

**MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2015-16**

WH-1

1. **Project Name:** **West Marin**  
*Residential Rehabilitation Loan Program*

2. **Total Amount Requested:** **\$ 530,000**

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

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

**Contact Person:** *Carmen Hall Soruco*

**Title:** *Homeownership Programs Manager*

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

**Telephone:** *(415) 491-2532* Ext.

**Fax:** *(415) 472-2186*

**E-mail:** *csoruco@marinhousing.org*

**Website (optional):** *www.marinhousing.org*

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$ <b>45,000</b>
Novato Planning Area	\$ <b>90,000</b>
Richardson Bay Planning Area	\$ <b>55,000</b>
San Rafael Planning Area	\$ <b>140,000</b>
Upper Ross Valley Planning Area	\$ <b>35,000</b>
<b>West Marin Planning Area</b>	\$ <b>15,000</b>
Countywide Housing	\$ <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 who reside in their homes, and non-profit group home sponsors, to undertake and complete necessary home repairs, correct substandard housing conditions and eliminate health and safety hazards.*

*Types of repairs and improvements that may be undertaken include 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 such as window replacement, and ADA improvements for wheelchair accessibility such as ramps and roll-in showers.*



*Borrowers 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 and can be deferred payment loans, due upon sale of the property.*

*Over the past 39 years, the Residential Rehabilitation Loan Program has processed 1426 applications and funded 716 loans totaling \$12,991,693 as well as 75 further advances on existing loans totaling \$535,078. In West Marin, 101 loans have been funded for a total of \$1,778,401.*

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

*Total CDBG funds requested are \$530,000. 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 \$380,000 (including \$15,000 for West Marin) 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 21 new loans at an average loan amount of \$25,000. Administrative costs to run the program average \$22,000 per month.*

**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. Program staff includes the Homeownership Programs Manager, the Homeownership Programs Specialist, and the Homeownership Programs Services Coordinator, all at half-time, with support provided by General Services and Accounting staff. The program has been operating successfully for many years and is continually evolving to adapt to current situations, building codes, etc.*

**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	\$62,050
2	70,900
3	79,750
4	88,600
5	95,700
6	102,800



*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. All loan applications are then presented for approval by the Rehab Loan Committee.*

*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 such as the developmentally disabled and mentally ill, most of whom only receive SSI*

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

*With the ever-rising cost of real estate in Marin County, one of the highest-priced areas in the country, and the diminishing amount of 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 maintain their property in a safe and livable condition so they can remain in their homes and age in place.*

*Most low-income homeowners are unable to qualify for conventional property improvement loans and cannot perform the maintenance required to preserve their homes in good condition. In addition, many lenders do not 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 install accessibility improvements and 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 overall underrepresentation as homeowners in Marin County. Low-income homeowners who are able to purchase property do so predominantly in the areas where real estate prices are the lowest, namely the Canal Area in San Rafael and Marin City. In order to reach this demographic group, a search of homeowners in these census tracts was conducted through Old Republic Title Company which yielded over 900 names. We have begun mailing out Rehab Loan information to these individual owners spread out over several months.*

*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. This means that the majority of borrowers are elderly who were able to buy their homes years ago when they were not low-income but who are now living on fixed low incomes.*



*For current low-income prospective buyers it is next to impossible 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 other necessary home repairs and upgrades.*

*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 past 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 which is handed out borrowers upon request. We recommend that they solicit three bids before signing a contract. The final choice of contractor, however, is up to the homeowner. For small non-technical projects under \$500, homeowners may use unlicensed low-income laborers.*

- 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 Rehab Loan Program for applicants with physical disabilities is ensured by meeting on-site in the clients' homes to complete the application and make a physical inspection of the property. We are also able to have our own traveling notary accompany us to notarize loan documents after a loan is approved. Our office building is also fully ADA compliant if and when clients wish to make office visits.*

*Most importantly, the Rehab Loan Program is ideal for installing accessibility improvements for clients who require them such as grab bars, ramps, electric stair lifts, handicapped showers, door widening and kitchen modifications. Even elevators have been installed when feasible and cost-effective.*

- 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.marincounty.org/cdbg](http://www.marincounty.org/cdbg); open the Newest Information Panel and scroll to the heading Application Information and Workshops.
- 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 5, 2014, AT 5 P.M.**

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



## Organization Profile – 2015-16 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	<b>98%</b>
Low income people	<b>2%</b>
People above the low income limits	<b>(Only in the BMR Program which is NOT included in this report)</b>

<b>Percentages (%)</b>	<b>Clients Your Organization Serves (4800)</b>	<b>Clients for this Project (316) Rehab</b>	<b>Support Staff</b>	<b>Professional Staff</b>	<b>Board</b>	<b>Advisory Committee</b>
<b><i>Ethnic/Racial Demographics</i></b>						
Asian-American/Pacific Islander	<b>12%</b>		<b>7%</b>	<b>20%</b>		
African-American/Black	<b>23%</b>	<b>7%</b>	<b>18%</b>	<b>13%</b>	<b>14%</b>	<b>61%</b>
Caucasian/White	<b>59%</b>	<b>93%</b>	<b>75%</b>	<b>67%</b>	<b>86%</b>	<b>39%</b>
Native American	<b>1%</b>					
Mixed Heritage	<b>1%</b>					
Unknown/other	<b>4%</b>					
<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	<b>20%</b>	<b>6%</b>	<b>1%</b>	<b>13%</b>		<b>5%</b>
NOT of Latino/ Hispanic Origin	<b>80%</b>	<b>94%</b>	<b>99%</b>	<b>87%</b>	<b>100%</b>	<b>95%</b>
<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	<b>5%</b>					
6-17	<b>19%</b>					
18-24	<b>11%</b>					
25-59	<b>40%</b>	<b>36%</b>	<b>89%</b>	<b>80%</b>	<b>71%</b>	<b>39%</b>
60 +	<b>25%</b>	<b>64%</b>	<b>11%</b>	<b>20%</b>	<b>29%</b>	<b>61%</b>
<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	<b>64%</b>	<b>72%</b>	<b>79%</b>	<b>73%</b>	<b>57%</b>	<b>61%</b>
Male	<b>36%</b>	<b>28%</b>	<b>21%</b>	<b>27%</b>	<b>43%</b>	<b>39%</b>
<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>30%</b>	<b>28%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>10%</b>

<b>Involvement of Clients Your Organization Serves</b>	<b>Percent of Board/Committee Members Who Are Clients</b>
On Governing Board	<b>30%</b>
On Advisory Committee	<b>85%</b>



## Organization Profile – 2015-16 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	38,750	62,050
2	44,300	70,900
3	49,850	79,750
4	55,350	88,600
5	59,800	95,700
6	64,250	102,800



MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2015-16

WH-2

1. **Project Name: Stockstill House- Assisted Living** 2. **Total Amount Requested:** \$ 13,000  
Non-housing proposals must specify the amount requested from each planning area.
3. **Project Sponsor: West Marin Senior Services**

**Contact Person: Pam Osborn RN**

**Title: Associate Director**

**Mailing Address: P.O Box 791  
Point Reyes Station, Ca 94956**

**Telephone: 415-663-8148 Ext. 101**

**Fax: 415-663-1268**

**E-mail: [pam@wmss.org](mailto:pam@wmss.org)**

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$ 13,000

**Website (optional):**

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

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*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.

12051 State Route #1, Point Reyes Station, CA 94956, for a Residential Care Facility for the Elderly in West Marin. The house was built in 1980 and the Assessor's Parcel Number is 119-082-14.

5. **Project Description:** Stockstill House serves eight frail and elderly residents in semi-private bedrooms, providing continuous care and supervision, 24 hours a day. These projects will serve several purposes:

- 1.) To continue ongoing maintenance, upkeep and upgrade resident comfort of Stockstill House.
- 2.) Enable Stockstill House to become more compliant with strict HIPAA policies.

The dining room in Stockstill House has deck access through sliding glass doors that overlook an orchard and views of the Inverness Ridge. Unfortunately, we cannot allow our frail, disabled residents to enjoy this aspect of the home because of stairs and the risk of falling. The only access now is to exit through the front of the property and to "go around". By building a ramp off the back deck, our residents and their families could easily access this part of the property and enjoy its full potential.

In addition, this will improve the safety of the home in the event of an emergency and/or fire egress by providing a second exit that accommodates wheelchairs/walkers.

The upstairs mezzanine in the home, which is used as the administrative office to conduct administrative tasks such as record keeping, private meetings with resident family members, telephone calls to physician's, etc. in its present state is unusable. Temperature control is impossible to maintain and staff cannot work there comfortably. We need a system to ventilate the mezzanine so our on-site administrator can use this space to keep us HIPAA compliant with state licensing. As the sun shifts thru the glass panels in the

mezzanine into the living room below, especially in the summer, our staff constantly has to move residents around to keep them from being in the direct sunlight.

**6. Total Project Cost:** (Include all costs for this particular project regardless of source.) \$13,000

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

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

We are requesting assistance as follows:

- Install sun filtering film on the mezzanine glass panels of the home: \$2,000.
- Air conditioned unit and mixing fan: \$4,000
- Exit ramp off the deck to the back property: \$7,000

**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>
NONE						

**9. Project Implementation:**

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

We have an active Assisted Living Facility (ALF) Committee, chaired by a Board member, and experienced volunteers ready to help oversee these project, along with guidance and direction from the Executive Director, Maurice "Skip" Schwartz and Administrator of Stockstill House, Pam Osborn. The schedule for project implementation will begin in July, 2015 with completion by November, 2014.

**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	\$62,050
2	70,900
3	79,750
4	88,600
5	95,700
6	102,800
7	109,900
8	117,000

We accommodate eight residents 60 years and older in semi-private rooms. Since its inception, we have served 107 residents in our residential care facility, enabling all to stay in our West Marin community. All applicants complete detailed income information prior to acceptance at Stockstill House and we have proof of income from income tax returns. Of the five residents that currently live there, 100% meet the low income guidelines outlined in the table. Their income is:

- Monthly - Annually:
- 1.) \$1196.33-\$14,355
  - 2.) \$1448 - \$17,376
  - 3.) \$1548 - \$18,376
  - 4.) \$3663 - \$43,956
  - 5.) \$4,600-\$55,200

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

Stockstill House provides an important housing option for fragile, disabled, and/or frail seniors who are no longer able to live in their own homes. We provide continuous care and supervision in a licensed residential care facility for the elderly accommodating eight



residents, with three hospice beds and a dementia waiver. Keeping seniors in our community at Stockstill House enables them to maintain contact with family and friends and participate in community activities, while receiving the personal care that they need. Without Stockstill House, many of the residents would have to leave West Marin, away from family and friends, to private or public facilities, such as nursing homes, at considerable cost to the family and/or the government. Stockstill House also serves as a shelter in the event of a disaster. It is important to maintain the home, keeping it safe and attractive to residents, guests and the community at large.

- 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.)*

There are a small percentage of minority seniors living in West Marin. Primarily Caucasians apply for residency. We market Stockstill House and other WMSS services at churches, community associations & events, community shot clinics, local radio station KWMR, monthly email newsletters and local newspapers. Of twelve (12) caregivers at Stockstill House, eight (8) of them are minorities.

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

Admission to Stockstill House is based on the care needs of a particular resident. We do not discriminate based on age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, or other categories. Stockstill House was designed to provide residential care for the elderly who need 24 hour care and supervision. We have two hospice waivers, and most residents live out their days in our home.

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

We plan to use one (1) staff person who is semi-retired and falls in the low income category. He will work with a group of volunteers on these projects.

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

Our target population is the frail and elderly. We have built railings and ramps, handicapped bathrooms, hand rails, grab bars, and made modifications to make the home accessible and comfortable for the elderly. The new ramp off the deck will aid handicap access and emergency/fire exit and will provide residents with a scenic viewing space.

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

We converted Stockstill House, a once all-electric home to propane: Installed a new gas range, two (2) on-demand gas water heaters, and a fireplace insert that heats the entire living room. We have converted to energy-efficient lighting in all rooms. We installed a greywater system to discharge washing machine water.

- 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.marincounty.org/cdbg](http://www.marincounty.org/cdbg); open the Newest Information Panel and scroll to the heading Application Information and Workshops.
- 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 5, 2014, AT 5 P.M.**

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

k:\cycle\2015 cycle\applications fy15\2015-16 edbg application form.doc



## Organization Profile - 2015-16 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:** West Marin Senior Services

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	220
Low income people	17
People above the low income limits	26

<b>Percentages (%)</b>	Clients Your Organization Serves 263	Clients for this Project 263	Support Staff 20	Professional Staff 4	Board 10	Advisory Committee 4
<b>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander	1	1	2			
African-American/Black						
Caucasian/White	260	260	11	4	9	4
Native American						
Mixed Heritage						
Unknown/other	2	2	7		1	
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin	2	2	7		1	
NOT of Latino/ Hispanic Origin	261	261	13	4	9	4
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Age</b>						
0-5 years old						
6-17						
18-24			1			
25-59			18	2	2	1
60 +	263	263	1	2	8	3
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Gender</b>						
Female	170	170	18	3	6	2
Male	93	93	2	1	4	2
<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	25%
On Advisory Committee 1	

## Organization Profile - 2015-16 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	38,750	62,050
2	44,300	70,900
3	49,850	79,750
4	55,350	88,600
5	59,800	95,700
6	64,250	102,800



WH-3

**MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2015-16**

1. **Project Name: Walnut Place**

2. **Total Amount Requested:** \$450,000

3. **Project Sponsor: EAH Inc.**

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

**Contact Person: Lynn Berard**

**Title: Senior Project Manager**

**Mailing Address:**

2169 E. Francisco Blvd., Suite B  
San Rafael, CA 94901

**Telephone: 415-295-8825**                      **Ext.**

**Fax:**

**E-mail: lynn.berard@eahhousing.org**

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

**Website (optional):**

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

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

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

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

Address:                      600 A Street, Point Reyes Station, CA 94956  
Constructed:                1986  
APN:                            119-198-20

5. **Project Description:**

Walnut Place is located on 1.47 acres on A Street in Point Reyes Station. The property is improved with a 2 story, 25 unit apartment building. The building is wood frame on concrete slab, with solar photovoltaic panels on a portion of the roof to provide electricity for the common areas. Unit mix consists of the following:

Unit Type	No. of Units	Unit SF
Studio	2	400
Studio	8	432
Studio	4	448
1 Bedroom	6	480
1 Bedroom	4	500
2 Bedroom (Staff)	1	650

The units are interior accessed with two interior stairways and an elevator providing service to the upper floors. The units have gas wall furnaces, electric stoves and refrigerators. Project amenities include a manager's office, elevator, laundry room, individual storage lockers for residents, front and rear patios, two decks on the second floor, a community garden and on-site parking for 13 cars.

Attached is a list of tenants' income, household sizes and unit rents. The property is currently 100% occupied, with a waiting list of applicants.

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

Please see attached budget.

**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.

EAH proposes to use CDBG funds exclusively for costs associated with the rehabilitation of Walnut Place. These items include hard construction costs, third-party consultant studies, architectural and engineering design work as necessary, and other soft costs. Projected expenses would be:

Construction	\$400,000
Construction Consultants	\$ 20,000
Architect/Engineer	\$ 20,000
Construction Inspection	\$ 10,000

The cost estimate was derived from the information provided by the Capital Needs Assessment consultant, Jim Fagler of Gelfand Architects, who is a registered architect with many years of experience in both design and cost estimating. It also incorporates actual unit costs from recent rehabilitation projects with similar scopes of work.

A risk assessment will be undertaken to confirm that there is no lead-based paint used in or on the building. Should there be evidence of lead-based paint, residents will be provided a lead hazard information pamphlet and a notice describing the assessment and hazard reduction actions that will be implemented. EAH has established company-wide training regarding the hazards of lead-based paint and appropriate maintenance standards as part of regular building operations.



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>
Tax-Exempt Bond Loan	Construction	\$2,875,202	Est. 4/2015	No	Est. 7/2015	At closing-est. 9/2015
Tax-Exempt Bond Loan	Permanent	\$1,593,912	Est. 4/2015	No	Est. 7/2015	At closing-est. 9/2015
Seller Take Back Loan	Acq/ Perm	\$1,720,638				At closing
Tax Credit Equity-LP	Acq/Const/Perm	\$2,072,798	Est. 4/2015	No	Est. 7/2015	At closing
Tax Credit Equity-GP	Const/Perm	\$100	Est. 4/2015	No	Est. 7/2015	At closing
Net Op. Income	Permanent	\$111,536			Est. 7/2015	At conversion
Accrued Seller Loan Interest	Permanent	\$55,362			Est. 7/2015	At conversion
Seller Reserves	Acq/Perm	\$100,538			Est. 7/2015	At closing
Deferred Dev. Fee	Perm	\$81,076			Est. 7/2015	At conversion

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?*

EAH Real Estate Management staff will be responsible for implementing the project. Principal participants in the process of planning, financing, managing and completing construction include Matt Steinle, VP Real Estate Management and Lynn Berard, Senior Project Manager. EAH Real Estate Management will perform income certifications to assure that all residents, current and future, are within the income limits. This staff will also prepare any necessary notices related to the rehabilitation, including, if necessary, lead-based paint notices, as well as any marketing materials needed. They will provide support to Real Estate Management staff in terms of resident needs and issues during construction.

<b>Proposed Project Schedule</b>	
Lender Commitment Letter	May/June 2015
Equity Letter of Intent	May/June 2015
Permit Plan Check Submittal	June 2015
CDLAC Application - Tax Exempt Bonds	July 2015
TCAC Application (4%)	July 2015
HUD Approval of 202 Prepayment	Aug 2015
CDLAC Award - Tax Exempt Bonds	Sept 2015
TCAC Application (4%)	Sept 2015
Permits Ready	Sept 2015
Tax Credit/Bond Closing (Loan and Acquisition)	Oct 2015
Construction Start	Nov 2015
Construction Completion	Aug 2016

**10. Need for the Project:**

**A. Need Group**

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

Household Size	Income Limit
1	\$62,050
2	70,900
3	79,750
4	88,600
5	95,700
6	102,800
7	109,900
8	117,000

The project will benefit individuals and small families who are 62 or older and who have income that is at or below 50% of the area median income for the household size. The primary population that is currently being served by the property, and which will continue to be served during and after the rehabilitation, are people who are at 50% AMI or less. All units are rent-subsidized under a project-based Section 8 HAP contract from HUD. Prior to transaction closing, HUD will provide a new 20 year Section 8 contract.

It is intended that the units will be financed with a combination of tax-exempt bonds, 4% Low Income Tax Credits, Seller Take Back loan (for acquisition), along with the CDBG funds applied for in this application, and possibly HOME funds, which are being applied for, also. The tax credits will incorporate a 55-year affordability term in a recorded Regulatory Agreement. The use of tax-exempt bonds also requires the incorporation of affordability terms in Regulatory Agreement for the term that the bonds are outstanding. In addition, since the prepayment of the existing 202 loan requires HUD's approval, in exchange for such approval, HUD requires the execution of a 20 year Use Agreement that restricts the use of the property to residents that are low and very low income and who are at least 62 years old. The multiple layers of restrictions ensures the ongoing affordability of the property, with the most restrictive requirement being 55 years.

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

The Marin County Consolidated Plan for 2010-2014 states that there continues to be a serious shortage of affordable housing in the County for seniors, frail elderly, and people with disabilities. The cost of housing in the City of Novato and Marin County in general has increased so dramatically that many people, are unable to afford housing in the area, or are encumbered with high rent burdens (>30% of their income is spent on housing). The Consolidated Plan estimates that there are 1,000 units needed in the County for elderly people and 500 units needed for frail elderly. Addressing housing needs of the elderly who are extremely low and very low income, and frequently severely rent burdened, is a high priority in the Plan. In addition, preservation of existing affordable housing is also a high priority for the County. The Plan states that the County places highest priority on projects that meet the housing needs of extremely low income and very low income individuals and families, including renters in elderly households. The County's strategy is to leverage resources in order to fund acquisition, rehabilitation, new construction and rental assistance.

Walnut Place provides 24 units of much-needed housing affordable to low-, very low-, and extremely low income seniors, including those with disabilities. Under the project's Section 8 contract, 24 units are affordable at or below 50% of the Marin County Area Median Income (AMI). Moreover, the Section 8 contract requires income targeting so that at least 40% of vacant units are rented to households earning no more than 30% AMI. The financing that will be used to rehabilitate the property will require long term (55 years) affordability, with the rents paid by the residents limited by HUD and the Low Income Housing Tax Credit program. The 20 year Section 8 Housing Assistance Payment Contract (with the ability to renew for an additional 20 years) that will come with the new financing limits the amount of rent paid by the residents to 30% of their income.

The project will preserve 24 units of affordable housing in a highly desirable location (one unit is reserved for onsite management staff and is not income restricted). The rehabilitation will make the capital improvements which are necessary to extend the useful life of the project as well as improve living conditions for current and future residents. The upgrading and addition of accessibility and universal design features will greatly enhance the quality of life for residents. The proposed improvements which will reduce energy usage in the units will benefit the residents, also.



- 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 vision of EAH Housing and Walnut Place is of balanced communities comprised of people of many income levels, educational backgrounds, job skills, religions, and races, with attractive and affordable housing. We believe this balance enhances the quality and richness of all our lives. Walnut Place monitors the demographics (resident, applicant, census data) of the market area to track race, ethnicity and persons with disabilities for purposes of determining those least likely to apply for housing. According to Walnut Place's AFHMP, the Hispanic or Latino population has been identified as least likely to apply for housing. Several strategies were implemented to make Walnut Place more welcoming and comfortable to groups least likely to apply, such as collaborating with Hispanic and Latino-serving community organizations to assist in outreach, contracting with Language Line to provide oral interpretation, providing documents such as leases, house rules, applications and announcements of vacancies or open waiting lists in non-English languages, providing Fair Housing and Section 504 training to all employees and providing beneficial resources and services for residents.

EAH prepares a marketing plan specific to each development. The marketing plan for the subject project details steps needed to comply with affirmative marketing requirements for the development, including such steps as advertising in non-English-language media and notifying public agencies and community groups, particularly those that serve and support people of low income in the targeted groups, of the rental opportunity.

Walnut Place will review the AFHMP annually to determine if the population least likely to apply for housing is still the population identified on the AFHMP, whether current advertising sources still exist, whether the advertising and publicity cited in the AFHMP are still the most applicable or whether sources should be changed or expanded. To determine if our marketing strategies are successful in attracting individuals least likely to apply, applications will be reviewed to track race, ethnicity, persons with disabilities and marketing referral sources. Marketing sources that applicants list as a referral source will be deemed "successful" and those marketing sources not listed in two (2) consecutive years, will be deemed "unsuccessful" marketing sources. Walnut Place will contact and collaborate with other community service organizations that assist individuals least likely to apply for housing.

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

Please see response above regarding affirmative marketing steps. Walnut Place will affirmatively further fair housing by ensuring that staff attend Fair Housing and Section 504 training every two years and AFHMP training annually. Walnut Place maintains records of any analysis conducted as well as actions taken to address any identified issues (if applicable). One goal is to meet regularly with community organizations to encourage dialogue regarding fair housing issues within the County.

*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.*

The construction contract will comply with applicable regulations, including federal WBE/MBE rules and Section 3 requirements and the contractor's subcontract must include the same requirements for all subcontractors. We will require the contractor to reach out to minority and women owned businesses and businesses owned by low income people during the bidding process. This could include working with trade groups that are dedicated to supporting such businesses and placing requests for bid notices in non-traditional trade publications and with organizations such as Hispanic Chambers of Commerce and women's professional groups.

We will solicit proposals from engineering and service companies that are women- and minority owned, such as civil engineers and inspectors.

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

The property has 2 units that were designed for residents with physical disabilities. These units, along with all common areas within the building will be evaluated with the current accessibility codes in mind and improvements made as much as is financially feasible. If financially feasible, we would like to make at least 2 additional units either adaptable for accessibility or fully accessible. The laundry room will be renovated to make it fully accessible. Accessible paths of travel will be provided to appropriate accessible parking spaces and the community garden and all patio areas. Proper signage will be installed to indicate accessible paths of travel. Signage within the building, including plaques with unit numbers will be provided that meet accessibility requirements such as height, lettering and braille. Doors will have hardware that is universal/accessible in design. An elevator provides access to the upper story of the building, providing those with disabilities with more options.

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

EAH strives to utilize materials and implement programs that incorporate green building and sustainability principles in all its work. For Walnut Place, the Capital Needs Assessment prepared to identify the scope of rehabilitation also includes recommendations for improving energy efficiency and reducing energy usage within both the units and the common areas. Materials will be specified by the architect to include, among other things, no VOC paints and stains and no urea formaldehyde in cabinets and glues to minimize toxicity and gas emissions, "green label" flooring that incorporates recycled materials and low VOC emissions, low flow (1.28 gpf) toilets and low flow faucets and showerheads, Energy Star appliances, energy efficient lighting (fluorescent or LED), high efficiency water heaters with on demand recirculating pumps, drought tolerant, native plants and drip irrigation for landscaping. The contractor will be required to recycle a minimum % of unused materials and materials removed as part of the rehab work. The property already has solar photovoltaic panels on the roof that provides almost 100% of the electricity used by the common areas, including the office and laundry room.

We will provide residents with informational packages that will explain the green aspects of the improvements and help them to incorporate the use of "green" materials and conservation attitudes and behaviors into their daily lives.

EAH has developed and implemented "green" maintenance and operations policies and procedures that are incorporated into a Green Manual used by all properties.

- 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.marincounty.org/cdbg](http://www.marincounty.org/cdbg); open the Newest Information Panel and scroll to the heading Application Information and Workshops.
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**Remember that we don't accept e-mailed or faxed applications.**

Section 5 - Project Description - Scope of Work

**West Marin Senior Apartments**  
**600 A Street**  
**Reyes Station, California**

**Point**

**25 units, 12 studios, 12 one-bedroom, 1 two bedroom**

REHABILITATION ITEMS	COMMENTS / BRIEF DESCRIPTION OF THE PROPOSED REHABILITATION	NUMBER OF UNITS	PERCENTAGE TO REPAIR
<b>SITE</b>		<b>25</b>	
Drainage	Repair site drainage at asphalt areas	1	100%
Fencing	None existing	0	0%
Irrigation	Provide new system	1	100%
Landscaping/Topography	Provide new planting	1	100%
Lighting	Upgrade security lighting at exterior and pathway; replace conduit & fixtures	1	100%
Parking/Roadways	Repairs to asphalt areas	1	100%
Enclosed patio	extension of community sitting area	1	100%
Sidewalks/Pedestrian Areas	Provide accessible path to rear of building; repair damaged sidewalks	1	20%
Signage	Provide accessible signage throughout	35	100%
Trash Facilities	Provide enclosure for trash containers	1 location	100%
Maintenance Shed	Replace shed	1	100%
Utilities	No work	0	0%
Existing generator	Build enclosure	1	100%
Other (Specify)	N/A	0	0%
<b>STRUCTURE FRAMES AND ENVELOPES</b>			
Balconies/Patios	Replace one existing decks	1	100%
Doors and Frames	Misc repairs	4	50%
Facades/Siding/Ext. Walls	new siding; Dry rot allowance of \$30K	1 bldg	100%
Structural repair	See facades and balconies above	0	0%
Insulation	attic space	1	100%
Painting	Exterior	1	100%
Roofing & gutters	Remove and replace all sloped asphalt roofing & gutters	1 bldg	100%
Stairs/Landings	hand rails-interior stairs	6	0%
Superstructure	Revise entry - add trellis	1	100%
Windows and Frames	Existing windows to remain	0	0%
<b>COMMON AREAS</b>			
Community Room		1	100%
Common kitchen	Remodel for accessibility	1	100%
Management Office	remodel to expand laundry	1	0%
Accessibility compliance		1	0%
Laundry	expand to meet accessibility requirements	1	100%



REHABILITATION ITEMS	COMMENTS / BRIEF DESCRIPTION OF THE PROPOSED REHABILITATION	NUMBER OF UNITS	PERCENTAGE TO REPAIR
<b>MECHANICAL / ELECTRICAL / PLUMBING</b>			
Electrical Systems	Misc electrical repairs	25	100%
Electrical at unit	LED lighting at interior	25	100%
Elevator	renovate or replace	1	100%
Emergency Call system	Repair as necessary	1	100%
Fire Alarm/Suppression	Repair as necessary; add CO2 monitors?	3 floors	10%
Arc fault breakers at units	If required by Building Department	25	100%
Smoke alarm upgrades	Upgrade as necessary	25	100%
HVAC repairs	replace baseboard heating with PTAC units	26	100%
Auto door openers		2	100%
Generator	provide enclosure	1	100%
Elect. outlets & receptacles	Replace in all units	25	100%
Fans in unit bathrooms	Replace Unit exhaust fans	25	100%
Low flow shower heads	Replace shower heads with low flow heads	25	100%
Replace unit toilets	Replace with low flow 1.28 or 1.0 gpf	25	100%
Water isolation valves	relocate outside of attic		100%

#### UNIT INTERIORS

Stoves	Replace per matrix poor/fair	25	100%
Range Hoods	Replace per matrix, provide new at lower units	25	100%
Refrigerators	Replace per matrix poor/fair	25	100%
Cabinets	Upper/lower per matrix poor/fair	12	48%
Carpeting	Replace poor and fair carpeting per matrix	12	48%
Vinyl	Replace poor and fair vinyl per matrix	12	48%
Ceilings/Walls	Patch gyp board	10	40%
Countertops	Replace pl lam ctops per matrix poor	25	100%
Doors	Entry, closet, bath doors repl. in poor/fair condition	5	20%
Solid surface flooring	Replace sheet vinyl at kit in poor/fair cond.	25	100%
Painting	Paint all units, all areas except recent turnover	25	100%
Sinks/Faucets	Replace kit/bath sinks/faucet in poor/fair cond.	25	100%
Tub surrounds	Replace tubs/surrounds of poor or original tile	1	4%
Window Coverings	Replace damaged blinds	25	100%
Bathtubs	Refinish existing tubs	5	20%
Bathroom accessories	towel & shower curtain bars; toilet paper holders; med cabs	12	48%

#### ACCESSIBILITY / ADA

##### COMPLIANCE

Public Area Accessibility	Misc hardscape repairs; accessible path around building	5	5%
Unit Accessibility	Upgrade 2 (5%) units: bathrooms, kitchens, entry	2	10%
Garden	access to garden, storage & water; 5% of planter space	1	100%
Signage	ADA Path of Travel, interior signage	1	100%

Section 6 - Development Budget - Sources and Uses

West Marin Senior, Point Reyes, California  
PROJECT BUDGET - SOURCES AND USES

Funding Uses (Development Budget)

	Adjust Factor	Cost Breakdown TOTAL
<b>ACQUISITION &amp; LAND COSTS</b>		
Purchase Price of Land		1,000
Purchase Price of Improvements		2,406,902
Buyer paid Transfer Taxes		1,324
Environmental Abatement Soil and Demo related		5,985
Acquisition of Seller Reserves		100,538
<b>Subtotal, Acquisition</b>		<b>2,515,749</b>
<b>GENERAL DEVELOPMENT COSTS</b>		
Building Hard Costs in CNA	20%	915,575
Site Improvements in CNA	15%	306,050
General Conditions & P&P Bonds	8.0%	97,730
Contractor Overhead and Profit	6.0%	79,161
Construction Security		40,000
GC Insurance	2%	27,970
GC Contingency	2%	28,530
Hard Cost Estimating Contingency	5%	61,081
Const Period Change Order Contingency	12%	175,152
<b>Subtotal, Construction Hard Costs</b>		<b>1,731,249</b>
Local Permits/Fees		27,898
Utility Installations PG&E Water		0
<b>Subtotal, Permits &amp; Fees</b>		<b>27,898</b>
Initial Property Assessments / Diligence		28,202
Architectural & Engineering		126,083
Phase I& II Reports/Toxic		2,500
Civil Engineer		38,300
Geotech Analysis		5,000
Construction Consultants		37,000
Construction Testing and Inspection		25,000
<b>Subtotal, A&amp;E and Consulting</b>		<b>262,085</b>
<b>FINANCING</b>		
Appraisal		28,131
Market Study		5,000
Construction Loan Inspection, DD fees		24,000
Construction Loan Origination and Misc Fees		26,000
Construction Loan Interest		44,066
Interest on Seller Take Back Loan		55,362
Interest on Predev Loans		6,014
TEB Costs of Issuance		108,375
Permanent Loan Fees		43,000
CDLAC Deposit (app. fee included in Costs of Issuance)		13,000
TCAC App/Monitr/Reserve Fee		14,262
<b>Subtotal, Financing</b>		<b>367,210</b>
Legal - Acquisition		5,000
Legal - Formation and Syndication		30,000
Legal - Construction Closing (Borrower)		30,000
Legal - Construction Closing (Lender)		65,000
Legal - Permanent Closing (Borrower)		5,000
Legal - Permanent Closing (Lender)		5,000
Title/Recording/Escrow - Construction		30,500
Title/Recording/Escrow - Permanent		9,000
<b>Subtotal, Legal &amp; Title</b>		<b>179,500</b>
Real Estate Taxes & Carrying Costs		5,929
Builder's Risk and Owner Liability Insu		20,000
<b>Subtotal, Tax &amp; Insurance</b>		<b>25,929</b>
Furniture & Equipment		25,000
Temporary Relocation Costs		85,000
Voluntary Move Incentive Payments		0
Marketing/Income Cert for Section 42		15,000
<b>Subtotal: Relocation, Marketing, F&amp;E, Other Soft</b>		<b>125,000</b>

	Adjust Factor	Cost Breakdown
		TOTAL
Capitalized Operating Reserves (# months per 'Finance Assumpt')	3	81,140
Capitalized Replacement Reserves		25,000
Capitalized Partnership Reserve	0	0
<b>Subtotal, Capitalized Reserves</b>		<b>106,140</b>
Soft Cost Contingency		70,000
<b>Subtotal, Soft Contingency</b>		<b>70,000</b>
Syndication Financial Consultant		40,000
Audit and Cost Certification		20,000
<b>Subtotal, Syndication Costs</b>		<b>60,000</b>
<b>Developer Fee</b>		<b>715,200</b>
<b>TOTAL DEVELOPMENT COSTS</b>		<b>\$ 6,185,960</b>

**Construction Sources of Funds:**

Source	Amount
<b>Assumed Debt</b>	
None	
<b>New Debt</b>	
Const/Perm Loan (Base Rent Tranche)	983,142
Const/Perm Loan (Section 8 Tranche)	610,770
TE Construction Loan - Const-Period-Only Increment	1,281,290
Seller Take-Back Loan	1,720,638
<b>Other</b>	
CDBG/HOME	450,000
Seller Reserves as source to fund acquisition of Seller Reserves	100,538
Seller Reserves as source to fund Rehabilitation	0
General Partner Equity	100
Initial Limited Partner Capital	207,280
<b>Total Construction Sources:</b>	<b>5,353,758</b>
<b>SURPLUS (GAP)</b>	<b>\$0.00</b>

**Permanent Sources of Funds:**

Source	Amount
None	
<b>New Debt</b>	
Const/Perm Loan (Base Rent Tranche)	983,142
Const/Perm Loan (Section 8 Tranche)	610,770
Seller Take-Back Loan	1,720,638
Accrued Seller Take-Back Loan Const Period Interest	55,362
<b>Other</b>	
CDBG/HOME	450,000
Seller Reserves as source to acquire Seller Reserves	100,538
General Partner Equity	100
Deferred Developer Fee	81,076
LP's Tax Credit Equity	2,072,798
Net Operating Income to Conversion	111,536
<b>Total Permanent Sources:</b>	<b>6,185,960</b>
<b>SURPLUS (GAP)</b>	<b>\$0</b>



**WALNUT PLACE**  
**Stabilized Operating Budget**  
Number of Units - 25

Description of Account	Acct No.	Proposed Stabilized
		CY 2017
<b>Revenue - 5000</b>		
Rent	5120	366,900
Tenant Assistance Payments	5122	62,824
<b>Total Rent Revenue - Potential at 100% Occupancy</b>	<b>5100T</b>	<b>429,723</b>
<b>Vacancies - 5200</b>		
Apartments	5220	(21,486)
<b>Total Vacancies</b>	<b>5200T</b>	<b>(21,486)</b>
<b>Net Rental Revenue (Rent Revenue less Vacancies)</b>	<b>5152N</b>	<b>408,237</b>
<b>Other Revenue - 5900</b>		
Laundry and Vending Revenue	5910	824
NSF & Late Charges	5920	0
Legal Fee Charges	5925	0
Damages and Cleaning Fees	5930	0
Forfeited Security Deposits	5940	0
Cable Income	5990	0
Other Income	5999	0
<b>Total Other Revenue</b>	<b>5900T</b>	<b>824</b>
<b>Total Revenue</b>	<b>5000T</b>	<b>409,061</b>

**Expenses - 6000**

<b>Administrative Expenses - 6200/6300</b>		
Advertising	6210	128
Office Salaries	6310	265
Office Supplies	6311	937
Computer Licensing Fees	6313	3,411
Computer Charges	6314	383
Office Equipment Rental/Service Contracts	6315	375
Management Fees	6320	22,497
Managers Salaries	6330	44,097
Manager Rent Free Unit	6331	14,657
Legal Expense	6340	1,144
Audit Expense	6350	6,991
Telephone/Answer Service Exp	6360	3,947
Misc Admin Expense (Specify)	6390	3,397
Seminars	6391	1,301
<b>Total Administrative Expenses</b>	<b>6263T</b>	<b>103,531</b>

<b>Utilities - 6400</b>		
Cable	6430	1,341
Solar Electricity Production	6445	2,894
Electricity	6450	1,177
Water	6451	4,688
Gas	6452	5,699
Sewer	6453	2,787
<b>Total Utilities Expense</b>	<b>6400T</b>	<b>18,585</b>

Description of Account	Acct No.	Proposed Stabilized CY 2017
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<b>Operating and Maintenance Expenses - 6500</b>		
Janitor & Cleaning Supplies	6515	363
Janitor and Cleaning Contracts	6517	3,672
Exterminator Contract	6519	1,556
Garbage/Trash Removal	6525	5,414
Grounds Supplies	6536	2,365
Grounds Contract	6537	13,404
Repairs Payroll	6540	39,385
Repairs Materials	6541	4,022
Repairs Contracts	6542	10,424
Elevator Maint./Contract	6545	5,369
Decorating Payroll/Contract	6560	969
Decorating Supplies	6561	1,071
Miscellaneous Maintenance Expense	6590	1,163
<b>Total Operating &amp; Maintenance Expenses</b>	<b>6500T</b>	<b>89,177</b>

<b>Taxes &amp; Insurance - 6700</b>		
Real Estate Taxes	6710	5,806
Payroll Taxes (Project's share)	6711	7,215
Earthquake Insurance	6712	7,547
Misc Taxes & Licenses	6719	429
Property and Liability Insurance (Hazard)	6720	4,774
Workmen's Compensation	6722	3,835
Health Insurance & Other Employee Benefits	6723	24,426
D & O Insurance	6729	223
<b>Total Taxes &amp; Insurance</b>	<b>6700T</b>	<b>54,255</b>

<b>Replacement Reserve Annual Deposit</b>	9328	0
<b>Total Operating Expenses (with R&amp;R)</b>		<b>265,547</b>

<b>Net Operating Income</b>		<b>143,514</b>
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<b>Financial Expenses - 6800/9300</b>		
Principal & Interest on Mortgage Payable	6820	106,854
Bond Fee	6897	4,000
<b>Total Financial Expenses</b>	<b>6800T</b>	<b>110,854</b>

<b>Total Cost of Operations Including Prin. &amp; Int.</b>		<b>376,401</b>
<b>Cash Flow (Deficit) (before Capital Improvements)</b>		<b>32,660</b>

## Organization Profile – 2015-16 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:** EAH Inc. (California)/Walnut Place

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	74%
Low income people	16%
People above the low income limits	10%

<b>Percentages (%)</b>	Clients Your Organization Serves (CA)	Clients for this Project	Support Staff (Walnut Place)	Professional Staff (Walnut Place)	Board (Walnut Place)	Advisory Committee
<b>Ethnic/Racial Demographics</b>						N/A
Asian-American/Pacific Islander	20			60		
African-American/Black	15			20		
Caucasian/White	33	100	100	40	100	
Native American	2					
Mixed Heritage	11					
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	22		0	40		
NOT of Latino/ Hispanic Origin	78	100	100	80		
<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	10					
6-17	19					
18-24	17					
25-59	33	5	50	80	50	
60 +	21	95	50	20	50	
<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	56	79	0	60	75	
Male	44	21	100	40	25	
<b>Total %</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
<b>Disabled %</b>		20				

<b>Involvement of Clients Your Organization Serves</b>	<b>Percent of Board/Committee Members Who Are Clients</b>
On Governing Board	10% (California properties)



## Organization Profile – 2015-16 Data Collection Pilot

On Advisory Committee

N/A

### 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	38,750	62,050
2	44,300	70,900
3	49,850	79,750
4	55,350	88,600
5	59,800	95,700
6	64,250	102,800

**MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2015-16**

WC-1

TOMALES TOWN

HALL -

1. **Project Name:** Rehabilitation & Preservation, 2015  
 2. **Project Sponsor:** Tomales Town Hall

**Total Amount Requested:** \$20,839  
 Non-housing proposals must specify the amount requested from each planning area.

\$20,839

**Contact Person:** Venta Leon

**Title:** Director, Board of Trustees

**Mailing Address:**  
 PO Box 251  
 Tomales CA 94971-0251

**Telephone:** 707-878-2838      **Ext.:**  
**Fax:**  
**E-mail:** tomalestownhall@gmail.com

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$20,839

**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. # 102-052-02 27150 Shoreline Highway (State Route One), Tomales, CA 94971. Historic building, built in 1874 - 139 years old. Eligible for National Historic status.
5. **Project Description: ONGOING REHABILITATION OF COMMUNITY CENTER:** Upgrades are currently focused on the downstairs dining area, to increase its functionality as a multi-purpose space for smaller events and meetings; repairs to the front parking area; and completion of upgrades to the stage area in the main hall. We have made tremendous progress in 2014, completing many previous projects for which we did not receive funding, but managed to complete with volunteer effort and contributions by local residents
6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)

Interior Repairs	\$18,719
Stage Upgrades	\$9,700
Parking Area Repairs	\$9,525
<b>TOTAL</b>	<b>\$37,944</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.

**REPAIRS & UPGRADES:**

Panic Hardware	\$3900
Doors, windows, stairs	\$3300
Paint interior downstairs	\$2050
Rebuild Housekeeping area, storage racks for chairs	\$800
Heat Fans	\$700
Commercial Refrigerator	\$3169
Repave front parking area	\$5420
Backstage curtains and mirrors	\$1500
<b>TOTAL</b>	<b>\$20, 839</b>

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

We have a variety of ongoing fundraisers throughout the year. We recently established a Fundraising Committee to develop a strategy for a 10-year plan to raise funds for major renovation needed of the building façade. We will do in stages, beginning with a professional historical architectural review for which we have been awarded a \$5000 grant, and are raising matching funds for that.

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

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

Members of the TTH Board of Trustees will supervise and be responsible for all activities relating to this project. Parking lot paving will be contracted out. Project labor will be done by a team of skilled regular volunteers. All heavy equipment work is donated.

**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	\$62,050
2	70,900
3	79,750
4	88,600
5	95,700
6	102,800
7	109,900
8	117,000

Northwest Marin is an isolated coastal ranching area with many low-income families, and almost no public transportation. Tomales Town Hall may be the oldest in continuous use in California, serving a large geographic area in West Marin up into southern Sonoma (approx. Shoreline Unified School District). It has historically been home to most local meetings; life celebrations of all kinds and cultures - weddings, memorials, quinceaneras, fiestas, seasonal celebrations; art, dance & yoga classes; 4-H Club, fraternal organizations; monthly music & film nights; fundraisers for our schools, churches, Volunteer Fire Dept., and Tomales Regional History Center; Annual Health Fair, Flu Shot Clinics, Legal Clinics. In 2011, Tomales Food Pantry began providing healthy food for 50-80 families every week.

Without the Hall, cultural opportunities in the area would be very limited. Operated entirely by volunteers, the Hall serves the entire rural multi-cultural community and is available for group and family events at extremely reasonable rates.

**B. Project Rationale:** Why is this project needed? Will it assist an especially needy or underserved group? It's crucial for our remote and isolated town to be self-sufficient. This project will increase the year-round usefulness of the center for a growing list of gatherings, activities and events. Major upgrades are ongoing, and usage has expanded. The Hall has rebounded to life and is thriving. New services continue to be developed. It has revitalized our community.



- 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 welcome all residents in our service area to participate in all programs, volunteer services and paid projects. In a town of our size, it is critical that we all work together for the common good and take care of each other.

*If this project involves housing, how will it affirmatively further fair housing?* It does not involve 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.* Our work is done almost entirely by volunteers. We gladly accept able-bodied help, regardless of age, gender, or ethnicity. We seek local bids when paid help is needed, in order to support the local economy.

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

1. ADA parking area will be repaved and properly signed and striped.
2. ADA-compliant bathroom completed.
3. ADA, access ramp to auditorium completed, path to new ramp has been graded and paved.

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

We use recycled and environmentally-friendly materials wherever possible, and local labor and resources, which reduces commute and transportation impact. Environmentally-conscious building practices are our norm.

- 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.marincounty.org/cdbg](http://www.marincounty.org/cdbg); open the Newest Information Panel and scroll to the heading Application Information and Workshops.
- 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 5, 2014, AT 5 P.M.**

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

## Organization Profile – 2015-16 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:** Tomales Town Hall

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>Ethnic/Racial Demographics</b>						
Asian-American/Pacific Islander						
African-American/Black						
Caucasian/White						
Native American						
Mixed Heritage						
Unknown/other						
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Latino/Hispanic Origin</b>						
Of Latino/ Hispanic Origin						
NOT of Latino/ Hispanic Origin						
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Age</b>						
0-5 years old						
6-17						
18-24						
25-59						
60 +						
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Gender</b>						
Female						
Male						
<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	
On Advisory Committee	

Bonini Construction  
 State Lic#762361  
 Bill Bonini, General Contractor  
 PO Box 92, Tomales CA 94971  
 707-878-2271  
 email:wmabonini@yahoo.com

**Tomales Town Hall - Rehabilitation & Preservation Estimates 12/04/2014**

	ITEM	MATERIALS	LABOR	SUBTOTAL
<b>A.</b>	<b>INTERIOR REPAIRS</b>			
	Panic hardware (6 sets): 2 pairs, front entry doors (Upstairs & downstairs); 2 singles - stairwell & exit door	\$ 3,900		\$ 3,900
	Replace main double entry doors	\$ 700		\$ 700
	Replace emergency exit door; repair landing & railings	\$ 1,350		\$ 1,350
	Replace 3 windows & casings	\$ 1,250		\$ 1,250
	Scrape, sand & finish treads on interior stairs	\$ 3,000		\$ 3,000
	Paint interior walls. Repair damaged floor, resurface & seal	\$ 850	\$ 1,200	\$ 2,050
	Rebuild housekeeping area; add storage racks for chairs	\$ 300	\$ 500	\$ 800
	Rebuild and reinstall downstairs bar counter & sink	\$ 2,500		\$ 2,500
	Replace double reach-in refrigerator.	\$ 3,169		\$ 3,169
	<b>subtotal</b>			<b>\$ 18,719</b>
<b>B.</b>	<b>STAGE UPGRADES</b>			
	Stage lighting	\$ 4,000		\$ 4,000
	Sound system components	\$ 3,000		\$ 3,000
	Backstage curtains & mirrors	\$ 1,500		\$ 1,500
	Heat Fans (2)	\$ 700		\$ 700
	Blackout insulated curtain linings or blinds	\$ 500		\$ 500
	<b>Sub-total</b>			<b>\$ 9,700</b>
	<b>TOTAL</b>	<b>\$26,719</b>	<b>\$1,700</b>	<b>\$28,419</b>
<b>C.</b>	<b>PARKING AREA REPAIRS - Subcontract</b>			
	Repave front area with new sub-base			\$ 5,400
	Re-rock ADA path			\$ 1,723
	Handicap parking sign & blue stripes, new wheel chocks			\$ 2,402
	<b>Sub-total</b>			<b>\$ 9,525</b>
	<b>GRAND TOTAL</b>			<b>\$37,944</b>



50 Utility Court, Rohnert Park, CA 94928  
 Phone (707) 585-3566 Fax (707) 585-7306  
 www.CastinoSolutions.com

12/4/2014

452304

**Quotation**

Project: Tomales Town Hall (Delfield 2-door refrigerator)

From: Castino Restaurant Equipment & Supply - No. Ca.  
 Linda Jenson  
 50 Utility Court  
 Rohnert Park CA 949281645  
 (707) 585-3566 (Phone)

Thank you for the opportunity to provide a quotation for your project. We at Castino's specialize in creating a partnership to bring knowledge, design, supplies, furnishings, and equipment for your continued success. We look forward to being of service.

Item	Qty	Description	Sell	Sell Total
1	1 ea	<b>REACH-IN REFRIGERATOR</b> Delfield Model No. 6051XL-S Packed: ea Refrigerator, Reach-in, two-section, 43.5 cubic feet, top mounted self-contained refrigeration 404A, digital thermometer, stainless steel front, aluminum ends, ABS interior, (3) epoxy coated wire shelves per section, solid hinged full height doors, casters, 1/3 hp, cUL, UL, NSF, ENERGY STAR®	\$3,159.79	\$3,159.79
	1 ea	115v/60/1, 8.0 amps, with cord & NEMA 5-15P, standard		
	1 ea	(3) Year parts & labor warranty, standard (USA)		
	1 ea	5 Year compressor warranty standard		
	1 ea	Left door hinged on left, right door hinged on right, standard		
2	1 ea	Pacific Gas and Electric Company Model No. F241 Packed: ea PG&E Rebate Program. This unit qualifies for PG& E \$ _125.00 ____ Rebate, payable directly to customer from PG&E or can be applied by Castino at time of purchase with customer signature on PG&E rebate	(\$125.00)	(\$125.00)





**Tomales Town Hall (Delfield 2-door refrigerator)**

X \_\_\_\_\_ X \_\_\_\_\_

Linda Jenson

Product Specialist

Castino Restaurant Equipment  
and Supply, Inc.

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

# TTH Bookings 2014 , effective 12/5/2014

event date

event name

event date	event name	event date	event name
1/7/14	Polenta and Sausage Feed	10/1/14	1st Wednesday monthly meeting
1/8/14	Food Pantry	10/2/14	Food Pantry
1/15/14	Food Pantry	10/4/14	Wedding
1/18/14	Homeowners Assn. Meeting	10/8/14	2nd Wednesday monthly meeting
1/21/14	Mens meeting	10/9/14	Food Pantry
1/21/14	3rd Wednesday monthly meeting	10/15/14	3rd Wednesday monthly meeting
1/22/14	Food Pantry	10/16/14	Food Pantry
1/25/14	Scott Lawson Memorial	10/18/14	surprise birthday party
1/29/14	Food Pantry	10/19/14	Swap Meet Beer Booth
2/1/14	THS Booster Fund Raiser	10/20/14	3rd Monday monthly meeting
2/18/14	Mens meeting only	10/21/14	3rd Tuesday Druids meeting only
2/19/14	UCCE Farm lunch	10/23/14	Food Pantry
2/22/14	Shoreline Acres Crab Feed	10/23/14	workshop
3/4/14	Druids Dinner	10/24/14	Volunteer Appreciation Dinner
3/18/14	Mens meeting	10/25/14	wedding celebration
3/19/14	Landowners meeting	10/28/14	Flu clinic
4/15/14	Mens meeting only	10/30/14	Food Pantry
4/23/14	TVCS D Risk assessment meeting	10/30/14	Sea Level Rise Planning Workshop
5/6/14	Druids Dinner	11/4/14	1st Tuesday dinner
5/17/14	Fashion Show and Tea	11/5/14	1st Wednesday monthly meeting
5/20/14	Mens meeting	<b>11/6/14</b>	<b>Landowners Dinner</b>
5/28/14	Public Hearing	11/6/14	Food Pantry
5/31/14	First Communion Family party	11/12/14	2nd Wednesday monthly meeting
6/17/14	Mens meeting only	11/13/14	Food Pantry

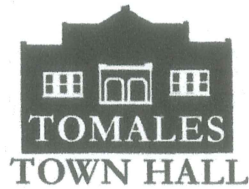
# TTH Bookings 2014 , effective 12/5/2014

event date

event name

event date	event name	event date	event name
6/20/14	Sustainable Agriculture meeting	11/17/14	3rd Monday monthly meeting
6/28/14	Dan's 50th birthday	11/18/14	3rd Tuesday Druids meeting
7/8/14	Druids Dinner	11/19/14	3rd Wednesday monthly meeting
7/10/14	Legal Clinic	11/20/14	Food Pantry
7/12/14	Lauren English Wedding	<b>11/22/14</b>	<b>baptism</b>
7/15/14	Mens meeting	11/26/14	Wednesday Food Pantry Thanksgiving week
7/19/14	Homeowners Assn. Meeting	<b>11/29/14</b>	<b>surprise birthday party</b>
7/20/14	Workshop July 20 through July 26	12/3/14	1st Wednesday monthly meeting
7/27/14	Volunteers Pancake Breakfast	<b>12/3/14</b>	<b>Succession Planning</b>
8/6/14	1st Wednesday monthly meeting	12/4/14	Food Pantry
8/13/14	2nd Wednesday monthly meeting	12/5/14	Christmas Cheer
8/19/14	3rd Tuesday Druids meeting	<b>12/6/14</b>	<b>volunteer Christmas party</b>
8/20/14	3rd Wednesday monthly meeting	12/10/14	2nd Wednesday monthly meeting
8/31/14	Founders' Day beer booth	12/11/14	Food Pantry
9/2/14	cancelled dinner	<b>12/13/14</b>	<b>wedding reception</b>
9/3/14	1st Wednesday monthly meeting	<b>12/14/14</b>	<b>drama: The Little Match Girl</b>
9/4/14	Food Pantry	12/15/14	3rd Monday monthly meeting
9/10/14	2nd Wednesday monthly meeting	12/16/14	3rd Tuesday Druids meeting
9/11/14	Food Pantry	12/17/14	3rd Wednesday monthly meeting
9/15/14	3rd Monday monthly meeting	12/18/14	Food Pantry
9/16/14	Dinner instead of meeting	12/24/14	Food Pantry Christmas week?
9/17/14	3rd Wednesday monthly meeting	<b>12/28/14</b>	<b>Family Reunion</b>
9/18/14	Food Pantry		
9/25/14	Food Pantry		





15 November 2014

Dear Friend of the Town Hall,

It has been a busy two years, and the culmination of a lot of the volunteers' hard work is visible in the Hall's main floor interior. Beyond aesthetics, the stage is stable, the floor is warm, the acoustics have improved, the lights are dimmable, the stage has a curtain, and the windows actually *open*—every one, top and bottom. (I am keeping one of the holding-the-window-up sticks marked "Town Hall window stick" to exhibit some day.)



*left: part of our volunteer construction crew*

A satisfying reward to keep us going beyond all these physical improvements is the receipt of a planning grant from the National Trust for Historic Preservation's HART FAMILY FUND FOR SMALL TOWNS. The funds (matching—so please stay tuned) will enable us to begin the next step of the TTH project—making plans for the important work needed on the rest of the building.



The plans will be guided by a Historic Structure Report undertaken by Garavaglia Architecture, Inc. This will address the building's history and physical condition, document changes made over its 140 years, identify areas that need attention, and generally give us the knowledge we need to make appropriate decisions about alterations and future maintenance.

Our ultimate goal is to complete a combination of restoration and rehabilitation on the building, enhancing its relevance and functionality, including everything from historic and cultural integrity to safety and accessibility. We plan the completion of this challenging project to coincide with the celebration of the 1874 Hall's sesquicentennial in 2024.

### *Save the date!*

With a much more immediate—and festive—focus, we invite you to the Town Hall's annual evening of Christmas Cheer on Friday, December 5<sup>th</sup>, at 7:00 P.M. Come to celebrate our venerable old Hall, our exceptional community, and the

winter holiday season. There will be eggnog, mulled wine, and sweet and savory treats. We hope that you will share Christmas Cheer with Town Hall volunteers, trustees, friends, and neighbors on December 5<sup>th</sup>!

Sincerely,



Ginny MacKenzie Magan  
Friends of the Tomales Town Hall



*left: Spencer LaMoure's  
rendition of Harry McCulla*

The mission of the Tomales Town Hall Trustees is to support projects that will benefit the community culturally and educationally, to encourage participation by this community, and to preserve and respect the building and its history.

**MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL**

WS-1

SGVCC Human Services <sup>COORDINATOR</sup> 2015-16

**1. Project Name: Human Services Programming**

**2. Total Amount Requested:** \$ 18000  
Non-housing proposals must specify the amount requested from each planning area.

**3. Project Sponsor: San Geronimo Valley Community Center**

**Contact Person: Nicole Ramirez**

**Title: Human Services Manager**

**Mailing Address: P.O. Box 194  
San Geronimo, CA 94963**

**Telephone: 415-488-8888 Ext. 254**

**Fax: 415-488-9398**

**E-mail: nutrition@sgvcc.org**

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$18000

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

6350 Sir Francis Drake Blvd.  
San Geronimo, CA 94963

**5. Project Description:** The Human Services Program at the San Geronimo Valley Community Center provides assistance to low income, unemployed, disabled, seniors and homeless individuals and families in the San Geronimo Valley and surrounding areas. The programs provide direct food assistance, referrals, support, health and nutrition education and classes as well as parent education. The Community Center's food assistance programs include the emergency food pantry, holiday food programs, weekly hot meal program, and bi-weekly senior lunch and USDA commodities. We work closely with the San Francisco/ Marin Community Food Bank that provide our weekly food distribution. In our referrals and support programs we work with Marin County Department of Health and Human Services, Cal-Fresh, Marin County Division on Aging, West Marin Senior Services, Coastal Health Alliance, West Marin Community Resource Center, San Geronimo Valley faith based organizations and other local agencies. The Community Center also coordinates the San Geronimo Valley Healthy Community Collaborative which meets monthly at the Center. All our programming is provided with a non-judgmental inclusive approach. We strive to meet clients where they are at and provide the resources they need. We see and treat everyone who walks through our doors as a unique human being, who needs assistance.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)  
\$485,00

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.

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 ongoing</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Annual Donor Campaign	General Use	\$50,000		Yes	11/1/14	Now
Presbyterian Hunger Grant	Food Bank	\$1,000	Dec.2014		12/1/14	Now
Marin Co. Health & Human Services	Family Support Services	\$50,030	6/1/14	Yes	7/1/14	Now
West Marin Resource Center	After School Programs & Senior Lunch	\$2,500	5/1/14	Yes	8/1/14	Now
Marin Co. Division of Aging	Activities Grant	\$15,500	10/1/14	Yes	7/1/14	Now
Marin Co. Division of Aging	Senior Lunch	\$18,000	5/1/14	Yes	7/1/14	Now
HHS Prevention Program	West Marin Coalition for Healthy Kids	\$50,000		Yes	7/1/14	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?* The Center's Human Services Manager works under the directions of the Community Center's Executive Director and Associate Director whom are responsible for the overall direction and implementation of human services. The Center's Executive Director is under the direction of the Board of Directors. This Human Services project has been operating for more than two decades. Office hours are Monday through Friday, 9 AM to 5 PM. Food bank distribution takes place all day on Monday, 9-5, and on Thursday 1-5. Special food distribution takes place prior to the Thanksgiving and Christmas holidays. In addition to direct services, the Center provides advice and referrals to County and other local social service agencies. Periodic Flu shot clinics, immunizations, and health screenings are provided to food bank clients and other community members throughout the year. Our Senior Lunch program is serving lunch to 60 seniors every Thursday year round and we host an additional senior lunch that is offered on Mondays for 30 seniors. There is a hot lunch program offered every Thursday 1-5 for the general public. It is attended by local residents and homeless persons in need of a hot meal to supplement their food budgets. It is attended by approximately 25-30 individuals weekly. Seniors also receive support services including health screenings, immunizations, early access to the Food Pantry, health and nutrition education. We also offer Valley Health Days which include immunization clinics, health screenings and health education programs.



## 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.*

Our Community Center's Food Pantry and other Human Services Programs target West Marin residents in the very low income brackets. Clients include the unemployed - some are chronically unemployed, others are temporarily unemployed. Many of our food bank clients are employed people with jobs in the service industries where hourly pay is at the minimum wage making it difficult to live in Marin. Other clients suffer long and short term physical and emotional disabilities. We serve the homeless and we serve young people who are leaving their family homes for the first time and are having difficulties getting started on their own. We serve single-parent family homes - some who are on Calworks, Cal Fresh and others who are not. Over 90% of our food bank clients are very low income. Our after school programs provide scholarship assistance for lower income families who would not be able to afford this service. Median family income in the San Geronimo Valley is \$93,824 was 18% below the countywide average according to the most recent Census Bureau estimates (2007-2011).

Household Size	Income Limit
1	\$62,050
2	70,900
3	79,750
4	88,600
5	95,700
6	102,800
7	109,900
8	117,000

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

Our food programs serve people in need, who would otherwise have difficulty getting services in Marin County. There is very limited public transportation between the San Geronimo Valley and Central Marin where most human services are located. As a small, rurally based agency we can address the needs of households who might otherwise fall through the cracks of the system. Demand for our services continues to increase. The current economic inconsistencies has affected many additional families. Families who were barely surviving before the economic downfall, find it difficult to succeed due to income declines and cost of living increasing. New people and families with children, newly unemployed and many seniors are in need of assistance. Lower than average income combined with high housing costs in this area contribute to the difficulties faced by local families. The Community Center is the hub in the community for support services for families, children, seniors and individuals.

### 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 Latino population in this area utilizes our food assistance programs; however in the past this population seemed less likely to take advantage of these offerings. We have evolved our culture based programming to reach the Latino population, which has been very successful. We continue to have Latino cultural programming which includes our own Mexican Arts program Revivir la Cultura and have held three well attended Mexican Arts Festivals. We have a bi-lingual staff member who continues to help with outreach, family advocacy and support.

We also continue to do outreach to the senior population with disabilities with the help of West Marin Senior Services. We make every effort possible to accommodate this population and have seen an increase of disabled seniors attending senior programming.

*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?*

The San Geronimo Valley Community Center is accessible to the handicapped with wheelchair ramps and bathroom facilities. Where the facility is lacking appropriate accommodations staff is present to assist. We strive to be accessible as possible to all. Lack of funding is the only reason we are not fully ADA compliant. We recently installed new doors on both sides of the building to make entrances more accessible.

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.marincounty.org/cdbg](http://www.marincounty.org/cdbg); open the Newest Information Panel and scroll to the heading Application Information and Workshops.
- 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 5, 2014, AT 5 P.M.**

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

## Organization Profile – 2015-16 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 Geronimo Valley Community 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	80%
Low income people	12%
People above the low income limits	8%

<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	4%	4%		7%		15%
African-American/Black	4%	6%	10%			
Caucasian/White	80%	75%	90%	93%	100%	85%
Native American	2%	5%				
Mixed Heritage	10%	10%				
Unknown/other						
<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	20%	25%	25%	15%		20%
NOT of Latino/ Hispanic Origin	80%	75%	75%	85%		80%
<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	20%		10%			
18-24	15%	4%	10%		9%	15%
25-59	25%	48%	15%	85%	41%	50%
60 +	35%	48%	65%	15%	50%	35%
<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%	65%	55%	65%	50%	65%
Male	45%	35%	45%	35%	50%	35%
<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>40%</b>	<b>20%</b>			<b>9%</b>	

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

## Organization Profile - 2015-16 Data Collection Pilot

On Advisory Committee	100%
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### 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	38,750	62,050
2	44,300	70,900
3	49,850	79,750
4	55,350	88,600
5	59,800	95,700
6	64,250	102,800



MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2015-16

WS-2

1. **Project Name: Community Resource Center**      2. **Total Amount Requested:** \$10000

3. **Project Sponsor: West Marin Community Services**

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

**Contact Person: Wendy Friefeld**

**Title: Executive Director**

**Mailing Address:**

PO Box 1093  
Point Reyes Station, CA 94956

**Telephone: 415 663 8361**

**Ext.**

**Fax: 415 663 8362**

**E-mail: wendy@westmarincs.org**

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$10000

**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.

11431 Highway 1, Suite 10  
Point Reyes Station, CA 94956

5. **Project Description:**

The Community Resource Center in a program of West Marin Community Services. It helps West Marin's most vulnerable residents get through the tough challenges in their lives, ensuring that we remain a diverse, vibrant community. With a range of programs from the Food Pantry (the only one in West Marin open five days a week) to funding for emergencies, housing, car repairs, and other needs that fall through the cracks, WMCS provided over 2,000 direct services to families and individuals last fiscal year as well as referrals and other assistance. We function as a bridge to our immigrant population for outreach, translation, and programming and are the lead agency on Latino Empowerment trainings. The Resource Center also operates important community programs such as Community Thanksgiving Dinner, Children's Holiday Gifts, Tax Prep, and Waterdogs Swim Program; provides childcare scholarships to programs all over West Marin; and serves as fiscal sponsor for local agencies such as the Point Reyes Farmers Market and Tomales Bay Youth Center. In partnership with other organizations, we support a broad variety of services to ensure the well-being of local individuals and families.

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

PERSONNEL

Salaries	83000
Emp'er tax	7000
W's comp	1400
Health insur	9870
Fees	220

101490

FOOD	1000
SUPPLIES	2000
RENT	12000

116490

**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 as building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon w residential rehabilitation, describe your plans to comply with federal lead paint regulations.

CDBG Funds would be used for salaries. See below.

**INCOME**

CONTRIBUTIONS 30,290

GRANTS

Marin Comty Found	18000
Freitas Found	5000
Salvation Army Presbyterian Church	1200
<b>CDBG</b>	<b>10000</b>

35200

PROGRAM INCOME (NET)

Thrift Store sales	27000
Event Library rentals	21000

48000

FUNDRAISING 3000

116490

**EXPENSES**

PERSONNEL

Salaries	83000	<b>CDBG</b>	<b>10000</b>
Emp'er tax	7000		
W's comp	1400		
Health insur	9870		
Fees	220		

101490

FOOD	1000
SUPPLIES	2000
RENT	12000

116490

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 Community Foundation	Staffing	\$18,000	9/14	Yes	10/14	11/14
Freitas Family Foundation	Operations	\$5000	9/14	Pending		
Salvation Army	Rent	\$1200	Ongoing	Yes	2010	\$100/month
Presbyterian Church Point Reyes	Operations	\$1000	Due in spring	Pending		

9. **Project Implementation:**

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

Staff at West Marin Community Services will implement the project. The lead staffer will be the Community Resource Center Manager, who will be assisted by the Assistant Manager; both are bi-lingual and bi-cultural. The Executive Director will oversee the implementation.

The project is ongoing, year round.

The Resource Center is open Monday through Friday, from 9a to 5p. Clients “shop” at the Food Pantry (choose their own food from our shelves) five days per week, and our staff is available to help with other needs during that time as well. Everyone is welcome, made to feel at home, and connected with other services and funds as needed, whether at our Center or through our partners. Some programs, like the Community Thanksgiving Dinner, happen seasonally.

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	\$62,050
2	70,900
3	79,750
4	88,600
5	95,700
6	102,800
7	109,900
8	117,000

We will continue to serve primarily low-income people. A few programs (e.g., Waterdogs Swim Classes and Community Thanksgiving Dinner) are open to all. Our staff obtains data from clients for our services and tracks it by income level and ethnicity. We are expanding our data gathering in 2015 to collect more accurate information on age and more detail on income.

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

The Community Resource Center serves mostly very low-income families and individuals throughout West Marin, including Latino immigrants, seniors, homeless, disabled, and low-wage workers (especially ranch workers). All of these groups tend to be needy and underserved for a variety of reasons – language barriers, lack of transportation, frailty, insecurity and fear, etc.

In this rural area, we are a service hub for all these groups in our community.

- 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 a variety of demographic groups that use our services and will continue to do outreach. Marketing is through the schools (especially for Latino immigrants), literacy programs (primarily Latino immigrants), local health centers, West Marin Senior Services, and West Marin Health and Human Services.

Our bi-lingual, bi-cultural staff are welcoming to all, and the Latino population often comes to them for liaison with other agencies as they feel comfortable.

*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?

The Community Resource Center is accessible to people with disabilities.

- 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.marincounty.org/cdbg](http://www.marincounty.org/cdbg); open the Newest Information Panel and scroll to the heading Application Information and Workshops.
- 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 5, 2014, AT 5 P.M.**

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



## Organization Profile – 2015-16 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:** West Marin Community Services

My organization does not gather demographic data.  My organization does not wish to share demographic data.  
 We gather some demographic data; the rest is estimated from 2013-14 fiscal year

<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	94.5
Low income people	5
People above the low income limits	0.5

<b>Percentages (%)</b>	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<b>Ethnic/Racial Demographics</b>		same				
Asian-American/Pacific Islander	0.2					
African-American/Black	0.1					
Caucasian/White	99.5		100	100	100	100
Native American	0.2					
Mixed Heritage						
Unknown/other						
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Latino/Hispanic Origin</b>		same				
Of Latino/ Hispanic Origin	42		100	50	12.5	20
NOT of Latino/ Hispanic Origin	58			50	87.5	80
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Age</b>		same				
0-5 years old	11					
6-17	22					
18-24	4					
25-59	56		100	50	25	20
60 +	7			50	75	80
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b>Gender</b>		same				
Female	59		100	100	75	40
Male	41				25	60
<b>Total %</b>	100%	100%	100%	100%	100%	100%
<b>Disabled %</b>	2	same				

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

Internal Revenue Service

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: September 20, 2000

Person to Contact:

Dottie Downing #31-02736  
Customer Service Specialist

Toll Free Telephone Number:

8:00 a.m. to 8:00 p.m. EST  
877-829-5500

Fax Number:

513-263-3756

Employer Identification Number:

68-0197586

West Marin Community Services  
% Newell Erwin, President  
PO Box 1093  
Point Reyes Station, CA 94956

Dear Sir or Madam:

This letter is in response to your Certificate of Amendment of Articles of Incorporation, filed May 12, 2000, changing your name from West Marin Community Thrift Store. We have updated our records to reflect your name change as indicated above.

Our records indicate that a determination letter issued in March 1997 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

We classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(2).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

West Marin Community Services  
68-0197586

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE  
Customer Account Services

**WEST MARIN COMMUNITY SERVICES**  
**Resource Center    Event Library    Thrift Store**  
415-663-8361 415-663-9227  
11431 Highway 1    P.O Box 1093    Point Reyes Station, CA 94956

BOARD OF DIRECTORS - NOVEMBER, 2014  
FISCAL YEAR 2014-15

<u>NAME &amp; ADDRESS</u>	<u>TITLE &amp; TERM</u>	<u>PHONE # &amp; EMAIL</u>
Kris Brown P.O Box 580 Inverness, CA 94937	Vice President June 2015	(415) 669-7313 (H) <a href="mailto:krisbrown@horizoncable.com">krisbrown@horizoncable.com</a>
Pamela Campe P.O. Box 37 Inverness, CA 94937	President Feb 2016	(415) 669-7301 (H) (415) 307-7301 (C) <a href="mailto:pscampe@gmail.com">pscampe@gmail.com</a>
Jeff Felix PO box 935 Point Reyes Station, CA 94956	Treasurer Oct 2015	(415) 663-1867 (H) <a href="mailto:felix2468@horizoncable.com">felix2468@horizoncable.com</a>
Kate Levinson P.O. Box 44 Inverness, CA 94937	Secretary Jan 2017 2 <sup>nd</sup> term	(415) 669-7854 (H) (415) 663-1542 (W) (415) 717-7576 (C) <a href="mailto:klevinson@gmail.com">klevinson@gmail.com</a>
Kay McMahon P.O. Box 201 Inverness, CA 94937	At Large Feb 2017 2 <sup>nd</sup> term	(415) 663-8387 (H) (415) 663-0330 (C) <a href="mailto:kaymcmahon6@gmail.com">kaymcmahon6@gmail.com</a>
Yvonne Morales P.O. Box 226 Olema, CA 94950	At Large Nov 2016 2 <sup>nd</sup> term	(415) 464-5221 (w) (415) 717 8757 (c) yamlovesdogs@gmail.com
Melanie Stone P.O. Box 360 Inverness, CA 94937	At Large July 2017 2 <sup>nd</sup> term	(415) 669-1122 (H) (415) 6631748 (W) <a href="mailto:mln2@gmail.com">mln2@gmail.com</a>
David Williard PO Box 603 Inverness, CA 94937	At Large Aug 2017	415.497.6242 (c) <a href="mailto:david@sagerenew.com">david@sagerenew.com</a>



**MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL**

WS-3

WEST MARIN SENIOR SERVICES 2015-16  
(HOME CARE ASSISTANCE for the ELDERLY)

1. **Project Name: Keeping Rural Seniors in their Homes**  
3. **Project Sponsor: West Marin Senior Services**

2. **Total Amount Requested:** \$10,000  
Non-housing proposals must specify the amount requested from each planning area.

**Contact Person: Pam Osborn**

**Title: Associate Director**

**Mailing Address: P.O Box 791  
Point Reyes, Ca 94956**

**Telephone: 415-663-8148 Ext. 101**  
**Fax: 415-663-1268**  
**E-mail: pam@wmss.org**

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$10,000

**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. 11435 State Route 1, Creamery Annex, Point Reyes Station, CA 94956
5. **Project Description:** Since 1976, West Marin Senior Services has provided support services to help seniors live safely and with dignity in rural West Marin. The programs developed by West Marin Senior Services allows seniors to remain in their own homes, independently for as long as possible. These programs require extensive and continual support from our four (4) Care Managers. As a private non-profit corporation, West Marin Senior Services, with the help of professional staff, volunteers and other community resources, serves as a safety net for the seniors in our community which encompasses fourteen (14) towns and over 300 square miles. We work collaboratively with many organizations, including the local County Health and Human Services Department staff, Hospice of Petaluma, Hospice by the Bay, private physicians, and clinics, local community centers, congregations, and other non-profit organizations that assist older adults. Specifically we provide the following services:
- **Care Management** – develop care plans for people at risk to ensure they have food, medication, a safe home, and emotional support.
  - **Home Care Referrals** - Recruit, screen, and refer qualified homecare workers to seniors and their families. Provide grants to family caregivers to relieve the stress of ongoing care.
  - **Transportation Assistance** - Arrange for rides to medical appointments, activities, and errands, primarily through our Volunteer Driver Program, Triptrans. Weekly shopping and excursion shuttle through a gap grant from Marin Transit. Transportation in Need Grant (TING) where paid drivers are reimbursed for their time and mileage to transport seniors with the most critical needs to places such as Davis and San Francisco for more intensive medical care.
  - **Meal Programs** – Engage volunteers in the delivery of fresh meals throughout West Marin. We have expanded our program to serve all of the towns in West Marin, providing 11,500 meals annually and

serving 50 clients. WMSS supports the congregate meal programs in West Marin and sponsors the congregate luncheon in Point Reyes Station.

- **Equipment Loans** – Loan homecare equipment, such as walkers, commodes, and wheelchairs.
- **Community Education and Wellnss** – Sponsor workshops, exercise classes, support groups, and senior activities to promote healthy lifestyles in collaboration with other community organizations.
- **Information and Referrals** – Make frequent referrals to government agencies and assist clients to obtain benefits.

**6. Total Project Cost:** (Include all costs for this particular project regardless of source.) **\$746,642** (This project cost includes our home services only and excludes our residential care facility for the elderly at Stockstill House.)

**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.

Budgeted salaries, benefits and payroll taxes for all Program staff = \$474,040.00. Additional expenses total \$272,602. CDBG money will be allocated to the Care Manager salaries as follows: Central Region (PRS, Inverness) - \$3,000; East Region (San Geronimo Valley) - \$3,000; South Region (Stinson, Bolinas ) - \$2,000; North Region (Tomales, Marshall, Dillon Beach) \$2,000.

**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	Operating	160 K	7-1-14	Yes	April 2014	May 2014
MCF	Volunteer support	30K	7-1-14	Yes	April 2014	May 2014
Div. of Aging	Case Mgmt.	18,5 K	5-13-2014	Yes	July 2014	July 2014
Div. of Aging	Respite					
Marin Transit	Transportation	88 K				
Div. of Aging	Visiting	12 K				
Division of Aging	Home Delivered Meals	27,370 K				

**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?

WMSS Care Management team and associated services are the responsibility of the Executive Director, Associate Director, Volunteer Director, with support from four part-time care managers (2.8 FTE), clerical support and an accountant. We are fortunate that volunteers provide significant support to the organization at a value over \$180,000.

**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	\$62,050
2	70,900
3	79,750
4	88,600
5	95,700
6	102,800
7	109,900
8	117,000

Last fiscal year, WMSS served 2,860 people (this includes calls for referrals, Care management clients, home delivered meals and transportation participants, as well as family members and caregivers. 2013/2014 we served 263 clients who received direct Care Management services. Of those 263 clients, 220 are very low income and 17 low income according to CDBG guidelines. Through yearly client assessments, we request which category they fall under.

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

We target our comprehensive services to those who are physically compromised, aging and/or frail, undernourished, in need of transportation, may need help in the home or who could benefit from a "friendly visitor". The largest percentage of Marin's elderly poor live in rural, West Marin. Rural elders have limited access to community services and are often adamantly self-reliant, reclusive and apprehensive of assistance. Countywide services are located too far away to be appropriately accessed, and transportation is very limited. Our home care and Care Management services are crucial to the elder population in order to avoid institutionalization and to help keep them living in their homes with dignity and self-respect. Three (3) of our Care Managers and our Associate Director who is an R.N., live in West Marin and the communities they serve, and all of them are active other community organizations, which helps to dispell the reluctance of our clients to utilize our services. One call to WMSS will give seniors and their families access to information and help they need.

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 find that the hispanic population in West Marin is least likely to seek out our services. We have had limited success in reaching hispanic elders, as most of the hispanic population in West Marin are younger families often sending money home to their elders in Mexico or Guatamala. Through cooperative health fairs we have had contact with a few hispanic elders. We are using our Volunteer Driver Program as an incentive to attract more hispanics to our program. We have written the forms and policies in Spanish, and we have recruited several volunteer drivers and families to use this program. It is rewarding to see them take advantage of the Triptrans mileage reimbursements. We have hired a Latino who is bilingual. She advises Latino families of our services and frequently participates on the local radio station, KWMMR. We are hopeful that more will access our services. Our new Executive Director speaks Spanish, he and our Latino Administrative Assistant are involved in the West Marin Collaborative group which has many Latino members. Many of our Board members are interested in Latino outreach and we hope to engage this population and offer them our services. We recently recruited a Latino woman to serve on our Board of Directors.

*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?*

WMSS Care Managers visit clients in their homes and provide support to make their homes accessible and safe for the elder's own personal needs. Our administrative office is wheelchair accessible for clients who stop by for assistance.

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.
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- 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 5, 2014, AT 5 P.M.**

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

k:\cycle\2015 cycle\applications fy15\2015-16 cdbg application form.doc



## Organization Profile - 2015-16 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:** West Marin Senior Services

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	220
Low income people	17
People above the low income limits	26

<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>
	263	263	20	4	10	4
<b><i>Ethnic/Racial Demographics</i></b>						
Asian-American/Pacific Islander	1	1	2			
African-American/Black						
Caucasian/White	260	260	11	4	9	4
Native American						
Mixed Heritage						
Unknown/other	2	2	7		1	
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b><i>Latino/Hispanic Origin</i></b>						
Of Latino/ Hispanic Origin	2	2	7		1	
NOT of Latino/ Hispanic Origin	261	261	13	4	9	4
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b><i>Age</i></b>						
0-5 years old						
6-17						
18-24			1			
25-59			18	2	2	1
60 +	263	263	1	2	8	3
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b><i>Gender</i></b>						
Female	170	170	18	3	6	2
Male	93	93	2	1	4	2
<b>Total %</b>	100%	100%	100%	100%	100%	100%
<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	25%
On Advisory Committee 1	

## Organization Profile - 2015-16 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	38,750	62,050
2	44,300	70,900
3	49,850	79,750
4	55,350	88,600
5	59,800	95,700
6	64,250	102,800