect current construction codes, rehabilitation guidelines and practices in accordance with HUD requirements and industry standards.

10. Need for the Project:

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Household Size	Income Limit
1	\$59,100
2	67,550
3	76,000
4	84,400
5	91,200
6	97,950
7	104,700
8	111,450

Since 2001, the program has specifically benefited very low-income homeowners and non-profit-sponsored group homes serving very low income special populations. Every household assisted through the program has income well below 80% of median with the majority (90%) below 50% of median. The average household income is 35% of median. Eligibility is documented in a personal interview conducted with each applicant in which original tax returns, pay stubs, assistance payments and all other sources of income are reviewed and copied to the file.

The program ensures long term affordability in two ways: 1) by providing low-cost financing that enables a low-income homeowner to repair and maintain his/her home in order to continue to reside in it; and 2) by providing the option of deferred principal and interest repayment, thereby allowing the borrower to avoid unaffordable loan payments. Staff works closely with other social service agencies in identifying and assisting clients who include:

Elderly and Disabled: The program assists elderly and disabled homeowners on fixed (often minimal) incomes to repair unsafe conditions in their home, catch up on critical deferred maintenance, and install accessibility improvements, so that they may "age in place". In many cases the ability to install building accommodations makes the critical difference in enabling a homeowner to remain in his/her own home.

Female Head of Household: Families with only one head of household often face an insurmountable financial obstacle when faced with urgently needed home repairs. In some cases having to sell and relocate out of the County may be the only alternative.

Special Populations: The program is available to non-profit-sponsored group homes serving special populations, including the developmentally disabled, mentally ill and troubled youth, most of whom only receive SSI.

B. Project Rationale: *Why is this project needed? Will it assist an especially needy or underserved group?*

With continually escalating real estate prices and the resulting decrease in affordable housing, the Rehab Loan Program is the only way for low-income homeowners, often elderly citizens on fixed incomes who purchased their homes many years ago, to retain ownership of their affordable home and maintain their property in a safe and livable condition while allowing them to age in place.

Most low-income homeowners are unable to qualify for conventional property improvement loans and therefore cannot perform the maintenance required to preserve their homes in good condition. In addition, lenders are unwilling to lend on mobile homes and floating homes. The Rehab Loan Program is the only recourse for all of these owners when faced with home repair emergencies. It can also be used to implement energy efficiency measures to lower energy costs which can be prohibitive for low-income homeowners.

C. Equal Opportunity: *For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)*

Racial and ethnic minorities are underrepresented in the Rehab Loan Program which reflects their low homeownership statistics. Program applications and brochures are available in Spanish and Vietnamese as well as English and are disseminated through senior centers, community centers, Hispanic agencies, social service agencies, lawyers for the elderly, senior resource directories, mobile home and floating home site management offices, public libraries and workshops. Interpreters are also available on MHA staff.

If this project involves housing, how will it affirmatively further fair housing?

By serving low-income households who are underrepresented as homeowners in this high-priced real estate market of Marin County, the Program furthers fair housing by providing the means for them to remain in their homes. However, this means that the majority of borrowers are elderly who were able to buy their homes years ago but are now very low-income. It is next to impossible for current low-income prospective homebuyers to buy into this market unless it is by purchasing a Below-Market-Rate housing unit and tapping into the mortgage assistance programs available through MHA. In order to reach this demographic of younger low-income households, the income guidelines for the Rehab Loan Program were expanded from very-low (50% AMI) to low (80% AMI) for BMR owners and a fully amortized repayment plan required. Several such Rehab Loans have been made to BMR owners to cover the cost of special assessments for exterior repairs as well as accessibility and energy improvements and other necessary upgrades, thereby allowing them to remain in their homes.

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people.

A list of contractors who have worked successfully on rehab loan projects is maintained by staff and continually updated. RFPs have been sent out in the past to attract women and minority construction companies to add to the list. The list is handed out only to borrowers who request recommendations and we suggest that they solicit three bids before signing a contract. The choice of contractor, however, is ultimately up to the homeowner. For small non-technical projects under \$500, homeowners may use unlicensed low-income laborers or handy people.

- D. **Accessibility:** *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

Accessibility to the Rehabilitation Loan Program for applicants with physical disabilities is ensured by the fact that all of the contact between staff and client takes place in the client's home or over the telephone but office visits to our fully accessible office are also possible. Most importantly, the Rehab Loan Program is ideal for installing accessibility improvements such as grab bars, ramps, electric stair lifts, handicapped showers, door widening and kitchen modifications. Even elevators have been installed when needed.

- E. **Green Building:** *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

Whenever and wherever feasible, "green building" principles will be applied and implemented to assure the highest possible energy efficiency of the dwelling and the use of methods and materials least disruptive to the environment. Typical improvements include installation of high-efficiency windows and appliances, insulation in walls, ceilings and floors, low-flow toilets and shower heads, and weather-stripping.

- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
- Don't forget to fill out the Organization Profile form.
- All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

DEADLINE: APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013, AT 5 P.M.

Remember that we don't accept e-mailed or faxed applications.

Organization Profile – 2014-15 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) and HOME Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive CDBG or HOME funding. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

Name of Organization: HOUSING AUTHORITY OF THE COUNTY OF MARIN

My organization does not gather demographic data. My organization does not wish to share demographic data.

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	95%
Low income people	3%
People above the low income limits	2% BMR Program only

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	8%		8%	28%		
African-American/Black	22%	6%	19%	29%	14%	26%
Caucasian/White	51%	94%	73%	43%	86%	74%
Native American						
Mixed Heritage	1%					
Unknown/other	19%					
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	18%	6%	10%			
NOT of Latino/ Hispanic Origin	82%	94%	90%	100%	100%	100%
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	5%					
6-17	17%					
18-24	13%					
25-59	39%	39%				
60 +	26%	61%				
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	62%	70%	73%	42%	58%	85%
Male	38%	30%	27%	58%	42%	15%
Total %	100%	100%	100%	100%	100%	100%
Disabled %	28%	30%	0	0	23%	unk

Involvement of Clients Your Organization Serves	Percent of Board/Committee Members Who Are Clients
On Governing Board	30%
On Advisory Committee	90%

Organization Profile - 2014-15 Data Collection Pilot

Income Limits

Household Size	Very Low Income Limit (≈50% of Median Income)	Low Income Limit (≈80% of Median Income)
1	36,950	59,100
2	42,200	67,550
3	47,500	76,000
4	52,750	84,400
5	57,000	91,200
6	61,200	97,950

MARIN COUNTY COMMUNITY DEVELOPMENT

NH-10

BLOCK GRANT (CDBG) PROPOSAL

2014-15

1. Project Name: 2.

Total Amount Requested:

\$200,000

Sol-Catcher

Non-housing proposals must

3. Project Sponsor:

specify the amount requested

T.B.D.

from each planning area.

Contact Person:

John Sarter

Title: Sol-Catcher group home project

Mailing Address;

118 Professional Center Pkwy

SAn Rafael, Ca 94903

Telephone: 415-342-7199

Ext.

Fax:

E-mail: Saerterfish@gmail.com

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$200,000
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

Website (optional):

All future announcements will be sent to you by e-mail, unless you indicate otherwise: (Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other

categories.

- 4. Project Location: (Precise street address).** *For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.*

1300, 1302 Vallejo Ave, Novato, Ca. 94945

- 5. Project Description:**

Duplex addition to an existing S.f.d., and a new passive solar designed, AD compliant group home

- 6. Total Project Cost:** *(Include all costs for this particular project regardless of source.)*

\$850,000

7. Project Budget for CDBG Funds:

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

200,000 would go toward land acquisition and/or construction funds.

8. Other Sources of Funds for this Project: Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Funds by Sponsor	Land	250,000	TBD	No		
Funds by sponsor	Construction	400,000	TBD	No		

9. Project Implementation:

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

Project Sponsor would implement, construction implementation by Sarter Construction & Design, Inc.

10. Need for the Project:

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Household Size	Income Limit
1	\$59,100
2	67,550
3	76,000
4	84,400
5	91,200
6	97,950
7	104,700
8	111,450

Need group could be group home for elderly, developmentally disabled, or drug and alcohol rehabilitation. There would be a total of 8 bedrooms between the duplex and the new home.

B. Project Rationale: Why is this project needed? Will it assist an especially needy or underserved group?

- C. Equal Opportunity: For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)

If this project involves housing, how will it affirmatively further fair housing?

By Providing necessary housing close to downtown corridor for disabled, elderly, or rehabilitative occupants

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people.

Ideal project sponsor would be habitat for humanity.

- D. Accessibility: What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?

Flat one level concrete slab entry new structure with ramps and full ADA access designed into plans

- E. Green Building: For new construction or rehabilitation, what will you do to incorporate "green building" principles?

Project was designed to meet Passive House standards, which meet or exceed LEED Silver. Project would also be U.S.D.O.E Challenge Home certified. Project is capable of being Net Zero Energy with addition of optional and leaseable PV solar panels

- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.

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

- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.

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

- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.

- Don't forget to fill out the Organization Profile form.

- All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

DEADLINE: APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013, AT 5 P.M.

Remember that we don't accept e-mailed or faxed applications.

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2014-15**

NC-1

1. **Project Name: Hamilton Child Development Center Bathroom Renovation** 2. **Total Amount Requested:** \$ 13,500

3. **Project Sponsor: Hamilton Child Development Center**

Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Liz Burns

Title: Program Director

Mailing Address:
CAM Child Development Program
251 North San Pedro Rd.
San Rafael, CA 94903
Telephone: 472-1663 **Ext. 11**
Fax: 499-1597
E-mail: Lburns@marinchild.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$ 13,500
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

Website (optional):

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

Hamilton Child Development Center
531 Hamilton Parkway
Novato, CA 94949

5. **Project Description:** Hamilton Child Development Center is a California state funded program serving 45 children, 3-5years, from low income, working families. 77% of the families reside in Novato, with the remaining families working in the Novato area. The center operates out of a chapel, approximately 52 years old, and is presently owned by Community Action Marin. It has been serving the Novato community for 39 years. Funding would be used to renovate the children's bathroom so that it is compliance with ADA requirements. The center has been going through a process of renovations from a state funded project but funds were not available for the bathroom renovation. Besides the noncompliance issue, the bathroom is presently too small to accommodate the number of children that use it; additionally, lighting is poor, making it difficult for staff to supervise the children. Funding, through the state, does not provide enough financial resources to make the necessary repairs to bring the bathroom up to child care licensing codes, meet ADA requirements and provide a quality environment for the children.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)
\$13,500

7. **Project Budget for CDBG Funds:**

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

Move wall	\$5,000	Replace tiles	\$4,000	Move and replace water heater	\$1,200
Paint	\$ 500	Redo electrical wiring	\$1,100	Install large frame and door	\$1,200
				Replace sink and toilet	\$1,000

8. **Other Sources of Funds for this Project:** Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?
 NA

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
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9. **Project Implementation:**

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

The project comes under the responsibility of the Program Director with assistance from the Program Facilities Manager. The project will begin July 2014 and will be completed by September, 014.

10. **Need for the Project:**

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Household Size	Income Limit
1	\$59,100
2	67,550
3	76,000
4	84,400
5	91,200
6	97,950
7	104,700
8	111,450

Hamilton Child Development Center is a state funded child development program. Families must adhere to strict guidelines for need and eligibility in order to qualify for enrollment. Income limits at the state level are significantly lower than the CDBG limits. (For example, the income ceiling for a family of 3 is \$43,536 as compared to \$76,950). Income is documented upon initial enrollment and thereafter on an annual basis and families must submit written proof of income. 100% of families will benefit from the grant and are below the CDBG income limits.

B. Project Rationale: Why is this project needed? Will it assist an especially needy or underserved group?

Hamilton Child Development Center is presently involved with several quality initiatives funded through the Marin Community Foundation. These initiatives focus on closing the achievement gap for low income children and improving the quality of curriculum planning and implementation. The foundation for providing

a quality preschool experience is having a physical site that is consistent with best practices and able to support teachers in a quality program. A bathroom that is not accessible to all children, is poorly lit and not up to code interferes with the environment and hampers teacher effectiveness. It is an obstacle in providing quality care. Additionally, the state does not provide for adequate reimbursement rates, particularly for high cost counties such as Marin, making quality improvements an impossibility without additional resources and funding.

C. Equal Opportunity: For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)

Our families are recruited through a Marin County centralized eligibility program administered by the Marin Child Care Council. The state has strict requirements for eligibility and waiting list requirements. Enrollment must be based on a variety of factors, with need and eligibility being the primary ones. The state does not allow for demographics to be a factor.

If this project involves housing, how will it affirmatively further fair housing?

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people.

D. Accessibility: What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?

With the bathroom renovation funded, Hamilton Child Development Center will be completely accessible.

E. Green Building: For new construction or rehabilitation, what will you do to incorporate "green building" principles?

Bathroom renovation is a one time solution rather than ongoing repairs.

- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157.
- **Applications sent by fax or e-mail will not be accepted.**
- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
- Don't forget to fill out the Organization Profile form.
- All County publications are available in alternative formats (Braille, large print, or CD) upon request. Requests for accommodations may be made by calling (415) 473-4381 (Voice), 473-3232 (TDD/TTY), or by e-mail at disabilityaccess@marincounty.org. This form and other County documents are available in alternative formats upon request.

DEADLINE: APPLICATIONS MUST BE RECEIVED BY FRIDAY, DECEMBER 13, 2013, AT 5 P.M.

**MARIN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2014-15**

NC-2

North Bay Children's Center - Rehabilitation

1. Project Name: Center Renovation **2. Total Amount Requested:** \$ 15,575.00

3. Project Sponsor: North Bay Children's Center

Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Susan Gilmore

Title: Executive Director

Mailing Address:

932 C Street
Novato, CA 94949

Telephone: (415) 883-6222 **Ext.**

Fax: (415) 883-6061

E-mail: sgilmore@nbcc.net

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$ 15,575
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

Website (optional):

All future announcements will be sent to you by e-mail, unless you indicate otherwise: Please send by mail.

The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.

The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

4. Project Location: (Precise street address). For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

932 C Street, Novato, CA 94949, Parcel # APN 157-980-03

5. Project Description:

North Bay Children's Center (NBCC) is requesting funds for the replacement of exterior siding for buildings at our Novato campus (this includes all costs associated with replacement/construction/labor).

6. Total Project Cost: (Include all costs for this particular project regardless of source.)

\$15,575.00

7. Project Budget for CDBG Funds:

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

Based on the current state of the facilities at North Bay Children's Center we are trying to renovate and make improvements as we receive funding opportunities. As a non-profit finding the additional dollars to do the work is a large barrier. The following items are estimates from: Home Depot website, contractor wage estimate for Davis-Bacon wage rate on-line resource website: Wage Determination OnLine.gov. Also, estimation of costs based on previous invoiced/similar work and phone bids. (Per phone conversation with Roy Bateman this would be acceptable then when funding happens contractor bids will be submitted for final approval.

***Siding replacement**

T1-11 siding (96' x 48''): \$25.98 x 25 =	\$ 650.00
Gaf 1 3/4" Weatherside Siding Nails: \$15.96 x 3 =	\$ 49.00
Paint (5 gal Exterior): \$166.00 x 5 =	\$ 830.00
Tyvek Homewrap: \$159.00 x 2 =	\$ 318.00
Contractor labor: @ \$57.15 per hour x 25(siding) =	\$1428.00
	\$ 3275.00

***Completion of Garden Irrigation Project (includes materials needed and labor) = \$8000.00**
(Previous CDBG funding only allowed for completion of 50% of garden irrigation project)

***Exterior lighting in courtyard between 2 (two) classrooms = \$2500.00**

***Flooring replacement in Toddler classroom (includes tear out, removal, materials and labor) = \$1800.00**

GRAND TOTAL: \$15,575.00

8. Other Sources of Funds for this Project: *Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
No identified sources						

9. Project Implementation:

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

NBCC's Program Director – Project to qualifying contractor, time schedule set by availability of contractor

10. Need for the Project:

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

7. Project Budget for CDBG Funds:

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

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8	111,450

According to the Marin Child Care Master Plan, 13 percent of Marin's children under 11 live in poverty. The report identifies Novato specifically as a target area in need of funding for child care programs and scholarship. Located in the lowest per capita income area of Novato, NBCC is one of the few programs in Northern Marin that provides tuition assistance and family support serves for children from birth to 12 years of age.

Of the 165 children currently enrolled, over 52 percent are from low income families as defined by the CDBG guidelines. Of the 52 percent, 90 percent are from single parent homes where that parent is solely responsible for the financial support of their family. Of our low-income children, three families are CPS cases and are judged to be at risk of abuse or neglect.

B. Project Rationale: Why is this project needed? Will it assist an especially needy or underserved group?

NBCC has been serving low-income families since 1987. The upgrade of our buildings will enable us to better serve the children and families of our program. These renovations will also ensure that our facility meets all the state and local child care licensing guidelines.

C. Equal Opportunity: For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. Be sure to consider race, ethnicity, and disability, as well as other demographic factors, in your analysis.)

NBCC is listed as a resource for tuition assistance in/with our local Resource and Referral agency. Many referrals also come from other organizations that provide services for the low-income underserved families in our community.

If this project involves housing, how will it affirmatively further fair housing?

If this project involves construction, discuss (1) your plans for recruiting women- and minority-owned firms to bid on the design and development of this project, and (2) your plans to provide employment opportunities to low-income people and businesses owned by low-income people.

D. Accessibility: What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?

NBCC has been able to serve many children with emotional and developmental disabilities. The facility is wheelchair accessible and program contacts and resources include the Marin Child Care Council and Easter Seals. NBCC's scholarship program ensures accessibility to quality care for children across the income spectrum.

E. Green Building: For new construction or rehabilitation, what will you do to incorporate "green building" principles?

NBCC will ensure that contractor(s) used incorporate green building principles as part of their company philosophy

- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division. Marin County Community

- This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit www.marincdbg.com or www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm.
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