



2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT
CONSTRUCTION APPLICATION FOR CDBG FUNDING

Program Year: 2017/18

1) Check One:

	New Construction
X	Existing Rehabilitation

2) Which planning area will the project be located? Check all that apply

Richardson Bay	Upper Ross Valley	San Rafael	Lower Ross Valley	West Marin	Novato
	X				

3) General Information:

CDBG FUNDING AMOUNT REQUESTED	\$66,000
PROGRAM/PROJECT NAME	Replace Roof and Gutters Replace Siding/Dryrot
ORGANIZATION/AGENCY NAME	Lifehouse Agency
MAILING ADDRESS	899 Northgate Drive, Suite 500 San Rafael, CA 94903
PROJECT SITE ADDRESS	16 Porteous Fairfax, CA 94930
CONTACT PERSON & PHONE NUMBER	Matt Tarver-Wahlquist, 415-526-5316
E-MAIL ADDRESS	mtarverwahlquist@lifehouseagency.org
WEBSITE	www.lifehouseagency.org
ORGANIZATION DUNS#	052947835

4) Project Description:

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

This is an Independent Living Skills training home serving six adults with developmental disabilities. It is a unique home for individuals to increase and promote the independence of the residents. Each person is given the opportunity to develop life skills training and to participate fully in the community.

SIDING: Two years ago, we received funding to repair the south east siding. When we did so, we found extensive dryrot damage to the wall and floor framing. We are requesting funding to continue these repairs to the rest of the original home built in the 1930s. The project will include;

1. Remove old siding in carport area and dispose of materials.
2. Install new *TYVEK moisture barrier.
3. Re-install new siding and paint.
4. Follow same procedure for front and rear of building.

*Under TYVEK moisture barrier, install 3/8 plywood shear wall for earthquake reinforcement.

ROOF: This project is to replace the 25 year old roof that is falling apart. Shingles are severely degraded and coming off the roof surface. Gutters are rusted and function poorly. The project will include;

1. Install new 25 lb felt over existing roof, reflash drip edges, reinforce valley flashing.
2. Install new 30 year composite shingles on entire roof.
3. Remove existing gutter and install new 7 inch gutters.
4. Re-coat flat roof and section in front of house.

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

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

6) How will this project further Marin County's Fair Housing goals ?:

Funding for all projects have been negatively affected by the economy and the state has cut the reimbursement rates for services that Lifehouse provides to the residents. There have not been funds to make needed repairs to this home. The individuals who live in this home all have disabilities and are considered extremely low income. The home will always house people from this population.

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

Moderate-Income	
Low-Income	
Very Low-Income	
Extremely Low	6

2016 HUD INCOME LIMITS

Household Size	1	2	3	4	5	6	7	8
Moderate-Income	\$90,500	\$103,450	\$116,350	\$129,250	\$139,550	\$149,950	\$160,250	\$170,600
Low-Income	\$68,950	\$78,800	\$88,650	\$98,500	\$106,400	\$114,300	\$122,150	\$130,050
Very Low-Income	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Extremely Low	\$28,500	\$29,500	\$33,250	\$36,900	\$39,900	\$42,850	\$45,800	\$48,750

8) Will this project benefit a particular group of people? Members of the Protected Classes?

All of the individuals in the home have a developmental disability. These individuals are all extremely low income and receive income from SSI. Copies of SSI checks can be provided. The residents receive a rent subsidy due to being low income. The home is owned by Lifehouse, a non-profit agency providing residential services to people with developmental disabilities.

9) If your agency has a remaining project funding balance from previous years' County of Marin CDBG funding, please explain below:

For the FY15-16 CDBG grant cycle, Lifehouse was awarded a \$19,500 grant for the Stonehaven House property. Currently, this grant award has a balance remaining of \$630. The original project scope has been completed. As such, we will work with County staff to reprogram the funds if possible to offset other rehabilitation projects happening at the property. The agreement is active through December 2016 and we will close the grant out by this date. Marin Housing For Handicapped, Inc was awarded \$91,113 in additional HOME funds on May 12, 2015 for work on the Del Ganado Apartments. This is an active project. We anticipate project completion by 6/30/17.

10) List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goals and accomplishments? Please describe:

Some examples of accomplishments using CDBG funds (FY '15-16) include an award for \$20,000 to repair siding and a bathroom at a group home in Fairfax, \$10,000 to remodel a bathroom for individuals of an Intermediate Care Facility in Novato, \$17,000 for a bathroom in an Intermediate Care Facility in San Rafael. Ongoing projects are listed above. All projects have been successfully executed on time and on budget, providing significant benefit to the quality of life of individuals with developmental disabilities living in Marin County.

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

N/A

11) Are you familiar with Davis Bacon and HUD Form 4010? If not, see HUD Form 4010

Yes

PROJECT MANAGEMENT & FINANCIAL DATA

12) State who will supervise and manage the project and the individual(s) project management capability. List any approvals or authorizations required and received for the project to continue (for new construction, rehabilitation, or other capital projects, list any entitlements that are necessary for the project):

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

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

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	July 2017
Complete environmental	N/A
Release bid package	July 2017
Select contractor	August 2017
Finalize contract	August 2017
Obtain building permits	October 2017
Start construction	November 2017
Complete Construction (target: June 30, 2017)	January 2018

14) **Project Budget:**

(a) List the activities and/or items for your entire project budget including CDBG funds and other funds (complete the table below)

<u>Funding Source (e.g. CDBG)</u>	<u>Source \$ Amount</u>	<u>Uses</u>	<u>\$ Amount</u>
CDBG	\$	Design/ A/E	\$
	\$15,000	(Construction items/materials)	\$15,000
	\$35,000	Siding Project - Labor	\$35,000
	\$9,000	Gutter Project - Labor	\$9,000
	\$1,000	Permit fees	\$1,000
	\$6,000	Contingency	\$6,000
<u>TOTAL</u>	\$66,000	<u>TOTAL</u>	<u>\$66,000</u>

(b) How did you obtain your cost estimates?

Cost estimates were provided by project manager Viola Morris and Lifehouse facilities manager Anthony Street. Both individuals have intimate knowledge of the property in question and experience projecting costs for construction projects. Lifehouse does not discriminate in the selection of contractors and minorities are always considered. Bids will be obtained and the lowest/most qualified bid will be awarded.

(c) Does the project have site control? i.e. ownership of the project site, lease agreement?

Lifehouse is the owner of the property.


(d) Were other funding sources explored? If other funding sources are not being utilized, why could other funding sources not be used on the project or could not be acquired?

The compensation Lifehouse receives from the State of California does not cover the costs of the services we provide, let alone maintenance of our properties. Lifehouse is actively engaged in fundraising to cover the costs of the services we provide to the individuals we support. In order to maintain our properties, it is essential that we pursue CDBG funding intended preserve and enhance the living environment of the people we support.

**15) Will the requested CDBG funds be expended by the end of the 2018 (December 30, 2018)? Yes - No
If No, please explain why:**

Yes

16) Please sign (provide title) and date your application below:

 *Matt Tarver-Wahlquist*
Vice President/COO Lifehouse

Signature/Title

11/7/2016

Date

Please submit 1 signed original and 4 copies of your application to:

Mailing Address:

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

Application submittal deadline is
Tuesday, November 8, 2016 by 5 p.m.

Physical Address (if dropping off application):

County of Marin- Community Development
3501 Civic Center Drive #308
Attn: Jared Stalling

POSTMARKS WILL NOT BE ACCEPTED

COUNTY OF MARIN

2016/17 CDBG FUNDING APPLICATION

2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT
PUBLIC SERVICE APPLICATION FOR FUNDING
Program Year: 2017/18
Check One:

<input type="checkbox"/>	New Program/Project
<input checked="" type="checkbox"/>	Existing Program/Project

1) Which Planning Area will the project be located? Check all that apply

Lower Ross Valley	Upper Ross Valley	San Rafael	Novato	West Marin	Richardson Bay
	XXXXXX				

2) Prior Years Funded by County of Marin CDBG:

Year Funded	2016	2015	2014	2013
Grant Amount	\$6231	\$6200	\$5696	\$4800
Amount Expended	\$6231	\$6200	\$5696	\$4800

3) General Information:

CDBG FUNDING AMOUNT REQUESTED	\$14,500
PROGRAM/PROJECT NAME	AFTER SCHOOL TRANSPORTION PROGRAM
ORGANIZATION/AGENCY NAME	Fairfax-San Anselmo Children's Center (FSACC)
MAILING ADDRESS	199 Porteous Avenue, Fairfax, CA
PROJECT ADDRESS	199 Porteous Avenue, Fairfax, CA
CONTACT PERSON & PHONE NUMBER	Heidi Tomskey, 415-454-1811
E-MAIL ADDRESS	hstomskey@comcast.net
WEBSITE	www.fsacc.org
ORGANIZATION DUNS#	04-495-0517

4) Program Description:

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

The grant would be used to help fund three part-time driving positions as well as the costs of operation, repair, maintenance and vehicle insurance for our small fleet of five vans. This program provides transportation for our 70 school-age children in the Ross Valley School District area. This particular application is a request for continuation of our transportation program funded in previous years. All of our children require transportation after school to our campus at the Deer Park School site in Fairfax. We currently drive to 5 schools at varying times throughout the day. The children have varying schedules depending on school, grade and school program. The scheduling requires us to be flexible so that we may meet the needs of the children and families enrolled in our program. Parents are unable to provide transportation for their children because of conflicting work and/or school schedules.

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

The California State Department of Education, Early Care and Education

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

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

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

This project enables extremely low income families to continue their work and vocational training activities throughout the day without having to be concerned about the care and supervision of their children once they are out of school. Thus providing them the ability to continue to work towards self-sufficiency.

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

Extremely Low	179
Very Low-Income	
Low-Income	
Moderate-Income	

2016 HUD INCOME LIMITS

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

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

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

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native		
Asian		
Black or African American	2	
Native Hawaiian or other Pacific Islander		
White	173	115
American Indian <i>and</i> White		
Asian <i>and</i> White		
Black <i>and</i> White	4	
American Indian <i>and</i> Black		
Multi-Racial		
TOTAL	100%	
Female-Headed Households (out of above total)		

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

The Fairfax San Anselmo Children’s Center operates on a non-discriminatory basis, admitting families without regard to race, color, national origin, citizenship status, creed, religion, religious affiliation, national origin, ethnicity, age, sex, marital status, sexual orientation, gender identity, disability, or veteran status. This same non-discriminatory policy exists for hiring staff, as long as their status or disability does not pre-empt them from performing the duties of their job.

Additionally, The State limits the Center’s ability to explicitly do affirmative marketing. So the Center markets itself to Hispanic families through special features of its services, which has led to a high rate of participation among the Hispanic families in the vicinity. The Center hosts meetings of the school district’s advisory group for “English learners” from Spanish-speaking households. The Center serves a child for 12 years of the child’s life, plus a similar term for the siblings. Erik Schweninger runs a men’s fatherhood group at the Center, involving a mix of Hispanic and non-Hispanic men. The focus of the men’s group is coaching fathers to be more involved with their kids. Our families have working parents with very low incomes. Most of the families served by the Center are from Fairfax and San Anselmo. The Center serves a large proportion of the Hispanic families who live in the Fairfax area. Sixty-eight percent of the Center’s clients are Hispanic. Local Hispanic families feel very much welcomed at the Center.

All but one client is supported by state subsidies. State requires the Center to use the Centralized Eligibility List (CEL) (for child care) administered by the Marin Child Care Council (used for all the state-supported centers). The Council relies on self-declarations of income for the CEL. The Center uses referrals from that list, but does their own required income

certifications once a family is enrolled and annually each year. To be eligible for state subsidy, the family must be income-eligible and qualify under a need category (both parents working or in training, homeless, parents seeking employment, or child abuse referral). Council ranks applicants by neediness according to state-approved criteria. Center must choose the neediest people from the Council's list who live in the vicinity of the Center. The regulations that govern the State funding prohibit centers that get State support from doing outreach or marketing on the basis of race or ethnicity. However, the Center does outreach through school principals, especially the Manor School, which is the most diverse in the area of the Center, and through the initiatives described above.

Please note that HUD (U.S. Department of Housing and Urban Development) changed the data collection requirements regarding race/ethnicity categories during program year 2002-2003. These changes reflect Office of Management and Budget 1997 standards establishing that "Hispanic" is not a race category, but an ethnic category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or a multi-race may also be counted as being of Hispanic ethnicity. As such, when asking the individual/household to select a race category, the individual/household must also state whether they are of Hispanic ethnicity. For example, an individual/household of Mexican descent would likely state their race as either American Indian or White, and would also fall under the category of "also Hispanic."

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

All funds from this project have been spent.

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

The FSACC has successfully transported children throughout the past school year and into the current school year. We manage several different school scheduled pick-up time and work closely with the families and schools to ensure the safety of all the children.

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

FSACC has received and successfully managed funds from CDBG and the California State Department of Education for several years.

PROJECT MANAGEMENT & FINANCIAL DATA

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

Executive Director, Heidi Tomsy, is responsible for this project. She oversees the dispatcher/coordinator and drivers. Ms. Tomsy works closely with Program Director, Erik Schweningen to ensure the success as well as health and safety of all children being transported. It is our intention to provide safe and reliable transportation for all of our school age children enrolled at the Center. The schedule for services follows the school calendar. Income and expenses for grants are tracked using Quickbooks.

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

All of our children in our school age program require transportation after school to our campus at the Deer Park School site in Fairfax. We have the objective of safely transporting the 70 children enrolled in our school age program, all of whom attend school in the Upper Ross Valley Area, from school to our program throughout the school year. Meeting this objective provides very low income families a critically needed service in our community. Parents are unable to provide transportation for their children because of conflicting work and/or school schedules. We currently drive to 5 schools at varying times throughout the day. The children have varying schedules depending on school, grade and school program. The scheduling requires us to be flexible so that we may meet the needs of the children and families enrolled in our program.

Program Budget:

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

The grant would be used to help fund three part-time driving positions as well as the costs of operation, repair, maintenance and vehicle insurance for our small fleet of five vans. This program provides transportation for our 70 school-age children in the Ross Valley School District as well as a small group at St. Rita School in Fairfax. This particular application is a request for continuation of our transportation program funded in previous years.

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

Funding Source	Funding Amount	Percentage of Total Funding	Uses of Funds
CA DEPT OF ED	\$21807	45%	STAFFING AND VEHICLE REPAIR & MAINTENANCE
DONATIONS	\$5071	10.5%	STAFFING AND VEHICLE REPAIR & MAINTENANCE
FUNDRAISING	\$5072	10.5%	STAFFING AND VEHICLE REPAIR & MAINTENANCE
CDBG	\$14,500	30%	STAFFING AND VEHICLE REPAIR & MAINTENANCE

FAIRFAX-SAN ANSELMO CHILDREN'S CENTER
 TRANSPORTATION PROJECT BUDGET
 2017/18

REVENUE		EXPENSES	
CA STATE DEPT OF ED	\$21,807.00	DRIVERS	\$18,210.00
CDBG	\$14,500.00	TRANSPORTATION COORDINATOR	\$12,975.00
DONATIONS	\$ 5,071.00	VEHICLE REPAIR & MAINTENANCE	\$15,265.00
FUNDRAISING	\$ 5,072.00		
	\$46,450.00		\$46,450.00

16) Will the requested CDBG funds be expended by the end of the fiscal year (June 30, 2018)? Yes - No If No, please explain why:

YES. All funds will be spent by the end of the fiscal year-June 30, 2018

17) Please sign and date your application below:



Signature



Date

Mailing Address:

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

Application submittal deadline is
Tuesday, November 8, 2016 by 5 p.m.

POSTMARKS WILL NOT BE ACCEPTED

Physical Address (if dropping off application):

County of Marin- Community Development
3501 Civic Center Drive #308



**2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT
CONSTRUCTION APPLICATION FOR CDBG FUNDING**

Program Year: 2016/17

1) Check One:

<input type="checkbox"/>	New Construction
<input checked="" type="checkbox"/>	Existing Rehabilitation

2) Which planning area will the project be located? Check One

Richardson Bay	Upper Ross Valley	San Rafael	Lower Ross Valley	West Marin	Novato
	X				

3) General Information:

CDBG FUNDING AMOUNT REQUESTED	\$500,000
PROGRAM/PROJECT NAME	Piper Court Apartments
ORGANIZATION/AGENCY NAME	Bridgescourt Housing Inc.; c/o EAH Inc.
MAILING ADDRESS	2169 E. Francisco Blvd., Suite B
PROJECT SITE ADDRESS	101-197 Piper Court, Fairfax, CA 94930
CONTACT PERSON & PHONE NUMBER	Ethan Daniels 415-295-8886
E-MAIL ADDRESS	ethan.daniels@eahhousing.org
WEBSITE	www.eahhousing.org
ORGANIZATION DUNS#	078765088

4) Project Description:

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

Piper Court Apartments is a grouping of 9 buildings, comprised of 27 units (18-2BR, 9-3BR), that are nestled into the hillside overlooking Fairfax's Manor Elementary School. The surrounding woods provide a serene backdrop, but its provision of shade and retention of moisture has caused issues related to dryrot that date back to the last rehabilitation of the project in 1986. In the last three decades of receiving little renovation, the major and minor building systems have begun falling into disrepair. In June of this year, Bridgecourt Housing Inc - an affiliate of EAH Inc. - acquired the property through the assistance of County of Marin and Marin Community Foundation funds with the intent of returning the units to a structurally safe and aesthetically pleasing status. The property is now being positioned for a rehabilitation through the Low Income Housing Tax Credit program with the continued intent of restricting rents at the property to provide housing choice to Fairfax's low income population. The work to be performed will consist of essentially a full replacement of the exterior envelope including roofs and decks, a full replacement of electrical, plumbing and mechanical systems, abatement of asbestos containing material, the provision of structural improvements to meet life safety standards, the revision of path of travel and unit interiors to comply with ADA standards, and the replacement of interior finishes and appliances. The funds applied for herein will be utilized in the form of an acquisition source to pay down existing debt, which will enable the project to be acquired by a Limited Partnership (while still subject to the existing Regulatory Agreement) and have the scope of work noted above come to fruition.

5) HUD National Objective to be served (check one):

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

6) How will this project further Marin County's Fair Housing goals ?:

This project will upgrade 26 income-restricted units to a safe and habitable condition. Without the needed rehabilitation, the units will continue to deteriorate and will risk displacement of low-income residents. By performing this work, the project will ensure that these units can continue to operate at affordable levels.

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

Moderate-Income	1
Low-Income	8
Very Low-Income	7
Extremely Low	10

Based on current rent roll

2016 HUD INCOME LIMITS

Household Size	1	2	3	4	5	6	7	8
Moderate-Income	\$90,500	\$103,450	\$116,350	\$129,250	\$139,550	\$149,950	\$160,250	\$170,600
Low-Income	\$68,950	\$78,800	\$88,650	\$98,500	\$106,400	\$114,300	\$122,150	\$130,050
Very Low-Income	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Extremely Low	\$28,500	\$29,500	\$33,250	\$36,900	\$39,900	\$42,850	\$45,800	\$48,750

8) Will this project benefit a particular group of people? Members of the Protected Classes?

This project will benefit the existing group of low-income residents that currently occupies the units, as well as the future generations of low-income persons in need of affordable housing choices in Fairfax. EAH Inc, the anticipated management agent, is a proponent of fair housing practices for all protected classes.

9) If your agency has a remaining project funding balance from previous years' County of Marin CDBG funding, please explain below:

Not applicable.

10) List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goals and accomplishments? Please describe:

- \$456,854 for rehabilitation of 12 low income houseboats at Waldo Point Harbor over the past decade.
- \$131,576 for administrative costs related to the houseboats, part of Gates Cooperative.
- \$225,000 for acquisition of a parking lot in 2010 to be utilized by Gates Cooperative.
- \$42,275 for immediate structural repairs in 2016 at Riviera Apartments, located in San Rafael.
- \$51,000 for rehabilitation of 75 units in 2013 at Shelter Hill Apartments, located in Mill Valley.

The presiding goal of previous CDBG applications has been for the improvement and repair of low-income units in order to maintain their affordability and habitability. The funds referenced above were all successfully used in the manner for which they were applied, save for the Riviera award, which is scheduled to complete its immediate repair work by year end.

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

Not applicable.

11) Are you familiar with Davis Bacon and HUD Form 4010? If not, see HUD Form 4010

Yes, EAH Inc. is well aware and familiar with the Davis Bacon Act and HUD Form 4010. That said, the funds applied for herein are specifically for an acquisition source, which is not covered under the Davis Bacon Act.

PROJECT MANAGEMENT & FINANCIAL DATA

12) State who will supervise and manage the project and the individual(s) project management capability. List any approvals or authorizations required and received for the project to continue (for new construction, rehabilitation, or other capital projects, list any entitlements that are necessary for the project):

Ethan Daniels, Project Manager, will be the primary point of contact. Ethan has worked for EAH for nearly 4 years and has overseen the successful financing and rehabilitation of 191 units in that period, with another 362 in the pipeline. Errol Dominguez and Welton Jordan, the Deputy Director and Area Director, respectively, of EAH's Real Estate Development department will provide supervision to this project. This project will require entitlement approvals for the following: design review, planning review, building review, fire safety review, sanitary district review, encroachment permit, JPA for bond issuance, and City Council TEFRA hearing.

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

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	Dec 1 2016
Complete environmental	Dec 1 2016
Release bid package	NA - Contractor already selected
Select contractor	Oct 1 2016
Finalize contract	Sep 1 2017
Obtain building permits	Sep 1 2017
Start construction	Oct 1 2017
Complete Construction (target: June 30, 2017)	Apr 1 2018

14) Project Budget:

(a)List the activities and/or items for your entire project budget including CDBG funds and other funds (complete the table below)

<u>Funding Source (e.g. CDBG)</u>	<u>Source \$ Amount</u>	<u>Uses</u>	<u>\$ Amount</u>
Marin County CDBG	\$ 500,000	Design/ A/E	\$466,800
First Mortgage & Existing Debt	\$ 4,267,723	(Construction items/materials)	\$ 4,014,059
Seller Financing	\$ 3,121,783	Acquisition	\$ 7,705,750
Limited Partner Equity	\$ 6,292,152	Financing / Reserves / Soft Costs	\$ 3,367,178
Net Operating Income	\$ 377,627	Permit fees	\$ 174,020
Deferred Fee / General Partner Equity	\$ 1,891,820	Contingency	\$ 723,298
TOTAL	\$ 16,451,105	TOTAL	\$ 16,451,105

(b) How did you obtain your cost estimates?

Design A&E pricing is based on contract values. Construction pricing is based on Capital Needs Assessment estimates produced by Gelfand Partners Architects. Acquisition pricing is based on appraisal. Financing/Reserves/Soft Costs pricing are based on formulaic standards for tax credit projects. Permit fee pricing is based on scope of work. Contingency pricing is based on a percentage of other total costs.

(c) Does the project have site control? i.e. ownership of the project site, lease agreement?

Yes, Bridgecourt Housing Inc has site control for the project in the form of Grant Deed.

(d) Were other funding sources explored? If other funding sources are not being utilized, why could other funding sources not be used on the project or could not be acquired?

Yes, the project has already received committed funding from the County of Marin Housing Trust (\$675,000), the Marin Community Foundation (\$1,500,000), and the Tamalpais Pacific Foundation (\$50,000). The project will be pursuing further funding through the LIHTC program, and has explored financing through the AHSC program, but is unable to qualify due to lack of nearby transit options.

**15) Will the requested CDBG funds be expended by the end of the 2017 (December 30, 2017)? Yes - No
If No, please explain why:**

Yes.

16) Please sign (provide title) and date your application below:



Errol M. Dominguez
Deputy Director of Real Estate Development
and Assistant Secretary of EAH Inc.

10/28/16

Signature/Title

Date

Please submit 1 signed original and 4 copies of your application to:

Mailing Address:

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

Application submittal deadline is
Tuesday, November 8, 2016 by 5 p.m.

Physical Address (if dropping off application):

County of Marin- Community Development
3501 Civic Center Drive #308
Attn: Jared Stalling

POSTMARKS WILL NOT BE ACCEPTED



2016/17 COMMUNITY DEVELOPMENT BLOCK GRANT

CONSTRUCTION APPLICATION FOR CDBG FUNDING

Program Year: 2017/18

1) Check One:

X	New Construction
	Existing Rehabilitation

2) Which planning area will the project be located? Check all that apply

Richardson Bay	Upper Ross Valley	San Rafael	Lower Ross Valley	West Marin	Novato
	X				

3) General Information:

CDBG FUNDING AMOUNT REQUESTED	\$170,000
HOME FUNDING AMOUNT REQUESTED	\$550,000
PROGRAM/PROJECT NAME	Fairfax Senior Affordable Housing
ORGANIZATION/AGENCY NAME	Resources for Community Development
MAILING ADDRESS	2220 Oxford Street, Berkeley, CA 94704
PROJECT SITE ADDRESS	2626 Sir Francis Drake Blvd, Fairfax, CA 94930
CONTACT PERSON & PHONE NUMBER	Alicia Klein (510) 841-4410 x336
E-MAIL ADDRESS	aklein@rcdhousing.org
WEBSITE	rcdhousing.org
ORGANIZATION DUNS#	363812082

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

Resources for Community Development (RCD) proposes to develop Fairfax Senior Housing (formerly known as Peace Village), 54 apartments affordable to seniors with incomes between \$15,000-\$43,000 at 2626 Sir Francis Drake Boulevard in Fairfax. The development has a mix of 6 studios, 47 one-bedroom units, and 1 two-bedroom manager’s unit. The building, designed by Van Meter Williams Pollack, will wrap two- and three-story wings around two courtyards and will include offices for the full time property manager and resident services staff, as well as a laundry, secure bike storage, and a community room.



The development will be designed as a beautiful and healthy place for seniors to age in place, in addition to being a showcase example for green, sustainable model of housing in Marin County. Energy and water efficiency, accompanied by on-site power generation, will allow the residents to live comfortably and economically. The Town of Fairfax is a champion of this development, having included the property as an opportunity site in the Housing Element of its General Plan and the accompanying CEQA review.

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

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

6) How will this project further Marin County's Fair Housing goals?

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

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

Moderate-Income	
Low-Income	
Very Low-Income	31
Extremely Low	22

2016 HUD INCOME LIMITS

Household Size	1	2	3	4	5	6	7	8
Moderate-Income	\$90,500	\$103,450	\$116,350	\$129,250	\$139,550	\$149,950	\$160,250	\$170,600
Low-Income	\$68,950	\$78,800	\$88,650	\$98,500	\$106,400	\$114,300	\$122,150	\$130,050
Very Low-Income	\$43,050	\$49,200	\$55,350	\$61,500	\$66,450	\$71,350	\$76,300	\$81,200
Extremely Low	\$28,500	\$29,500	\$33,250	\$36,900	\$39,900	\$42,850	\$45,800	\$48,750

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

8) Will this project benefit a particular group of people? Members of the Protected Classes?

Fairfax Peace Village will serve adults aged 62 and over making no more than 50% of the local area median income. Among seniors, there is a critical demand for housing stock that is both smaller and affordable. About one-quarter of the homeless population in Marin County was over the age of 51 in 2012 ("For Richer or for Poorer?" by Rachel Dovey, North Bay Bohemian, March 28, 2012). This demand is bound to become even more acute as Marin's aging baby boom generation confronts the need to "scale down" from the single family multiple bedroom housing stock that is predominant in Marin. According to the latest Marin County Housing Element, in early 2012 the county housing authority had a waitlist of 2000 applicants for senior housing; in February of 2014 Marin Housing Authority opened its waitlist for one week and received 1084 applications from seniors.

9) If your agency has a remaining project funding balance from previous years' County of Marin CDBG funding, please explain below:

The County of Marin has previously committed \$220,000 in HOME funds and \$100,000 in CDBG funds to RCD for this development, but no contract has been executed yet for those funds.

10) List your past specific accomplishments/activities and goals of your organization/agency using CDBG funds. Did you meet these goals and accomplishments? Please describe:

Since Marin County's commitments of HOME and CDBG funding, RCD has formalized its site control in a purchase option, secured an additional \$250,000 grant from the Marin Community Foundation, finalized design development, and submitted a planning application to the Town of Fairfax. Receiving a final award of Marin County HOME and CDBG funding for 2017/18 is absolutely paramount to stay track to complete secure NEPA clearance and start construction in 2017.

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

Previous Marin County HOME and CDBG funding for Fairfax Senior Housing was RCD's first time applying for and receiving HOME and CDBG from Marin County. However, RCD has years of experience with HOME and CDBG funding from Alameda County and Contra Costa County for the purposes of site acquisition, new construction, infrastructure, and rehabilitation. RCD is also a HOME Community Housing Development Organization.

12) Are you familiar with Davis Bacon and HUD Form 4010? If not, see HUD Form 4010.

Yes, RCD has extensive experience with Davis Bacon and HUD Form 4010. The development budget for Fairfax Senior Housing reflects providing prevailing wage for this project. RCD works with general contractors that are familiar with prevailing wage requirements.

PROJECT MANAGEMENT & FINANCIAL DATA

13) State who will supervise and manage the project and the individual(s) project management capability. List any approvals or authorizations required and received for the project to continue (for new construction, rehabilitation, or other capital projects, list any entitlements that are necessary for the project):

Alicia Klein is the Project Manager for Fairfax Senior Housing. Her resume, along with Director of Housing Development Carolyn Bookhart's and Executive Director Daniel Sawislak's resumes are attached to this application. As a nonprofit dedicated to creating and owning affordable housing, RCD has 32 years of experience developing affordable housing for those with the fewest options. While RCD has developed 1,800 units in eighteen communities, Fairfax Senior Housing will be RCD's first development in Marin County. See RCD's statement of qualifications, attached, for additional information.

The planning application for Fairfax Senior Housing is currently being processed by the Town of Fairfax. RCD, along with its design team, is working with the Town in preparation for a Planning Commission meeting in mid-December, followed by Town Council approval. Consequently, RCD expects to receive entitlements after the Town Council meeting in February 2017. The land use approvals required are:

- Rezoning the development parcel to Planned Development District
- Parcel subdivision tentative map approval
- Planned Development approval
- California Environmental Quality Act clearance
- Design review
- Concessions via California’s affordable housing density bonus law –covered parking and height

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

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	June 2016
Complete environmental	February 2017
Release bid package	December 2017
Select contractor	March 2017
Finalize contract	December 2017
Obtain building permits	December 2017
Start construction	December 2017
Complete Construction (target: June 30, 2017)	December 2018

15) Project Budget:

(a) List the activities and/or items for your entire project budget including CDBG funds and other funds (complete the table below)

<u>Funding Source (e.g.)</u>	<u>Source \$ Amount</u>	<u>Uses</u>	<u>\$ Amount</u>
Marin Community Foundation	\$450,000 (committed)	Acquisition	\$1,525,000
Marin County HOME	\$770,000 (\$220,000 committed to date)	Architecture/Engineering	\$856,000
Marin County CDBG	\$270,000 (\$100,000 committed to date)	Construction	\$17,465,000
Marin County MHSA	\$1,400,000	Construction Contingency	\$2,595,000
Tamalpais Pacific	\$450,000	Permits, Fees & Utilities	\$1,179,000
9% Tax Credit Equity	\$16,701,152	Predevelopment Loan Interest/Fees	\$320,000
AHP	\$530,000	Construction Loan Financing	\$1,279,000

Permanent Loan	\$465,122	Syndication Costs	\$137,000
Section 8 Increment Loan	\$7,524,530	Reserves	\$389,000
Land Sale	\$300,000	Costs of Issuance/Financing Fees	\$311,000
Deferred Developer Fee	\$200,000	Developer Fee	\$1,400,000
		Other Soft Costs	\$1,658,000
TOTAL	\$29,114,098	TOTAL	\$29,114,098

(b) How did you obtain your cost estimates?

RCD has contracted with the California Housing Partnership Corporation (CHPC) for financial advisory services. The architecture costs are based on the actual contract. The construction costs are based on RCD's and Van Meter Williams Pollack's recent experience building similar developments. Other soft costs are based on RCD's recent experience, while financing costs are projected by CHPC.

(c) Does the project have site control? i.e. ownership of the project site, lease agreement?

Yes, RCD entered into a purchase-option agreement with Christ Lutheran Church in December 2015 for its entire 20-acre site. RCD plans to extend the initial one-year option term, allowing it sole discretion to purchase the property by December 22, 2017. RCD is in the process of securing Town approval to subdivide the parcel into a 2-acre parcel for Fairfax Senior Housing and two other parcels that it plans to sell for at least \$300,000 either for creation of two single family homes or for an open space preserve.

(d) Were other funding sources explored? If other funding sources are not being utilized, why could other funding sources not be used on the project or could not be acquired?

As described by the above budget, Fairfax Senior Housing will require a plethora of funding sources to be financially feasible. These include private loans and grants, tax credit equity, and each of the local funding sources available for a project of this type. RCD is also considering a financial model that relies on the state's Affordable Housing and Sustainable Communities funds and 4% tax credit equity, rather than 9% tax credits. In all financing scenarios, the larger the local funding commitment, the more likely the application for statewide funds is to be successful.

16) Will the requested CDBG funds be expended by the end of the 2018 (December 30, 2018)? Yes - No

If No, please explain why:

Yes, CDBG funds will be expended by the end of 2018. HOME funds would also be expended by the end of 2018.

17) Please sign (provide title) and date your application below:



Alicia Klein
Senior Project Manager

11/4/16

11/4/2016

Please submit 1 signed original and 4 copies of your application to:

Mailing Address:

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San Rafael, CA 94903

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