

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

UH-5

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| <p>1. <b>Project Name:</b> Peace Village</p> <p>3. <b>Project Sponsor:</b> Resources for Community Development</p> | <p>2. <b>Total Amount Requested:</b> <span style="float: right;"><u>\$ 1,165,000</u></span></p> <p>Non-housing proposals <u>must</u> specify the amount requested from each planning area.</p> |
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**Title:** Senior Project Manager

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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.rcdev.org](http://www.rcdev.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.

**Address:** 2626 Sir Francis Drake Blvd., Fairfax, CA 94930  
**Year Built** Main building: 1960; Secondary building moved to site in 1980's  
**APN:** 174-070-17

5. **Project Description:**

In collaboration with Christ Lutheran Church and the City of Fairfax, Resources for Community Development proposes to develop Peace Village, 40 units of housing for low income seniors, incorporated within an existing neighborhood and school community. The project will be designed as a beautiful and healthy place for seniors to age-in-place in Marin, in addition to being a showcase example for green, sustainable model of housing in Marin County. The Town of Fairfax strongly supports this project, having included the church's property as an opportunity site in the Housing Element of its General Plan. At its own expense the Town has rezoned the site to accommodate the 40 units, as well as having gone through the EIR process. The biologist's survey found no species to be impacted in the ephemeral stream on the site. The design review is the only remaining discretionary approval required.

Resources for Community Development (RCD), a nonprofit dedicated to creating and owning affordable housing, has 29 years of experience developing affordable housing for those with the fewest options. While RCD has developed 1700 units in eighteen communities, Peace Village will be RCD's first development in Marin County. See RCD's statement of qualifications, attached, for additional information.

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

Total Cost	\$16,619,893
Acquisition	\$1,568,650
Hard Costs	\$6,825,000
Hard Cost Contingency	\$682,500
Permits, Fees and Utilities	\$1,178,909
Design Costs	\$875,000
Construction Loan Financing	\$834,536
Perm Loan Costs	\$30,095
Syndication Costs	\$147,103
Reserves	\$271,938
Developer Fee	\$1,400,000
Other Soft Costs	\$2,806,162

**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.

Acquisition	\$1,165,000
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**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?

Source	Use	Amount	Date You Applied	Are Funds Committed?	Date Funds Were Committed	When Available
Marin Workforce Housing Trust Catalyst Loan	Predevelopment	30,000	7/24/12	Yes	8/9/12	9/1/12
Marin Community Foundation	Predevelopment	200,000	6/14/2013	Yes	8/13/2013	8/1/13
	Predevelopment	207,000	Will apply in 2014	No	N/A	9/1/14
	Permanent	650,000	Will apply in 2015	No	N/A	9/1/15
Marin County HOME	Acquisition & Permanent	82,159	12/13/12	Yes	5/7/2013	7/1/14,
		1,165,000	12/10/13	No	N/A	7/1/15
Tamalpais Pacific	Predevelopment & Permanent	75,000	Will apply in Spring 2014	No	N/A	7/1/14
Predevelopment Loan	Predevelopment	522,025	N/A	No	N/A	7/1/14
9% Tax Credit Equity	Construction & Permanent	9,633,696	N/A	No	N/A	3/1/16
Town Fee Waivers	Predevelopment & Permanent	239,130	N/A	No	N/A	Spring 2014
AHP	Construction	390,000	N/A	No	N/A	3/1/16
Construction Loan	Construction	9,441,455	N/A	No	N/A	3/1/16
First Mortgage	Permanent	1,474,349	N/A	No	N/A	7/1/17
Second Mortgage	Permanent	544,714	N/A	No	N/A	7/1/17
Deferred Developer Fee	Permanent	206,004	N/A	No	N/A	7/1/17

**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?*

Christ Lutheran Church and RCD have entered into a Memorandum of Understanding delineating the roles and responsibilities of both parties. RCD or its affiliate will buy the land from the church when the housing parcel is separated from the church and school parcel. RCD will implement development and oversee long term management of the property. The development milestones are projected as follows:

- 12/2014 – Design review approval
- 9/2015 – 100% of financing secured
- 3/2016 – Groundbreaking
- 5/2017 – Construction complete
- 7/2017 – 100% leased up and occupied

**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.*

Fairfax Peace Village will serve adults aged 62 and over making no more than 50% of the local area median income. Deed restrictions and loan agreements will ensure that the development remains affordable to residents with this income range for a 55-year term, with all residents' income re-certified annually.

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?*

Among seniors, there is a critical demand for housing stock that is both smaller and affordable. About one-quarter of the homeless population in Marin County is over the age of 51<sup>1</sup>. This demand is bound to become even more acute as Marin's aging baby boom generation confronts the need to "scale down" from the single family multiple bedroom housing stock that is predominant in Marin. Indeed, in early 2012 the county housing authority had a waitlist of 2000 applicants for senior housing.

By providing smaller affordable housing for seniors, Peace Village will also relieve market pressures on other types of housing stock that might otherwise be occupied by this demographic. Additionally, since some residents may rely on Section 8, Peace Village also represents an opportunity to expand the stock of Section 8 housing outside of certain Marin communities in which it has typically been concentrated.

**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 population of the Town of Fairfax is more heavily white than Marin County as a whole. According to the 2010 Census, the racial makeup of the Town of Fairfax was 88.9% White, 1.5% African American, 5.9% Hispanic, and 2.7% Asian. This compares to the demographics of Marin County: 81 % White, 3.2% African American, 13.6% Hispanic, and 5.7% Asian. An affirmative marketing campaign would take extra steps to reach out to areas of Marin with significant presence of African American and Hispanic populations such as San Rafael and Marin City. Such measures would include placing advertisements in local newspapers and newsletters. RCD would also take special steps to approach such groups as the Marin City Community Development Corporation, Canal Alliance, and the Asian Community Church in San Rafael, during initial marketing and whenever there is a new opening for an apartment in Peace Village.

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

RCD executes and meets the goals of fair housing. We support affirmative advertising programs that target those who are least likely to apply. A copy of RCD's Affirmative Fair Marketing Policy and Procedure has been attached to this application. RCD is in compliance with all relevant state and local statutes on 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.*

RCD encourages consideration of small businesses, minority-owned and women-owned firms to bid on predevelopment, design, and development activities on this project. RCD has already solicited minority and women-owned firms for predevelopment studies to date. RCD will make efforts to advertise to and make employment opportunities available to low-income individuals through construction and related activities.

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

Given the target population, universal accessibility will be of critical importance. In past senior-oriented developments RCD has incorporated such design features as a minimal amount of stairs, ramps approaching higher surfaces, elevators, grab bars, and easily removable cabinets. All units will be adaptable and reachable by elevator. At least five percent of the units will be accessible to the physically disabled, and an additional two percent accessible to the hearing and vision impaired.

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

RCD is known as a cutting-edge, green builder. RCD ensures the long term sustainability of its properties by relying upon green building materials and practices, even if it means taking short term risks on new green building techniques and technologies. RCD developments typically include such green methods and materials as:

- The combination of a well-designed and well-insulated building envelope;
- Highly efficient appliances and mechanical equipment which exceed state energy codes and reduce operating costs;
- Low-flow plumbing fixtures which use less water;
- Non-toxic finishes and carefully designed ventilation systems which support occupants' health;
- Renewable energy in the form of rooftop solar thermal or photovoltaic panels; and
- Strategies for careful stewardship of materials, including construction waste management, and use of recycled or renewable materials.

- 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](http://www.marincdbg.com) or [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://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](mailto: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.**

# RCD AGENCY POLICIES

CREATING AND PRESERVING AFFORDABLE HOUSING

## Housing Development Affirmative Fair Marketing Policy and Procedure

**Effective Date:** 9/1/05

**Ending Date (if applicable, otherwise "None"):** None

**Responsible for Enforcement:** Director of Housing Development

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**Policy:** RCD will provide and direct all staff, vendors and consultants to provide access to RCD housing opportunities as broadly as possible so that diverse communities, including ethnic, language and cultural minorities and other persons with special needs who income qualify may apply for housing at RCD developments.

**Purpose (optional):** To provide access to RCD housing opportunities to as diverse a population of low and very low income people as possible.

### **Procedures (if applicable):**

1. Project managers will verify the demographic composition of the community surrounding the proposed development.
2. Project managers will coordinate with staff in the services department to identify service providers and special needs groups.
3. Project managers will research media outlets serving the target groups that may be relevant in the project area.
4. Project managers will identify schools and churches in the project area and their contact persons.
5. Project managers will complete HUD form 935.2 for internal use and reference.
6. Project managers will develop the marketing and rent up budgets to take into account any costs related to a broad outreach effort including translation of documents, advertising in ethnic media and mailings to service providers.
7. At the start of lease up, project managers will provide the list of service providers, media outlets, schools and churches ("outreach list") to the property management agent as part of the lease up materials.
8. The Housing Development Director will receive a copy of the outreach list for each project.



Creating & Preserving Affordable Housing

# Resources for Community Development Homes that Build Community

A low-income family paying 50% of their income to rent and utilities can be stuck in a cycle of poverty where any unexpected cost tips the scale from getting by to going under water, putting their housing at risk, too.

RCD's quality housing is affordable, giving low-income people a foundation for a better future. The community resources that we develop offer:

- Affordable rent and professional property management
- Access to on-site resident services and community resources
- Green building features that are healthy and cost-efficient, and
- A safe home near transportation, jobs, retail, and services

RCD provides affordable housing to more than 3,500 low-income people. Since 1984, we have developed over 1750 units, with more than 35 percent for people with special needs.

Our properties include staff and property management offices, community rooms, computer rooms, and landscaped outdoor spaces – designed to support strong communities.

Newly constructed buildings and rehabilitations of older buildings use green building materials and methods to meet the highest standards of environmental sustainability to provide:

- A healthy indoor environment
- Energy conservation and lower energy costs
- Locations near public transit, retail and services, and jobs

Collaborations with local governments, lenders, investors, funders, and donors contribute greatly to our success in creating housing options that work for people with very low incomes.

The Bay Area needs more affordable housing for low-income residents. From single rooms to four-bedroom apartments, our housing will remain affordable for at least 50 years! Our mission is to create and preserve more affordable, services-enriched housing to help meet the need.



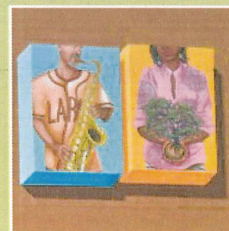
Resident Services and Property Management staff are onsite to provide information and workshops, referrals to other community resources, and to help residents solve problems



Green, healthy building materials and construction methods conserve resources and reduce waste, for healthy, energy efficient homes



Play yards and landscaped areas let kids and parents meet outdoors to connect with each other and with nature, and many properties have community garden spaces where they can grow food and flowers



Community rooms are open to all residents for after school and summer youth programs, budget and finance workshops, exercise classes, wellness discussions, emergency preparedness training, and more

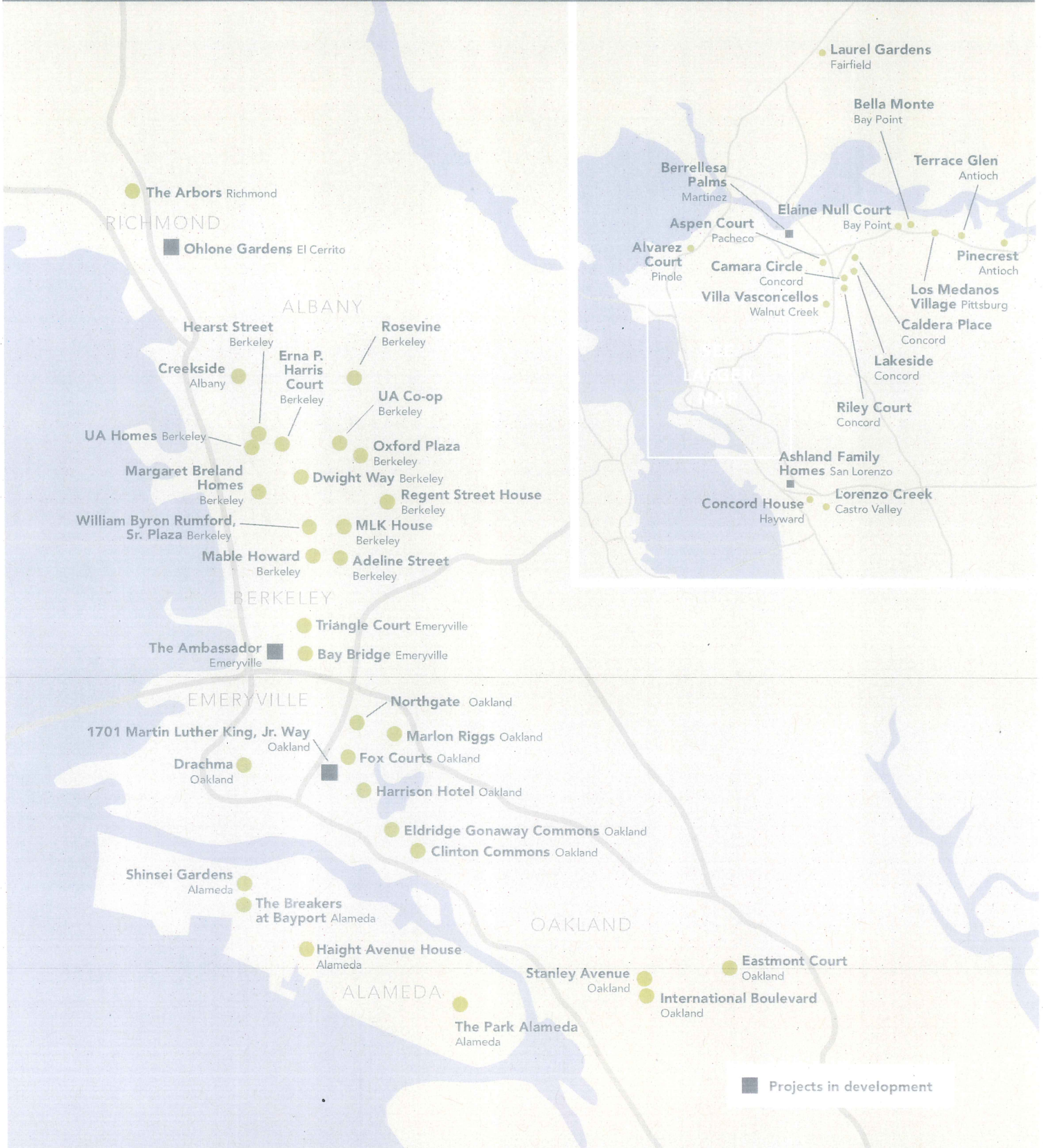
On-site amenities include computer rooms with internet access and training to build skills that transfer from home to school to work

Public art brings the work of local artists into the neighborhood for everyone to enjoy



Creating & Preserving Affordable Housing

# Resources for Community Development AFFORDABLE HOUSING





## 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:** Resources for Community Development

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

<b>Income of Level of Clients Your Org Serves %</b>	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	89.9%
Low income people	98.1%
People above the low income limits	1.9%

<b>Percentages (%)</b>	Clients Your Organization Serves	Clients for this Project	Support Staff	Total Staff	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	12.0%			21%	7%	
African-American/Black	36.5%			22%	36%	
Caucasian/White	20.5%			46%	50%	
Native American	0.9%					
Mixed Heritage	1.8%					
Unknown/other	28.3%			11%	7%	
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	21.6%			7%	7%	
NOT of Latino/ Hispanic Origin	78.4%			93%	93%	
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Age</b>						
0-5 years old						
6-17						
18-24						
25-59				93%	57%	
60 +				7%	43%	
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Gender</b>						
Female	54.2%			72%	57%	
Male	45.8%			28%	43%	
<b>Total %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Disabled %</b>	<b>4.8%</b>					

<b>Involvement of Clients Your Organization Serves</b>	<b>Percent of Board/Committee Members Who Are Clients</b>
On Governing Board	5 (5 of 14 are CHDO Eligible)
On Advisory Committee	N/A

4850

## Organization Profile – 2014-15 Data Collection Pilot

### Income Limits

<b>Household Size</b>	<b>Very Low Income Limit (≈50% of Median Income)</b>	<b>Low Income Limit (≈80% of Median Income)</b>
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**

UH-6

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](mailto: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
<b>Upper Ross Valley Planning Area</b>	<b>\$ 35,000</b>
West Marin Planning Area	\$ 15,000
<b>Countywide Housing</b>	<b>\$150,000</b>

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](http://www.marincdbg.com) or [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://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](mailto: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.

<b>Income of Level of Clients Your Org Serves %</b>	(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

<b>Percentages (%)</b>	<b>Clients Your Organization Serves</b>	<b>Clients for this Project</b>	<b>Support Staff</b>	<b>Professional Staff</b>	<b>Board</b>	<b>Advisory Committee</b>
<b>Ethnic/Racial Demographics</b>						
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%					
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	18%	6%	10%			
NOT of Latino/ Hispanic Origin	82%	94%	90%	100%	100%	100%
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Age</b>						
0-5 years old	5%					
6-17	17%					
18-24	13%					
25-59	39%	39%				
60 +	26%	61%				
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Gender</b>						
Female	62%	70%	73%	42%	58%	85%
Male	38%	30%	27%	58%	42%	15%
<b>Total %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Disabled %</b>	<b>28%</b>	<b>30%</b>	<b>0</b>	<b>0</b>	<b>23%</b>	<b>unk</b>

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

## Organization Profile - 2014-15 Data Collection Pilot

### Income Limits

<b>Household Size</b>	<b>Very Low Income Limit (≈50% of Median Income)</b>	<b>Low Income Limit (≈80% of Median Income)</b>
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**

UC-1

**1. Project Name: Kitchen Rehabilitation**

**2. Total Amount Requested: \$ 93,500**

**3. Project Sponsor:**  
Fairfax-San Anselmo Children's Center

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

**Contact Person:**  
Heidi Tomsky

**Title:**  
Executive Director

**Mailing Address:**  
199 Porteous Avenue  
Fairfax, CA 94930

**Telephone:** 415-454-1811                      **Ext.**

**Fax:** 415-454-5796

**E-mail:** hstomsky@comcast.net

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	\$ 93,500
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.

199 Porteous Avenue, Fairfax, CA 94930

**5. Project Description:**

Renovate our commercially licensed kitchen to bring it up to current health and safety codes. All cabinetry, the dishwashing area (including plumbing) and ceiling tiles must be replaced. The dishwashing area must be renovated to include a mop sink, hand washing station, and dishwashing sinks. The food storage area needs to be upgraded to have stainless steel shelving and a tile floor. The walls need to be covered in splash guard material in order to for better cleaning and sanitation. We are currently "grandfathered" in on the health and safety codes but have been consistently encouraged by our environmental health services to try and upgrade our food service area to better maintain a healthy and safe food preparation area.

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

The total estimated cost for this project is \$93,500.00

**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.

Cabinet Replacement:	\$15,500
Painting:	\$ 7,000
Ceiling Tile Removal & Abatement	\$15,000
Dishwashing Area	\$25,000
Food Storage Area	\$14,000
Flooring	\$11,000
Splash Guard	\$ 6,000
<b>TOTAL</b>	<b>\$93,500</b>

**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>
<b>NONE AT THIS TIME</b>						

**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?

Program Director, Erik Schweningen will be responsible for this project with support from Executive Director, Heidi Tomsy.

**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

The Fairfax-San Anselmo Children's Center serves 115 children in the Upper Ross Valley area. Ninety-nine percent of our children and families fall below current income limits listed in this application. Our contract with the California State Department of Education requires us to certify families bi-annually in ensure they are within the required income limits of the contract. Income limits for eligibility are based on families falling 50% below state median income.

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

This renovation project is focused on a critical component of our service menu, our food program. The children and families we serve are eligible for the California Child Care Food Program (CCFP) so we provide daily meals to the children who attend the Center. Marin County Environmental Services as well as our CCFP auditor has strongly recommended the repair and upgrade of the kitchen facility. The provision of free healthy meals for the children we care for is a critical component of the services available to all of the children at the Center.

- 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.)

Due to funding and contract requirements from the California State Department of Education our agency is required to enroll based on the lowest income and need. Family eligibility and need are our primary in outreach for enrollment in the program.

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

N/A

*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.*

During the recruitment stages of this project we will make an honest attempt to outreach to women and minority – owned firms for bids.

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

We will incorporate accessibility where needed into the project.

- E. Green Building: For new construction or rehabilitation, what will you do to incorporate “green building” principles? Green building principles will be incorporated in any possible way we are able, such as purchasing “energy Star” appliances.

- 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](http://www.marincdbg.com) or [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://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](mailto: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:** Fairfax-San Anselmo Children's Center

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

<b>Income of Level of Clients Your Org Serves %</b>	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	490/0
Low income people	10/0
People above the low income limits	

<b>Percentages (%)</b>	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	40/0	40/0		40/0	20/0	
African-American/Black	100/0	100/0		30/0		
Caucasian/White	18/0	18/0		48/0	60/0	50/0
Native American						
Mixed Heritage						
Unknown/other <i>Hispanic</i>	68/0	68/0		20/0		50/0
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	68/0	68/0		40/0	20/0	50/0
NOT of Latino/ Hispanic Origin	32/0	32/0		60/0	80/0	50/0
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Age</b>						
0-5 years old	35/0	35/0				
6-17	65/0	65/0				
18-24				9/0		
25-59				82/0	100/0	100/0
60 +				9/0		100/0
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Gender</b>						
Female	47/0	47/0		70/0	100/0	65/0
Male	53/0	53/0		30/0		35/0
<b>Total %</b>	100%	100%	100%	100%	100%	100%
<b>Disabled %</b>						

<b>Involvement of Clients Your Organization Serves</b>	Percent of Board/Committee Members Who Are Clients
On Governing Board	75/0
On Advisory Committee	90/0

## Organization Profile – 2014-15 Data Collection Pilot

### Income Limits

<b>Household Size</b>	<b>Very Low Income Limit (≈50% of Median Income)</b>	<b>Low Income Limit (≈80% of Median Income)</b>
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**

US-1

**1. Project Name:**  
AFTER SCHOOL TRANSPORTATION PROGRAM

**3. Project Sponsor:**  
FAIRFAX-SAN ANSELMO CHILDREN'S CENTER

**Contact Person:**  
HEIDI TOMSKY

**Title:**  
EXECUTIVE DIRECTOR

**Mailing Address:**  
199 PORTEOUS AVENUE  
FAIRFAX, CA 94930

**Telephone:** 415-454-1811                      **Ext.**

**Fax:** 415-454-5796

**E-mail:** hstomsky@comcast.net

**2. Total Amount Requested:**                      \$ 13,850

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

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	\$ 13,850
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.

**5. Project Description:**

The grant is to fund three part-time driving positions as well as the costs of operation, repair, maintenance and vehicle insurance for our 5 vans. This program provides transportation for 70 school-age children at all the Ross Valley School District elementary schools as well as St Rita School in Fairfax. This request is a continuation of our transportation project funded in previous years.

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

Transportation Coordination:	\$11, 880.00
Drivers:	\$16, 200.00
Vehicle Maintenance:	\$14. 430.00
<u>Total Cost</u>	<u>\$43, 510.00</u>

**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.

Transportation Coordination:	\$3700.00
Drivers:	\$5400.00
Vehicles:	\$4750.00
Total Request	\$13,850.00

**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>
CA DEPT OD ED	GENERAL	\$28,300	12/13	YES	7/1/13	7/1/13

**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?

Executive Director, Heidi Tomsy, is responsible for this project and under her supervision is our transportation coordinator. It is intention to provide safe and reliable transportation for all of our school age children enrolled. The schedule for services follows the school year calendar.

**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

The Fairfax-San Anselmo Children's Center serves 115 low-income children in the Upper Ross Valley area. All of the families we serve fall well below the current income limits listed in this application. Our program mission is to provide child care to low income families as this is also a requirement of the State Department of Education (SDE) funds we receive. Income limits for eligibility are established by SDE and they are based on families falling 50% below the state median income.

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

Our school age program has 70 children enrolled, all of whom attend school in the Upper Ross Valley area. All the children require transportation after school to our site at Deer Park School in Fairfax. We currently drive to 5 schools at varying times throughout the day. The children have varying schedules depending on school, grade and school program. The scheduling requires us to be flexible in order to meet the needs of the children we are transporting. Parents are unable to drive their children because of work and/or school schedule conflicts.



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.)

Due to funding and contract requirements from the California State Department of Education our agency is required to enroll based on the lowest income and need. Family eligibility and need are primary in our outreach for enrollment.

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

N/A

*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?

Children with differing abilities are enrolled in our program and we own a wheel chair accessible van which allows us to transport children with physical disabilities as well.

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

- 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](http://www.marincdbg.com) or [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://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](mailto: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:** Fairfax-San Anselmo Children's Center

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

<b>Income of Level of Clients Your Org Serves %</b>	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	190/0
Low income people	10/0
People above the low income limits	

<b>Percentages (%)</b>	<b>Clients Your Organization Serves</b>	<b>Clients for this Project</b>	<b>Support Staff</b>	<b>Professional Staff</b>	<b>Board</b>	<b>Advisory Committee</b>
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	40/0	40/0		40/0	20/0	
African-American/Black	100/0	100/0		90/0		
Caucasian/White	18/0	18/0		48/0	100/0	50/0
Native American						
Mixed Heritage						
Unknown/other <i>Hispanic</i>	68/0	108/0		20/0		50/0
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	68/0	68/0		40/0	20/0	50/0
NOT of Latino/ Hispanic Origin	32/0	32/0		60/0	80/0	50/0
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Age</b>						
0-5 years old	35/0	35/0				
6-17	65/0	65/0				
18-24				9/0		
25-59				82/0	100/0	100/0
60 +				9/0		100/0
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Gender</b>						
Female	47/0	47/0		70/0	100/0	65/0
Male	53/0	53/0		30/0		35/0
<b>Total %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Disabled %</b>						

<b>Involvement of Clients Your Organization Serves</b>	<b>Percent of Board/Committee Members Who Are Clients</b>
On Governing Board	75/0
On Advisory Committee	40/0

## Organization Profile – 2014-15 Data Collection Pilot

### Income Limits

<b>Household Size</b>	<b>Very Low Income Limit (≈50% of Median Income)</b>	<b>Low Income Limit (≈80% of Median Income)</b>
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**

US-2

1. **Project Name: Family Law Legal Services for Low income Marin Families**

**Total Amount Requested: \$25,600**

3. **Project Sponsor: Family & Children's Law Center**

2.

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

**Contact Person: Shawna Hoch**

**Title: Administrative Coordinator**

**Mailing Address:  
30 North San Pedro Road, Suite 245  
San Rafael, CA 94903**

**Telephone: 415-492-9230                      Ext. 214**

**Fax: 415-479-2553**

**E-mail: [shoch@yahoo.com](mailto:shoch@yahoo.com)**

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$7,000
Novato Planning Area	\$7,000
Richardson Bay Planning Area	\$2,000
San Rafael Planning Area	\$7,000
Upper Ross Valley Planning Area	\$2,600
West Marin Planning Area	\$0

**Website (optional): [www.faclc.org](http://www.faclc.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.

30 North San Pedro Road, Suite 245, San Rafael, CA 94903

5. **Project Description:**

Founded in 1985, FACLC is dedicated to helping low-income children and families in Marin County by providing sliding scale family law legal services to the working poor. FACLC strives to provide access to justice for low-income families and children who due to financial constraints and complex family transitions, would have no other means for representation in the courts. The overwhelming complexity of the legal system is compounded when financial barriers are present. Hit hardest by the recent downturn in our economy are low-income families – especially children. During such times, financial pressures can become unbearable and the home environment begins to or more precipitously unravel, causing their legal needs to skyrocket. Last year, FACLC provided over 1200 client appointments and the demand for such services only keeps growing. To serve more families and children in these times of great need, we need your help and support. Our goal is to break down barriers to allow access for all to the justice system.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.) **\$290,600.00**

**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.

<u>POSITION</u>	<u>TOTAL COST</u>	<u>CDBG COST</u>	<u>COST PAID BY OTHERS</u>
Staff Attorney1.0	\$70,000	\$5,000	\$65,000
Staff Attorney1.0	\$50,000	\$5,000	\$45,000
Intake Specialist .1.0	\$33,000	\$8,000	\$25,000
Legal Director 1.0	\$89,000	\$4,000	\$85,000
Program Assistant 1.0	\$48,600	\$3,600	\$45,000

**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?

<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>
MCF	CORE	\$85,000	7/1/13	Yes	12/1/13	Now
Special Event	CORE	\$60,000	10/25/13	Yes	10/25/13	Now
County of Marin	CORE	\$20,000	7/1/13	Yes	8/1/13	Now
Client Fees	CORE	\$100,000	N/A	Yes	Ongoing	Now

**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?

CDBG Funds will support the services of two Staff Attorneys, one Legal Director, one Program Assistant and one Intake Specialist. The Legal Director will continue to implement an outreach program that will provide increased awareness of the Family & Children's Law Center and its services in the community. The Legal Director will supervise the staff attorneys and oversee the day-to-day implementation of the legal program. The Intake Specialist will screen all potential clients for eligibility identifying their fee rate and schedule them for an appointment to meet with a staff attorney. The Staff Attorneys will implement the legal program by meeting with an average of six clients per day and attending an average of three court hearings per week. The Program Assistant will provide administrative support to the Staff Attorneys, Executive Director and the legal program. Brochures and other informational materials will be distributed to various additional agencies and made readily available to potential clients.

**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

FACLC uses CDBG income guidelines and completes an income eligibility worksheet for each client. All Clients are required to provide written verification of income in the form of tax returns and pay stubs. The low income population is one with particular needs as they are disenfranchised due to low income, minimal resources and misinformation regarding the legal system. By providing low cost, high quality legal services the Family and Children's Law Center increases access to justice for a significant portion of the Marin County community.

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

The Family Law Legal Services for Low Income Marin County Families Project is critical to the well-being and functionality of the low income families in our community. Equal access to justice is a basic right that should be afforded to all, regardless of income level. Without the services of the Family and Children's

Law Center, low income individuals will be left to navigate a complex and confusing legal system on their own, leaving them to fend for themselves to obtain domestic violence restraining orders, child custody and support orders, and other court orders that ultimately provide security for at risk families. Most self represented litigants do not have the resources or knowledge necessary to successfully represent themselves in court. Many of the issues faced in family law courts can be volatile and have long standing repercussions and implications that can negatively impact families and children who are forced to proceed without legal representation for many years to come.

- 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.)*

We have found that in many cases Latino immigrants are reluctant to seek court intervention for family law matters as they are concerned that any involvement in the legal system may bring their legal status into question. We always share information about our organization including intake forms and brochures with agencies that target their services to this population, and explain to them that in the family law courts, a parties legal status is never brought into question.

*If this project involves housing, how will it affirmatively further fair housing?*  
*Not Applicable*

*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.*  
*Not Applicable*

- D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*  
Located across from the Civic Center and the Courts. Wheelchair accessible. Can arrange for telephone/mail service. Can arrange for home visits when special circumstances apply. Can arrange for sign language interpreters for hearing impaired clients.
- E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*  
*Not Applicable*

- 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](http://www.marincdbg.com) or [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://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](mailto: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.**

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## Organization Profile – 2014-15 Data Collection Pilot

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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:** Family & Children's Law Center

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

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

<b>Percentages (%)</b>	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<b><i>Ethnic/Racial Demographics</i></b>						
Asian-American/Pacific Islander	3	3	0	0	10	N/A
African-American/Black	4	4	0	0	0	N/A
Caucasian/White	81	81	100	75	90	N/A
Native American	1	1	0	0	0	N/A
Mixed Heritage	1	1	0	25	0	N/A
Unknown/other	10	10	0	0	0	N/A
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b><i>Latino/Hispanic Origin</i></b>						
Of Latino/ Hispanic Origin	39	39	50	0	0	N/A
NOT of Latino/ Hispanic Origin	61	61	50	0	0	N/A
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b><i>Age</i></b>						
0-5 years old	0	0	0	0	0	N/A
6-17	0	0	0	0	0	N/A
18-24	6	6	0	0	0	N/A
25-59	92	92	100	100	80	N/A
60 +	2	2	0	0	20	N/A
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b><i>Gender</i></b>						
Female	73	73	100	75	60	N/A
Male	27	27	0	25	40	N/A
<b>Total %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b><i>Disabled %</i></b>						

<b>Involvement of Clients Your Organization Serves</b>	<b>Percent of Board/Committee Members Who Are Clients</b>
On Governing Board	0
On Advisory Committee	Not Applicable



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

US-3

- |  |   |
|--|---|
| <p>1. <b>Project Name:</b> Brain Injury Network of the Bay Area<br/>Therapeutic Day Program &amp; Other Services</p> <p>3. <b>Project Sponsor:</b> Brain Injury Network of the Bay Area<br/>(aka: Marin Brain Injury Network)<br/><b>Contact Person:</b> Patricia Gill</p> | <p>2. <b>Total Amount Requested:</b> <span style="float: right;"><u>\$30,000</u></span><br/>Non-housing proposals <u>must</u><br/>specify the amount requested<br/>from each planning area.</p> |
|--|---|

**Title:** Executive Director

**Mailing Address:** 1132 Magnolia Avenue  
Larkspur, CA 94939

**Telephone:** 415-461-6771                      **Ext.**  
**Fax:** 415-461-8406  
**E-mail:** patricia@binba.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$7,000
Novato Planning Area	\$1,500
Richardson Bay Planning Area	\$2,000
San Rafael Planning Area	\$11,000
Upper Ross Valley Planning Area	\$7,000
West Marin Planning Area	\$1,500

**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. **1132 Magnolia Avenue, Larkspur, CA 94939**
5. **Project Description:** Brain Injury Network of the Bay Area (BINBA) is the only therapeutic non-profit center in Marin County offering an array of services specific to survivors of an acquired brain injury. The services meet the short and long-term therapeutic needs of community members who have experienced a stroke, accident, viral infection, tumor, loss of oxygen, and other causes of a brain injury. Additionally, the center provides services to family members and professionals in the community who seek support, education, and referrals. The programs exist to help survivors achieve greater independence, participate more fully in their communities, improve cognitive abilities, increase self-esteem, and to provide a safe place to come and be with others who understand how dramatically life changes after a brain injury.

To accomplish the mission of BINBA and meet these needs, the programs provide education, training, therapeutic intervention and skill building courses in cognitive, social, behavioral, psychological and pre-vocational assistance. The center offers a structured day program, resource referral assistance, a resource handbook (release date of January 2014), support groups, assessments and counseling, occupational therapy sessions, therapeutic computer program (formerly at College of Marin), concussion website ([www.concussionmarin.org](http://www.concussionmarin.org)) and concussion education in collaboration with MCOE. Caregivers receive respite, support groups, educational presentations, resource referral, and training to assist in coping with the challenges of caring for a loved with a brain injury. Additionally, we are an intern host site for future professionals to train in the fields of psychology and occupational therapy. Dominican University annually sends 5-10 interns for training at BINBA.

**6. Total Project Cost:** (Include all costs for this particular project regardless of source.) The project cost, which is the operational budget for all services offered at BINBA, is \$425,000. This budget includes all overhead costs (building, insurance, space lease, utilities), supplies, and personnel costs to operate the services. A new service item to the budget this year is the printing and dissemination of the new Brain Injury Information Handbook. This handbook has been completed to help fill the gap in the continuum of care, providing information while in the hospital and at home, that patients do not receive by their healthcare team. It has been 2-3 years in the making and will reach a wide array of community members from all areas of Marin. The handbook will also be accessible online at [www.binba.org](http://www.binba.org) and a printable version will be available as well.

**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 CDBG funds are respectfully being requested to support the current salary of the part-time Director of Programs, Maggie Pesta, OTR/L. Ms. Pesta, an Occupational Therapist, has been in the position for 1.5 years and is strengthening services through her occupational therapy training and provision of O.T. sessions to a range of clients. She is responsible for the successful implementation of all services, plus ensures outcome measures are complete, and researches trends in the community needs of survivors and their families. She works closely with the executive director to design services to ensure high quality programs that fill community gaps are hosted at BINBA. Her annual salary is \$50,000. All funds from CDBG will be applied to allow BINBA to continue this crucial role in the center's ability to provide services.

**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>
Fee for Service	Treatment	90,000	Ongoing	Yes	Ongoing monthly fees	Ongoing
Foundations	Treatment/ Operating	150,000	Variable	Yes + awaiting response	Variable	Throughout FY
Other Fundraising (indivs/events/corp)	Treatment/ Operating	185,000	Ongoing Fundraising	Yes + awaiting	Variable	Throughout FY

**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?

Patricia Gill, Executive Director, in collaboration with the Board of Directors, is responsible for the successful operation of BINBA and all services offered. Maggie Pesta, Director of Programs, will work in collaboration with the Board and E.D. to design and implement all services. The professional team of the Board of Directors, Advisory Board, and staff consult regularly.

Currently, ten services are offered on-site each week: structured day program (25 hrs), educational class (1.5 hrs), survivors support groups (3.5 hrs), caregiver support group (2 hrs/mo), individual assessment/consultation (10 hrs), resource referral assistance (10 hrs). Additionally, BINBA hosts a concussion website that is always available and provides community presentations as scheduled. The Brain Injury Information Handbook will always be maintained and available online plus will be disseminated physically to case managers at local hospitals and clinics, reaching hundreds of community members BINBA was not able to reach in previous years.

**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

The groups served are survivors of acquired brain injury and their families/caregivers. Strokes in Marin are on the rise, as are concussions. A stroke happens every 40 seconds in the U.S. and in Marin, with our aging demographic, we are seeing an increase in strokes and TBI's from falls. The majority of clients served, 65% in FY2012/2013, have low, very low, or extremely low incomes. Many of BINBA's clients are only able to pay a nominal fee for the services provided. For this reason, all services are offered free of charge or on a sliding-scale. Over 75% of clients receive reduced or free service due to need. Socioeconomic information is gathered at intake for many clients served and is entered into our demographic and stat recording database. BINBA does not receive insurance reimbursement for service due to the long-term nature of services and the post-acute medical phase of the rehabilitation for those we serve. BINBA clients come for service most often when they are no longer eligible for therapeutic treatment covered by their insurance carrier, which over time would result in decreased functional ability and decreased quality of life. BINBA offers a place for continued improvement and mood stability at affordable rates. Each year, the number of people we serve increases by 15%-20%.

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

Brain Injury Network of the Bay Area (BINBA) is the only non-medical therapeutic service center in Marin County offering long-term services specifically designed for survivors of acquired brain injury. Research demonstrates the existence of neuroplasticity and our brain's ability to continue to heal itself for the rest of our lives, providing a person remains actively engaged in learning new information and skills. This research directly supports the foundation of MBIN programs and services – long term attendance to groups and classes that provide stimulation, education, and therapy - to keep the brain active, engaged, and healing.

There is no ongoing, dedicated public funding for community services for civilian ABI survivors and their families, and as a result, BINBA has become crucial to help individuals cope with the long-term disabilities that accompany a life with brain injury. In addition to the cognitive, psychological, and access to community resources benefits that are offered here, so many of those we serve report feeling less alone in the world and express benefit from having a place to go where they know they will be accepted without judgment. For many whose ability to work and communicate has been compromised, it is critical they have a safe place to come and focus on rehabilitation. For those who will rehabilitate to return to work or community involvement, BINBA offers courses to rebuild confidence and skills to assist in the return to community process. Attending these programs supports survivors to cope with issues and behaviors that are side-effects of their brain injury and allows them to be more successful in their rehabilitative and community efforts. In addition, this center provides education about brain injury to interns, volunteers, and community members, increasing the understanding of the needs to future professionals and the community at large.

New services offered include concussion education for the community, to schools, coaches, and parents. BINBA participates in concussion education forums with Mary Jane Burke. Concussion education and management has become a critical issue in our community and nationally, as has been shown in recent coverage in national news forums. And, a critical service BINBA will provide in January 2014 is the dissemination of an information and resource handbook. During the ICU/acute hospital treatment phase, and when discharged home, there is a gaping hole in the provision of information and guidance. This handbook is created to fill this gap for all socioeconomic groups in Marin. It is free of charge and accessible in hard-copy and online.

**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.)***

At BINBA, we have noticed a few groups of people that tend to resist seeking services: people with milder side-effects from an ABI (from concussions, strokes, or mild accidents), people whose brain injury has resulted in a lack of insight and awareness about their challenges and needs (termed *anosognosia*); those that speak English as a 2<sup>nd</sup> language, and caregivers. To support access to our services for these groups:

- We created an information and resource handbook that will be available in print and online.
- We work in collaboration with other community organizations, including the Marin Community Clinics, Buckelew Center, Marin General, MarinLink, and others to provide service to the demographic groups we hope to engage.
- BINBA is now part of the stroke coalition formed in Marin that consists of professionals from many medical/community organizations providing service to stroke survivors and their families.
- We implemented a concussion education program with the Marin County Office of Education that provides information to families throughout Marin, of all economic levels and ethnic backgrounds.
- For caregivers, we have increased marketing and advertising in local media forums about our monthly caregiver group, consultation services, and resource referral service.
- We started a speaker's series that provides information on a range of topics for the community each month.
- We work with Dominican University Occupational Therapy interns to create program plans that increase services offered to caregivers on-site.
- BINBA offers to coordinate intake and other services with language interpreters as needed
- We increased stroke specific services and to reach out to survivors who have a lack of awareness of their challenges, we are hosting a group of survivors and their families in 2014, to discuss their specific needs and how to meet them.

*If this project involves housing, how will it affirmatively further fair housing?* **N/A**

*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?*

To make our services accessible, we have increased marketing efforts each year to raise awareness of our existence. We continue our mission of sliding-scale and free of charge service to allow anybody to access service regardless of financial ability (we fundraise 75% of our annual budget). All survivors who attend the services are disabled due to long-term side effects of their injury and we have a number of caregivers who are disabled as well. The center is highly accessible for all disability levels, with the center having handicap accessibility, and located right off a main bus route. And we work with Whistlestop to ensure transportation accessibility.

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

- 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](http://www.marincdbg.com) or [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://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](mailto: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:** Brain Injury Network of the Bay Area (BINBA)

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

<b>Income Level of Clients Your Org Serves %</b>	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	15%
Low income people	20%
People above the low income limits	19%

**Note:** 32% fall below very low income and 14% fall in the category of unknown

<b>Percentages (%)</b>	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	4%	4%	0	0	10%	
African-American/Black	1%	1%	0	0	0	
Caucasian/White	75%	75%	64%	66%	60%	
Native American	0	0	0	0	0	
Mixed Heritage	5%	5%	36%	34%	30%	
Unknown/other	15%	15%	0	0	0	100%
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	5%	5%	13%	0	0	
NOT of Latino/ Hispanic Origin	95%	95%	87%	100%	100%	100%
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Age</b>						
0-5 years old	0	0	0	0	0	0
6-17	0	0	0	0	0	0
18-24	5%	5%	13%	0	0	0
25-59	50%	50%	74%	34%	55%	53%
60 +	45%	45%	13%	66%	45%	47%
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Gender</b>						
Female	60%	60%	87%	100%	82%	53%
Male	40%	40%	13%	0	18%	47%
<b>Total %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Disabled %</b>						
	65%	65%	0	0	10%	13%

**Note:** 100% of brain injury clients served are disabled; 5% of caregivers served are disabled = 65% of total served disabled

<b>Involvement of Clients Your Organization Serves</b>	<b>Percent of Board/Committee Members Who Are Clients</b>
On Governing Board	18%
On Advisory Committee	13%



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

US-4

1. **Project Name:**  
San Francisco and Marin Food Bank
3. **Project Sponsor:**

2. **Total Amount Requested:** \$72,945  
Non-housing proposals must  
specify the amount requested  
from each planning area.

**Contact Person:**  
Gina Salerno

**Title:**  
Grants Manager

**Mailing Address:**  
75 Digital Drive  
Novato, CA 94949

**Telephone:** (415) 282-1900                      **Ext.** 297

**Fax:** (415) 282-1909

**E-mail:** grants@sffb.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$11,159
Novato Planning Area	\$14,920
Richardson Bay Planning Area	\$14,075
San Rafael Planning Area	\$23,493
Upper Ross Valley Planning Area	\$9,298
West Marin Planning Area	\$0

**Website (optional):**

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

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 Food Bank's Marin County warehouse is located at 75 Digital Drive, Novato, CA 94949. From this location we service all of Marin County.

**5. Project Description:**

The merger of the San Francisco and Marin Food Banks has enabled us to expand food assistance services for residents of Marin County by a remarkable margin. We currently operate 45 weekly pantry sites in Marin. In the past year we have strengthened the food assistance network in Marin by opening 6 new weekly pantry sites and increased distribution frequency at existing pantry sites from monthly to weekly. This year we will distribute 5.4 million pounds of food in Marin County—more than double the amount that the Marin Food Bank was distributing at the start of the recession. In addition to increasing the total pounds of food we disperse in Marin, we have been able to dramatically increase the quality and variety of product distributed to low-income Marin residents, adding significant inventory from fresh rescue (grocery store pickups of meat and perishables--up 250%), food drives (canned goods), and greater availability of fresh produce.

As a result of these efforts, more than half of all the food we distribute in Marin now consists of fresh fruits and vegetables. While we have significantly increased our service delivery in response to the heightened need, philanthropic support in Marin has not similarly kept pace with our expansions. In fact, last year there was a gap of more than one half million dollars between funds raised for Marin and Marin Food Bank expenses. We need a commitment of financial support from the County to encourage increased support from individuals and organizations in Marin County in order to ensure that we are able to maintain our services. The Food Bank is requesting funding for salary and payroll costs for our Warehouse Manager who oversees the warehouse, inventory, and shipping controls. This position is critical to our overall operation of distributing food to low-income families and individuals throughout Marin County.

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

Our total organization budget for the San Francisco and Marin Food Bank is \$17,232,350 for the fiscal year 2013-2014. The total cost of our operations in Marin County is \$2,060,730 for this fiscal year.

**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.*

Warehouse Manager Salary: \$53,796 Payroll Taxes: \$4,116 Health Insurance: \$6,156 Retirement Plan: \$1,613 Workers Comp: \$7,264

**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>
Individual Support Foundations Corporations	General	\$39,848	n/a	yes	various	FY 13-14
	General	\$56,000	various	yes	various	FY 13-14
	General	\$30,502	various	yes	various	FY 13-14

**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?*

Sean Brooks, Director of Programs, will be responsible for implementing our food distribution programs in Marin County. All of our food distribution programs are ongoing. We currently have three Programs staff at the Marin Food Bank office in Novato who work directly with our pantries and agencies in Marin. Additionally, Debi Moss, our Associate Director of Programs, focuses specifically on our Marin programming and works closely with our more than 75 pantries and partner agencies throughout the County.

**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

The Food Bank serves as the central hub of food assistance in Marin County and works with more than 75 community agency partners and pantries to provide food to those in need. All individuals that receive food from the Food Bank or our partners are low-income or very low-income. We currently serve more than 4,100 low-income households each week through our network of 45 pantries in Marin.

Since the beginning of the recession, the need for food assistance in Marin has increased by 50%. Now, more than 21% of Marin residents—51,247 individuals—live at or below 185% of the federal poverty level (or \$42,642 annually for a family of 4—half of CDBG limits).

In keeping with our goal of making food accessible, culturally-appropriate, and available in a dignified manner, the Food Bank does not collect specific demographic information related to such attributes as income level, housing status, etc. The majority of our pantries and programs, however, operate out of affordable housing complexes, schools with high poverty rates, and community and social service centers serving primarily low-income populations.

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

Our programs provide food—the most basic of all human needs—to those who are most at risk of going hungry. Over the last four years of the recession, the Food Bank has greatly expanded our services to reach the unmet need for food assistance in Marin. Low-income Marin residents continue to turn to the Food Bank and our partner agencies for food assistance in increasing numbers. We have worked to reach out to those groups that have been underserved in Marin previously: including those in rural west Marin, the low-income immigrant population, and residents of public housing in Marin City. We have also greatly increased our food distribution in order to serve all those families and individuals who have been forced to reach out for food assistance for the first time due to a loss of income.

**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.)*

We have focused our food distribution efforts on low-income groups that are often marginalized or isolated geographically. In areas such as the Canal District, where low-income residents are sometimes reluctant to reach out for assistance due to language barriers and immigration concerns, we collaborate with agencies embedded in the community such as Canal Alliance, Canal Welcome Center, and Bahia Vista Elementary School. Our programs staff work closely with these partners



to strengthen the community's awareness of our food assistance programs and to ensure that more low-income clients feel comfortable accessing our services. We have recently opened a number of new pantries designed to meet the need of those in the community who were previously being underserved: a new Brown Bag Pantry for seniors at the Villas at Hamilton; Cornerstone Baptist Church Pantry will be open to the public to better meet the growing need in Marin City; Holy Innocents Episcopal Church in Corte Madera will be open to the public in an area of Marin County that is often underserved; and North Bay Children's Center in the Hamilton area of Novato will serve the public in this high need community.

We have also recently expanded our senior Brown Bag pantry programming in Marin, replacing monthly/semi-monthly distributions with weekly pantries and opening them to more residents at many low-income senior housing sites. These pantries are currently operating at Bennett House, MacKey Terrace, Maria Freitas Senior Housing, Martinelli House, Parnow Friendship House, Pilgrim Park Apartments, and the Villas at Hamilton. We also have public bi-monthly farmers' market style senior pantries at Margaret Todd Senior Center, Marguerite Johnson Senior Center, and the Salvation Army.

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

We provide food for many low-income individuals who have disabilities. All of our sites are accessible to those with disabilities. We have certain programs such as our Home Delivered Groceries program that provide food directly to those who have mobility challenges and are unable to pick up food at pantries or other partner sites. We strive to make our services available to all low-income individuals and families in need.

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

N/A

- 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](http://www.marincdbg.com) or [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://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](mailto: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:** San Francisco and Marin Food Bank

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

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

<b>Percentages (%)</b>	<b>Clients Your Organization Serves</b>	<b>Clients for this Project</b>	<b>Support Staff</b>	<b>Professional Staff</b>	<b>Board</b>	<b>Advisory Committee</b>
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	42%	3%	20%	8%	6%	
African-American/Black	18%	3%	12%	8%	0%	
Caucasian/White	15%	22%	42%	75%	94%	
Native American	1%	0%	6%	0%	0%	
Mixed Heritage	0%	0%	0%	0%	0%	
Unknown/other	24%	72%	20%	8%	0%	
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	18%	41%	23%	12%	0%	
NOT of Latino/ Hispanic Origin	82%	59%	77%	88%	0%	
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Age</b>						
0-5 years old	4%	4%	0%	0%	0%	
6-17	26%	26%	0%	0%	0%	
18-24	6%	6%	2%	0%	0%	
25-59	34%	34%	90%	86%	77%	
60 +	30%	30%	8%	14%	23%	
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Gender</b>						
Female	55%	55%	27%	61%	23%	
Male	45%	45%	73%	39%	77%	
<b>Total %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Disabled %</b>						

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

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

US-5

1. **Project Name:** Senior Access - Scholarships 2. **Total Amount Requested:** \$50,000

3. **Project Sponsor:** Senior Access

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

**Contact Person:** James Ward

**Title:** Executive Director

**Mailing Address:**  
70 Skyview Terrace  
San Rafael, CA 94903

**Telephone:** 415-491-2500 Ext. 11

**Fax:** 415-491-2503

**E-mail:** jward@senioraccess.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$7,000
Novato Planning Area	\$12,000
Richardson Bay Planning Area	\$7,000
San Rafael Planning Area	\$19,000
Upper Ross Valley Planning Area	\$5,000
West Marin Planning Area	\$

**Website (optional):** www.senioraccess.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.

Senior Access  
70 Skyview Terrace, Bldg B  
San Rafael, CA 94903

**5. Project Description:**

The Senior Access Scholarship Fund provides financial assistance to Marin County's low, very low and extremely low income residents who have dementia and/or related chronic conditions for attendance at Senior Access' Adult Day Program (ADP). More than one-third of Marin residents are over the age of 60; of these older adults, 10% live with cognitive decline and require considerable personal care. Senior Access (SA) offers people with dementia and their caregivers an affordable alternative to in-home or nursing home care. The agency's services meet critical needs for a large population of caregivers and older adults **who would otherwise not be served**. With an annual budget of \$711,343, SA maintains a staff of 7 (FTE equivalent) and an active volunteer and University intern program. SA operates its programs in San Rafael.

ADP participants enjoy current events, expressive arts, concerts, trivia, word games and exercise as well as healthy snacks and lunch. Services include intake screening and assessment; development of an individual plan of care; and assistance with toileting, ambulating, transferring and eating. While the ADP is in session, family caregivers get time off from the demands of 24-hour caregiving and can take advantage of information and referrals from the resource center and share resources at the free monthly caregiver support group. SA also provides free educational and community workshops.

Research studies indicate that ADPs reduce premature placement in skilled nursing facilities. In addition, the SA Caregiver Impact Survey demonstrated that 100% of respondents agreed that their quality of life and their loved one's quality of life improved because of the program.

SA's service area includes all of Marin County. In 2012-13, the SA Scholarship Fund subsidized 1,332 days of care and 6,660 hours of caregiver respite. The average \$30 scholarship reduced the \$95 daily fee to \$65 per day for low-income members. Though the numbers vary, the Scholarship Fund supported an average of over 110 days of care each month. In addition, SA held 12 Caregiver Support Groups, 1 memory screening and 6 Brain Fitness Workshops.

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

The total projected cost of the 2014-2015 Scholarship Fund is \$70,000. Based on 2012-2013 Club statistics, 57% of total participants are low income; of this group of low-income participants, 79% are extremely low-income

**The 2014-15 Scholarship Fund budget reflects the cost of direct subsidies toward attending SA and not administration of the program; further, all recipients of CDBG funds must qualify using the most current HUD standards.** Below is the allocation by Planning Area of the annual project budget for the SA Scholarship Fund:

**ANNUAL Budget for the Senior Access Scholarship Fund**

<u>Planning Area</u>	<u>Low Income</u>	<u>Very Low Income</u>	<u>Extremely Low Income</u>	<u>Annual TOTAL</u>
Lower Ross	\$1,500	\$3,000	\$4,500	\$9,000
Novato	\$3,000	\$6,000	\$9,000	\$18,000
Richardson Bay	\$1,500	\$3,000	\$4,500	\$9,000
San Rafael	\$3,000	\$6,000	\$16,000	\$25,000
Upper Ross	\$1,500	\$3,000	\$4,500	\$9,000
West Marin	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$10,500</b>	<b>\$21,000</b>	<b>\$38,500</b>	<b>\$70,000</b>

**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 \$50,000 request for CDBG Funds comprises 71% of the total \$70,000 budget of the 2014-15 Scholarship Fund. It is expected that \$4,167 of CDBG Funds will be used monthly, with \$2,417 supporting extremely low income, \$1,190 supporting very low income and \$560 supporting low income participants per month. Below is the allocation by Planning Area of the annual project budget for CDBG funds:

**ANNUAL Budget for CDBG Funds**

<u>Planning Area</u>	<u>Low Income</u>	<u>Very Low Income</u>	<u>Extremely Low Income</u>	<u>Annual TOTAL</u>
Lower Ross	\$960	\$2,040	\$4,000	\$7,000
Novato	\$1,920	\$4,080	\$6,000	\$12,000
Richardson Bay	\$960	\$2,040	\$4,000	\$7,000
San Rafael	\$1,920	\$4,080	\$13,000	\$19,000
Upper Ross	\$960	\$2,040	\$2,000	\$5,000
West Marin	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$6,720</b>	<b>\$14,280</b>	<b>\$29,000</b>	<b>\$50,000</b>

**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?*

Source	Use	Amount	Date You Applied	Are Funds Committed?	Date Committed	When Available
Community Services Fund Program	Scholarships	\$1,000	12/2013	No	TBD	2/2014
Outdoor Art Club	Scholarships	\$5,000	8/2013	No	TBD	TBD
Individual Donors	Scholarships	\$14,000	All year	Yes	All year	All year
<b>TOTAL</b>	<b>Scholarships</b>	<b>20,000</b>	<b>Varied</b>	<b>Varied</b>	<b>Varied</b>	<b>Varied</b>

**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 Scholarship Committee manages and evaluates the funds. The Scholarship Committee is comprised of the Executive, Program and Finance Directors and the Finance Committee of the Board of Directors. The Scholarship Committee determines annual scholarship award amounts and distribution limits per client; tracks the balance of the Fund throughout the fiscal year; is responsible for maintaining Scholarship Fund policy and procedure manuals; and conducts annual financial reevaluations for all scholarship recipients. The Program Director is responsible for determining scholarship eligibility via financial documents provided by families and administering the scholarship funds. The Finance Director retains all confidential financial documents. The Executive Director is responsible for securing matching funds for the program.

**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.*

The Scholarship Assistance Fund benefits low-income adults with Alzheimer’s disease, dementia or other chronic health conditions who are dependent on a family member for their care. One-hundred percent of project beneficiaries have incomes below the CDBG Low-Income limits. In 2012-13, 79% of recipients were extremely low income; 14% were very low income; and 7% were low income. The average age of scholarship recipients is 85 years-old; 93% are female; 7% are male. Of the 2012-2013 scholarship recipients: 48% live in San Rafael; 20% live in Novato; 5% live in Upper Ross Valley, 8% in Lower Ross Valley, 29% in Richardson Bay Area, and none live in West Marin.

Scholarship eligibility is determined for clients whose previous year’s IRS Tax Form 1040 demonstrates their household income falls below HUD’s Standard income limits. Scholarships are awarded in incremental levels based on HUD’s three income level categories: low, very low and extremely low.

2013-2014’s award amounts:

- Low Income: \$10 scholarship (Charged \$85 of the \$95 daily fee for service)
- Very Low Income: \$20 scholarship (Charged \$75 of the \$95 daily fee for service)
- Extremely Low Income: \$30 scholarship (Charged \$65 of the \$95 daily fee for service)
- Some people are grandfathered in at previous \$45 scholarship rate (charged \$50 of the \$95 daily fee for service).

The Scholarship Fund is projected to fulfill the needs of Marin’s large community of older adults living with dementia by providing more than 10,000 hours of care and caregiver respite annually.

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?*

Marin's growing aging population is well documented in the Marin County Health and Human Services *Strategic Plan Data Focus Report* (2004-2014). Marin's older adult population accounts for a third of the total population, totaling over 75,900 people. **The largest proportional increase is in persons age 85+, of whom nearly 50% live with dementia.** It is estimated that more than 6,000 people in Marin currently live with dementia (Alzheimer's Association, North Bay Chapter).

Alzheimer's disease (AD) and dementia are dreaded diseases associated with aging, engendering fear and anxiety, resulting in prejudice, discrimination and social stigmatization of the person diagnosed and those caring for him/her. AD and dementia bring a progressive loss of the ability to function socially in normatively acceptable ways. The loss of initiative renders people with dementia unable to reach out; fear causes friends and colleagues to withdraw. Seclusion from established networks results in isolation, depression, anxiety, and premature institutionalization. For those affected, everyday tasks and activities become arduous or impossible. Persons with dementia need a safe haven where they can connect with their peers and participate in cognitively appropriate activities.

Research suggests that socialization may positively influence cognition, general functioning and overall quality of life. Socialization plays an important role in the management of dementia. (Ruthirakuhan, M, et al, "Use of Physical and Intellectual Activities and Socialization in the Management of Cognitive Decline of Aging and in Dementia: A Review," *Journal of Aging Research*, Volume 2012 (2012), Article ID 384875, <http://dx.doi.org/10.1155/2012/384875>.)

**There is no cure for dementia.** Today, quality care and caregiver respite are the best solutions we can offer. Non-pharmacologic interventions are an essential part of any management plan, especially for geriatric populations in whom the harmful effects of polypharmacy are a major concern. (Ruthirakuhan, M, et al, "Use of Physical and Intellectual Activities and Socialization in the Management of Cognitive Decline of Aging and in Dementia: A Review," *Journal of Aging Research*, Volume 2012 (2012), Article ID 384875, <http://dx.doi.org/10.1155/2012/384875>.) Senior Access is the only care program of its kind in Marin, meeting critical needs of Marin's large population of caregivers and older adults with dementia who would otherwise not be served.

The SA Scholarship Fund helps low-income families access quality services, serving a population that is increasingly marginalized and underserved, families who are struggling with the challenges of both limited income and a demanding progressive disease. In the last fiscal year, the CDBG funds were exhausted by December 2012. Senior Access has adjusted to the increased needs of families by increasing fundraising efforts for scholarship funds.

Due to the high cost of assisted living and skilled nursing facilities, SA Scholarship Fund often provides the only affordable care option for low-income older adults with dementia in its service areas. Almost half of our family caregivers get no other respite than the time their loved one spends at SA. The Marin County Division of Aging and Adult Services recognizes the lack of long-term care options for residents whose income falls below HUD's low-income criteria and in its 2006 report cautioned that other than Senior Access, "the only [other] option for these [low-income] individuals may be placement in another county outside of the Bay Area region." Sadly, this is still true in 2013. SA's local, affordable day-time care option is crucial for low income caregivers, whose respite needs are particularly acute because daytime hours are required to maintain employment or care for other family members.

Of significance is the growing population of older adults in non-English speaking communities in Marin. SA is making progress in our efforts to reach out and become a resource to these community members.

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.)*

Dementia carries with it a myriad of behavioral changes that stigmatize and challenge families, isolating them and separating them from their communities. For this reason, all demographic groups are unlikely to seek help, however the Spanish and Vietnamese speaking and African American communities are less likely to join groups not vetted by their own leadership. Senior Access is responding to this challenge with the following approaches:

- Offering the Latino community increased access to care via a bi-lingual Program Director and Program Assistants;
- Meeting with SA Advisory Council members to address issues of community resources and how we might address dementia in order to have a collective impact in all communities. The SA Advisory Council has broadened its membership to more closely reflect the community, including members of Mission Possible, people living with dementia, caregivers and professionals;
- Convening with “Mission Possible,” a group of older adult leaders who advise county and local agencies on cultural competency. SA is working with this group to determine new and/or alternative practices to encourage a welcoming atmosphere for those who are less likely to attend;
- Working with Mission Possible to bring regularly scheduled memory screenings to the Albert Boro Community Center and Whistlestop, staffed by language-proficient professional staff. Memory screenings are a free, confidential mini-mental status test that can uncover concerns and unmet medical and social needs of older adults and their families;
- Planned workshops in 2014 to educate and recruit ambassadors in diverse communities about Alzheimer’s disease and dementia, interventions and community resources;
- Outreach using the universal language of art. In collaboration with Mission Possible and the Pickleweed Park congregate meal program, SA is bringing art activities to non-English speaking communities. This program engenders good will, trust and confidence in SA;
- Participating in community events: SA club members created an altar for the 25<sup>th</sup> anniversary of the Day of the Dead celebration at the Albert Boro Community Center;
- Having participated in cultural competency training with Spectrum LGBT Center; SA worked closely with Spectrum to develop welcoming language as part of our information and enrollment packets and in-house signage. Program and administrative staff are trained in LGBT awareness; and
- Being a good community partner – partnering with Marin County’s Division of Aging and Adult Services, for-profit agencies and nonprofit organizations for community education and awareness.

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

Not applicable

*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.*

Not applicable

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

All of our participants live with physical and cognitive disabilities: dementia and chronic health conditions. All participants require personal assistance with activities of daily living (ambulating, toileting and eating).

SA facilities are specifically furnished to accommodate the needs of our population and staff are trained in dementia care. Licensed by the California Department of Social Services, SA programs are required to be ADA compliant. SA refers clients to para-transit services with wheelchair accessible vehicles and drivers who are trained in transporting disabled clients.

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

Not applicable

- 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](http://www.marincdbg.com) or [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://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](mailto: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:** Senior Access

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

<b>Income of Level of Clients Your Org Serves %</b>	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	93% of scholarship recipients are extremely low and very low income;
Low income people	57% of all Senior Access members are low, very-low and extremely low income
People above the low income limits	43% of all members

<b>Percentages (%)</b>	Clients Your Organization Serves	Clients for this Project	Support Staff (Admin)	Professional Staff (Program)	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	6%	4%	0%	7%	0%	4%
African-American/Black	2%	0%	0%	13%	0%	3%
Caucasian/White	92%	89%	50%	67%	100%	88%
Native American	1%	0%	0%	10%	0%	3%
Mixed Heritage	0%	4%	50%	3%	0%	2%
Unknown/other	0%	3%	0%	0%	0%	
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	0%	0%	50%	13%		5%
NOT of Latino/ Hispanic Origin	100%	100%	50%	87%	100%	95%
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Age</b>						
0-5 years old	0%	0%	0%	0%	0%	
6-17	0%	0%	0%	0%	0%	
18-24	0%	0%	0%	33%	0%	
25-59	1%	3%	75%	47%	40%	64%
60 +	99%	97%	25%	20%	60%	36%
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Gender</b>						
Female	73%	93%	75%	87%	40%	74%
Male	27%	7%	25%	13%	60%	26%
<b>Total %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Disabled %</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>	<b>7%</b>	<b>0%</b>	<b>4%</b>

<b>Involvement of Clients Your Organization Serves</b>	<b>Percent of Board/Committee Members Who Are Clients</b>
On Governing Board: Club members all live significant	20%

### Organization Profile – 2014-15 Data Collection Pilot

cognitive decline and are not able to participate as leadership volunteers; caregivers are represented on the governing board	
On Advisory Committee: Club members (1 member lives with significant memory loss); caregivers (5 members)	8%

### 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**

45-6

1. **Project Name:** Whistlestop's Excursion Vans      2. **Total Amount Requested:** \$83,718  
 Non-housing proposals must specify the amount requested from each planning area.
3. **Project Sponsor:** Marin Senior Coordinating Council dba Whistlestop

**Contact Person:** Yvonne Roberts

**Title:** Development & Marketing Director

**Mailing Address:**  
 930 Tamalpais Avenue  
 San Rafael, CA 94901

**Telephone:** 415.456.9062      **Ext.** 108

**Fax:** 415.456.1008

**E-mail:** yroberts@whistlestop.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$ 12,558
Novato Planning Area	\$ 8,372
Richardson Bay Planning Area	\$ 8,371
San Rafael Planning Area	\$ 41,859
Upper Ross Valley Planning Area	\$ 12,558
West Marin Planning Area	\$ -0-

**Website (optional):** www.whistlestop.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).**      930 Tamalpais Avenue, San Rafael, CA 94901

5. **Project Description:** Whistlestop seeks to expand its transportation services with two, 12-passenger vans that will provide rides for small groups of frail, low-income older adults who want to travel to a single destination for a day trip and then return to their homes. Whistlestop's paratransit buses provide transportation for disabled riders according to ADA guidelines. Whistlestop needs a flexible, cost-efficient alternative that will expand its services for those older adults for whom transportation is still unavailable. Some riders live in areas that are not easily accessible to the paratransit buses because of narrow roads or steep hillsides or driveways. Frail riders are not able to travel distances on large buses or spend time waiting at bus stops and riding on long routes. These passenger vans are not commercial buses, so they are more comfortable and require no special license or driver training. They will be outfitted for passengers who are able to walk, but who may no longer drive. They will open a whole new world to disenfranchised, older adults who would otherwise be left out and left at home. Whistlestop's program directors will be able to organize excursions for older adults who want to attend museums, classes, cultural events or points of interest that would otherwise be difficult or impossible for them to access.

6. **Total Project Cost:** \$83,718

7. **Project Budget for CDBG Funds:** Two Ford E350 XL SD 12 seat vans: \$72,770; Fuel/Maintenance: \$3,600; Insurance for two vans: \$5,828; Staff Driver Safety Training: \$1,020; Parking and Tolls: \$480; Program Promotion: \$500.

**8. Other Sources of Funds 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>
Bothin Foundation	Purchase one van	\$40,000	12/13/13	No		03/01/13

**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 Active Aging Center's Services Manager, Vicky Voicehowsky, will be responsible for the Whistlestop's Excursion Vans program with guidance from the experienced management, staff and well-trained drivers who operate Whistlestop's excellent paratransit services. Because the vans are not commercial vehicles, no special driver's licenses are required so Whistlestop's program staff will learn how to safely operate the vehicles and how to assist frail or disabled riders. This is a new program for Whistlestop, so project implementation will commence once the drivers are trained and the vans are ready to operate. In the interim, program staff can begin identifying and promoting opportunities to fill the greatest needs and the multiple uses anticipated, i.e. trips to museums, concerts and classes.

**10. Need for the Project:**

**A. Need Group:**

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

Whistlestop projects that at least 62% of the passengers for these vehicles will have incomes that are well-below the income limits for this application. This is a conservative estimate however because a large number of potential riders are currently inaccessible due to their geographical location. Once the Whistlestop Excursion Van program is operational and marketed Whistlestop expects a rapid increase in ridership. We project that at least 69% of the passengers will be over 60 years old. Whistlestop has a free membership program called "My Senior Center" that enables it to track participants who use all of its programs and services with a touch screen and scanner. This system will enable us to easily report information on the passengers' demographics.

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

For low-income, older adults in Marin County without cars or who can no longer drive, limited access to affordable transportation services isolates them from community involvement and special events. In January of 2013, the Marin Community Foundation commissioned research that resulted in a report by the Center for the Health Professions, University of California, San Francisco, called *Mission Possible: Improving the Lives of All Older Adults in Marin, Needs and Assets Scan of Culturally Appropriate Services for Older Adults in Marin County*. A key finding was the need for transportation to help curb loneliness and isolation. "Aside from the impact loneliness has on happiness and wellbeing, there is growing evidence of its impact on physical health and life expectancy...The challenge of access to transportation was echoed in all focus groups. This barrier contributed to feelings of loneliness and isolation...Desired improvements included a ... structure of scheduled periodic group pick-ups for activities like grocery shopping."

Last year, Whistlestop partnered with two high schools in Marin to create an intergenerational program that brought high school students and older adults together to converse and share stories in Spanish. The program was a huge success. Sadly, because there were no means of transporting the older adults to the high schools on a regular basis, the program was discontinued until transportation could be provided. Program coordinators and teachers are prepared and ready to revive it.

This past year, Whistlestop hosted a multicultural anniversary celebration. The seniors in Marin City's Sunshine Club were invited, but they had to pay to charter a vehicle to transport all of them. Another example was an excursion to the Cedars Textile Center. We had to use an expensive 12 passenger paratransit vehicle to transport a group of senior to a weaving program. These are ideal examples of where inclusion is warranted and Whistlestop would like to be able to provide such transportation.

Whistlestop seeks to acquire two, 12-passenger vans that will be dedicated to those older adults who want to maintain their independence, but have no way to enjoy the culture, educational opportunities, social interaction or entertainment Marin County offers its residents. For almost sixty years, Whistlestop has served the older adult and disabled community in Marin with paratransit services. Its expertise in management, staffing and administration can be easily shared with the Whistlestop's Excursion Van program.

- 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.)*

Three groups who are unlikely to attend a Whistlestop activity or the diverse and interesting activities in the County are the African American, Vietnamese, and Hispanic older adults in the Marin City area and the San Geronimo and Canal areas, respectively. It is challenging for these individuals to participate largely due to the geographic and/or language barriers. Many activities exist that would expand their horizons and better integrate them into mainstream Marin. Whistlestop will reach out to these groups by disseminating translated materials and other information about this new program through organizations that support these groups, such as the Canal Alliance, San Geronimo Valley Community Center, Community Action Marin, and the Marguerita C. Johnson Senior Center. In order to reach out to homebound older adults who live independently, Whistlestop will promote the new program through the Whistlestop Meals on Wheels program, through the Whistlestop Express newsletter (distribution of 24,000 each month in the Pacific Sun), through our website, and through ads in local newspapers.

*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?*

Whistlestop will welcome all older people who can get in and out of a van using a step stool. Wheel chairs and walkers can be folded up and stowed in the rear of the vehicles. We will provide trained staff who are accustomed to assisting people living with disabilities. The nature of the population served by Whistlestop's paratransit services makes it well-positioned to run an easily accessible passenger van program. Management, staff and drivers are trained to assist the aged and disabled. With their expert guidance, the van drivers will be prepared to provide the utmost accessibility and assistance to their riders.

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

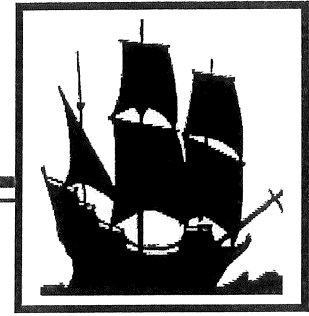
- For further information, please call Roy Bateman (473-6698). It's ok to call with any questions at any time.
- The current year's application form must be used.
- Completed applications may be mailed or hand-delivered to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic 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](http://www.marincdbg.com) or [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://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](mailto: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.**

# ***Sir Francis Drake High School***

A California Distinguished School



**Liz Seabury, Principal**

**Eric Saibel & Chad Stuart, Assistant Principals**

Mr. Joe O'Hehir  
Whistelstop  
930 Tamalpais Ave, San Rafael,  
CA, 94901

Dec. 11, 2012

Dear Mr. O'Hehir,

The World Languages Department at Drake High School would like to thank Whistelstop for organizing and participating in a cultural exchange with our students. These types of experiences are hard to come by, yet they are extremely valuable. Allowing our students the chance to practice their Spanish while learning about the lives of native Spanish speaking senior citizens who live in our community is a great gift. As teachers of Spanish we are always looking for ways to engage students in real life situations and to overcome their fears of using the language. Your volunteers were so nice, accepting and open that many of the students felt as if they were talking to their own grandparents. The feedback from students was overwhelmingly positive. We hope that the volunteers who were involved felt the same. Below are a selection of comments from the students themselves.

*Thank you so much for helping us practice our colloquial Spanish! It has helped a lot. I appreciate how patient and easy-going you have been. I realize it can be hard to listen to teenagers who are butchering your native language. Your visits have showed me that what we are learning in class has a real world application: conversing with people! Thank you again.*

– Sam B., Junior

*It was a pleasure to talk to you all when you came to Drake High School. I was fascinated by all of your lives and the times you've had. I feel as though I learned beyond Spanish, and learned the rich history with which each one of you holds. It was a great learning experience.*

– Jamison B., Sophomore

*Thank you guys so much for taking the time to come and visit our school. The experience was very cool and it was fun talking to you about your lives. Conversations could get awkward sometimes when no one would know what to say but when they flowed it was great. Thank you.*

-- Giovanni C., Sophomore

*Thank you so much for visiting our classroom! I really enjoyed learning about where our guests came from and learning about their life stories. I thought it was very nice that we got to practice our spanish with real spanish speakers. Thank you!*

--Lindsey K., Junior

*Thanks for visiting Drake. It was very helpful to have a conversation with a native Spanish speaker. I can better understand the accents and it has made me more comfortable speaking Spanish. Specifically I'd like to thank Eda. She didn't seem displeased when my groupmates or I couldn't understand/didn't know the correct word to respond, and in fact was very helpful whenever an occasion like this occurred. Thanks.*

--Adam M., Junior

*Thank you very much for coming to our school. Thanks you for taking time out of your day to help us with our Spanish. We enjoyed talking to you and getting to know you. Thank you for helping us with our Spanish.*

--Isabel N., Sophomore

*Muchas gracias! Thank you very much for coming to talk with us. It was a lot of fun and it was very helpful to be able to talk to a native Spanish speaker. I really enjoy Spanish and I hope to continue to learn it so talking with someone who speaks it so naturally was very inspiring for me. Thank you so much for coming to our school!*

--Marley V., Junior

*Yo pienso que es necesario en la clase de español a tener la oportunidad a hablar con personas que hablen español perfecto. Para obtener éxito en español, necesitas hablar y esa oportunidad nos da la oportunidad perfecta. Me gustaban las reuniones con Whistlestop y no puedo esperar por la próxima visita.*

--Estudiante de Drake

*Era una buena oportunidad para nosotros oír personas de otras culturas y era interesante escuchar a las historias de las personas. También pienso que es importante usar español para cosas que no son ejercicios, pero cosas como hablar con personas que hablan español para su primera lengua.*

--Estudiante de Drake

*Desde mi punto de vista como profesora, la oportunidad de conectarnos con personas tan amables que son hispanohablantes es un tesoro. Los alumnos se animan al ver a la gente mayor y casi todos piensan en sus "abuelos" cuando hablan. Los jóvenes tienen un poco de miedo cuando tienen que hablar, y no comprenden todo de las conversaciones, pero si yo preparo más actividades explícitas de antemano creo que los nervios se desaparecerán.*

--Linda Bonura, Spanish Teacher

As you can see our students and teachers are very appreciative of these experiences. We hope we can continue this cross-cultural and cross-generational exchange. Please communicate to those who were involved our thanks and we look forward to the next time we are all together.

Sincerely,



Tristan Bodle  
Teacher Leader  
World Languages Department  
Sir Francis Drake High School

## 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:** Marin Senior Coordinating Council dba Whistlestop

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

<b>Income of Level of Clients Your Org Serves %</b>	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	30%
Low income people	32%
People above the low income limits	38%

<b>Percentages (%)</b>	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>						N/A
Asian-American/Pacific Islander	8%	8%	4%		8%	
African-American/Black	2%	2%	8%		8%	
Caucasian/White	67%	67%	73%	100%	84%	
Native American	1%	1%	0			
Mixed Heritage	0	0	5%			
Unknown/other	22%	22%	10%			
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	22%	22%	10%			N/A
NOT of Latino/ Hispanic Origin	78%	78%	90%	100%	100%	
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Age</b>						
0-5 years old	0	0	0			N/A
6-17	1%	0	0			
18-24	0	0	3%			
25-59	19%	31%	58%	25%	42%	
60 +	79%	69%	38%	75%	58%	
<b>TOTAL %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Gender</b>						
Female	66%	70%	25%	25%	67%	N/A
Male	34%	30%	75%	75%	33%	
<b>Total %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Disabled %</b>						N/A

<b>Involvement of Clients Your Organization Serves</b>	<b>Percent of Board/Committee Members Who Are Clients</b>
On Governing Board	8%
On Advisory Committee	N/A