



**2018-19**

**Community Development  
Block Grant (CDBG)**

**Countywide Funding  
Applications**



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

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

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

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

Planning Areas	Novato	San Rafael	Countywide
	15%	14%	71%

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

Year Funded	From 1974 through 2018		
Grant Amount	Average \$150k-250k per year		
Amount Expended	All but 2018		

4. General Information:

CDBG/HOME FUNDING AMOUNT REQUESTED	\$500,000
PROGRAM/PROJECT NAME	Residential Rehabilitation Loan Program
ORGANIZATION/AGENCY NAME	Housing Authority County of Marin
MAILING ADDRESS	4020 Civic Center Dr., San Rafael, CA
PROJECT SITE ADDRESS	Novato, San Rafael, Countywide
CONTACT PERSON & PHONE NUMBER	Carmen Soruco (415) 491-2532
E-MAIL ADDRESS	csoruco@marinhousing.org
WEBSITE	www.marinhousing.org
ORGANIZATION DUNS#	037871852

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

The Residential Rehabilitation Loan Program (RLP) provides home repair and property improvement loans throughout Marin County to low, very low and extremely low-income owner-occupants of single family homes, condominiums (including Below Market Rate units), floating homes docked in approved berths, mobile homes, and non-profit group homes serving special populations. Low interest loans of up to \$35,000 are provided to complete necessary and urgent home repairs, correct substandard housing conditions, eliminate health and safety hazards and legalize and/or create second units.

Typical work undertaken includes the repair or upgrading of existing plumbing, heating and electrical systems, roof repair or replacement, correction of foundation, drainage, dry rot and termite related problems, emergency and/or storm related repairs, energy efficiency measures such as window retrofits, ADA improvements for wheelchair accessibility such as ramps and roll-in showers and the remediation of trip and fall hazards in the home. In addition, a rehab loan may be used by condominium owners to pay a HOA Special Assessment for the correction of construction defects or needed maintenance for which the HOA reserve funds are insufficient. Homeowners can also access a multitude of services through other providers in the newly launched Green and Healthy Homes Initiative Marin, of which the Marin Housing Authority is a participant. Loan terms are determined based on ability to pay; borrowers with extremely low and very low incomes are most often set up as deferred loans with no monthly payments and principal and accrued interest only due upon sale of the property.

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

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

**7. How will this project Affirmatively Further Fair Housing?**

By combating discrimination through equal access to home repair funding opportunities benefiting low-income residents of Marin County; by providing the means to improve ethnically and racially concentrated areas, one house at a time; by remediating unsanitary and dangerous housing conditions for which conventional funding is unavailable; and by serving members of the protected classes including:

Elderly households: Seniors are usually living on fixed incomes with little or no savings and unable to obtain conventional financing to make the necessary repairs to keep their homes safe and habitable. ADA improvements can also allow homeowners to remain at home and "age in place."

Female Heads of Household: Families with only one head of household and one source of income often face an insurmountable financial obstacle when faced with urgently needed home repairs or special assessments from a Homeowners Association, in some cases forcing sale of the property and relocation out of county, thereby reducing diversity in our communities.

Disabled: The program is available to non-profit-sponsored group homes serving special populations such as the developmentally disabled as well as individual owners with accessibility issues that can be addressed with a rehab loan, such as stairlifts and ADA upgrades .

Racial and ethnic minorities: The Rehab Loan Program provides the same services and loan amounts to all eligible households in all areas plus any additional project management services that may be needed to overcome barriers to equal utilization and successful outcomes.

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

In Marin County, African American and Latino communities are concentrated in several census tracts which have been and will be targeted specifically by the Rehab Loan Program through direct mailings to homeowners in these areas (names and addresses provided by Old Republic Title Company). In addition, radio presentations on a local Spanish Language station and ads in a local Spanish language newspaper (La Voz) have been made and will be made in the future. Low income BMR homeowners living throughout the County in inclusionary units will be reached through the BMR Program newsletter.

Numerous presentations, referrals and collaborations serving seniors and members of other protected classes are conducted throughout the year and will continue with agencies such as Whistlestop Senior Services, Margaret Todd Senior Center, Bolinas Community Land Trust (BCLT), Community Land Trust Association of Marin (CLAM), San Geronimo Valley Affordable Housing (SGVAH), YWCA, Marin Villages, Marin Valley Mobile Home Park, Contempo Marin Mobile Home Park, Marin City CDC, West Marin Senior Services, Fair Housing of Marin, MCIL, Green and Healthy Homes Initiative (GHHI), County of Marin Adult Protective Services, Local Building Departments, etc.

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

Low-Income	4
Very Low-Income	14
Extremely Low	12

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

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native		
Asian	4	
Black or African American	6	
Native Hawaiian or other Pacific Islander	1	
White	19	4
American Indian <i>and</i> White		
Asian <i>and</i> White		
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial		
<b>TOTAL</b>	<b>100%</b>	
Female-Headed Households (out of above total)	14	

PROJECT MANAGEMENT & FINANCIAL DATA

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

Since its inception 42 years ago, the Rehab Loan Program has processed 1514 applications and funded almost 800 loans totaling \$15,890,914. These loans have helped maintain Marin's housing stock in decent and safe condition, allowed low-income homeowners to maintain and remain in their homes, prevented the loss of housing for low-income households by creating second units to provide much-needed income, and provided a source of funds for mobile homes and floating homes typically unable to access conventional means of financing.

Rehab loans have replaced numerous roofs, dry-rotted decks, water heaters, furnaces, appliances, windows and more. Some of the more irregular projects have included the installation of an elevator in the home of an ALS patient, the clearing out of a hoarder's impassable home by a Bio-Hazardous materials team, and the excavation of a hillside drainage culvert to remedy flooding on neighboring properties.

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

The Rehab Loan Program had a carryover of \$69,214 FY 2017/2018 from two prior years' carryovers in FY 41 and 42 and a larger than usual CDBG allocation FY 2016/2017. Since our administrative expenses average \$250,000 per year and our last CDBG allocation was only \$200,000, the bulk of this carryover will be expended this FY 2017/2018.

This year we are asking for an additional \$250k over the usual administrative costs of \$250k due to the depletion of available loan funds caused by the success of the Landlord Incentive Program which expanded the Rehab Loan Program to provide loans for the rehab of existing Section 8 units or for the creation of new legal Section 8 units. Loan totaling over \$500k were funded but ultimately the Rental Rehab Program was discontinued due to lack of funds and a decision to concentrate on developing new units through a possible new program.

The additional 250k requested for the loan fund would cover about 33% of the anticipated loans (at an average of \$25k per loan x 30 loans) with the balance coming from loan payoffs during the year.

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

The Marin Housing Authority has been administering the Residential Rehabilitation Loan Program for over 40 years and complying with CDBG program requirements and guidelines during the life of the program.

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

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

Funding Source (e.g. CDBG)	Uses	\$ Amount Committed	Date
	Design/ A/E	\$	
	(Construction items/materials)	\$	
CDBG	Admin	\$ 250,000	
CDBG	Loan Funds	\$ 250,000	
	Permit fees	\$	
	Contingency	\$	
<b>TOTAL</b>	<b>TOTAL</b>	<b>\$ 500,000</b>	

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

N/A

17. For HOME Projects are you a CHDO?

N/A

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

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

19. Please sign and date your application below:

Carmen Hall Soruco

Signature/Title

November 17, 2017

Date

**Attachments**

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

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

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

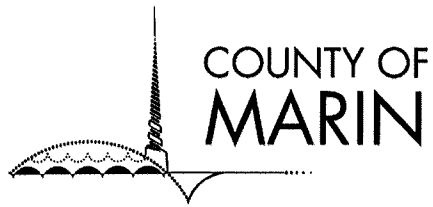
[Federalgrants@marincounty.org](mailto:Federalgrants@marincounty.org)

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

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

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

**POSTMARKS WILL NOT BE ACCEPTED**



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

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

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

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

Planning Areas	Novato	San Rafael	Countywide
	X	X	X

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

Year Funded	2016-2017	2015-2016	2014-2015
Grant Amount	18,000	16,000	15,800
Amount Expended	11,065	16,000	15,800

4. General Information:

CDBG/HOME FUNDING AMOUNT REQUESTED	\$30,000.00
PROGRAM/PROJECT NAME	Residential Access Modification Program
ORGANIZATION/AGENCY NAME	Marin Center for Independent Living
MAILING ADDRESS	710 Fourth St, San Rafael CA 94901
PROJECT SITE ADDRESS	710 Fourth St, San Rafael CA 94901
CONTACT PERSON & PHONE NUMBER	Susan Malardino 415-459-6245 ext.29
E-MAIL ADDRESS	mcilsusan@gmail.com
WEBSITE	www.marincil.org
ORGANIZATION DUNS#	199680711



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

The Residential Accessibility Modifications Program of Marin-CIL serves Marin residents with disabilities by increasing housing accessibility. The majority of clients have orthopedic, visual or hearing impairments, environmental illness, HIV+ or AIDS or are frail, elderly people. This program has been in operation for twenty nine years. Services are provided to individuals who are at risk of losing their independence and being confined in nursing homes without the modifications.

Marin CIL is the only agency in Marin that directly assists people in this manner.

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

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

**7. How will this project Affirmatively Further Fair Housing?**

Marin County's population is rapidly aging and as a consequence, rapidly aging into disability. In 2015, older adults outnumbered children and youth (ages 0-17) in Marin by 7,000. By 2020, a third of the population in our County will be older adults, representing the fastest growing rate for seniors in any county in the state of California. Presently, Marin has 53,815 older adults and individuals with disabilities enrolled in Medicare and 8,373 individuals enrolled in Medi-Cal. However, despite our significant aging and disabled population, there are limited options for housing.

Another change in our county is in the financial incentives to support community-based living compared to acute or post-acute care. The median monthly cost of a skilled nursing facility bed in Marin is over \$5000 a month, while the combined median monthly cost of in home personal assistants and an individual's social security benefit is less than \$2000. Living safely and independently in the home with community supports is critical to both the emotional and financial health of our community members and the County.

The need for a coordinated and systematized approach to serving individuals at risk of entering long term care facilities has never been more present. The lack of long-term care facilities, lack of affordable housing, and many seniors' desire to "age in place" makes it even more critical to help individuals in Marin County remain safely in their homes. With the combined efforts of MCIL's Residential Access Modification Program and other safety net services, we will be able to support our community members to live independently with greater dignity and quality of life.

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

All consumers of MCIL are people with disabilities, a protected class, as defined by HUD. In addition MCIL engages in outreach to under served communities. MCIL participates in the Aging Action Initiative and is a partner in the Green and Healthy Homes project.

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

Low-Income	21
Very Low-Income	5
Extremely Low	4

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

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native	1	0
Asian	2	0
Black or African American	7	2
Native Hawaiian or other Pacific Islander	1	0
White	10	5
American Indian <i>and</i> White	1	0
Asian <i>and</i> White	1	0
Black <i>and</i> White	1	0
American Indian <i>and</i> Black	0	0
Multi-Racial	6	4
<b>TOTAL</b>	<b>100%</b>	
Female-Headed Households (out of above total)	15	

PROJECT MANAGEMENT & FINANCIAL DATA

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

MCIL has been providing the Residential Access Modification Program for the past 28 years. Increasingly we are serving older adults who are aging in to disability who require home modifications to live safely in their homes. In the past 5 years the program has served approximately 30 individuals and families with home access modifications ranging from grab bar installations, stair lifts, ramps and bathroom widening. These modifications have specifically provided to low income individuals who do not have the resources to complete them on their own. Through the consumer surveys our consumers have reported that their home access modifications have significantly improved overall quality of life, ability to perform activities of daily living and to engage in community activities.

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

The remaining balance on our prior grant was the result of a high cost complex project that the CDBG funds were a only portion of the cost. The funds were approved and while waiting for other sources of funds to become available the consumer passed away.

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

For over 20 years MCIL has managed grants for independent living services. These grants have been administered by the Department of Education and on the Administration on Community Living. The organization has complied with all Federal regulations, fiscal policies and programmatic requirements. Each year the agency undergoes an Annual Audit performed by an outside CPA. MCIL has never fallen out of compliance with our Federal funders. MCIL adheres to Davis-Bacon by ensuring that all contractors are current on their licensing and adhere to the the locally (Marin) prevailing wages and fringe benefits requirements.

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

Tonique McNair, will oversee the project. Tonique has been with MCIL for 1 1/2 years overseeing our Home Modification Program.  
 MCIL has an intake process for all new consumers. Tonique meets with each consumer to develop their goals as part of their Independent Living Plan.

Once the scope of work is determined, Tonique will contact the appropriate contractors and/or vendors to acquire bids for the project. Once the bids are in, she will review them and select the best suited contractor/vendor for the project. Once all the required documentation is received, she will submit to CDBG for approval.

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

Funding Source (e.g. CDBG)	Uses	\$ Amount Committed	Date
	Design/ A/E	\$	
CDBG	(Construction items/materials)	\$ 30,000	
		\$	
		\$	
	Permit fees	\$	
	Contingency	\$	
<b>TOTAL</b>	<b>TOTAL</b>	<b>\$ 30,000</b>	

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

n/a

17. For HOME Projects are you a CHDO?

n/a

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

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

19. Please sign and date your application below:



**Executive Director**

Signature/Title

**11/20/2017**

Date

**Attachments**

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

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 3501 Civic Center Drive #308  
 San Rafael, CA 94903  
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**POSTMARKS WILL NOT BE ACCEPTED**



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

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

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

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

Planning Areas	Novato	San Rafael	Countywide
			X

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

Year Funded	HOME: 2013-2015	CDBG: 2013-2015	2016 - 2017
Grant Amount	\$728,517	\$113,928	HOME: \$700,218 CDBG: \$47,730
Amount Expended	none expended, all reprogrammed	none expended	none expended

**4. General Information:**

CDBG/HOME FUNDING AMOUNT REQUESTED	\$650,000
PROGRAM/PROJECT NAME	Victory Village
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

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

Resources for Community Development (RCD) proposes to develop Victory Village (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. Marin Housing Authority has committed Project Based Section 8 rental subsidies for all of the apartments, making these new homes within reach of seniors with the most limited incomes. The development has a mix of 53 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.

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

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

**7. How will this project Affirmatively Further Fair Housing?**

RCD will provide and direct all staff, vendors and consultants to provide access to RCD housing opportunities as broadly as possible so that diverse communities, including ethnic, language and cultural minorities and other persons with special needs who income qualify may apply for housing at Victory Village. By developing affordable housing in Fairfax, an affluent community with a high median income, this project seeks to deconcentrate poverty, a principal goal of the AFFH policy.

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

RCD meets the goals of fair housing by using affirmative advertising programs that target those who are least likely to apply. A copy of RCD's Affirmative Fair Marketing Policy and Procedure is attached to this application. RCD is in compliance with all relevant state and local statutes on fair housing. All activities associated with the outreach, marketing and lease-up of the project will be performed in accordance with fair housing and equal opportunity requirements.

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

Low-Income	
Very Low-Income	31
Extremely Low	22

10. Estimate the demographics to be served by the program/project (see terms below):  
 These numbers reflect reporting data from RCD's existing portfolio.

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native		
Asian	12%	
Black or African American	46%	
Native Hawaiian or other Pacific Islander		
White	28%	50%
American Indian <i>and</i> White		
Asian <i>and</i> White		
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial	14%	
<b>TOTAL</b>	<b>100%</b>	
Female-Headed Households (out of above total)		



**PROJECT MANAGEMENT & FINANCIAL DATA**

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

This development has previously received CDBG and HOME funding commitments, but no funding has yet been received. Since the most recent commitments of HOME and CDBG funding, RCD was awarded an additional \$600,000 grant from the Marin Community Foundation and a \$250,000 grant from Tamalpais Pacific; awarded 53 project-based vouchers from MHA; secured NEPA clearance from the County of Marin; secured entitlements and environmental clearances from the Town of Fairfax; and finalized design development. Receiving an award of Marin County HOME and CDBG funding for 2018/19 is absolutely paramount to remain competitive for 9% tax credit financing and start construction as soon as possible thereafter.

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

The County of Marin has previously committed \$479,676 in HOME funds and \$161,658 in CDBG funds to RCD for this development, but no contract has been executed yet for these funds.

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

RCD has decades of experience with HOME and CDBG funding in 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. Furthermore, RCD has extensive experience with Davis Bacon and HUD Form 4010. The development budget for Victory Village reflects providing prevailing wage for this project. RCD works with general contractors that are familiar with prevailing wage requirements.

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

Alicia Klein is the Project Manager for Fairfax Victory Village. Her resume, along with those of the Director of Housing Development, Carolyn Bookhart, and Executive Director, Daniel Sawislak, are attached to this application. As a nonprofit dedicated to creating and owning affordable housing, RCD has over 30 years of experience developing affordable housing for those with the fewest options. While RCD has developed over 2,000 units across Alameda, Contra Costa, and Solano counties, Fairfax Victory Village will be RCD's first development in Marin County. See RCD's Statement of Qualifications, attached, for additional information.

RCD secured entitlements and environmental approvals from the Town of Fairfax in June 2017. No additional discretionary approvals are needed.

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

Funding Source (e.g. CDBG)	Uses	\$ Amount Committed	Date
	Design/ A/E	\$	
	(Construction items/materials)	\$	
		\$	
		\$	
	Permit fees	\$	
	Contingency	\$	
<b>TOTAL</b>	<b>TOTAL</b>	\$	

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

The Marin Community Foundation has awarded \$1,050,000 to fund the predevelopment and acquisition costs of Victory Village.

**17. For HOME Projects are you a CHDO?**

Yes.

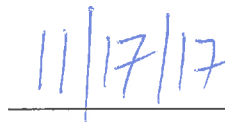
**18. HOUSING AND CAPITAL ONLY: Project Timeline: List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed)**

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	June 2016
Complete planning & environmental review	July 2017
Release bid package	July 2018
Select contractor	February 2018
Finalize contract	December 2018
Obtain building permits	December 2018
Start construction	December 2018
Complete Construction	March 2020

**19. Please sign and date your application below:**



*Signature/Title*



*Date*

**Attachments**

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

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

**POSTMARKS WILL NOT BE ACCEPTED**

VICTORY VILLAGE  
 SOURCES AND USES BUDGET  
 11.16.17



**DEVELOPMENT USES**

ACQUISITION/OFFSITES/DEMO	\$1,812,300
REHABILITATION	\$0
NEW CONSTRUCTION	\$17,763,021
ARCHITECTURAL FEES	\$846,000
SURVEY & ENGINEERING	\$183,800
CONST. INTEREST & FEES	\$2,492,303
PERMANENT FINANCING	\$94,897
LEGAL FEES	\$25,000
RESERVES	\$75,000
APPRAISAL	\$10,500
CONST. CONTINGENCY	\$1,772,002
OTHER	\$1,162,454
DEVELOPER FEE	\$1,400,000
SYNDICATION EXPENSES	\$85,000
<b>TOTAL USES</b>	<b>\$27,722,277</b>

**DEVELOPMENT SOURCES**

	AMOUNT	INT. RATE	AMORT. PERIOD
First Trust Deed	\$450,921	5.50%	180.00
Tranche B: Operating Subsidy	\$9,302,965	5.50%	480.00
MCF Grant	\$1,050,000		
Tamalpais Pacific Grant	\$250,000		
HOME & CDBG	\$1,511,876	3.00%	
AHP	\$530,000		
GP contribution	\$100		
Deferred developer fee	\$200,000		
9% Tax Credit Equity	\$14,426,415		
<b>TOTAL SOURCES</b>	<b>\$27,722,277</b>		
OVER/(UNDER)	(\$0)		

# RCD AGENCY POLICIES

## CREATING AND PRESERVING AFFORDABLE HOUSING

### Housing Development Affirmative Fair Marketing Policy and Procedure

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

**Ending Date (if applicable, otherwise “None”):** None

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

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

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

**Procedures (if applicable):**

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



Creating & Preserving Affordable Housing

# Statement of Qualifications

## Overview

Resources for Community Development's (RCD) mission is creating and preserving affordable housing for people with the fewest options to build community and enrich lives. Over its 30-year history, RCD has grown from a Berkeley-based special needs housing developer to being named as one of the top 50 affordable housing developers in the country by Affordable Housing Finance magazine five times.

This growth is fueled by our proven capacity to develop projects on time and on budget, and through the relationships we have forged and maintained with local governments, lenders, investors and neighbors over the years. Always looking for innovative ways to meet our goals, RCD was an early adopter of green and sustainable building practices and a pioneer of the integrated housing approach to special needs.



Three commercial spaces, including RCD's headquarters, form the street level retail at Oxford Plaza

Founded by Berkeley community members in 1984, RCD has built up a portfolio of over 2,000 completed affordable units and has over 250 additional affordable units currently in development. RCD continues to grow geographically and now operates in communities throughout Alameda, Contra Costa and Solano counties, with a new development site added in Marin County last year.

As RCD's portfolio of completed developments has grown, we have expanded our asset management programs to continue to ensure the long-term success of our housing and our residents. Awarded a Best Practices citation by LISC, RCD's excellent asset management staff guarantees that our completed projects remain strong both physically and financially. The John Stewart Company's experienced property management is key to the success of our affordable housing and is critical for our residents and the neighbors of our developments. In addition, RCD's Resident Services Program (RSP) provides residents with the support services they need to retain their housing and build self-sufficiency.

## Family Housing Development Experience

RCD has a long track record of developing award-winning family housing. RCD is one of the few developers in the East Bay with the depth of experience and ability to develop housing to meet the complete spectrum of housing needs, from single-room occupancy and studio apartments to four-bedroom apartments for large families.

We provide well-maintained, safe, affordable housing and voluntary, free resident service programs that enhance residents' self-sufficiency, and thus their ability to meet their basic needs. RCD's housing offers 4,000 low-income people a foundation for a better future through:

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

Energy-efficient and green buildings, outdoor areas, community rooms, computer rooms, community gardens, and services and property management offices add greatly to the quality of housing. These features also provide space for a variety of resident service programs. Services such as after school and summer programs for youth, community building social activities, educational workshops, and individual case coordination, help residents gain skills and access services at no additional cost. Taken together, the features of RCD housing provide a foundation for people with limited income to build self-sufficiency and a better future.

**"RCD is a highly professional and dedicated organization. They have a passion for affordable housing, the expertise to guide complicated projects to completion, and the perseverance it takes to succeed. The Ambassador is a great new project that reflects this. We are very pleased with our partnership with RCD."**

*Patrick O'Keefe, former City Manager, City of Emeryville*

Recently opened properties continue to meet the needs of families and are being recognized for design excellence. The Ambassador, in Emeryville, recently won 2014 Builders Choice and Custom Home Magazines' Design Award for Affordable or Workforce Housing. The Park Alameda was recently recognized with two awards from NAHRO (National Association of Housing and Redevelopment Officials): Agency Award of Excellence in Project Design and Renovation and an Award of Merit.

We are in construction on a new mixed-use family development in unincorporated Alameda County that will provide 85 units to families and transition aged youth with household incomes between 30 and 50% of the Area Median Income (\$27,600 to \$46,000 for a family of four). The property is adjacent to the Ashland Youth Center, with opportunities for services linkages. Commercial space is co-located in a separate building with the property management and resident services offices and a multi-purpose room.

Another mixed-use development in construction in the City of El Cerrito will provide 57 units of family housing in a smart growth, transit-oriented location. The development includes ten units for people with special needs and also serves households with incomes from 30 to 50 percent of the Area Median Income. It is expected to achieve LEED Gold certification for energy and resource efficiency.

## Senior Housing Development Experience

RCD has significant experience with the construction of senior housing developments -- we have developed four senior housing projects totaling 187 units. In our existing senior properties, RCD teams with strong service providers to respond to the special needs of our aging population. Partner service providers include LifeLong Medical Center, Center for Elders' Independence, and Jewish Family and Children's Services (JFCS).

We place an emphasis on creating unique programs for seniors, focused on healthy living and on supporting seniors in maintaining their independence. This "aging-in-place" model supports independent living for seniors as they age comfortably at home, providing activities, advocacy, and health linkages that are catered to both healthy seniors and those with special needs. RCD provides these services through an on-site service coordinator who partners with other local service providers.



Berrellesa Palms is a model program of support for very low-income seniors with chronic health conditions, allowing them to live independently

We have just opened Berrellesa Palms in Martinez, providing seniors 62 years and older who have chronic long-term health conditions and were at risk of homelessness with well-designed apartment homes that allow them to live independently. The supportive services there combine individual counseling and referral and group activities that support a healthy and active lifestyle with a pilot program of access to on-site nursing care. Through a partnership with another service provider, residents will have 24/7 access to a nurse who will monitor blood pressure, assess health changes, review medications, and provide other services that will help residents avoid much more costly institutionalization.

## Special Needs Housing Expertise

RCD's portfolio includes over 30% special needs housing. We provide the most Shelter Plus Care units and housing units for people living with AIDS/HIV in Alameda County and were a pioneer in including consumers of Mental Health Services Act programs in our integrated housing. From single family homes to modern green senior apartments in Walnut Creek and LEED Platinum apartments for homeless veterans and their families in Alameda and shared housing for people living with AIDS/HIV in Southern Alameda County, RCD has met and exceeded the needs and expectations of our local government partners and our communities for housing for households with special needs.

A large part of the RCD's capacity to serve disparate income levels and special needs households comes from our deep understanding of the requirements of different types of financing sources from Housing Opportunities for People with HIV/AIDS to HUD SHP. This capacity includes the myriad complexities of reporting and compliance administered through RCD's Asset Management department.



## Resident Services Program

A key to the success of our residents is RCD's well-regarded Resident Services Program, included at most of our developments, without cost to the residents. The goal of these support services is to assist residents in maintaining and enhancing self-sufficiency within a caring community. RCD's RSP staff has productive working relationships with local community-based service providers in fulfilling this goal. These service providers partner with RCD to provide residents with case management, counseling, job training and placement, health services, resident leadership development, and resident association organizing, as well as recreational and social activities. RCD staff also brings a number of community development programs to residents, including: workshops that educate residents in meeting facilitation, public speaking, and community building techniques; arts and gardens programs with hands-on involvement by residents at project sites; and employment and financial management programs.

At Los Medanos Village, RCD is partnering with Contra Costa Interfaith Housing (CCIH) to bring education professionals on-site to assess youth learning needs, monitor, and improve academic progress for them. After school tutoring programs have helped students reach grade level proficiency. Through intervention with the youth, CCIH is developing relationships with the resident families to bring in additional services and supports.

Another model of resident services delivery is our Fox Courts development, where RCD's on-site service coordinators have worked with our residents to develop programs, from homework club and movie nights that are run by residents, to computer courses, jobs counseling, and other services provide by RCD and service partners. We have partnered with the City of Oakland to provide a free Summer Lunch Program for residents and the community for the past several years.

## Utilizing and Leveraging Public and Private Financing

RCD approaches all of its developments, whether or not they are formally structured as such, as public/private partnerships. RCD understands that for every successful affordable housing or mixed use development, there is a local government commitment that makes it happen. Through its projects in many jurisdictions, RCD has developed a reputation for responsiveness, excellent follow through, and an attitude focused on collaboration. RCD has consistently been able to compete successfully for very scarce local funds, as well as highly competitive 9% tax credits and MHP funds at the state level.

For example, RCD has applied for and received close to \$62 million in State MHP funds which were used to leverage nearly \$210 million in other funding resources. RCD's track record of successfully completed projects is evidence of our ability to raise, utilize and effectively leverage public financing.

We have applied for and been awarded funding from local, state and federal sources, including the City of Concord, City of Walnut Creek, City of Oakland, City of Fairfield, Contra Costa County HOME, CDBG, MHSA and HOPWA, Alameda County HOME, CDBG, MHSA and HOPWA, State HOME, State Multifamily Housing Program

**“We respect them for the savvy way they run the business side of things. And we enjoy working with them because they do what they say and say what they do.”**

*Annette Billingsley, Senior Vice President,  
Division Head, Community Development  
Finance, Union Bank N.A.*

(MHP), Tax Exempt Bonds, Low Income Housing Tax Credits (9% and 4%), HUD 202, SHP, 811 and Section 108. Other sources of funding that we have used include the Federal Home Loan Bank Affordable Housing Program (AHP), Alameda County Waste Management Authority (ACWMA) grants, foundation grants, and New Market Tax Credits.

RCD is also well-known in the field for its talented development staff, which is currently comprised of six staff plus additional administrative and organizational support. A significant source of RCD's strength lies in its ability to assemble and administer complex financing structures for its projects in response to extreme competition for affordable housing funds. RCD has strong working relationships with many conventional lenders including the California Housing Finance Agency (CalHFA), Citibank, Wells Fargo Bank, Bank of America, Silicon Valley Bank, Union Bank, Bank of the West, and US Bank. We also have strong relationships with equity investors and have done multiple deals with many of them, specifically the California Equity Fund/National Equity Fund, Enterprise Community Partners, and Union Bank. Other investors include US Bank, Alliant Capital, Wells Fargo, Bank of America, and Merritt Community Capital Corporation.

### Financial Strength and Asset and Property Management Focus

Through conservative and prudent financial management, RCD has built up unrestricted cash exceeding \$2.5 million. The strong liquidity created by existing reserves and cash flow generated by its development and asset management activities enables RCD to develop numerous rental projects simultaneously. It also makes RCD a credit-worthy company for many conventional lenders for both project-based and working capital financings.

RCD's Asset Management team ensures long-term sustainability through strong fiscal controls over the RCD portfolio. RCD has consistently improved year-over-year performance of the portfolio over the past six years. In response to RCD's continuing growth and expanding housing portfolio, RCD expanded its Asset Management department to include a Director of Finance. The Director of Finance is responsible for ensuring the financial strength and economic performance of RCD and its existing properties consistent with the financial, physical and social goals, standards and requirements of RCD and its funders.



Built in the 1920's, UA Homes was recently rehabilitated and restructured for long-term operating success

RCD has completely overhauled its asset management function in the last decade, making it one of the most respected among affordable housing developers in the Bay Area to investors and funders. It currently manages a portfolio of 50 properties serving a population of over 4,000 residents throughout the East and North Bay areas. In contrast to the findings of surveys of other nonprofit developers showing that only 15% of affordable housing projects generate enough cash flow to make a distribution to its sponsors, over 70% of RCD-run developments generated positive cash

flow in FY 2012, all the more remarkable considering that RCD serves a more disadvantaged population than many of our peers.

RCD takes a multifaceted approach to asset management, with the goal of ensuring that both the social and financial aspects of our properties remain sound for years after initial development. With a commitment to our properties' physical and financial stability, RCD works to ensure that our properties effectively serve their residents, remain sources of revitalization in their neighborhoods, and are excellent investments of public and private funding. Asset management of the portfolio includes maintaining the properties in safe, habitable, and rentable condition so they pass inspections and meet all regulatory requirements; maintaining resident satisfaction; and facilitating RCD's Resident Services team's efforts to provide required services.

Financial goals include: maintaining positive cash flow; maintaining sufficient liquidity to cover aging payables; avoiding build-up of delinquent rent; and preventing reserves from being depleted faster than prudent. These goals are met through regular, on-going documentation of compliance and reporting to funders and regulatory agencies; oversight of a third-party property management company; developing budget, cash flow and capital projections; review of financial performance, leasing, and all subsidy programs; preparing for annual audits, welfare tax exemption filings; and managing insurance coverage and claims.

RCD's Asset Management staff is also responsible for the oversight of property management. All of the units in RCD's portfolio are currently managed by The John Stewart Company (JSCo.) Founded in 1978, San Francisco-based JSCo is one of the leading property management companies in California. JSCo works with many Bay Area nonprofit affordable housing developers, public agencies, and private sector clients. JSCo manages over 10,000 units in 120 projects throughout the state, including family rentals, condominiums, special needs/SRO units, cooperatives, and senior rentals. A highly professional and well-respected company, JSCo is committed to providing a secure, service-oriented, and well-maintained housing environment to the residents of the buildings it manages.

### **Green Building and Commitment to Sustainability**

RCD proud to have recently completed its second development to receive LEED Platinum certification: Clinton Commons, a 55 unit family and special needs development in Oakland. Our first LEED Platinum development is Shinsei Gardens, a 39 unit development serving low and very low-income families, including units set aside for persons with disabilities, located in the City of Alameda.

Shinsei Gardens is a model of both universal and green design. Key features include photovoltaics for common area electricity, sustainable finish materials, and maximization of natural light with clerestory windows on the east and west facades. This infill development also represents the recycling and successful reuse of a former Navy brownfield site.

RCD's Oxford Plaza and David Brower Center in downtown Berkeley is an exciting mixed-use development that brings together 97 affordable family units, retail space, underground parking and a 35,000 square foot world-class environmental center. The project was envisioned as a dynamic

building that is not just an attractive high-quality place to live and work, but a built environment that teaches through example about the benefits of green building and high-density urban living. The residential development, which has garnered national attention, utilizes both the GreenPoint Rating system and the Enterprise Green Communities Checklists. Solar thermal pre-heat for the radiant in-floor heating system, the use of slag in the concrete, the use of light-gauge metal framing, and Energy Star lighting are just a few of the features that have made this project so prominent. Additionally, the co-developed adjacent David Brower Center is LEED Platinum certified.

Completed in February 2008, RCD's Villa Vasconcellos senior apartments is one of the showcase green developments in the City of Walnut Creek. Its attractive modern design is enhanced with a roof line featuring solar photovoltaic panels to provide common area electrical needs as well as solar thermal preheating panels for delivering domestic hot water to the residents. The sheltered courtyards include planters for growing vegetables and is managed by the residents' garden committee. Inside, the spacious hallways have low and no-VOC paints, the flooring has a high recycled content, and the units feature Energy Star appliances and fluorescent lighting. The commitment to community and sustainability extends to the art on the walls as well – some works were donated by local artists working on local themes, while others were created in RCD's own youth programs and by a senior at another RCD property.

RCD's commitment to green building principles is driven not only by our interest in reducing the external environmental impacts of development, but also by our concern for our buildings' impact on the health of our residents. We believe that all people are entitled to a healthy living environment. Too often, lower-income households find themselves in unhealthy living conditions simply because lack of economic self-sufficiency limits their housing choices. Poor indoor air quality, off-gassing from floor and wall coverings, lack of acoustical privacy, and poor artificial lighting are some of the issues that low-income households often encounter in the housing choices that are affordable to them, and these issues have real and significant health impacts. One of RCD's chief goals is to promote the health and well-being of its residents by creating healthy buildings.

RCD also helps the overall community by reducing greenhouse gas emissions created by car trips by being an early adopter of car sharing and bringing transit alternatives to our residents through GreenTrip certification and transit pass programs.

### **Community Outreach and Acceptance**

RCD believes that neighborhood residents, business owners, and other local stakeholders should actively participate in shaping their community. In order to facilitate this process, RCD involves community members in project design early on by contacting stakeholders, canvassing the neighborhood and holding community meetings. RCD has a long working history of successful community outreach efforts across of wide range of communities and across many sizes and types of developments.

The Ambassador, a 69 unit family development located in Emeryville, serves as an example of the community outreach efforts that RCD regularly undertakes. Upon entering into an Exclusive Negotiating Rights Agreement with the Emeryville Redevelopment Agency, RCD engaged in an open process to solicit input from neighbors and other Emeryville residents on the proposed

Ambassador Housing development. Public input was solicited through a series of large public meetings and smaller group and individual meetings over a period of three months. After incorporating input from a Redevelopment Agency meeting, a public neighborhood-wide meeting, individual and group discussions after these meetings, and individual conversations with residents on the phone, the RCD team submitted its initial concept design for review by Planning staff and the Planning Commission in July, 2009. RCD also staffed an information table and did outreach at the local elementary school at Back to School Night to solicit input from prospective families that might become residents at the development in the future.



The Ambassador incorporated public comment throughout the design process

Following additional feedback from the Planning Commission Study Session, two adjacent neighbor meetings, follow up discussions with the Agency and local stakeholders, as a well as a tour of comparable RCD properties and developments, the RCD team worked hard to revise the design to meaningfully incorporate the comments received. As a result of this diligent and thorough community outreach work, we were successful in gaining Planning Department approvals shortly thereafter in October, 2009 to move the project to construction. The Ambassador construction was completed in late 2013 and leased up well ahead of schedule.



Dan Sawislak has led RCD as Executive Director since 1998. He oversees RCD's efforts to develop and operate affordable housing and to provide support services to our residents. In this role, he works with the Board of Directors to set the strategic direction of the organization and is responsible for overall management of the programs and initiatives that implement that direction.

His responsibilities also include policy and program development, securing organizational income to ensure ongoing operations, hiring and supervising management staff, and representing RCD to the public, local governments, lenders, and funders. With over 30 years' experience in housing development and community organizing, Dan provides thoughtful review of each development project to ensure that the quality of RCD's housing continues to meet the highest standards.

Under Dan's leadership, RCD has grown its affordable housing production from 300 apartments in 1998 to its current portfolio of over 2200 affordable homes serving more than 4000 people. He has helped create a portfolio of properties that are well built and well managed, financially stable, and total assets of almost \$500 million. The organization has a very strong balance sheet and annual revenue of almost \$25 million.

Dan's tenure at RCD began in 1993 and he has been instrumental in guiding RCD's growth from a local developer with a focus on housing for people with special needs to a regional owner and developer of integrated multi-family and special needs housing and community serving commercial space. RCD has now built or acquired 65 developments in 19 cities and works in four Northern California counties. Our work is award winning for its design, innovation, and asset management, and includes national recognition for both housing development and asset management efforts from Local Initiative Support Corporation, National Association of Housing and Redevelopment Officials, American Institute of Architects/US Department of Housing and Urban Development, HUD Office of Affordable Housing Programs, Affordable Housing Finance Magazine, Urban Land Institute, Congress for New Urbanism, and the National Association of Home Builders.

Prior to joining RCD, Dan worked as a community organizer in Chicago, an economic development planner in Oakland, and as a supportive housing developer in San Jose. He has a long history of community service and is currently a member of the Boards of Directors of the Non-Profit Housing Association of Northern California and EveryOne Home, the organization working to end homelessness in Alameda County, where he served as Co-Chair. Dan has also served on the Boards of East Bay Housing Organizations, Alameda Point Collaborative, and the East Bay Jewish Community Relations Council.

In addition, Dan is a frequent speaker and advocate on topics related to housing development and planning, including conferences and events sponsored by the American Planning Association, the Urban Land Institute, the National Housing and Rehabilitation Association, Housing California, and the Non-Profit Housing Association of Northern California. He speaks regularly to city councils and commissions, faith based organizations, and other community groups about affordable housing.

## **Education**

Master of City Planning, University of California, Berkeley, 1988

B.A., Urban Planning, University of Illinois, Urbana-Champaign, 1983



Carolyn Bookhart was appointed Director of Housing Development in April, 2014 to lead RCD's housing development program. Her primary responsibilities are to ensure an active pipeline of new development activity and to oversee and manage staff performance on all RCD housing development projects. Under her direction, RCD has completed eight development projects, 450 units, and has 350 more in development. She is also a member of the RCD corporate management team.

Carolyn has a key role in identifying and securing new housing development. She works closely with all stakeholders to ensure that each proposed RCD development meets their needs and expectations for quality affordable housing, that it meets the RCD mission, and that adequate funding is available to complete the project. In addition, she manages a staff of five project managers as they work to move projects through all the phases of feasibility, pre-development, and construction. She ensures that every completed project moves successfully from development into the RCD portfolio of operating properties.

Carolyn joined RCD in 2004 and has a strong track record as a project manager on ten important properties. Among these are new construction at Oxford Plaza, Shinsei Gardens, Clinton Commons, Villa Vasconcellos, Lorenzo Creek Apartments, Berrellesa Palms, and Ohlone Gardens. She has also been the project manager for major rehabilitation projects at Erna P. Harris Court, Eldridge Gonaway Commons, and Lakeside Apartments.

With 15 years' experience in the development of affordable housing, Carolyn has managed the development of over 500 units of housing throughout the East Bay that represent over \$150 million in public and private investment. As a former certified green building professional, she has integrated green building methods and materials in every project, including two LEED Platinum developments and three that received GreenPoint ratings for environmental sustainability.

Previous to joining RCD, Carolyn worked in housing development and neighborhood revitalization for Allied Housing in Hayward, California and Delaware County Housing/Community Development, Pennsylvania.

Carolyn is a frequent speaker on topics related to housing development, most recently before Housing California, NonProfit Housing Association of Northern California, California Redevelopment Association, San Francisco Mayor's Office of Housing, California Green Affordable Housing Coalition, and Greenbuild 2010. She also engages in housing advocacy with the Non-Profit Housing Association of Northern California and East Bay Housing Organizations. She is a member of the U.S Green Building Council and the Urban Land Institute.

## **Education**

Master of City Planning, University of Pennsylvania, 1996

B.A., Law and Society, The American University, 1991



Alicia Klein joined RCD in 2012 and brings over 20 years of experience in project management to our Housing Development team. Her role includes site acquisition, securing development funding, completing all site entitlements, and community outreach. She also coordinates the development schedule and manages the architectural design as well as the construction process. In addition, she ensures that the completed development transitions into the RCD asset management and resident services programs for successful operation.

Currently, Alicia is partnering with two churches to bring two new construction projects through pre-development and into construction. She is collaborating with St. Paul's Episcopal Church in Walnut Creek to create affordable, supportive housing over a new homeless day center on the Church's land. Alicia has worked closely with church members to negotiate site control agreements, secure full funding commitments, and provide a temporary home for the day center. To carry out the vision of Christ Lutheran Church of Fairfax, she secured grant funds, commitments of county funding and rental subsidy, and hard-won local approvals for RCD's first development in Marin County, Victory Village, for very low-income seniors.

On previous development projects, Alicia secured RCD's first pre-development grant from the Metropolitan Transportation Commission for transit oriented development and \$4.3 million in the initial round of Affordable Housing and Sustainable Communities ("Cap & Trade") funding for Riviera Family Apartments, for which she also completed site acquisition, local land use approvals, and closed construction funding. At University Avenue Cooperative Homes, she completed the rehabilitation of a scattered-site community that includes commercial space, apartment buildings, townhomes, and single-family homes. She helped refinance the property and renew expiring Section 8 rental subsidies to ensure the property's continued affordability.

Alicia's previous experience includes senior level project management and program management with the Richmond, California Community Redevelopment Agency and the San Francisco Mayor's Office of Housing.

Alicia has been a member of the Non-Profit Housing Association of Northern California since 1994 and participates in the East Bay Housing Organizations' Interfaith Communities United for Affordable Housing. She has convened, moderated, and been a panel speaker at conferences including Housing California (Streamlining Compliance through Local Government Collaboration, 2013; Cap & Trade, 2015; Collaborating on Faith-Based Housing Development, 2017), and Rail~Volution (Cap & Trade, 2016). Alicia got her start in affordable housing as a founding board member of a faith-based transitional home for formerly homeless women recovering from substance abuse.

## **Education**

Master of Public & Private Management, Yale School of Management, 1994

B.A., Latin American Studies, Wesleyan University, 1988

HUD-Certified HOME Program Specialist–Rental Housing Compliance, 2011





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

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

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

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

Planning Areas	Novato	San Rafael	Countywide
		190 Mill St., San Rafael, CA 94901	

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

Year Funded	2012, 2013, 2014	2015	2016
Grant Amount	\$109,878 CDBG Oma \$155,000 CDBG Oma \$530,538 HOME Oma \$416,542 HOME Oma	\$30,000 CDBG NBC Floors \$269,236 HOME Oma	\$334,584 Oma
Amount Expended	All the above expended	All the above expended	All the above expended

4. General Information:

CDBG/HOME FUNDING AMOUNT REQUESTED	\$200,000 CDBG
PROGRAM/PROJECT NAME	Mill St.: Permanent Supportive Housing for Chronically Homeless Adults
ORGANIZATION/AGENCY NAME	Homeward Bound of Marin
MAILING ADDRESS	1385 North Hamilton Pkwy., Novato, CA 94949
PROJECT SITE ADDRESS	190 Mill St., San Rafael, CA 94901
CONTACT PERSON & PHONE NUMBER	Mary Kay Sweeney, 415-382-3363, ext. 201
E-MAIL ADDRESS	mksweeney@hbofm.org
WEBSITE	www.hbofm.org
ORGANIZATION DUNS#	949337059

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

Led by a collaborative effort involving key community stakeholders, Homeward Bound greatly appreciates this opportunity to apply for \$200,000 in capital funding for the expansion and complete site renovation of Mill Street Center (MSC) emergency shelter, owned and operated by Homeward Bound since 1986. The existing outdated structure and adult shelter will be replaced with parking on the ground level, a housing-focused emergency shelter on the 2nd floor, and 15 SRO units of permanent supportive housing (PSH) on the 3rd floor. The target population will be chronically homeless adults identified through County coordinated entry. Development costs are a projected \$8 million, including \$500,000 for preconstruction costs and \$7.5 million for construction costs. CDBG funds will be used only for predevelopment costs, such as architectural and engineering fees, application fees, utilities costs, and permit fees.

There are many important benefits to the project. For example, it will fill two of the most glaring gaps in our system of care by providing single-site PSH for chronically homeless adults and a housing-focused shelter with reduced barriers for a variety of homeless adults. It will improve the efficiency of system of care homeless adults by meeting key need identified through collaboration with the County, the Continuum of Care (CoC), Coordinated Entry Subcommittee, and Homeless Outreach Team (HOT). It will embody a Housing First approach, thereby helping the CoC to implement this national best practice. And it will improve the neighborhood with attractive new structure that helps build community and hope for residents.

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

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

**7. How will this project Affirmatively Further Fair Housing?**

This project will further affirmative housing by housing homeless people, most of whom are members of protected classes. Homeward Bound of Marin is committed to affirmative fair housing. Homeward Bound treats all applicants and program participants equally, providing the same quality of service and equal housing opportunities to all. Federal law prohibits discrimination in housing on the basis of race, color, religion, sex, national origin, age, familial status, or disability (called "protected classes"). Homeward Bound also has a policy for Reasonable Accommodation and a Section 504 Coordinator to ensure compliance and track reasonable accommodation requests. Homeward Bound also posts all Equal Opportunity policies on site and has an established compliant policy to address any concerns related to discrimination. Finally Homeward Bound also affirmatively markets all of its housing programs countywide, and will do so for this program as described below.

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

As with our other housing programs, Homeward Bound will carry out affirmative marketing for this project, including: close collaboration with local providers, outreach to non-English speakers, direct outreach to homeless, low-income families of color, translation of our housing and service information into Spanish and Vietnamese; making available written information regarding housing policies and services, and providing services such as TDD for hearing impaired persons as well as assistance for persons with visual impairments. While we wish to continue in these practices that have allowed us to create some of Marin's most diverse housing programs, we welcome new ideas and collaboration for improvement/inclusion.

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

Low-Income	
Very Low-Income	
Extremely Low	70 at a point in time (15 in PSH, 55 in shelter)

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

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native	2	2
Asian	2	
Black or African American	14	
Native Hawaiian or other Pacific Islander		
White	40	7
American Indian <i>and</i> White		
Asian <i>and</i> White		
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial	12	5
<b>TOTAL</b>	<b>100%</b>	
Female-Headed Households (out of above total)	28	6

**PROJECT MANAGEMENT & FINANCIAL DATA**

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

\$1,550,900 HOME and \$317,729 CDBG – develop Oma Village, completed. 14 homes are now occupied by families with children.

\$1,091,888 HOME and CDBG combined – develop the Next Key Center, completed. 25 studios for adults, 5 studios for small families, and 3 studios for medical respite are occupied; job training facility and agency administrative offices are in use benefiting clients.

\$80,000 CDBG – replace worn New Beginnings Center floors, completed. Benefits residents of 80-bed New Beginnings Center.

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

There are no remaining CDBG or HOME funding balances. Homeward Bound has successfully spent all prior CDBG and HOME grants in their entirety.

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

Homeward Bound has extensive and long-term experience with a number of additional federal grant programs, including Continuum of Care (CoC), Emergency Solutions Grants (ESG), and VA Grant Per Diem (GPD). Homeward Bound's annual CoC grants currently include 7 awards, totalling \$1,324,973, all for permanent supportive housing. Homeward Bound has successfully secured competitive ESG funding every year for family shelter, including a \$200,000 award in FY2016. And Homeward Bound recently awarded an extension of its annual GPD, averaging an estimated \$200,000 per year for veteran-designated transitional housing.

Homeward Bound is familiar with Davis Bacon, including HUD Form 4010. We complied with Davis Bacon requirements when we used \$80,000 in CDBG funds to replace the New Beginnings Center floors.

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

Homeward Bound will oversee and manage the project. The agency has demonstrated its capacity for this roles by having successfully managed the Oma Village, Next Key Center, and the New Beginnings Center development projects. Deputy Director Paul Fordham will oversee and project manage the project (as he did for the Oma Village and Next Key efforts), and will interface with all the key players, including San Rafael planning officials.

Homeward Bound owns the site and has site control. A zoning change will be needed for the proposed new uses; this zoning change is wrapped into the current planning process to update the San Rafael Canal area master plan. Fortunately, there is strong local political support for the project, and the site is nearby to multi-storey apartments, so we are confident that the needed zoning will be approved. Beyond zoning, the project team will work closely with City staff to apply for and obtain the building permit and any needed use permits.

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

Funding Source (e.g. CDBG)	Uses	\$ Amount Committed	Date
Partnership Health Plan CA and CDBG	Design/ A/E	\$500,000	8/23/17 PHP CA submitted 11/20/17 CDBG submitted
Partnership Health Plan CA	(Construction items/materials) Construction costs	\$1,037,065	8/23/17 submitted
CA No Place Like Home	Construction costs	\$2,000,000	Noncompetitive funding expected 2018; County has designated this project for funds
County CMA & General Funds San Rafael In-Lieu Fees	Construction costs	\$3,000,000 1,000,000	Will apply in 2018
City of San Rafael fee waiver	Permit fees	\$ TBD	Will apply in 2018
Foundations: MCF, Tamalpais Pacific, Irwin	Contingency	\$ 500,000	Will Apply 2018
<b>TOTAL</b>	<b>TOTAL</b>	<b>\$8,037,065</b>	

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

N/A

**17. For HOME Projects are you a CHDO?**

N/A

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

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	Summer 2018
Complete planning & environmental review	Summer/Fall 2018
Release bid package	Fall 2018
Select contractor	Fall 2018
Finalize contract	Fall 2018
Obtain building permits	Fall 2018
Start construction	January 2019
Complete Construction	January 2020

19. Please sign and date your application below:

Maureen Sweeney, Executive Director  
Signature/Title

11-17-17  
Date

**Attachments**

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

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

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

**Federalgrants@marincounty.org**

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

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

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

**POSTMARKS WILL NOT BE ACCEPTED**



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

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

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

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

Planning Areas	Novato	San Rafael	Countywide
	30%	30%	40%

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

Year Funded	N/A		
Grant Amount			
Amount Expended			

4. General Information:

CDBG/HOME FUNDING AMOUNT REQUESTED	\$65,000
PROGRAM/PROJECT NAME	Bridge to Bridge Fund
ORGANIZATION/AGENCY NAME	American Nonprofits
MAILING ADDRESS	333 Front Street Santa Cruz, CA 95060
PROJECT SITE ADDRESS	905 Kansas St San Francisco, CA 94107
CONTACT PERSON & PHONE NUMBER	Marc Rand 415-577-1420
E-MAIL ADDRESS	marcrandconsulting@gmail.com
WEBSITE	americannonprofits.org
ORGANIZATION DUNS#	45-5349356

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

We found that small and mid-sized nonprofits are poorly understood by existing financial institutions and often struggle with securing access to capital for cash flow and for growth. This subsector also doesn't have access to reliable information and technical assistance and expertise in planning for growth. Without funding for small nonprofits, community development efforts are minimized. American Nonprofits can address these issues with its Bridge to Bridge Fund and through its online newsletter - Blue Avocado.

American Nonprofits proposes to implement the Bridge to Bridge Fund in Marin County to help address the cash flow needs of small-medium sized nonprofits. Our loan fund will provide low-interest loans to organizations operating in the advocacy, childcare, art and environmental sectors to name a few. Additionally, the loans may be applied towards affordable housing predevelopment costs. We currently have \$1,000,000 of loan capital available. Our model is operational and can provide another source of reliable funding within 4 weeks from receipt of application. It is envisioned these funds will be able to support more than 25 organizations with rapid response funding.

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

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

**7. How will this project Affirmatively Further Fair Housing?**

Our experience shows that many organizations that promote Affirmative Housing and Fair Housing have challenges with cash flow. Many times, grants are approved or pending while the work is being completed. This work requires capital that many organizations cannot access, and therefore either have to ask board members for a loan or stop work on the grant all together. In the worst cases, some organizations have had to stop operations all together.

We will also work with organizations connected to Fair Housing advocacy efforts to ensure their cash flow needs are met. Additionally, our webinars and online newsletter, Blue Avocado, will help connect organizations with resources and education.

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

Our experience shows that most of our borrowers are the small to medium sized organizations with revenues of \$100,000-\$1.5 million. These small organizations are the backbone to most communities yet are often times overlooked by large foundations and funders.

American Nonprofits will work with the County, Marin Community Foundation, and members of the community - including the Canal, Novato, Marin City, and other geographies to ensure organizations are aware of the services offered. As the executive director of American Nonprofits worked at MCF for over 12 years, many of the organizations that support Protected Classes are already known. However, it is vital to work with others to make sure all organizations have been identified. In order to do this, staff will meet with members of the community and outreach in Spanish and Vietnamese.



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

Low-Income	250
Very Low-Income	250
Extremely Low	250

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

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native	5%	
Asian	15%	
Black or African American	30%	
Native Hawaiian or other Pacific Islander		
White	25%	
American Indian <i>and</i> White		
Asian <i>and</i> White		
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial	25%	
<b>TOTAL</b>	<b>100%</b>	
Female-Headed Households (out of above total)	75%	

PROJECT MANAGEMENT & FINANCIAL DATA

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

American Nonprofits has never received CDBG/HOME funds.

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

American Nonprofits has not received CDBG/HOME funding in the past. However, the organization is able to receive and leverage the CDBG funding this year. We regret to see CDBG funding committed to well intended organizations that cannot use the funds within the proposed time line.

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

Marc Rand, American Nonprofits executive director, has worked in affordable housing and nonprofit finance for nearly two decades. He has coordinated more than 50 federal/state/local grant programs. At Marin Community Foundation, Mr. Rand worked with multiple stakeholders at all levels of government and foundations.

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

Marc Rand will manage the overall Bridge to Bridge Fund and publishing of Blue Avocado (blueavocado.org). Pamela Davis, President and Founder of Nonprofit Insurance Alliance of California, will also be involved in the project management.

Marc Rand - Marc is the former Program Director for Loans and Affordable Housing at Marin Community Foundation (MCF), one of the country's largest community foundations. There, Marc invested more than \$50 million to Marin-based nonprofits over 12 years – notably with a 0% default rate. These loans leveraged more than \$300 million of investments from other capital sources, including low income housing tax credits and non-traditional sources of government funding. At MCF, Marc was also responsible for the \$2 million affordable housing grant portfolio which supported predevelopment costs, advocacy efforts, and policy development. Most notably, Marc was able to create a funder collaborative that wove together funding from foundations, state and local government, and the private sector. Mr. Rand is a sought after expert and public speaker having spoken at several national conferences on nonprofit lending, including serving as guest lecturer at the Haas School of Business, University of Southern California, and the Aspen Institute.

Pamela Davis is the Founder, President and CEO of the member companies of the Nonprofits Insurance Alliance Group, which includes Nonprofits Insurance Alliance of California (NIAC), Alliance of Nonprofits for Insurance, Risk Retention Group (ANI), as well as a captive property reinsurer, and a management company. All companies in the group are 501(c)(3) tax-exempt nonprofits. The Group has been assigned an A (Excellent) VIII rating by A.M. Best. Together, they have assets of more than \$444 million and surplus of more than \$185 million. The Group insures and provides risk management services for more than 17,000 tax-exempt nonprofits in 32 states and the District of Columbia. She is also President of American Nonprofits, whose mission is to increase nonprofits' access to credit and financial expertise.

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

Funding Source (e.g. CDBG)	Uses	\$ Amount Committed	Date
	Design/ A/E	\$	
	(Construction items/materials)	\$	
Nonprofit Insurance Alliance of California		\$ 500,000 - loan cap	
Santa Cruz County Bank		\$ 500,000 - loan cap	
	Permit fees	\$	
	Contingency	\$	
<b>TOTAL</b>	<b>TOTAL</b>	<b>\$</b>	

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

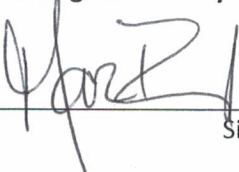
17. For HOME Projects are you a CHDO?

N/A

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

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

19. Please sign and date your application below:

  
 \_\_\_\_\_  
 Signature/Title

11/19/2017  
 \_\_\_\_\_  
 Date

**Attachments**

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- B. Definitions of terms
- C. Income Limits

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Federalgrants@marincounty.org

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County of Marin  
 3501 Civic Center Drive #308  
 San Rafael, CA 94903  
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**POSTMARKS WILL NOT BE ACCEPTED**



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

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

CDBG Public Services	<input checked="" type="checkbox"/>	HOME Housing Construction/Acquisition	
CDBG Housing Construction/Acquisition	<input type="checkbox"/>	HOME Housing Rehabilitation	
CDBG Rehabilitation: residential/commercial	<input type="checkbox"/>	HOME Rental Assistance	
CDBG Public Facilities/Improvements	<input type="checkbox"/>		

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

Planning Areas	Novato	San Rafael	Countywide
		50%	50%

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

Year Funded	N/A		
Grant Amount			
Amount Expended			

4. General Information:

CDBG/HOME FUNDING AMOUNT REQUESTED	\$50,000
PROGRAM/PROJECT NAME	Shore Up Marin Disaster Operations
ORGANIZATION/AGENCY NAME	Shore Up Marin
MAILING ADDRESS	c/o Canal Welcome Center 30 N. San Pedro
PROJECT SITE ADDRESS	Canal neighborhood and Marin City
CONTACT PERSON & PHONE NUMBER	Douglas Mundo (415)342-2598
E-MAIL ADDRESS	dmundo@cwcenter.org
WEBSITE	http://ShoreUpMarin.org
ORGANIZATION DUNS#	83-0485451

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

It is well known to FEMA leadership and disaster preparedness thought leaders that existing disaster preparedness efforts are inadequate to serve at the neighborhood level in a major event. Shore Up Marin is addressing this need through potential national model programs. We have completed a program to implement Disaster Councils and Community level Disaster Plans in the disadvantaged communities of Marin City and the Canal neighborhood of San Rafael. Both have the highest concentrations of very and extremely low income residents and are respectively the largest populations of African Americans and Latinos in Marin. Another aspect of the Disaster Councils which pertains to fair housing, trains and involves community members in the hazard mitigation process to prevent flooding disasters which currently differentially impact local housing and residents of low, very low and extremely low income housing in Marin City. These efforts have generated participation and momentum in these disadvantaged communities for the first time. Shore Up Marin would like to leverage this opportunity with a new Disaster Operations program. Thus we are requesting funds to meet your objective to benefit low and moderate income persons and we will focus our efforts in serving members of all protected classes covered in the 1968 Civil Rights Act.

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

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

**7. How will this project Affirmatively Further Fair Housing?**

Housing cannot be fair if it is not safe from flooding and if the infrastructure serving it is substandard or allowed to deteriorate. Shore Up Marin will educate low, very low and extremely low income renters and home owners to help them understand these issues and what channels exist to productively address them and pursue improvements. Poor infrastructure and flooding has a severe differential impact on the disabled and elderly. Disadvantaged communities that are home to low low income and low income are more likely to be in low lying areas and areas with chronic flooding. These hazards also lead to sewage breakages which can cause public health risks from contamination of flood waters, sewage back ups into homes, buildings and businesses and potential contamination of drinking water. Part of the discrimination that protected classes face is the

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

Shore Up Marin is expert in culturally and linguistically competent outreach to the protected classes being served. We have a demonstrated track record, decades of leadership in the African American, Latino and Vietnamese communities and bilingual competency in Spanish and Vietnamese. We use many methods to reach community members including but not limited to door to door outreach, outreach through institutions such as churches, schools, food banks, etc., targeted media outreach, social media, collaborative and cross-promotional efforts with cross-sector partners, convening events and meetings and participation in existing community events.

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

Low-Income	10%
Very Low-Income	30%
Extremely Low	60%

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

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native		
Asian	10	
Black or African American	40	
Native Hawaiian or other Pacific Islander		
White	10	
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	40	40
<b>TOTAL</b>	<b>100%</b>	<b>75</b>
Female-Headed Households (out of above total)	300	50

**PROJECT MANAGEMENT & FINANCIAL DATA**

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

N/A

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

N/A

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

Shore Up Marin is fiscally sponsored by Canal Welcome Center, an established non profit which routinely manages government grants Canal Welcome Center is an established vendor of the County of Marin, meeting all requirements and currently administering grants from the County of Marin. No authorization or approvals are needed for the program to operate. Financials are prepared by Canal Welcome Center. Canal Welcome Center statements show all grants and spending. Canal Welcome Center has not administered federal grants in the past, however staff members of Canal Welcome Center have worked with federal grants in the past.



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

The Marin City project will be supervised and managed by Terrie Green. Green is the Co-Director of Shore Up Marin. Terrie has a BA in Political Science/ Urban Studies from San Francisco State University and is a certified health worker from the City College of San Francisco. A long time resident of Marin City, Terrie has led and served on a number of community programs and initiatives that provide outreach and increase health awareness, community capacity, and community governance among Marin City residents. Terrie has vast experience in community development leadership including her role serving on a number of community boards as president and vice chair and cofounding Marin City Charter School and ISOJI (community advocacy organization). Terrie also has strong experience in case management, program development and nonprofit management.

The Canal project will be supervised by Douglas Mundo, Co-Director of Shore Up

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

Funding Source (e.g. CDBG)	Uses	\$ Amount Committed	Date
50,000	Design/ A/E	\$	
	(Construction items/materials)	\$	
	Outreach, Leadership	\$ 25,000	
	Operations administration	\$ 25,000	
	Permit fees	\$	
	Contingency	\$	
<b>TOTAL</b> 50,000	<b>TOTAL</b>	<b>\$ 50,000</b>	

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

N/A

17. For HOME Projects are you a CHDO?

N/A

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

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

19. Please sign and date your application below:

James Green Co-Director Shore up Marin      Nov. 20, 2017  
 Signature/Title      Date

Attachments

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

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

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

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

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

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

Planning Areas	Novato	San Rafael	Countywide
	34	47	19

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

Year Funded			
Grant Amount			
Amount Expended			

4. General Information:

CDBG/HOME FUNDING AMOUNT REQUESTED	\$95,500.00
PROGRAM/PROJECT NAME	Marin Mobile Care
ORGANIZATION/AGENCY NAME	Downtown Streets Team
MAILING ADDRESS	1671 The Alameda #306, San Jose, CA 95126
PROJECT SITE ADDRESS	532 4th St., San Rafael, CA 94901
CONTACT PERSON & PHONE NUMBER	Karen Strolia (415) 583-2328
E-MAIL ADDRESS	karen@streetsteam.org
WEBSITE	www.streetsteam.org
ORGANIZATION DUNS#	93-750-8484

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

There are currently 1,117 people experiencing homelessness in Marin County with only one public shower available for use. As of now, 73% of our region's unsheltered population struggle with accessing one of the most basic human rights--hygiene. The current shower offered at the Ritter Center in San Rafael serves no more than 300 people each week, countywide. The current resource doesn't come close to meeting the needs of our community, and is slated to close in early-2018. Downtown Streets Team's (DST) proposed solution will double the number of showers offered (projecting 600+ showers per week). A lack of available showers leads to poor hygiene, a neglected appearance, and compromised health--all playing a critical role to someone's inability to secure employment, housing and access resources.

As a solution to these challenges, DST has partnered with the City of San Rafael, the City of Novato, Marin Community Foundation, Marin County Council of Mayors and Councilmembers, and others to bring mobile showers into each community in Marin County. The pilot launch is scheduled for early January 2018 in San Rafael for 2 days per week and Novato for 5 days per week, with a goal to expand to additional locations after 3 months. Pipeline regions include Central Marin (Corte Madera), West Marin (Fairfax), and Southern Marin (Sausalito). The critical funds being requested will be used to cover staffing, technology, marketing and outreach. With mobile showers going to where people are, instead of the other way around, there is a greater opportunity for us to touch those who usually go unrecognized. As people connect to the mobile shower locations for a dignified experience, we want to be able to refer them to existing resources, while also providing them with a clean and safe place to bathe.

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

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

**7. How will this project Affirmatively Further Fair Housing?**

Roughly 45% of those experiencing homelessness suffer from either physical or mental disability or both, and are categorized as one of the Protected Classes. The Mobile Shower Program will provide more than 600 showers per week, aiding in the ability to better connect with individuals stigmatized by the association with a protected class. One part of securing a place to live is looking presentable when meeting with a potential landlord, which can be a challenge for someone with stigmatized disabilities. In our experience, visual appearance can play a role in not only securing employment, but also in obtaining housing. This effort will help reduce the stigma attached to the stereotype of homelessness. According to the Point In Time count, 40% of the unsheltered population are looking for work. Imagine trying to find a job after camping for an extended amount of time, with no access to showers. Just with the morning shower system in-place, it's projected that we'll be able to serve 667 unduplicated people in the first month of operation.

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

The Mobile Shower Program will conduct affirmative marketing to members of the Protected Classes through word of mouth, printed collateral, Public Service Announcements, social media videos and posts, public relations, and via our network of service providers in the region. Additionally, we also aim to strengthen our ongoing partnership with the HOT Team to provide them with materials and talking points to best relay the ins-and-outs of the program to individuals they encounter outside. DST is eager to forge new partnerships, and is creative to new ideas for how best to increase awareness among the community at-large. Being proactive in our outreach and education practices will also assist in long-term funding and the diversification of funders. This is a living process!

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

Low-Income	
Very Low-Income	
Extremely Low	100%

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

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native	3%	
Asian	2%	
Black or African American	15%	
Native Hawaiian or other Pacific Islander	0%	
White	64%	
American Indian <i>and</i> White		
Asian <i>and</i> White		
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial	16%	
<b>TOTAL</b>	<b>100%</b>	
Female-Headed Households (out of above total)		

PROJECT MANAGEMENT & FINANCIAL DATA

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

DST's program in Marin has not received CDBG funding to-date, however, organization-wide, we have secured CDBG dollars for Sunnyvale, Hayward, San Jose and Palo Alto. During our first year of operation in Hayward, we did not meet our projected employment goals due to unexpected loss from key program staff. We were awarded additional funds in the next round of funding to continue and expand the program. We're well-versed in operating localized programs with precise deliverables and targeted financing parameters. CDBG funding has assisted with staffing and salary needs, targeted cleanup programs, office expenses and more.

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

Our current CDBG funding for Hayward ends in June 2018, with a remaining balance of roughly \$70,000. We work strategically to expend all funds during the contracted year(s), and have very minimal roll-over, if any.

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

Since 2012, DST has been managing CDBG funds for four different communities, including Palo Alto, San Jose, Sunnyvale and Hayward. DST has the experience and infrastructure to adhere to funding regulations and financial practices while meeting program objectives. Diversifying our fundraising efforts as well as our funder portfolio allows for us to expand our net of partnerships and assists in not overwhelming one particular source. All DST staff are paid a livable wage and are provided with benefits and HR-related services, aligning with the Davis-Bacon requirements.

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

The Mobile Shower Program will be supervised and managed by Karen Strolia, the Project Manager for Downtown Streets Team in Marin County, and will be supported by a Project Lead. Karen currently oversees both the San Rafael and the Novato Teams, which collectively includes up to 40 volunteers (also known as Team Members), 2 full time staff, which include a Case Manager and an Employment Specialist, and 1 part-time AmeriCorps Community Engagement Fellow. Since 2013, the San Rafael Team has volunteered over 64,000 hours, have secured over 86 jobs and secured over 43 housing opportunities. Since January of 2017, the Novato Team has volunteered over 4,000 hours, have secured over 6 jobs and secured over 10 housing opportunities. By adding mobile showers to our community engagement opportunities, Karen and the Project Lead will oversee the day-to-day activities of the program, the Case Manager, Operations Manager, Assitant Manager and volunteers. As Project Manager, Karen will be hiring graduating Team Members to operate and manage the units, as well as greet the mobile shower guests. There will also be volunteers to support mobile shower staff. With the funding requested through this application there will be an onsite Case Manager who will connect participants to services, conduct surveys, and do outreach to those who may not be familiar with the program. Per the budget, this additional Case Manager position will be allocated 100% for the shower program. We have built in staff capacity and management into the attached budget. Approved site locations include Marin Community Clinics in Novato, Marin Health and Wellness in San Rafael, with several others in the pipeline, most pressing being the HUD Parcel being proposed for approval at the December 5 Novato City Council meeting. Through our partnership with the City of San Rafael, we are also looking at a fourth location located at 120 N. Redwood Dr. in San Rafael.

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

Funding Source (e.g. CDBG)	Uses	\$ Amount Committed	Date
Please see attached budget.	Design/ A/E	\$	
	(Construction items/materials)	\$	
		\$	
		\$	
	Permit fees	\$	
	Contingency	\$	
<b>TOTAL</b>	<b>TOTAL</b>	<b>\$</b>	

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

N/A

17. For HOME Projects are you a CHDO?

N/A

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

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

19. Please sign and date your application below:

Karen Strobia, Marin County Project Manager  
Signature/Title

11/20/17  
Date

**Attachments**

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

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

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

[Federalgrants@marincounty.org](mailto:Federalgrants@marincounty.org)

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

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

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

**POSTMARKS WILL NOT BE ACCEPTED**



## 2018 CDBG Grant Budget

<b>Top Line Mobile Shower Budget</b>	
Revenue	Costs
MCCMC	\$140,000
MCF	\$120,000
CDBG	\$95,500
<b>Total Income</b>	<b>\$355,500</b>
Capital Costs	
Shower units	\$103,308
Generators	\$8,000
Wraps	\$5,000
<b>Total Capital Costs</b>	<b>\$116,308</b>
Operating Costs	
1 PTE (Ops Manager) (20hrs)	\$18,250
1 PTE (Ops Manager) (20hrs)	\$18,250
1 PTE (Ast. Manager) (20hrs)	\$15,100
1 PTE (Ast. Manager) (20hrs)	\$15,100
Employee costs (15%)	\$10,005
.5 Project Lead (20 hrs)	\$25,000
1 FTE Case Manager (40 hrs)	\$50,000
Employee costs (23%)	\$11,500
Management/Oversight	\$10,000
Technology/Software	\$3,000
Marketing materials	\$6,500
Gas	\$13,500
Insurance	\$3,500
Disposal Fees	\$2,500
Waste Pickup	\$2,500
Power	\$2,446
Water	\$2,500
Misc	\$2,000
G&A (19%)	\$27,541
<b>Total Operating Costs</b>	<b>\$239,192</b>
<b>Total Costs</b>	<b>\$355,500</b>
<b>Net</b>	<b>\$0</b>

CDBG Ask	
Case Manager	\$50,000
Associated costs	\$11,500
Management/Oversight	\$10,000
Laptop/tablet	\$2,000
Phone	\$1,000
Marketing Materials	\$6,500
G&A (19%)	\$15,390
<b>Total</b>	<b>\$95,500</b>



November 14, 2017

It is with great pride that I recommend Downtown Streets Team receive CDBG funding. Downtown Streets Team has not only had a positive impact on our community and the environment, but it has also benefitted the lives of the Team Members in a variety of ways. This program gives Team Members a sense of purpose, helps them build community and helps prepare them for full-time employment. While all of these on their own are incredible accomplishments, I want to focus on the beneficial health impacts that DST has had.

In a survey completed by Team Members, 88% have become more motivated to take care of their health and 73% have reported easier access to health care. More access to health care means that instead of focusing on dealing with any ailments that could take months to resolve on their own, Team Members are able to quickly receive treatment and put their energy towards impacting the community and finding permanent employment and housing.

It is incredible what a little bit of care can do and how much it can improve an individual's life. I believe that we should be spreading this impact as much as possible and the Marin Mobile Care shower program is the best way to do this. The mobile shower clinic will double the number of showers available for individuals in Marin County. Providing more showers alone can greatly improve the health of the community because it will greatly reduce the spread of infection. In Marin County, infectious disease is in the top 10 leading causes of hospitalization and influenza, the flu, as well as pneumonia are two of the leading causes of death in Marin County. If measures can be taken to prevent individuals from obtaining the flu and other infectious diseases the county would not only save money, but also individuals would more likely be able to work therefore increasing tax revenue for the county.

CDBG funding is imperative in making the mobile shower clinic as successful as it can be. The showers will not only give individuals their dignity back but it will also affect the health of the entire community by reducing the rate of bacterial and viral infections. The showers are a great and easy first step in improving the health of the entire county.

I hope you strongly consider funding the mobile shower clinic for as long as you potentially can.

Very truly yours,

Gary O. Phillips  
Mayor, City of San Rafael



October 29, 2017

RE: Downtown Streets Team

To Whom It May Concern:

It is my pleasure to write this letter of reference for Downtown Streets Team (DST). We began working with them in late 2015, invited them into our community in early 2017, and our partnership has continued to grow and flourish throughout the year.

As the Mayor of Novato, a top priority in my agenda is supporting men and women who may be either experiencing homelessness or close to slipping into that experience. One way I have been able to move forward in my goal is by finding organizations and community partners, like Downtown Streets Team, that offer folks a hand up instead of a hand out. According to the 2017 PIT count, there are 269 unsheltered individuals experiencing homelessness in the City of Novato. There is a clear need for people in this situation, and we can't expect them to be prepared to talk to potential landlords, employers or maintain quality health standards without offering this assistance. In the year that Downtown Streets Team has been an active part of our community I have observed them help several Team Members move out of their experience and into housing, as well as obtain full time employment. I have seen people become self-sufficient with restored dignity with the help of DST. It is because of these successes, I am eager to promote Downtown Streets Team to people and communities.

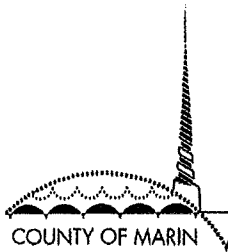
We believe their program perfectly complements our community and strengthens our ability to help men and women who are experiencing homelessness so that they can continue to move further away from their experience. The Downtown Streets Team model is one of a kind that always sees the potential in everyone, with work being the underlying ingredient to restoring dignity and self-worth.

We are proud to be a partner and look forward to continuing to work together to solve the problem of homelessness in our community.

Sincerely

A handwritten signature in black ink that reads "Denise Athas". The signature is written in a cursive, flowing style.

Denise Athas  
Mayor of Novato



Marin County Civic Center  
3501 Civic Center Drive  
Suite 329  
San Rafael, CA 94903  
415 473 7331 T  
415 473 3645 F  
415 473 6172 TTY  
DConnolly@marincounty.org  
www.marincounty.org/bos1

November 15, 2017

Community Development Block Grant  
3501 Civic Center Drive, Suite 308  
San Rafael, California 94903

To Whom It May Concern:

Downtown Streets Team (DST) has been a great partner to our community for the past four years. The perception of homelessness has changed right before our eyes as those that were experiencing homelessness have become active members of the community again through their participation as members of DST. Over 70 individuals have gotten back into employment and over 40 individuals have gotten into housing since this program came to San Rafael. We've seen many success stories of people becoming self-sufficient again through their mission of 'dignity through work.' Because of the results to date of this impactful program, we have the confidence that DST will be spectacular in launching the Marin Mobile Care mobile shower program.

Over the past few years, downtown San Rafael has become more concentrated with the transient and chronically homeless population. This is partly because we have the only facility in the whole county that offers showers which can often attract people to get this needed service because they don't have any alternatives. If these services were brought to the pockets of the county where it was most needed, these services would actually be doubled in available bandwidth of available showers. This would also be productive towards taking the pressures off of our current services.

The return on investment:

- More people getting services – we expect that the capacity of available showers in the week will eventually be doubled.
- The furthering of fair housing – it's no secret that landlords/employers may discriminate based on appearance. Even with legislature, it's nearly impossible to regulate unfair treatment because there are always other

variables involved (low credit scores, lack of consistent paycheck, etc.) A site where people can wash up and prepare for meetings will work wonders towards fighting biases.

- Less emergency room visits – Because of all the mental/physical health benefits of having a shower. (Preventing infections, treating itches, cleaning pores/skin, relieving stress, etc.)

This project will be mostly funded by Marin Council of City Mayors and Councilmembers and Marin Community Foundation, but they still expect a shortfall when operating at full capacity. Please consider funding this proposal, there are so many unsheltered individuals in Marin County that greatly need it.

Sincerely,



Damon Connolly

# California State Senate

SENATOR  
**MIKE MCGUIRE**  
SECOND SENATE DISTRICT



November 5, 2017

Community Development Block Grant  
3501 Civic Center Drive, Suite 308  
San Rafael, California 94903

To Whom It May Concern:

I am writing in support of Downtown Streets Team's application for a grant of \$95,000 to apply towards funding their mobile shower program.

I have had the privilege of seeing firsthand how dedicated and effective Downtown Streets Team is in implementing innovative solutions to meet the day to day challenges of homelessness. From creating their successful work-experience program to installing donation meters on the streets of our communities, Downtown Streets Team has made a positive difference in addressing the needs of those individuals experiencing homelessness.

According to the most recent PIT Count there are 708 unsheltered individuals who call the streets of Marin home each night. Unfortunately, Marin is one of the only counties that does not have a mobile shower van which means that many of these people cannot meet their most basic hygiene needs. By providing mobile showers Downtown Streets Team will not only be providing health and human rights benefits but filling a component of fair housing.

Downtown Streets Team is applying for funds so that they can hire a case manager for their mobile shower program ensuring that anyone who is without permanent shelter is not without access to fundamental resources. I urge you to give Downtown Streets Team's application your full consideration.

Warmest regards,

A handwritten signature in black ink, appearing to read "MIKE MCGUIRE", is written above the printed name.

MIKE MCGUIRE  
Senator

JARED HUFFMAN  
2ND DISTRICT, CALIFORNIA

COMMITTEE ON  
NATURAL RESOURCES  
WATER, POWER, AND OCEANS – RANKING MEMBER  
FEDERAL LANDS  
COMMITTEE ON TRANSPORTATION  
AND INFRASTRUCTURE  
HIGHWAYS AND TRANSIT  
WATER RESOURCES AND ENVIRONMENT

Congress of the United States  
House of Representatives  
Washington, DC 20515-0502

WASHINGTON OFFICE  
1406 LONGWORTH HOUSE OFFICE BUILDING  
WASHINGTON, DC 20515  
PHONE: (202) 225-5161  
FAX: (202) 225-5163  
WEBSITE: huffman.house.gov

November 13, 2017

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

Dear Committee Members:

I am writing to support the Downtown Streets Team grant application for \$95,000 for a Community Development Block Grant for mobile showers for San Rafael, Novato, and Marin County homeless residents and a case manager to coordinate services. With over 700 unsheltered individuals in Marin County and only one facility currently providing this service, mobile showers are urgently needed to address the related public health problems and environmental pollution that results from lack of access to public restrooms in a proactive manner.

The proposal is supported by the Marin Community Foundation, which has contributed \$120,000 for the purchase of the units, and the Marin County Council of Mayors and Councilmembers, which is providing \$140,000 for on-going funding for the program. This countywide support is crucial to addressing the often siloed manner by which communities consider homelessness.

The Downtown Streets Team is a well-qualified partner to manage the shower program and would employ its own team members with a livable wage. Not only would this help prepare people for job interviews or meetings with landlords, it would improve access to individuals that can be hard to reach for the County's Homeless Management Information System, a computerized data system that allows participating agencies to record and store client level information on the characteristics and service needs of persons who are homeless or at risk of becoming homeless. This will improve resource delivery and community knowledge on the depth and breadth of homelessness in the area, and can help stem homelessness when coupled with these other benefits.

Other communities in San Francisco, Sonoma, San Mateo, and Santa Clara Counties are utilizing mobile showers with positive results, and Marin County should follow their lead. The positive ripple effect that will result from increased access to mobile showers will include benefits to the economy, environment, and public health, and will help foster an improved countywide approach to addressing homelessness. Thank you for your serious consideration of this timely and forward-thinking proposal.

Sincerely,



JARED HUFFMAN  
Member of Congress

SAN RAFAEL  
999 FIFTH AVENUE, SUITE 290  
SAN RAFAEL, CA 94901  
PHONE: (415) 258-9657  
FAX: (415) 258-9913

PETALUMA  
206 G STREET, #3  
PETALUMA, CA 94952  
PHONE: (707) 981-8967  
FAX: (415) 258-9913

UKIAH  
559 LOW GAP ROAD  
UKIAH, CA 95482  
PHONE & FAX: (707) 671-7449

FORT BRAGG  
430 NORTH FRANKLIN STREET  
P.O. BOX 2208  
FORT BRAGG, CA 95437  
PHONE: (707) 962-0933  
FAX: (707) 962-0905

EUREKA  
317 THIRD STREET, SUITE 1  
EUREKA, CA 95501  
PHONE: (707) 407-3585  
FAX: (707) 407-3559



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

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

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

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

Planning Areas	Novato	San Rafael	Countywide
41%	26%	33%	100%

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

Year Funded	FY2014-15	FY2016-17	FY2017-18
Grant Amount	\$52,500	\$52,500	\$70,000
Amount Expended	\$52,500	\$52,500	\$30,000 to date

4. General Information:

CDBG/HOME FUNDING AMOUNT REQUESTED	\$75,000
PROGRAM/PROJECT NAME	Fair Housing Counseling and Education
ORGANIZATION/AGENCY NAME	Fair Housing Advocates of Northern California
MAILING ADDRESS	1314 Lincoln Avenue Suite A San Rafael, CA 94901
PROJECT SITE ADDRESS	1314 Lincoln Avenue Suite A San Rafael, CA 94901
CONTACT PERSON & PHONE NUMBER	Caroline Peattie (415)483-7552
E-MAIL ADDRESS	peattie@fairhousingnorcal.org
WEBSITE	www.fairhousingnorcal.org
ORGANIZATION DUNS#	36-228-1065



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

Fair Housing Advocates of Marin (a division of Fair Housing Advocates of Northern California) will provide free, comprehensive fair housing services to all Marin County residents through the following activities: (1) housing counseling for individual tenants and homeowners; (2) mediations and case investigation; (3) referral of and representation in complaints to state and federal enforcement agencies; (4) intervention for people with disabilities requesting reasonable accommodations and modifications; (5) fair housing training seminars for housing providers, community organizations, and interested individuals; (6) systemic discrimination investigations; (7) monitoring Craigslist for discriminatory advertising; (8) education and outreach activities to members of protected classes on fair housing laws; (9) foreclosure prevention and pre-purchase counseling/education for people in protected classes who may be victims of predatory lending; (10) Affirmatively Furthering Fair Housing (AFFH) training and activities to promote fair housing for local jurisdictions and county programs.

As the only HUD-certified Housing Counseling Agency in Marin County, as well the only fair housing agency with a testing program in the County, Fair Housing Advocates of Marin (FHAM) provides free services to all Marin residents protected under federal and state fair housing laws. FHAM helps people address discrimination they have experienced, increasing housing access and opportunity through our advocacy as well as requiring housing providers to make changes in discriminatory policies. Historically, FHAM's fair housing services have been especially beneficial to Latinos, African-Americans, people with disabilities, immigrants, families with children, female-headed households, senior citizens, and LGBT individuals; approximately 90% of our clients are low-income. FHAM's education services are also available to members of the housing, lending, and advertising industry. Providing industry professionals with information about their fair housing responsibilities is another means by which FHAM decreases incidences of discrimination and helps to protect the rights of members of protected classes.

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

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

**7. How will this project Affirmatively Further Fair Housing?**

See attached.

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

Our agency reaches those least likely to apply for services through the following:

- Translating much of our literature into Spanish;
- Continuing to advertise all programs/services in all areas of Marin, including the Canal, Novato and Marin City;
- Maintaining a website with information translated into Spanish and Vietnamese;
- Maintaining bilingual staff: currently we have 4 bilingual Spanish speakers who offer education and outreach to monolingual Spanish speakers;
- Maintaining a TTY/TDD line to assist in communication with clients who are deaf/hard of hearing
- Offering translation services in other languages when needed;
- Conducting outreach and fair housing and pre-purchase presentations in English and Spanish;
- Collaborating with agencies providing services to all protected classes, providing fair housing education to staff and eliciting help to reach vulnerable populations – e.g. the Asian Advocacy Project, Canal Alliance, ISOJI, MCIL, Spahr Center, Sparkpoint, the District Attorney's Office, Office of Education, and the Marin Housing Authority.

(See also section under #7 above.)

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

Low-Income	129
Very Low-Income	174
Extremely Low	615

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

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native	.01	
Asian	.05	
Black or African American	.10	
Native Hawaiian or other Pacific Islander	0	
White	.79	26%
American Indian <i>and</i> White	0	
Asian <i>and</i> White	.02	
Black <i>and</i> White	.02	
American Indian <i>and</i> Black	0	
Multi-Racial	.01	
<b>TOTAL</b>	100%	
Female-Headed Households (out of above total)	62%	15%

PROJECT MANAGEMENT & FINANCIAL DATA

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

FHAM has met all goals. During FY 2016-17, FHAM assisted 918 people in Marin County, including 277 clients with fair housing complaints and 61 distressed homeowners; assisted people with disabilities to request 49 reasonable accommodations, 45 of which were granted; referred 10 discrimination complaints to HUD/DFEH for enforcement (FHANC negotiated settlements on behalf of clients in the amount of \$79,120, in addition to non-monetary relief, including fair housing training, injunctive relief and policy change); reached 192 tenants and housing advocates through outreach presentations; trained 115 housing providers through Fair Housing/AFFH trainings; and provided 211 first-time homebuyers with pre-purchase education.

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

Funds from previous years were fully expended. For the current year, we are on track to expend grant funds before the end of the fiscal year 2017-18.

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

FHAM has administered federal grant programs for decades, receiving funding directly from HUD annually, through the Fair Housing Initiatives Program since the 1990's and HUD's Comprehensive Housing Counseling Program since 2009. In addition, we have received funding from Marin County for at least 15 years, and more recently CDBG funds from other jurisdictions (Sonoma County, Santa Rosa, Fairfield, Vallejo). We are familiar with HUD requirements on all aspects of grant administration, from personnel matters to billing and financial record-keeping and reporting.

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

FHAM's Executive Director, Caroline Peattie, provides overall grant supervision as well as ongoing work with and in the county to affirmatively further fair housing. Supervising Attorney, Casey Epp, supervises the housing counseling team and conducts fair housing training for the housing industry with assistance from other staff. Bilingual Education Director, Adriana Ames, supervises education and outreach activities and organizes fair housing trainings and events and conducts pre-purchase counseling/education.

FHAM uses Salesforce as its database system to track client results as well tracking grants; the bookkeeper uses Quickbooks to track and monitor expenditures on all grants. The Executive Director monitors program goals on a quarterly basis with managers. The Executive Director, the Board Treasurer and Finance Committee review monthly finance reports and expenditures prior to presenting financial information to the full Board of Directors.

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

Funding Source (e.g. CDBG)	Uses	\$ Amount Committed	Date
		\$	
		\$	
HUD/Fair Housing Initiatives Program	Fair Housing counseling and education	\$ 300,000	4/1/18-3/31/19
Wells Fargo Foundation	Fair Lending, Homebuyer education	\$ 12,500	10/1/17- 9/30/18
Marin Community Foundation	Fair Housing Enforcement	\$ 50,000 (req'sted)	1/1/17-12/31/18
Marin County CDBG	Fair Housing counseling and education	\$ 75,000 (req'sted)	7/1/18-6/30/19
<b>TOTAL</b>	<b>TOTAL</b>	<b>\$ 437,500</b>	

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

N/A

17. For HOME Projects are you a CHDO?

N/A

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

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

19. Please sign and date your application below:

Caroline Peattie / Executive Director

Signature/Title

11/17/17

Date

**Attachments**

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

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

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

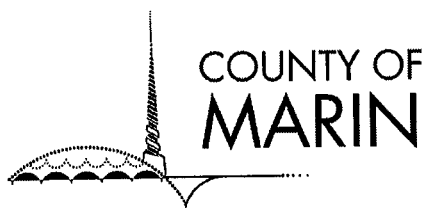
[Federalgrants@marincounty.org](mailto:Federalgrants@marincounty.org)

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

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

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

**POSTMARKS WILL NOT BE ACCEPTED**



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

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

CDBG Public Services	<input checked="" type="checkbox"/>	HOME Housing Construction/Acquisition	
CDBG Housing Construction/Acquisition	<input type="checkbox"/>	HOME Housing Rehabilitation	
CDBG Rehabilitation: residential/commercial	<input type="checkbox"/>	HOME Rental Assistance	
CDBG Public Facilities/Improvements	<input type="checkbox"/>		

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

Planning Areas	Novato	San Rafael	Countywide
	X	X	X

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

Year Funded	2015/2016	2014-2015	2013/2014
Grant Amount	\$14,770	\$13,990	\$13,500
Amount Expended	\$14,770	\$13,990	\$13,500

4. General Information:

CDBG/HOME FUNDING AMOUNT REQUESTED	\$10,000
PROGRAM/PROJECT NAME	Domestic Violence Legal Services for Low Income Families
ORGANIZATION/AGENCY NAME	Family & Children's Law Center
MAILING ADDRESS	30 North San Pedro Road, Suite 245, San Rafael, CA 94903
PROJECT SITE ADDRESS	30 North San Pedro Road, Suite 245, San Rafael, CA 94903
CONTACT PERSON & PHONE NUMBER	Shawna Hoch 415-492-9230
E-MAIL ADDRESS	shoch@faclc.org
WEBSITE	www.faclc.org
ORGANIZATION DUNS#	794012922

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

CDBG funding is intended to help FACLC support 50 very low-income women in our county as they go public with a very private matter, Domestic Violence. The support of CDBG will allow us to assist these vulnerable clients in obtaining Domestic Violence Restraining orders providing protection for survivors who have been threatened or physically or emotionally harmed. Also protected are the children of these victims, many of whom are victims of violence themselves. To paraphrase a recent client, it is not an overstatement to say that your grant will directly help save our clients lives.

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

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

**7. How will this project Affirmatively Further Fair Housing?**

This project does not directly resolve fair housing issues.

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

The Domestic Violence Legal Services for Low Income Marin County Families Project is critical to the well-being stability and functionality of the low income families in our community. Equal access to justice is a basic right that should be afforded to all, regardless of income level. Without the services of the Family and Children's Law Center, low income individuals will be left to navigate a complex and overwhelming legal system on their own, leaving them to fend for themselves to obtain domestic violence restraining orders, child custody and support orders, and other court orders that ultimately provide security for at risk families. Most self-represented litigants do not have the resources or knowledge necessary to successfully represent themselves in court. Many of the issues faced in family law courts can be volatile and have long standing repercussions and implications that can negatively impact families and children who are forced to proceed without legal representation for many years to come. A report on our services prepared by the Marin Community Foundation indicates that our services had an economic impact of \$1.8 million reduction in domestic violence and its associated costs.

We will be conducting affirmative marketing to members of protected classes through our strategic partnerships with the Marin County Courts, the Center for Domestic Peace, The Marin County District Attorney, The Novato Youth Center and Canal Alliance.

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

Low-Income	8%
Very Low-Income	15%
Extremely Low	74

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

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native	1%	
Asian	4%	
Black or African American	5%	
Native Hawaiian or other Pacific Islander	1%	
White	83%	45%
American Indian <i>and</i> White	Unknown	
Asian <i>and</i> White	Unknown	
Black <i>and</i> White	Unknown	
American Indian <i>and</i> Black	Unknown	
Multi-Racial	Unknown	
<b>TOTAL</b>	100%	
Female-Headed Households (out of above total)	72%	



PROJECT MANAGEMENT & FINANCIAL DATA

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

CDBG Funding has allowed victims of Domestic Violence to receive high quality, low cost legal services. The low income population is one with particular needs as they are disenfranchised due to low income, minimal resources and misinformation regarding the legal system. By providing low cost, high quality legal services the Family and Children's Law Center increases access to justice for a significant portion of the Marin County community, provides stability to families and children and safety for victims of Domestic Violence.

Our goal for 2016-17 was to provide 1400 low-income families with the legal support and advocacy they needed to obtain family law and domestic violence restraining orders. We far exceeded that goal. By the end of the fiscal year, 96% of our clients reported feeling they were better prepared for court, and 98% of clients reported satisfaction with the results they received in their cases.

"I would have died at the hands of my ex-husband, and to say that I wouldn't be here without FACLC is not an overstatement." –Gina

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

There is no remaining fund balance.

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

We have successfully administered CDBG and other federal grant funds in the past and are familiar with the data collection and reporting associated with said funding.

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

This program is supervised and managed by our Executive Director, Kristine Fowler Cirby who is also a practicing attorney. Ms. Cirby is capable manager who has run our organization successfully for several years.

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

Funding Source (e.g. CDBG)	Uses	\$ Amount Committed	Date
	Design/ A/E	\$	
	(Construction items/materials)	\$	
CDBG	Salaries, Payroll Taxes, Benefits, Accounting & Payroll, Rent, Other nonperson	\$ 10,000	
other donations	Salaries, Payroll Taxes, Benefits, Accounting & Payroll, Rent, Other nonperson	\$ 45000	
	Permit fees	\$	
	Contingency	\$	
<b>TOTAL</b>	<b>TOTAL</b>	<b>\$ 55,000</b>	

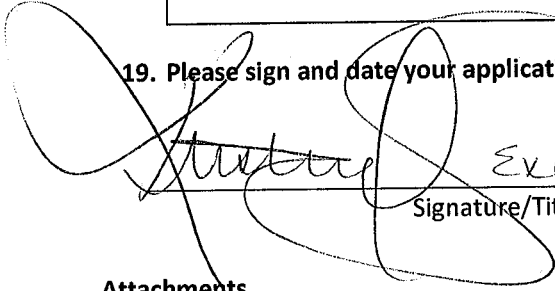
16. For HOME projects: Please describe how you will meet the 25% match requirement?

17. For HOME Projects are you a CHDO?

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

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

19. Please sign and date your application below:


Executive Director  
 Signature/Title

11/17/17  
 Date

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- C. Income Limits

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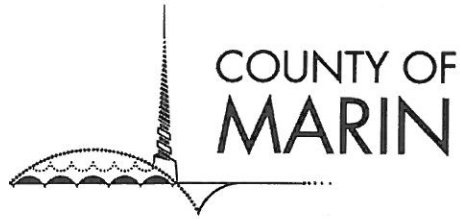
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**2018/19 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING**

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

CDBG Public Services	<input checked="" type="checkbox"/>	HOME Housing Construction/Acquisition	
CDBG Housing Construction/Acquisition	<input type="checkbox"/>	HOME Housing Rehabilitation	
CDBG Rehabilitation: residential/commercial	<input type="checkbox"/>	HOME Rental Assistance	
CDBG Public Facilities/Improvements	<input type="checkbox"/>		

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

Planning Areas	Novato	San Rafael	Countywide
	12%	20%	63%

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

Year Funded	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2015
Grant Amount	\$9,704	\$14,730	\$14,764
Amount Expended	\$9,704	\$14,730	\$14,764

4. General Information:

CDBG/HOME FUNDING AMOUNT REQUESTED	30,000
PROGRAM/PROJECT NAME	Schurig Center Services-Program Director staff position
ORGANIZATION/AGENCY NAME	Schurig Center for Brain Injury Recovery (legal name: Marin Brain Injury Network)
MAILING ADDRESS	1132 Magnolia Avenue, Larkspur, 94939
PROJECT SITE ADDRESS	1132 Magnolia Avenue, Larkspur, 94939
CONTACT PERSON & PHONE NUMBER	Patricia Gill, 415-461-6771
E-MAIL ADDRESS	patricia@schurigcenter.org
WEBSITE	www.schurigcenter.org
ORGANIZATION DUNS#	956331565

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

Schurig Center for Brain Injury Recovery respectfully submits this proposal for grant funding to support the Program Director position that is responsible for the successful implementation of all of our services. Schurig Center is the only therapeutic non-profit center in Marin County offering an array of services specific to survivors of an acquired brain injury. The services meet the short and long-term therapeutic needs of community members who have experienced a stroke, accident, viral infection, tumor, loss of oxygen, and other causes of a brain injury. Additionally, the center provides services to family members and professionals in the community who seek support, education, and referrals. The programs exist to help survivors achieve greater independence, participate more fully in their communities, improve cognitive abilities, increase self-esteem, and to provide a safe place to come and be with others who understand how dramatically life changes after a brain injury.

To accomplish the mission of Schurig Center and meet these needs, the programs provide education, training, therapeutic intervention and skill building courses in cognitive, social, behavioral, psychological and pre-vocational assistance. The center offers 15 services, including a therapeutic program, resource referral assistance, a brain injury information handbook, support groups, assessments and counseling, occupational and speech therapy sessions, therapeutic computer program (formerly at College of Marin), concussion classes for adults experiencing concussion symptoms, a concussion education website ([www.concussionmarin.org](http://www.concussionmarin.org)) and education in collaboration with Marin County Office of Education. Additionally, the organization provides community presentations to share prevention information about brain injury and the causes and effects of these disabilities. Caregivers receive respite, support groups, educational presentations, resource referral, and training to assist in coping with the challenges of caring for a loved with a brain injury. Additionally, we are an intern host site for future professionals to train in the fields of psychology and occupational therapy.

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

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

**7. How will this project Affirmatively Further Fair Housing?**

Fair housing is not one of the service areas offered at Schurig Center. We do however assist and advocate for clients to find affordable housing through our resources referral program and individual client support service.

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

To support access to our services for these demographic groups:  
 \* We will revise all marketing materials to clearly describe how to access our services and note the diverse groups we serve.  
 \* We posted an extensive community resource list on our for easy access.  
 \* We added a link to our [www.concussionmarin.org](http://www.concussionmarin.org) site that directs Spanish speaking community members to a translated website for their information.  
 \* We work in collaboration with other community organizations, including the Marin Community Clinics, Buckelew Center, Marin General, MarinLink, and others to provide service to the demographic groups we hope to engage.  
 \* We offer to coordinate intake and other services with language interpreters as needed.  
 \* We are part of the stroke coalition formed in Marin that consists of professionals from many medical/community organizations providing service to stroke survivors and their families.  
 \* We are continuing our partnership with Mary Jane Burke at the Marin County Office of Education to create an effective marketing campaign for concussion education in the schools and to athletic groups.  
 \* For caregivers, we have increased marketing and advertising in local media forums about our monthly caregiver group, consultation services, and resource referral service.

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

Low-Income	56
Very Low-Income	77
Extremely Low	137

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

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native	1	
Asian	9	
Black or African American	8	
Native Hawaiian or other Pacific Islander	3	
White	275	12
American Indian <i>and</i> White	2	
Asian <i>and</i> White	3	
Black <i>and</i> White	3	
American Indian <i>and</i> Black	0	
Multi-Racial	4	
<b>TOTAL</b>	<b>100%</b>	
Female-Headed Households (out of above total)	unknown	

PROJECT MANAGEMENT & FINANCIAL DATA

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

The funds from CDBG are allocated towards the provision of a Program Director, to design and implement services for survivors of a brain injury, their families, and to provide community education. The past fiscal year, 8/1/16-7/31/17, we successfully utilized CDBG funding for this position to maintain current services and outcome measurements, while also adding a new services to increase service to the community. We served more than 320 survivors and family members in our on-site services plus over 900 community members in educational presentations. In addition, our resource website was visited by 716 people. Additionally, we are the lead organization for a new county wide coalition team called ConcussionSmart Marin that has proposed a new concussion protocol for the schools and hosted a concussion education symposium held on 5/6/17. The coalition is comprised of MCOE, HHS, Kaiser, Marin General Hospital, CPMC/Sutter Health, Marin Athletic Foundation and our organization.

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

There is no remaining fund balance.

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

Schurig Center has no history of administering federally funded programs.

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

The Program Director position and service provision of the organization is supervised by the Executive Director, Patricia Gill. She will ensure that the CDBG funds will be used appropriately and that the funded project (the Program Director staff position) will be effective in the design and implementation of all services benefiting Schurig Center clients and the community of Marin.

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

Funding Source (e.g. CDBG)	Uses	\$ Amount Committed	Date
	Design/ A/E	\$	
	(Construction items/materials)	\$	
<b>CDBG</b>	Program Director Salary	\$ 30,000	<b>TBD</b>
Sandy Family Foundation	Program Director Salary	\$ 30,000	<b>12/31/17</b>
	Permit fees	\$	
	Contingency	\$	
<b>TOTAL</b>	<b>TOTAL</b>	<b>\$ 60,000</b>	

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



17. For HOME Projects are you a CHDO?

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

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

19. Please sign and date your application below:

 / Executive Director  
 \_\_\_\_\_  
 Signature/Title

11-16-17  
 \_\_\_\_\_  
 Date

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

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

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

Planning Areas	Novato	San Rafael	Countywide
	10%	75%	15%

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

Year Funded	FY 2017-2018		
Grant Amount	\$7500		
Amount Expended	Q1: \$1875 (other funds will be spent quarterly)		

4. General Information:

CDBG/HOME FUNDING AMOUNT REQUESTED	\$10,000
PROGRAM/PROJECT NAME	RotaCare Bay Area, Clinic of San Rafael
ORGANIZATION/AGENCY NAME	RotaCare Bay Area
MAILING ADDRESS	RotaCare Bay Area, Clinic of San Rafael PO Box 6461 San Rafael, CA 9403.
PROJECT SITE ADDRESS	1033 Third Street, San Rafael, CA 94901
CONTACT PERSON & PHONE NUMBER	Maribel Rodriguez 415- 720-1486

<b>E-MAIL ADDRESS</b>	srclinic@rotacarebayarea.org
<b>WEBSITE</b>	www.rotacarebayarea.org
<b>ORGANIZATION DUNS#</b>	008316533

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

RotaCare Clinic of San Rafael provides free medical care for the relief of pain and suffering to those with the greatest need and the least access to health care resources. RotaCare Clinic of San Rafael is the only free clinic in the Marin and Sonoma counties. Adults living in the region with an urgent medical need, including the working poor, the un-insured, the under-insured, the newly unemployed, and people that cannot afford their deductible are eligible for primary, quality health services at no cost.

In fiscal year 2016-2017, RotaCare Clinic of San Rafael served 868 patients with over 1500 patient visits. The average cost of an emergency room visit by an uninsured patient is just under \$1,000. At RotaCare Clinic of San Rafael, the cost is approximately \$40 per visit including medications, lab work, and imaging. RotaCare Clinic of San Rafael will continue to impact the community by providing no cost services to those in need. With this project, RotaCare clinic of San Rafael will continue to reach those in need like the San Rafael’s Canal District, which has a large Latino/Hispanic population, 7.4% of those who are eligible for Covered California are without insurance. This is the highest of any neighborhood in the Bay Area which ranges from San Francisco at 3.2% to contra Costa County at 5.1%. In other communities significant numbers are uninsured (Marin City 17.5%, Tomales 35.5%, Lagunitas 18.5%, Bolinas 13.9%).

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

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

**7. How will this project Affirmatively Further Fair Housing?**

RotaCare Clinic of San Rafael is committed to continue providing medical services at no cost to individuals that otherwise would go without medical care or would have to utilize their limited resources to pay for such services. Individuals and families that are under the poverty level are able to obtain health care services and remain healthy so they can continue to provide for themselves and their families. Removing the cost from health care services means these families can utilize their limited resources elsewhere including housing. Lastly, RotaCare San Rafael Clinic works with homeless communities and those at risk of becoming homeless. In providing these services, RotaCare clinic of San Rafael promotes community health and fair access to resources including housing.

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

RotaCare Clinic of San Rafael has a history of welcoming all. RotaCare Clinic of San Rafael is committed to continue serving all adults over the age of 18 regardless of race, color, national origin, sexual orientation or ethnic background.

RotaCare Clinic of San Rafael offers marketing materials and services that culturally appropriate. All marketing materials will continue to meet national CLASS (Culturally and Linguistically Appropriate Services) standards and will continue to be all inclusive. The clinic has 100% bilingual staff to support these efforts and utilizes interpretation services when necessary.

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

Low-Income	5%
Very Low-Income	80%
Extremely Low	13%

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

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native	1%	
Asian	1%	
Black or African American	1%	
Native Hawaiian or other Pacific Islander	2%	
White	90%	95%
American Indian <i>and</i> White	1%	
Asian <i>and</i> White	1%	
Black <i>and</i> White	1%	
American Indian <i>and</i> Black	1%	
Multi-Racial	1%	
<b>TOTAL</b>	<b>100%</b>	
Female-Headed Households (out of above total)	30%	

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

For Fiscal year 2017-2018, RotaCare Clinic of San Rafael set four major goals for CDBG funding. Goal one is to provide 2000 patient visits per year. Goal two is to expand services of Transitional Program by 5%. The Transitional Care Program (TCP) provides short-to-midterm (6-9 months) care to patients. TCP focusses on patients diagnosed with hypothyroidism, hypertension, diabetes, and asthma. Goal three is to expand services for Healthy Living Program 10%. The clinic conducts a nutrition program for patients to promote healthy lifestyle choices. Finally, goals four is to expand Pharmacy Program by 25%. This program provides free medicine and related supplies to clinic patients. Currently, the program has established bench marks to achieve these goals and after Q1 evaluation, RotaCare Clinic of San Rafael is happy to report that the clinic is on target to meet these goals.

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

RotaCare Bay area San Rafael Clinic was awarded a grant of \$7500 for fiscal year 2017-2018. Currently only one fourth of that funding has been utilized as the funding is disbursed quarterly. RotaCare Bay area plans to utilize funding fully by the end of the fiscal year.

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

RotaCare Bay area has extensive experience with administering federal grant programs throughout its various sites. RotaCare Clinic of San Rafael has experience with managing federal grant programs as it was awarded a CDBG grant for the current fiscal year. This has allowed RotaCare Clinic of San Rafael become familiar with federal grant management, reporting, deliverables and expectations. The staff at RotaCare Clinic of San Rafael is confident about continuing to manage this grant and welcomes any changes in grant administration requirements.

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

The RotaCare Clinic of San Rafael project will be managed by Mrs. Lisa Dickey clinic operation's manager. Mrs. Dickey will oversee the operations aspects of the clinic and will coordinate Mrs. Dickey has been managing RotaCare Clinic of San Rafael for over a year has over ten years of experience managing community clinics domestically and internationally. Mrs. Dickey has very familiar with the Marin County community and holds a master's degree in Public Health. Additionally, Mrs. Dickey will be supported by Ms. Maribel Rodriguez, development manager. Ms. Rodriguez will oversee all grant administration and reporting. Ms. Maribel Rodriguez has over ten years in fund development and grant management and holds a Master's degree in Public Administration.

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

Funding Source (e.g. CDBG)	Uses	\$ Amount Committed	Date
CDBG	Clinic operation and programming: <ul style="list-style-type: none"> <li>• Transition Care Program- \$5,000</li> <li>• Pharmacy Program- \$2500</li> <li>• Health Living Program- \$2500</li> </ul> Total Requested: \$10,000.	<b>\$ 10,000 If awarded</b>	
Community Organizations: <ul style="list-style-type: none"> <li>• Marin General Hospital</li> </ul>	<ul style="list-style-type: none"> <li>• Clinic operations</li> <li>• Clinic Supplies</li> <li>• Pharmacy expenses</li> <li>• Lab expenses</li> </ul>	<b>\$ 18,000</b>	<b>7/1/17</b>
Foundations: <ul style="list-style-type: none"> <li>• Marin Community Foundation</li> <li>• Sutter Foundation</li> <li>• Freitas Foundation</li> <li>• Pacific Foundation for Medical Care</li> </ul>	<ul style="list-style-type: none"> <li>• Clinic operations</li> <li>• Clinic Supplies</li> <li>• Pharmacy expenses</li> <li>• Lab expenses</li> </ul>	<b>\$ 45,000</b>	<b>On-going</b>
Corporations and Business: <ul style="list-style-type: none"> <li>• Marin Refuse and Recycling</li> </ul>	<ul style="list-style-type: none"> <li>• Clinic operations</li> <li>• Clinic Supplies</li> <li>• Pharmacy expenses</li> <li>• Lab expenses</li> </ul>	<b>\$4,500</b>	<b>On-going</b>
Rotary Clubs	<ul style="list-style-type: none"> <li>• Clinic operations</li> <li>• Clinic Supplies</li> <li>• Pharmacy expenses</li> <li>• Lab expenses</li> </ul>	<b>\$ 3,000</b>	<b>On-going</b>
Grant Support: <ul style="list-style-type: none"> <li>• County of Marin Health and Human Services</li> <li>• Kaiser Permanente-Marin-Sonoma</li> </ul>	<ul style="list-style-type: none"> <li>• Clinic operations</li> <li>• Clinic Supplies</li> <li>• Pharmacy expenses</li> <li>• Lab expenses</li> </ul>	<b>\$ 48,395</b>	<b>7/1/17</b>
Individual Contributions	<ul style="list-style-type: none"> <li>• Clinic operations</li> <li>• Clinic Supplies</li> <li>• Pharmacy expenses</li> <li>• Lab expenses</li> <li>• Volunteer training and appreciation</li> </ul>	<b>\$ 35,000</b>	<b>On-going</b>
Fundraising events	<ul style="list-style-type: none"> <li>• Clinic operations</li> <li>• Clinic Supplies</li> <li>• Pharmacy expenses</li> <li>• Lab expenses</li> </ul>	<b>\$ 2,500</b>	<b>On-going</b>

	<ul style="list-style-type: none"> <li>• Volunteer training and appreciation</li> </ul>		
<b>TOTAL</b>	<b>TOTAL</b>	<b>\$ 156,395</b> <b>\$165,395 if CDBG awarded</b>	

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


Not Applicable

17. For HOME Projects are you a CHDO? Not Applicable

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

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

19. Please sign and date your application below:



Development Manger

11/20/17

Signature/Title

Date



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

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

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

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

Planning Areas	Novato	San Rafael	Countywide
San Rafael	20	55	75

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

Year Funded	2017-2018	2016-2017	2015-2016
Grant Amount	17,800	19,347	18,570
Amount Expended	17,800	19,347	18,570

4. General Information:

CDBG/HOME FUNDING AMOUNT REQUESTED	\$50,000
PROGRAM/PROJECT NAME	Senior Access Adult Day Program Financial Aid
ORGANIZATION/AGENCY NAME	Senior Access
MAILING ADDRESS	70 Skyview Terrace, Bldg. B
PROJECT SITE ADDRESS	70 Skyview Terrace, Bldg. B
CONTACT PERSON & PHONE NUMBER	Dana Pepp, 415.491.2500
E-MAIL ADDRESS	dpepp@senioraccess.org
WEBSITE	www.senioraccess.org
ORGANIZATION DUNS#	95-633-4270



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

This CDBG request will allow Senior Access to serve MORE low and moderate income families with dementia throughout Marin County. Senior Access is the only adult day program in Marin County for seniors with dementia. All of our clients are members of a protected class. The Adult Day program offers a daily, innovative, high quality program for seniors, while their family members receive respite. Our programs allow family members to continue to work (earn income), take care of loved ones, maintain their mental health and remain in their homes. By providing caregiver support and respite to families, Senior Access allows their loved ones the opportunity to remain a part of their communities and live at home for as long as possible. Paying for residential care is out of reach for most low and moderate income families. Senior Access provides a cost-effective, high quality alternative. Senior Access also provides free caregiver support groups and memory wellness classes and memory screenings throughout the County.

\*\* Please note: the numbers reflected in this proposal represent only the Day Program participants. Total numbers served include caregivers, memory wellness class participants and those who receive memory screenings, totaling approximately 550 participants.

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

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

**7. How will this project Affirmatively Further Fair Housing?**

Senior Access' clients are all members of a protected class - disabled, with diagnoses of dementia as well as other chronic illnesses. Senior Access provides community-based daily living support. The cost of residential care can be prohibitive and most families would like their loved ones to live at home for as long as possible. Senior Access provides high quality personal care (toileting, feeding, mobility and medication) in a social, innovative, caring environment. By providing caregiver support and respite at a subsidized rate, families from under-served communities will be able to work, better care for their loved ones and remain in their homes.

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

Senior Access is committed to engaging under-served and under-represented communities in Marin County. Memory wellness classes and memory screenings are currently facilitated in Spanish and English, with occasional translation into Vietnamese. Intentional outreach efforts target lower income communities. Recent studies have shown that lower income communities with poorer health outcomes are at a higher risk for dementia. To better engage members of the protected classes, Senior Access provides classes and outreach at local community centers, where seniors naturally gather. Senior Access' multicultural, multilingual staff continues to build relationships with community members and community groups, to better engage ALL families with dementia in Marin.

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

Low-Income	22
Very Low-Income	20
Extremely Low	23

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

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
American Indian or Alaskan Native		
Asian	8	
Black or African American	15	
Native Hawaiian or other Pacific Islander		
White	97	15
American Indian <i>and</i> White		
Asian <i>and</i> White		
Black <i>and</i> White		
American Indian <i>and</i> Black		
Multi-Racial	15	
TOTAL	100%	
Female-Headed Households (out of above total)	60	

PROJECT MANAGEMENT & FINANCIAL DATA

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

With CDBG funding, Senior Access has been able to provide financial aid and pay for programming for low-income participants. The funds from CDBG have helped clients attend the day program as well as pay for additional days. Moving forward, Senior Access wants to increase our financial aid in order to subsidize a greater portion of the program cost, so that program fees are not a barrier to service. This request to CDBG reflects a significant increase in service to the seniors in Marin.

We would like all families interested in participating in Senior Access programming to attend Senior Access, regardless of income level. We know that expanding to include a larger, diverse client base will add to the richness of our program.

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

Senior Access uses all CDBG funding received, usually within the first 4-6 months. As we increase enrollment, our financial aid needs have also increased. With \$50,000, Senior Access will be able to provide aid to those who before were unable to participate, due to cost.

In fiscal year 2016-2017, Senior Access provided over 23,000 hours of caregiver respite. We have plans to increase that number to approximately 30,000 hours in 2017-2018.

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

Senior Access has extensive experience administering federal grants. Our administrative staff and accountant are competent and capable of following the federal grant program guidelines.

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

Chief Growth Officer has worked in the non-profit field for more than 25 years. Her responsibility is to write grants and assist in submitting reports and monitoring grant compliance.

The SA Program Director has worked at Senior Access for 11 years. She manages grant compliance, collects data and assists with billing.

The Community Outreach Director has extensive experience managing and providing technical assistance to local, national and international organizations. Her role is to monitor grant compliance, collect and compile data, create reports, assist with billing, sending invoices and maintaining documents

Our Staff accountant works with a team of accountants. He reviews grant compliance, receives and processes funds received and maintains documents.

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

Funding Source (e.g. CDBG)	Uses	\$ Amount Committed	Date
Government Grants	Design/ A/E	\$ 33,000	2017-2018
grants, foundations	(Construction items/materials)	\$ 87,000	2017-2018
client fees		\$ 524,000	2017-2018
individual and corporate donations		\$ 69,000	2017-2018
	Permit fees	\$	
	Contingency	\$	
<b>TOTAL</b>	<b>TOTAL</b>	<b>\$ 713,000</b>	

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

17. For HOME Projects are you a CHDO?

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

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

19. Please sign and date your application below:

Dana Pepp, Chief Growth Officer

Signature/Title

November 16, 2017

Date

**Attachments**

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

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

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

[Federalgrants@marincounty.org](mailto:Federalgrants@marincounty.org)

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

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

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

**POSTMARKS WILL NOT BE ACCEPTED**



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

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

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

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

Planning Areas	Novato	San Rafael	Countywide
	26%	24%	50%

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

Not applicable- no prior CDBG funding received.

Year Funded			
Grant Amount			
Amount Expended			

4. General Information:

CDBG/HOME FUNDING AMOUNT REQUESTED	\$50,000
PROGRAM/PROJECT NAME	FiftyPlus Employment Support Program
ORGANIZATION/AGENCYNAME	YWCA San Francisco & Marin
MAILING ADDRESS	4380 Redwood Hwy, Ste A-1 San Rafael, CA 94903
PROJECT SITE ADDRESS	4380 Redwood Hwy, Ste A-1 San Rafael, CA 94903
CONTACT PERSON & PHONE NUMBER	Cory Ervin-Stewart
E-MAIL ADDRESS	cory@ywcasf-marine.org
WEBSITE	www.fiftyplusmarin.org
ORGANIZATION DUNS#	Our Tax ID # is 94-0997420

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

The YWCA's FiftyPlus Employment Support Program is the only leader addressing the lack of economic opportunity for older women workers, a frequently overlooked issue that leaves this demographic increasingly vulnerable to social and economic difficulty as they advance in age. FiftyPlus aims to prepare mature women to overcome gender, age and self-confidence barriers to employment. The program serves on average 300 clients with job training and placement services, and connects an additional 100+ low-income mature women to other supportive services in the community that they need before starting job training. The vast majority of our clients live in Marin County and have resided here for 20 years or longer. 82% of the women we serve are low income. Low-income women over the age of 50 face significant obstacles: the dual challenge of age and gender discrimination. A recent study found strong evidence of age discrimination in hiring against older women, with employers preferring to recruit a younger workforce. In addition, a recent analysis of US Census Bureau data finds that 49% of older women aged 65 and older have incomes that fall short of economic security. This reality forces older women to re-enter the workforce after losing a job, spending years as a caretaker for children, spouses, and/or parents, or losing a spouse to death or divorce. Our best in class programming directly benefits our community by ensuring that vulnerable populations are able to live and thrive in their homes, contribute to the local economy and ensure a level of diversity that the entire community can benefit from.

We design our work to effectively and efficiently enhance our clients' job readiness with updated technology skills, a focused job search plan, and positioning to make their age and maturity an asset for potential employers, while minimizing the time that they are unemployed. Each year our program consistently delivers best of class outcomes. FiftyPlus provides a targeted mix of services and strategies to improve clients' job readiness. Upon entry into the program, each client completes a self-assessment and determines the trainings and services best suited to achieve her employment goals. Available services and workshops include:

1. Taking Control of Your Job Search: A four-day workshop designed to increase clients' skills in employment search and build networks and connections between participants.
2. Choosing Your Job Direction: A two-day workshop designed to assist FiftyPlus clients in identifying their career path and creating a goal-oriented action plan.
3. Microsoft Office Training: A series of workshops that uses a "building blocks" approach to learning computer skills and knowledge. These instructor-led classes educate clients on the basics of using Word, Excel, PowerPoint, and Outlook.
4. Weekly Job Clubs: Regular meetings where clients hear from guest speakers, build friendships and connections, stay motivated in their job search and share resources.
5. Employer Forums: A bi-monthly session where local employers discuss their hiring needs and provide insider information on the hiring process within their company and industry.
6. One-on-one support: All trainees have access to an employment coach that provides individualized coaching on a job search plan, reviews resumes and prepares clients for interviews. In addition, after placement, the employment coach follows up with clients to help them achieve success in their first 90 days on the job.

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

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

**7. How will this project Affirmatively Further Fair Housing?**

Marin County is a wonderful place to live, but it is an expensive place to call home. With one of the highest cost of living rates in the country, California’s current minimum wage of \$10.00 per hour falls far short of a living wage. According to the MIT Living Wage Calculator, a living wage for a single adult in Marin is \$14.37, and that figure increases to \$15.74 on the Elder Economic Security Standard Index for a single senior adult renter. This problem is of increasing importance in Marin County due to our unique characteristic of housing so many older adults. According to the Association of Bay Area Governments, Marin County is the fastest aging county in California and by 2030, older adults in Marin will comprise over 30% of all residents. In addition, between 2000 and 2050, older females will outnumber older males by 13% each year.

As a proud public service provider, we are on a mission to eliminate racism and empower women. We know that in order to meet this critical mission we must do our part at leveling the playing field. Our FiftyPlus program addresses this by offering a program, free of charge where mature women can come build community, develop their job training skills and get access to support and guidance in their employment search. This in turn leads to a more dignified life with higher livable wages. These meaningful actions ensure that this vulnerable population can succeed and thrive. The invaluable skills that they develop through our program helps them gain access to more opportunities that without us, they would not have access to. We are transforming individual lives, that then directly have a positive impact on our entire community.

We are meeting Marin County’s Fair Housing goals by providing a direct intervention for a number of protected classes (gender, age, disability, sexual orientation, familial status) by providing them with the training and placement support they need to be able to earn enough income to afford to rent or remain in their current homes in Marin County. Our program combats discrimination, restrictions, barriers and isolation. We provide a safe community where mature women develop new skills, develop new living patterns and develop a new sense of pride and confidence.



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

We are committed to diversity and inclusion in all that we do--from our staffing and programming to our collaborations and partnerships. We are very aware of the local demographics. We will continue to look at our pool of clients and look for ways to better reach the underserved members of our county. We are ensuring this by continuing to build up our community partnerships so that we can cross promote our work while acting as a resource for other community organizations, cultivating our clients to serve as promoters of our work and encouraging them to share their experiences with their networks, developing a more robust social media presence, conducting informational interviews and holding discussion groups with organization and agencies directly working with the county's most underserved populations.

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

Low-Income	20%
Very Low-Income	58%
Extremely Low	22%

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

YWCA’s FiftyPlus program has not used these exact categories in the past to allow clients to self-identify race or ethnicity, as we have provided a broader range of options to empower clients in their racial self-identification, and as such our ability to line up our projections with these categories below is incomplete as we are not comfortable making race/ethnicity based assumptions about our clients’ identities and heritage. However, we have experience using these categories in other YWCA programs and if awarded we would be able to capture the data as outlined in the categories below.

Ethnic Category	Total Persons	Of the total, those identifying as Hispanic
<b>American Indian or Alaskan Native</b>	1%	Not tracked but will start in Jan 2018
<b>Asian</b>	3%	Not tracked but will start in Jan 2018
<b>Black or African American</b>	4%	Not tracked but will start in Jan 2018
<b>Native Hawaiian or other Pacific Islander</b>	Unknown	Not tracked but will start in Jan 2018
<b>White</b>	79%	Not tracked but will start in Jan 2018
<b>American Indian <i>and</i> White</b>	Unknown	Not tracked but will start in Jan 2018
<b>Asian <i>and</i> White</b>	Unknown	Not tracked but will start in Jan 2018
<b>Black <i>and</i> White</b>	Unknown	Not tracked but will start in Jan 2018
<b>American Indian <i>and</i> Black</b>	Unknown	Not tracked but will start in Jan 2018
<b>Multi-Racial</b>	7%	Not tracked but will start in Jan 2018
<b>Hispanic</b>	6%	
<b>TOTAL</b>	<b>100%</b>	
<b>Female-Headed Households (out of above total)</b>	100%	

**PROJECT MANAGEMENT & FINANCIAL DATA**

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

Not applicable – no prior CDBG funding received.

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

Not applicable – no prior CDBG funding received.

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

While YWCA San Francisco & Marin has not received a Federal CDBG grant in the past, we have successfully administered a federal HUD Section 8/202 housing contract for a 97 unit affordable housing building for seniors and people with disabilities since 1981. As such, we are very familiar with the requirements of federal contracts and have systems and processes in place to ensure timely and compliant administration of any future contracts received, federally funded or otherwise.

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

The FiftyPlus Employment Support Program is overseen by Lindsay Carpenter, Chief Operating Officer and she would be responsible for the management of this grant. Lindsay brings over 10 years of experience in workforce and economic development, and since joining the YWCA she has led the FiftyPlus team to more than double the number of women placed over the past two years while controlling costs. Lindsay's prior roles include Chief of Staff at the Women's Initiative for Self-Employment and Executive Director for the NYC Department of Small Business Services. She has a Masters in Urban Planning from NYU and a BA in Intercultural Studies from Biola University.

The YWCA San Francisco & Marin is committed to assessing our effectiveness, both for our own internal management and continuous improvement, and to communicate externally about best practices in workforce development for older adults. In 2015, we invested in a customization of Salesforce's CRM product to accommodate the data collection and reporting needs of the FiftyPlus program. Using the Salesforce dashboard, we are able to track and assess valuable information regarding our clients, services, and progress in particular areas. This information is gathered in a variety of ways, which then allows the FiftyPlus team to compare year-to-year results, and determine year-to-date progress as it relates to year end goals. The Dashboard is also reviewed by our Board of Directors on a monthly basis and results are discussed with the team and the leadership every month to ensure best-in-class performance.

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

Program Budget:

The FiftyPlus program's total budget for a 4 day/week model is \$353,383. The budget for this project will cover the direct costs of providing this additional one day/week of service to provide more one-on-one support for clients, which includes the salaries of the staff involved with service delivery, the occupancy costs for the space to provide coaching, and the supply costs to provide the tracking of the service delivery.

- Chief Operating Officer, management and oversight (fully loaded): \$2,250
- Client Employment Specialist, 1 day/week (fully loaded): \$13,215
- Administrative Assistant, ½ day/week (fully loaded): \$6,596
- Business & Community Outreach Coordinator, 1 day/week (fully loaded): \$10,141
- Occupancy Expenses (includes rent, utilities, internet, phones, security etc): \$17,183
- Program Supplies (printer rental, paper, pens etc): \$615

TOTAL: \$50,000

Funding Source Breakdown:

Business: \$18,000

Government: \$3,000

Foundations: \$229,850

Total: \$250,850

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

Not applicable

**17. For HOME Projects are you a CHDO?**

Not applicable

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

Not Applicable

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

18. Please sign and date your application below:

*Cory Erwin-Stewart*, Director of Philanthropy

11/15/17

*Signature/Title*

*Date*

**Attachments**

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

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

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