



2019-2020

**Community Development Block
Grants (CDBG)**

Countywide

Funding Applications

**2019-2020 County of Marin
Community Development Block Grant (CDBG) and HOME Project Proposal List**

APP. #	PROJECT NAME	PROJECT SPONSOR	PROJECT ADDRESS	DESCRIPTION	CDBG REQUEST	HOME REQUEST
Countywide					\$830,850	
Housing						
CH-1	Residential Rehabilitation Loan Program	Marin Housing Authority	4020 Civic Center Dr, San Rafael	Loan capital and staff salaries to provide residential rehabilitation loans	\$500,000	
CH-2	Residential Access Modification Program	Marin Center for Independent Living	710 4th St, San Rafael	Fund the Residential Accessibility Modification Program of MCIL	\$30,000	
CH-3						
	Housing subtotal				\$530,000	
Capital						
CC-1	New Marin City Mixed-Use Health Hub	Marin City Health and Wellness Center	100 Phillips Drive, Marin City	Fund the Health Hub, a mixed-use new construction project	\$150,000	
	Capital subtotal				\$150,000	
Public Services						
CS-1	Fair Housing Counseling and Education	Fair Housing Advocates of Northern California	1314 Lincoln Ave Ste A, San Rafael	Provide free services for residents protected under federal and state fair housing laws	\$75,000	
CS-2	Domestic Violence Legal Services for Low Income Families	Family & Children's Law Center	1401 Los Gamos Drive Ste # 200, San Rafael	Assist low-income clients in obtaining Domestic Violence Restraining Orders	\$12,500	
CS-3	Legal Aid of Marin Eviction Defense Program	Legal Aid of Marin	1401 Los Gamos Drive Ste # 101, San Rafael	Funding eviction defense services	\$30,000	
CS-4	Senior Access Financial Aid	Senior Access	70 Skyview Tr, Bldg B, San Rafael	Subsidize day program participants	\$33,350	
	Public Services subtotal				\$150,850	



2019/20 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services		CDBG Public Facilities/Improvements	
CDBG Housing Construction/Acquisition		HOME Housing Construction/Acquisition	
CDBG Housing Rehabilitation	X	HOME Housing Rehabilitation	

2. Organization (Fiscal Sponsor) General Information:

ORGANIZATION/AGENCY NAME	Marin Center For Independent Living
MAILING ADDRESS	710 4th Street
WEBSITE	www.Marincil.org
ORGANIZATION DUNS#	199680711
EXECUTIVE DIRECTOR/CEO	Eli Gelardian
EMAIL ADDRESS	eli@marincil.org
PHONE	415-459-6245

3. Project General Information:

PROGRAM/PROJECT NAME	Residential Access Modification Program
PROGRAM/PROJECT SITE ADDRESS	710 Fourth St. San Rafael, CA 94901
CDBG/HOME FUNDING AMOUNT REQUESTED	\$ 30,000.00
APPLICATION CONTACT PERSON	Susan Malardino
E-MAIL ADDRESS	susan@marincil.org
PHONE	415-459-6245 ext 29

4. **Planning Areas Served:** Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato	San Rafael	County Other	Total
30%	60%	30%	100%

5. **What prior years have you been funded by CDBG/HOME**

Year Funded	2015-2016	2016-2017	2018-2019
Grant Amount	\$16,000	\$18,000	\$30,000
Amount Expended	\$16,000	\$15,865	-0-

6. **Organizational Overview:** Provide a brief description of your organization including mission, programs, number of clients served, etc.:

MCIL's mission is to assist seniors and persons with all types of disabilities with achieving their maximum level of sustainable independence as contributing, responsible and equal participants in society. We offer Information and referral, Personal Assistant Registry, Benefits Counseling, Housing Preservation Services, Assistive Technology, Home Modifications and Systems Change Advocacy.

MCIL served over 800 unique clients in 2018

7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.

The Residential Accessibility Modification Program of MCIL serves Marin residents with disabilities by increasing housing accessibility. The majority of clients have orthopedic, visual or hearing impairments, chemical sensitivities HIV+ or AIDS or are frail, elderly people. This program has been in operation for more than thirty 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.

8. 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>

9. How will this project Affirmatively Further Fair Housing?

Marin County's population is rapidly aging and as a consequence, rapidly aging into disability. 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 benefits is less then \$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 can never be more present. The lack of long term care facilities, lack of affordable housing and the fact that 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.

10. 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.

MCIL will continue to outreach to under served communities in Marin County.

11. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? (Use the income level table found in the Application Guidelines document):

Moderate-Income	15 with home modification information and referral
Low-Income	3
Very Low-Income	5
Extremely Low-Income	5

12. Estimate the demographics of the moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project:

Ethnic Category	Total Persons	Identifying as Hispanic
American Indian or Alaskan Native	5 %	%
Asian	5 %	%
Black or African American	20 %	%
Native Hawaiian or other Pacific Islander	5 %	%
White	20 %	10 %
American Indian <i>and</i> White	10 %	%
Asian <i>and</i> White	5 %	%
Black <i>and</i> White	10 %	%
American Indian <i>and</i> Black	10 %	%
Multi-Racial	10 %	%
TOTAL	100%	
Female-Headed Households (out of above total)	60 %	%

PROJECT MANAGEMENT & FINANCIAL DATA

13. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.

MCIL has been providing the Residential Access Modification Program for the past 39 years. Increasingly we are serving older adults who are aging in to disability who require home modification 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.

14. If your agency has remaining CDBG/HOME funds previously approved, please describe timeline for expending fund balance:

MCIL is planning to use the remaining \$2135 to complete approximately 4-7 Grab Bar installations based on the estimate of about \$300-\$500 per installation.

15. Describe your organizations experience with administering federal grant programs?

For Housing and Capital (construction and renovation) 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 the Administration on Community Living. The organization has complied with all Federal regulations, fiscal polices 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 local (Marin) prevailing wages and fringe benefits requirements.

16. Describe who will supervise and manage the project and their past experience with project management.

Tonique McNair will oversee the project. Tonique McNair has been with MCIL for over 2 years overseeing our Home Modification Program. MCIL has an intake process for all new consumers. Tonique meets with each consumer to develop their goal 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.

17. For Housing and Capital (construction and renovation) projects, list any entitlements, approvals, or authorizations that are necessary for the project to proceed.

Typically our projects do not require additional authorizations however, if authorization should be required this is usually the responsibility of the contractor that is selected for the project.

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

N/A

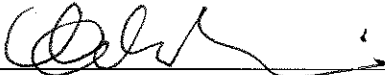
19. For HOME Projects are you a CHDO?

N/A

20. For Housing and Capital (construction and renovation) projects, what is your 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	Receive shower install request Week 1
Complete planning & environmental review	N/A
Release bid package	Request and receive bid package week 2-3
Select contractor	Make contractor selection week 3
Finalize contract	Week 4
Obtain building permits	N/A
Start construction	Week 4
Complete Construction	Week 4-6

21. Please sign and date your application below:



 Signature/Title

11/15/18

 Date

Required Attachments:

- A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

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 Friday, November 16, 2018 by 5 p.m. PST

POSTMARKS WILL NOT BE ACCEPTED

Project Budget Template

Organization Name: Marin Center for Independent Living
Project Title: Residential Access Modification Program

Date: November 9, 2018

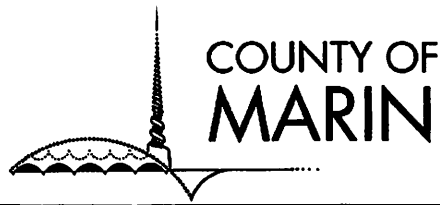
INCOME:	Federal Grants Request	Other Funding Sources	In Kind
<i>Committed</i>			
Foundations:			
<i>(Add rows)</i>			
Government:			
<i>(Add rows)</i>			
Corporations:			
<i>(Add rows)</i>			
Individual Contributions: (list total):			
Earned Income:			
<i>(Add rows)</i>			
Other (specify):			
<i>(Add rows)</i>			
Subtotal, Committed Income		0	0
<i>Uncommitted</i>			
Other (specify):			
Federal Grants Request	30,000.00		
Other Foundations:			
<i>(Add rows to list other Foundations)</i>			
Government:			
<i>(Add rows to list other Government agencies)</i>			
Corporations:			
<i>(Add rows to list other corporations)</i>			
Individual Contributions:			
Subtotal, Uncommitted Income		0	0
Other			
Earned Income:			
<i>(Add rows)</i>			

Subtotal, Earned Income			0	
Grand Total Income	30,000.00		0.00	0.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request		Other Funding Sources		In Kind
Direct Project Related Expenses					
Acquisition					
Purchase price					
Title/Recording/Escrow					
<i>(Add rows to list other direct project expenses)</i>					
Pre-development					
Archetecture & engineering					
Phase 1					
Market Study					
Entitlements/Zoning					
<i>(Add rows to list other direct project expenses)</i>					
General Development					
Utility hook-ups					
Construction					
<i>Home Modifications - labor</i>	20,000.00				
<i>Home Modifications - Materials</i>	10,000.00				
Subtotal, Direct Project Related Expenses	30,000.00		0.00		0.00
Developer Fee (specify % in column A below)					
Fiscal Sponsorship Fee (specify % in column A below)					
Grand Total All Expenses	30,000.00		0.00		0.00

MCIL 18-19 Budget	
Income	18-19
Dept of Rehab	375,831
VIIB	186,916
ACL	69,015
Co of Marin - AAS - Registry	20,000
Co of Marin - ADRC	30,000
Attn Referral Program	35,000
To Celebrate Life	25,000
MGH - Access to Benefits	25,000
MGF - Safety Net Services	25,000
Kaiser	20,000
Contracts	10,000
Donations	45,210
Outreach/Fund Development	300,000
Rental Income	78,900
MCF - Building Business Acumen	40,000
CDBG	30,000
FHANC	16,000
Bob Roberts Client Asst Fund	10,000
Dept of Rehab - NHT	20,000
Total Income	1,361,872
Personnel	
Salary	803,226
Fringe Benefits	216,022
Total Salary & Fringe	1,019,248
Operating	
Taxes/Fees	6,500
Utilities - Up	2,950
Utilities - Down	7,000
Bldg Maint - Up	3,000
Bldg Maint - Down	4,500
Property Mgmt	6,600
Rental Fees	2,500
Equip Maint	4,000
General Insurance	10,750
Supplies	9,000
Advertising	1,500
Telephone	9,000
Printing	9,000
Postage	7,000
Audit/Tax Prep	11,500
Professional Fees	38,824
Professional Fees - MCF / ABC	40,000
Equip Lease	8,000
Trvl/Mileage/Lodging	7,000
Staff Dev/Trng	7,000
Dues/Bks/Sub	8,500
Equipment/Software	1,000
Outreach Fund Develop	45,000
CDBG	30,000
FHOM/Spanos	12,500
BR CA Fund	10,000

TCL BCER Fund	20,000
NHT	20,000
Total Operating	342,624
Total Pers & Oper	1,361,872
Balance - profit (loss)	0



2019/20 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services		CDBG Public Facilities/Improvements	
CDBG Housing Construction/Acquisition		HOME Housing Construction/Acquisition	
CDBG Housing Rehabilitation	X	HOME Housing Rehabilitation	

2. Organization (Fiscal Sponsor) General Information:

ORGANIZATION/AGENCY NAME	Housing Authority of the County of Marin
MAILING ADDRESS	4020 Civic Center Drive, San Rafael, CA 94903
WEBSITE	www.marinhousing.org
ORGANIZATION DUNS#	037871852
EXECUTIVE DIRECTOR/CEO	Lewis A. Jordan
EMAIL ADDRESS	ljordan@marinhousing.org
PHONE	(415) 491-2530

3. Project General Information:

PROGRAM/PROJECT NAME	Residential Rehabilitation Loan Program
PROGRAM/PROJECT SITE ADDRESS	4020 Civic Center Drive, San Rafael, CA 94903
CDBG/HOME FUNDING AMOUNT REQUESTED	\$ 500,000
APPLICATION CONTACT PERSON	Carmen Hall Soruco
E-MAIL ADDRESS	csoruco@marinhousing.org
PHONE	(415) 491-2532

4. **Planning Areas Served:** Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato	San Rafael	County Other	Total
27%	17%	56%	100%

5. **What prior years have you been funded by CDBG/HOME**

Year Funded	1974 thru 2018	2018/2019	
Grant Amount	avg. 200-250K per year	\$391,988	
Amount Expended	All funds expended	\$225k pending	

6. **Organizational Overview:** Provide a brief description of your organization including mission, programs, number of clients served, etc.:

The Marin Housing Authority (MHA) is a public corporation created pursuant to the Health and Safety Code of the State of California, governed by local county government and principally funded by the federal Department of Housing and Urban Development. I

The mission of MHA is to assist low to moderate-income people secure and maintain decent, safe and sanitary affordable housing. MHA serves thousands of people through a wide range of programs and services, including public housing for families, seniors and the disabled, housing choice vouchers (Section 8), supportive housing services for special needs populations, family self-sufficiency services, rental deposit assistance, financial and technical assistance and counseling for low to moderate income first-time home buyers and low-interest home repair loans for extremely-low to low-income homeowners.

MHA is one of Marin County's largest providers of affordable housing, operating over 500 owned housing units (300 units for families and 200 units for seniors and the disabled) and over 2100 Section 8 vouchers used in privately owned rental apartments throughout the community. MHA also administers the Below Market Rate home ownership program with a portfolio of 342 units throughout the County (except Novato) and manages the Residential Rehabilitation Loan Program that has repaired and upgraded over 800 homes in Marin County.

7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.

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 who cannot access regular lending resources due to type of housing or income. Loans can be made for repairs to 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 accessibility improvements and the remediation of trip and fall hazards in the home. In addition, a rehab loan may be used by condominium owners to pay HOA Special Assessments for the correction of construction defects or needed maintenance for which the HOA reserve funds are insufficient.

Since 2017, the RLP has expanded to include the creation and/or legalization of second units (ADUs and JADUs) for non low-income homeowners who agree to rent them to Section 8 tenants or to low-income tenants at an affordable rent through the Real Community Rentals Program in West Marin. This second unit component of the RLP complies with the CDBG guidelines of serving low-income households whether they be the property owner or the tenant.

Through the RLP, the aging housing stock is upgraded and accessibility features installed, allowing low-income households to remain in their homes and age in place and sorely-needed rentals are created for low-income tenants and capped at affordable levels. Loan terms are determined based on program type and 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.

8. 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>

9. How will this project Affirmatively Further Fair Housing?

By combating lending discrimination through equal access to home repair funding opportunities benefiting low-income residents of Marin County; by providing the means to improve the housing stock of 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 and disabled households who are usually living on fixed incomes with little or no savings and unable to obtain conventional home equity loans. ADA accessibility improvements such as stairlifts, ramps and roll-in showers can be made to make their homes user-friendly.

Racial and ethnic minorities: The Rehab Loan Program provides marketing materials to areas with a concentration of low-income households and minorities, such as Marin City and the Canal area in San Rafael who are the least likely to be approved for conventional financing and least likely to apply for the RLP.

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

In addition to mailings to designated census tracts, RLP staff has made radio presentations on a local Spanish language station and will place ads in local Spanish language newspapers. Low-income BMR owners 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 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 Community Development Corp. (MCCDC), West Marin Senior Services (WMSS), Fair Housing Advocates, Marin Center for Independent Living (MCIL), Kaiser Permanente Social Services, Green and Healthy Homes Initiative (GHHI), County of Marin Adult Protective Services, Local Building Departments, Canal Community Alliance, Jewish Family Services, Community Action Marin, Marin Asian Advocacy Program and others.

The statistics below in Sections 11 and 12 are based on 38 households with current loans, a total of 48 persons.

11. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? (Use the income level table found in the Application Guidelines document):

Moderate-Income	0
Low-Income	5 households
Very Low-Income	13 households
Extremely Low-Income	20 households

12. Estimate the demographics of the moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project:

Ethnic Category	Total Persons	Identifying as Hispanic
American Indian or Alaskan Native	%	%
Asian	10 %	%
Black or African American	15 %	%
Native Hawaiian or other Pacific Islander	%	%
White	73 %	2 %
American Indian <i>and</i> White	%	%
Asian <i>and</i> White	%	%
Black <i>and</i> White	2 %	%
American Indian <i>and</i> Black	%	%
Multi-Racial	%	%
TOTAL	100%	
Female-Headed Households (out of above total)	58 %	%

PROJECT MANAGEMENT & FINANCIAL DATA

13. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.

Since its inception 43 years ago, the Rehab Loan Program has processed 1,527 applications and funded over 800 loans totaling \$16,311,404. 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, created rent-restricted affordable units for Section 8 and low-income tenants 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. Past projects have included everything from installation of an elevator in the home of an ALS patient to the waterproofing of decking on a floating home.

14. If your agency has remaining CDBG/HOME funds previously approved, please describe timeline for expending fund balance:

This year, as we did last year, we are asking for an additional \$235k over the administrative costs of \$265k for the funding of 7-8 rehabilitation loans due to the high demand and low available funds. The expansion of the RLP to include second units has resulted in increased applications but the rate of loan payoffs has not changed.

The CDBG conditional funding approval for last year is pending environmental reviews which have been submitted. There are 4 monthly billings plus the allocation specified for the direct loans for a total of invoices pending of \$224,000. This current allocation will be expended by the end of the FY 2018/2019 at the current rate of \$20,000 to \$22,000 per month.

15. Describe your organizations experience with administering federal grant programs?

For Housing and Capital (construction and renovation) 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 43 years. MHA has managed other programs in previous years that received federal grants.

16. Describe who will supervise and manage the project and their past experience with project management.

Carmen Hall Soruco is the manager of the Home Ownership Programs Department for the Marin Housing Authority where she has worked for over eighteen years. The Department administers the Residential Rehabilitation Loan Program for low-income homeowners as well as the Below Market Rate Homeownership Program for first-time home buyers, the Mortgage Credit Certificate Program, and various down payment assistance programs.

Carmen is a graduate of UC Berkeley and studied at the University of Madrid, Spain. She has worked as a social worker, community programs director, home mortgage lender, real estate appraiser, and licensed general contractor and is bilingual in English and Spanish.

17. For Housing and Capital (construction and renovation) projects, list any entitlements, approvals, or authorizations that are necessary for the project to proceed.

N/A

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

N/A

19. For HOME Projects are you a CHDO?

N/A

20. For Housing and Capital (construction and renovation) projects, what is your 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	

21. Please sign and date your application below:



 Signature/Title

11/15/18

 Date

Required Attachments:

- A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

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 Friday, November 16, 2018 by 5 p.m. PST
POSTMARKS WILL NOT BE ACCEPTED

	A	B	C	D	E	F	G	H
1	Project Budget Template							
2	Organization Name: HOUSING AUTHORITY OF THE COUNTY OF MARIN							
3	Project Title: RESIDENTIAL REHABILITATION LOAN PROGRAM							
4	Date: NOVEMBER 15, 2018							
5	INCOME:	Federal Grants Request		Other Funding Sources		In Kind		Total Proposed Project Income
6								
7	Committed							
8	Foundations:							
9	(Add rows)							
10	Government:							
11	(Add rows)							
12	Corporations:							
13	(Add rows)							
14	Individual Contributions:							
15	(list total):							
16	Earned Income:							
17	(Add rows)							
18	Other (specify):							
19	(Add rows)							
19	Subtotal, Committed Income			0		0		-
20	Uncommitted							
21	Other (specify):							
22	Federal Grants Request	500,000						
23	Other Foundations:							
24								
25	Government:							
26								
27	Corporations:							
28								
29	Individual Contributions:							
30	Subtotal, Uncommitted Income			0		0		-
31	Other							
32	Earned Income:							
33	(Add rows)							
34	Subtotal, Earned Income			0				-
35	Grand Total Income	500,000		0		0		500,000
36								
37	EXPENSES (Add rows to list other expenses)	Federal Grants Request		Other Funding Sources		In Kind		Total Proposed Project Expenses
38	Personnel Expenses							
39	Program Director (% FTE: <u>1.0</u>)	95,680						
40	Admin. Assistant (% FTE: <u>.5</u>)	36,328						
41	Cal Pers Unfunded Liability	29,520						
42	Benefits (@ %: <u>9.5</u>)	11,880						
43	Subtotal Salaries and Benefits	173,408		0		0		173,408
44	Contracted Services							
45	Professional Fees - Legal	4,650						
46	Project Consultant	2,627						
47	Central Office Costs - Management Fees	32,000						
48	Subtotal Contracted Services	39,277		0		0		39,277
49	Direct Project Related Expenses							
50	Rent, Utilities - Central Office	43,000						
51	Audit fees	1,000						
52	Supplies	3,600						
53	Computer Maintenance	2,380						
54	Travel	1,140						
55	Professional Development							
56	Marketing	1,195						
57	(Add rows to list other direct project expenses)							
58	Subtotal, Direct Project Related Expenses	52,315		0		0		52,315
59	Indirect Expense (specify % in column A below)							
60								
61	Fiscal Sponsorship Fee (specify % in column A below)							
62								
63	Grand Total All Expenses	265,000		0		0		265,000
64	Direct Rehab Loans	235,000						235,000
65	GRAND TOTAL CBDG REQUEST							500,000
66								
67								
68								

[Handwritten Signature]
11/14/18

Marin County Housing Authority 2019 Proposed Budget				
		2018 Budget	2018 6M Actual	2019 Proposed
Operating Receipts				
Total Rental Income		3,098,028	1,534,856	3,069,711
Total Other Income		41,345,189	21,851,707	43,703,413
Total Admin. Income		2,868,772	1,457,423	2,914,847
Total Nonrental Income		1,287,269	848,191	1,696,383
Total HUD Annual Contributions		5,202,568	2,884,129	5,768,258
Total Operating Receipts		53,801,826	28,576,306	57,152,612
Operating Expenses				
Total Administrative Salaries		2,456,225	1,245,555	2,491,111
Total Legal & Professional Expense		1,986,376	967,042	1,934,084
Total Travel		50,750	38,696	77,392
Total Accounting and Audit Fees		54,420	-	-
Total Sundry Administrative		1,044,519	552,831	1,105,662
Total Tenant Services		24,450	7,268	14,536
Total Client Services		85,362	17,806	35,612
Total Utilities		1,133,572	491,038	982,076
Total Maintenance Labor		587,565	257,208	514,416
Total Maintenance Materials		305,157	150,516	301,032
Total Maintenance Contracts		932,527	504,420	1,008,839
Total General Expense		-	-	-
Total Insurance		214,855	117,415	234,830
Total PILOT / Property Taxes		5,084	3,483	6,965
Total Employee Benefits		2,219,635	1,008,377	2,016,754
Total Employee Benefit-Maintenance		-	4,594	9,188
Total Collection Losses		10,840	-	-
Total Interest On Notes		405,001	121,925	243,851
Total Other General Expense		122,430	95,460	190,920
Total Extraordinary Maintenance		814,880	-	-
Total Interest Expense		300	138	277
Total Operating Expenses		12,453,948	5,583,773	11,167,546
* Revenue from Operations *		41,347,878	22,992,533	45,985,066
Transfer In		100,000	136,789	273,578
Transfer Out		100,000	136,789	273,578
		41,347,878	22,992,533	45,985,066
Total Reserve Expense		42,993	25,317	50,634
Total Housing Assistance Payments		40,562,327	21,481,491	42,962,982
Total Provision for Reserves		512,558	-	-
Total Operating Expenditures - Property		-	-	-
		230,000	1,485,725	2,971,450



2019/20 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services		CDBG Public Facilities/Improvements	X
CDBG Housing Construction/Acquisition		HOME Housing Construction/Acquisition	
CDBG Housing Rehabilitation		HOME Housing Rehabilitation	

2. Organization (Fiscal Sponsor) General Information:

ORGANIZATION/AGENCY NAME	Marin City Health & Wellness Center
MAILING ADDRESS	630 Drake Ave, Marin City, CA 94965
WEBSITE	www.marincityclinic.org
ORGANIZATION DUNS#	830668880
EXECUTIVE DIRECTOR/CEO	JayVon Muhammad, CEO
EMAIL ADDRESS	info@marincityclinic.org
PHONE	415.339.8813

3. Project General Information:

PROGRAM/PROJECT NAME	New Marin City Mixed-Use Health Hub
PROGRAM/PROJECT SITE ADDRESS	100 Phillips Drive, Marin City, CA 94965
CDBG/HOME FUNDING AMOUNT REQUESTED	\$ 150,000
APPLICATION CONTACT PERSON	Melanie Hamburger
E-MAIL ADDRESS	melanie@marincityclinic.org
PHONE	415.999.3197/mobile

4. **Planning Areas Served:** Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato	San Rafael	County Other	Total
5	19	76	100%

5. **What prior years have you been funded by CDBG/HOME**

Year Funded			
Grant Amount			
Amount Expended			

6. **Organizational Overview:** Provide a brief description of your organization including mission, programs, number of clients served, etc.:

Marin City Health and Wellness Center (the Center) is a nonprofit Federally Qualified Health Center, dedicated to serving public housing residents and the growing homeless population County-wide, and low-income residents of southern Marin County. Healthcare is provided regardless of an individual's ability to pay. Of current patients, 94% are Medi-Cal eligible, 63% are residents of southern Marin, and 13% are homeless. Poverty is the common thread among our multi-ethnic patient base. For the 12 months ended 10/31/18, the Center served 3,687 unique patients with 19,790 provider visits for integrated healthcare services.

The Center has a proven track record in providing healthcare and supportive services to protected classes. Medical services in Marin City began in 2006, followed by dental and behavioral health in 2012. Preventative behavioral health programs for youth (ages 12-20) began two years later. In 2016 a midwifery, perinatal and childbirth program opened (at Marin's only freestanding birth center, and one of three FQHC/birth center models in the U.S.), and homeless, recovery and medication-assisted treatment services began.

Created in 2006 by a grassroots movement for culturally sensitive healthcare in Marin's historic Black community, the Center's mission is to provide innovative health and wellness services for all, with the goal of African American health equity. Across the board, African Americans suffer the worst health outcomes, including maternal health and childbirth disparities, chronic conditions, and morbidity and mortality from preventable illness. The Office of Statewide Health Planning and Development indicates that Marin County has the second-highest emergency room utilization rate in the Bay Area: 298 visits per 1,000 residents. Throughout California, Black residents are more likely than any other racial or ethnic group to delay obtaining needed medications, and to utilize the emergency room for a non-emergency visit (UCLA Health Policy Research Brief, 2009).

Over the years, the Center has tried to find larger space to meet the demand for care that far exceeds the current small clinic space. In late 2017 an opportunity arose to purchase 100 Phillips Drive, 1/2 block from the main clinic location. Recognizing that this was the first commercial real estate sale in Marin City in decades, clinic leadership thoughtfully considered the highest and best use of the site: remodel the existing building, or build a new multi-story building with healthcare, supportive services, and affordable housing. In September 2018 an architect was engaged to develop a more comprehensive concept design with new construction.

In mid-2018, key leadership roles changed to make possible the mixed use site: a project manager was assigned to oversee the construction and funding of Phillips Drive, and development staff was added. As we prepare to submit plans for new construction of the mixed-use Health and Housing Hub, the Center is well positioned to expend grant funds for the stated purpose and within the 2019-20 timeframe.

7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.

The Health Hub is a mixed-use new construction project. Funding from this grant would support ONLY that portion of the construction expense related to the 6,000+ sq. ft. clinic space.

The project meets several CDBG/HUD priorities: it is located in a Transit-Oriented Development, less than 1/8 mile from major bus lines that serve the entire county; it reflects New Urbanism in a community that is walkable, diverse, mixed income, with access to retail; and, as a nonprofit Public Facility, the Center offers healthcare services available to the general public, with a focus on L/M income (over 80% of our patients access care using Medi-Cal).

The new clinic will more than double exam rooms (and access to care for L/M income patients) for primary medical, dental, behavioral health and MAT services. It will include space for recovery support groups, and health education programs that include a Food Pharmacy, Park Rx activities, and Healthy Eating Active Living programs for seniors and those managing multiple chronic conditions. The Center has achieved statewide and national recognition for its medication-assisted treatment (MAT) program for opioid addiction, and a unique FQHC/birth center model to address Black maternal health disparities and low birthweight babies.

Center leadership initially intended to remodel the existing building, and then recognized a once-in-a-lifetime opportunity to create a unique whole-person care model that co-locates healthcare, supportive services, and housing in Marin City. Quezada Architects (a woman-owned, minority business) was recently hired to create a mixed-use Project Design with expanded clinic, childcare, private school with mental health support for teens living with Adverse Childhood Experiences (ACEs) who do not succeed in a traditional school environment, offices for HHS specialty services, and 20 units of 100% low income housing.

Recognizing the significance of this undertaking, the Center has reassigned staff to manage the construction, funding and compliance for the new site; with prior renovations, we added additional responsibilities to current staff roles. Over \$2.5M in funding requests have been submitted for pre-development and construction costs. This site has already passed a NEPA review by Marin County. The pre-development team includes an architect, structural engineer, soils/geotechnical consultant, land use attorney, and entitlements consultant. The Center has begun to build community support by meeting with key organizations and program partners in Marin City, including Bayside MLK Academy, the Community Services District, and the Community Development Corp. In December we will meet with Marin CDA (planning) staff to present the schematic design for approval, and begin to prepare the planning package.

The Center was created to expand access to care for a historically underserved, low-income residents of southern Marin. The community's healthcare needs significantly exceed our ability to provide services in the limited space available at the leased current clinic site or, even, in the existing structure at the Phillips Drive site. CDBG funding will increase access to care by creating an innovative, integrated, community-based Health Hub.

8. 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>

9. How will this project Affirmatively Further Fair Housing?

As a Federally Qualified Health Center (FQHC), we require information on family size and income so that it is evident that at least 51% of the clientele are persons whose family income does not exceed the L/M income limit. In the case of our patients, 94% are below the moderate income limit. Our services benefit residents of public housing and the homeless, those at risk of homelessness and struggling with mental illness, youth at risk of entering the criminal justice system and/or transitioning out of foster care, re-entry adults, veterans, and Protected Classes including African Americans, women who are head of household, and older adults.

The Center was founded in 2006 by a grassroots effort to serve the unique needs of Marin City residents. Its nature and location dictate that the clients for our healthcare and supportive services are primarily L/M income persons.

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

Starting in October 2018, we launched a marketing campaign to tell Protected Classes and residents of southern Marin County about the new Health Hub. Components of outreach include: speaking to community boards (Marin City Community Services District, Marin City Community Development Corp, Sausalito Marin City School Board, resident advisory councils for public housing), connecting with county leaders (Supervisor Kate Sears, Dr. Grant Colfax), and creating a new print newsletter and HealthyMarinCity.org website (coming soon) with updates on the construction project and capital campaign.

Most importantly, our staff who conduct outreach in the community for free health and wellness programs (insurance and Medi-Cal enrollment, support classes, exercise and nutrition programs, youth programs, weekly services to anchor-outs offshore in Sausalito) will discuss and distribute information about healthcare, childcare, housing and supportive services available at the new clinic site at 100 Phillips Drive.

11. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? (Use the income level table found in the Application Guidelines document):

Moderate-Income	353
Low-Income	258
Very Low-Income	486
Extremely Low-Income	2065

12. Estimate the demographics of the moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project:

Ethnic Category	Total Persons	Identifying as Hispanic
American Indian or Alaskan Native	1 %	0 %
Asian	5 %	0 %
Black or African American	21 %	2 %
Native Hawaiian or other Pacific Islander	1 %	0 %
White	37 %	1 %
American Indian <i>and</i> White	%	%
Asian <i>and</i> White	%	%
Black <i>and</i> White	%	%
American Indian <i>and</i> Black	%	%
Multi-Racial	22 %	10 %
TOTAL	100%	
Female-Headed Households (out of above total)	not available %	n/a %

PROJECT MANAGEMENT & FINANCIAL DATA

13. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.

N/A

14. If your agency has remaining CDBG/HOME funds previously approved, please describe timeline for expending fund balance:

As soon as the decision was made to expand services through a mixed-use new construction (rather than for remodeling the current building for expanded clinic space only) the Center contacted CDBG staff at the County of Marin to discuss options for repurposing CDBG funding accordingly. At that meeting (in September 2018), it was determined that MCHWC is not eligible to transfer CDBG grants to new construction.

In a letter dated 11/13/18, CEO JayVon Muhammad relinquished these funds for the benefit of other organizations:

- \$50,000 awarded 12/17/17 for the 2017-18 funding cycle;
- \$38,282 pending for the 2018-19 funding cycle.

We submit this proposal recognizing that the Center will not benefit from the \$88,282 of funding previously granted through the CDBG process. The proposed new construction requires submission of this new CDBG application, and precludes the use of any previously allocated funding for renovation.

15. Describe your organizations experience with administering federal grant programs? For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements?

We receive significant funding from federal and state agencies, such as HRSA and the County of Marin. As a result, Center staff is experienced in tracking expenditures, data and compliance for agency grant reporting requirements. A three-person QI team oversees data and reporting, consistent with our organizational culture of Continuous Quality Improvement (CQI). As an FQHC, we are experienced at managing complex financial regulations, grants compliance and billing structures, and perform regular financial and programmatic audits.

The Center's Board of Directors, which includes 50% patient representation, reviews financial and CQI metrics monthly; our Finance Manager is one of the Center's longest-serving employees; and we outsource CFO responsibilities to a firm that specializes in FQHC financials. Prudent fiscal management has resulted in the ability to set aside revenue and build substantial savings that have been used to fund prior construction projects for the Marin Family Birth Center and Bayview Clinic. (The first debt in the Center's 12-year history was the mortgage to purchase the Phillips Dr. site.)

We understand, support and will comply with Davis-Bacon prevailing wage requirements.

16. Describe who will supervise and manage the project and their past experience with project management.

Since 2016 Grantee has completed two major construction projects and is experienced working with architects, engineers and contractors. Key staff involved in past construction project management include Birth Center Director Kiki Jordan, who will serve as Interim CEO. Well beyond the construction, plans and permits required to remodel an office suite into medical exam and delivery rooms for the Marin Family Birth Center (880 Las Gallinas Ave, San Rafael), she navigated complex regulations for Marin County's first freestanding birth center; no precedent existed for this ambulatory labor and delivery facility. At the Bayview Hunters Point Clinic (6301 3rd Street, SF), current CEO JayVon Muhammad and COO Patricia Rodriguez managed an extensive renovation of a two-story medical facility built in 1960 and never modernized, included bringing the entire facility up to current code and ADA requirements.

This year the Center added fundraising staff to allow Melanie Hamburger, Development Director, to focus on capital campaign and project management for pre-development. Lastly, Board Chair Nancy Johnson has spent most of her career working in public assistance, public housing and real estate. She brings extensive knowledge of low-income housing.

Principal Architect Cecelia Quezada has medical construction experience, including designing the new trauma wing of San Francisco General/Zuckerberg Hospital. Project Architect Clare Hyland has designed comprehensive medical facilities for Kaiser Permanent and other healthcare providers.

17. For Housing and Capital (construction and renovation) projects, list any entitlements, approvals, or authorizations that are necessary for the project to proceed.

We have conducted extensive research on zoning and planning requirements, including Marin Code Article III, Title 22. Included in our project team is a land use attorney experienced in unincorporated Marin County; we are in the process of hiring an entitlement consultant. The new clinic space will also benefit from certain regulations that help fast-track the permitting process (such as California SB35, which applies to affordable housing developments). We anticipate submitting plans by 1/1/18, with approval by March 2019.

Safeguards to keep us on schedule for a June 2020 project completion date include a team of advisors and consultants who are experienced in this type of mixed-use construction, as well as re-assigning the Development Director solely to this project. In addition to permit fees, the project budget includes soft costs at 30%, equipment costs, utility fees, and a 15% contingency. The Center has developed a team and project planning timeline with key milestones to anticipate, plan for, and overcome obstacles in the planning and construction process.

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

N/A

19. For HOME Projects are you a CHDO?

N/A

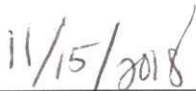
20. For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. (The general tasks for a construction project are provided below; please add tasks as needed)

<u>Task</u>	<u>Date of Completion</u>
Define scope of work/finish design	12/31/18
Complete planning & environmental review	2/1/19
Release bid package	1/15/19
Select contractor	3/1/19
Finalize contract	4/1/19
Obtain building permits	5/1/19
Start construction	6/1/19
Complete Construction	6/1/20

21. Please sign and date your application below:



 Signature/Title



 Date

Required Attachments:

- A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

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 Friday, November 16, 2018 by 5 p.m. PST
POSTMARKS WILL NOT BE ACCEPTED**

Project Budget Template

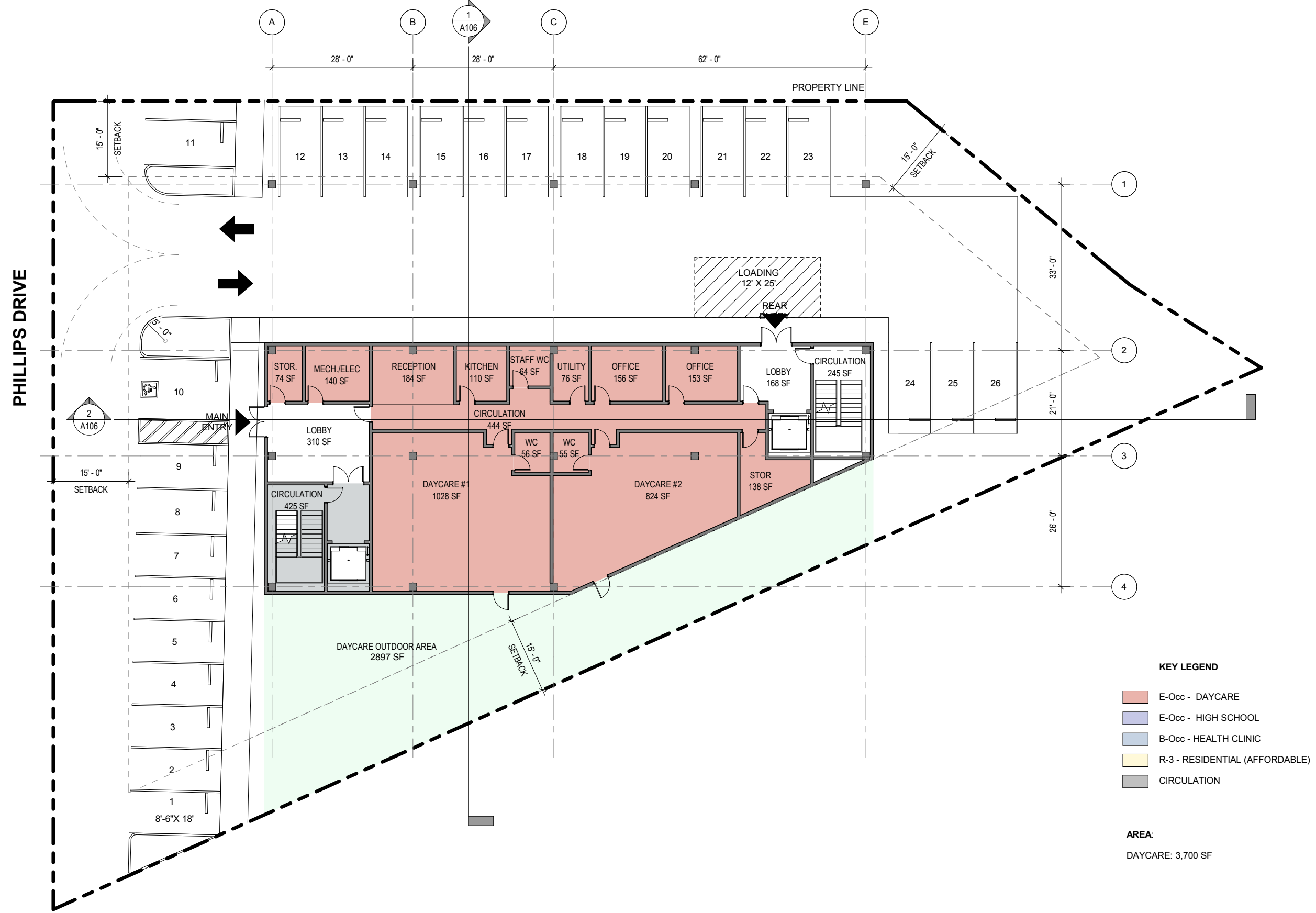
Organization Name: Marin City Health & Wellness Center
Project Title: New Marin City Mixed-Use Health Hub

Date: 11/15/18

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>				
Foundations:				
<i>(Add rows)</i>				
Government:				
Marin HHS IGT (dental)		\$ 200,000		
<i>(Add rows)</i>				
Corporations:				
Capital Link		\$ 30,000		
Quezada Architects			\$ 40,000	
FTF Engineering			\$ 5,000	
<i>(Add rows)</i>				
Individual Contributions: (list total):				
Earned Income:				
<i>(Add rows)</i>				
Other (specify):				
<i>(Add rows)</i>				
Subtotal, Committed Income		\$ 230,000	\$ 45,000	\$ 275,000
<u>Uncommitted</u>				
Other (specify):				
Federal Grants Request	\$ 150,000			
Other Foundations:		\$ 1,250,000		
<i>(Add rows to list other Foundations)</i>				
Government:		\$ 1,250,000		
<i>(Add rows to list other Government agencies)</i>				
Corporations:				
<i>(Add rows to list other corporations)</i>				
Individual Contributions:		\$ 878,200	\$ 100,000	

Subtotal, Uncommitted Income	\$ 150,000	\$ 3,378,200	\$ 100,000	\$ 3,628,200
New Markets Tax Credits		\$ 975,800		\$ 975,800
Earned Income:				
<i>(Add rows)</i>				
Subtotal, Earned Income		\$ -		\$ -
Grand Total Income	\$ 150,000	\$ 4,584,000	\$ 145,000	\$ 4,879,000

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Direct Project Related Expenses (Clinic portion only)				
Acquisition				
Purchase price				
Title/Recording/Escrow				
<i>(Add rows to list other direct project expenses)</i>				
Pre-development (Clinic portion only)				
Archetecture & engineering Phase 1		\$ 704,000	\$ 145,000	
Market Study				
Entitlements/Zoning		\$ 100,000		
<i>(Add rows to list other direct project expenses)</i>				
General Development (Clinic portion only)				
Utility hook-ups		\$ 100,000		
Parking/landscaping		\$ 750,000		
Construction	\$ 150,000	\$ 2,830,000		
Demolition		\$ 100,000		
Subtotal, Direct Project Related Expenses	\$ 150,000	\$ 4,584,000	\$ 145,000	\$ 4,879,000
Developer Fee (specify % in column A below)				
				\$ -
Fiscal Sponsorship Fee (specify % in column A below)				
				\$ -
Grand Total All Expenses	\$ 150,000	\$ 4,584,000	\$ 145,000	\$ 4,879,000

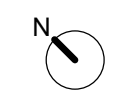


KEY LEGEND

	E-Occ - DAYCARE
	E-Occ - HIGH SCHOOL
	B-Occ - HEALTH CLINIC
	R-3 - RESIDENTIAL (AFFORDABLE)
	CIRCULATION

AREA:
 DAYCARE: 3,700 SF

① LEVEL 1 1-20
 1" = 20'-0"



2018.11.09

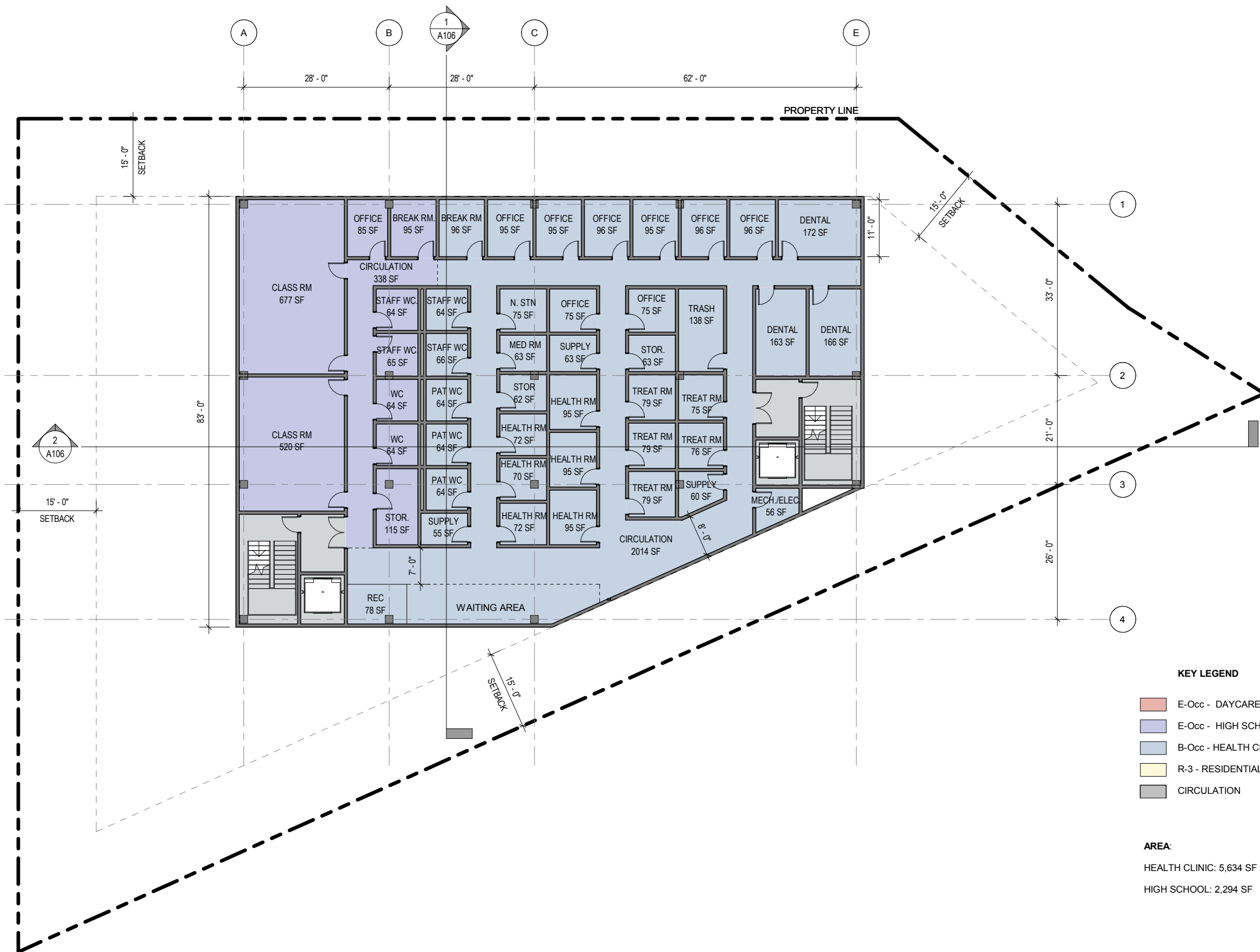
As indicated NOTE: SUBJECT TO DIGITAL SURVEY

MARIN CITY HEALTH AND WELLNESS

LEVEL 1 FLOOR PLAN

100 PHILLIPS DRIVE, SAUSALITO CA, 94965 (APN: 052-500-04)

QUEZADAarchitecture



KEY LEGEND

- E-Occ - DAYCARE
- E-Occ - HIGH SCHOOL
- B-Occ - HEALTH CLINIC
- R-3 - RESIDENTIAL (AFFORDABLE)
- CIRCULATION

AREA:

HEALTH CLINIC: 5,634 SF
 HIGH SCHOOL: 2,294 SF

2018.11.09

As indicated NOTE: SUBJECT TO DIGITAL SURVEY

MARIN CITY HEALTH AND WELLNESS

LEVEL 2 FLOOR PLAN

100 PHILLIPS DRIVE, SAUSALITO CA, 94965 (APN: 052-500-04)

QUEZADAarchitecture



2018.11.09

As indicated NOTE: SUBJECT TO DIGITAL SURVEY

100 PHILLIPS DRIVE, SAUSALITO CA, 94965 (APN: 052-500-04)

MARIN CITY HEALTH AND WELLNESS



LEVEL 3 FLOOR PLAN

QUEZADAarchitecture



KEY LEGEND

- E-Occ - DAYCARE
- E-Occ - HIGH SCHOOL
- B-Occ - HEALTH CLINIC
- R-3 - RESIDENTIAL (AFFORDABLE)
- CIRCULATION

AREA:

RESIDENTIAL (AFFORDABLE): TBD

2018.11.09

As indicated

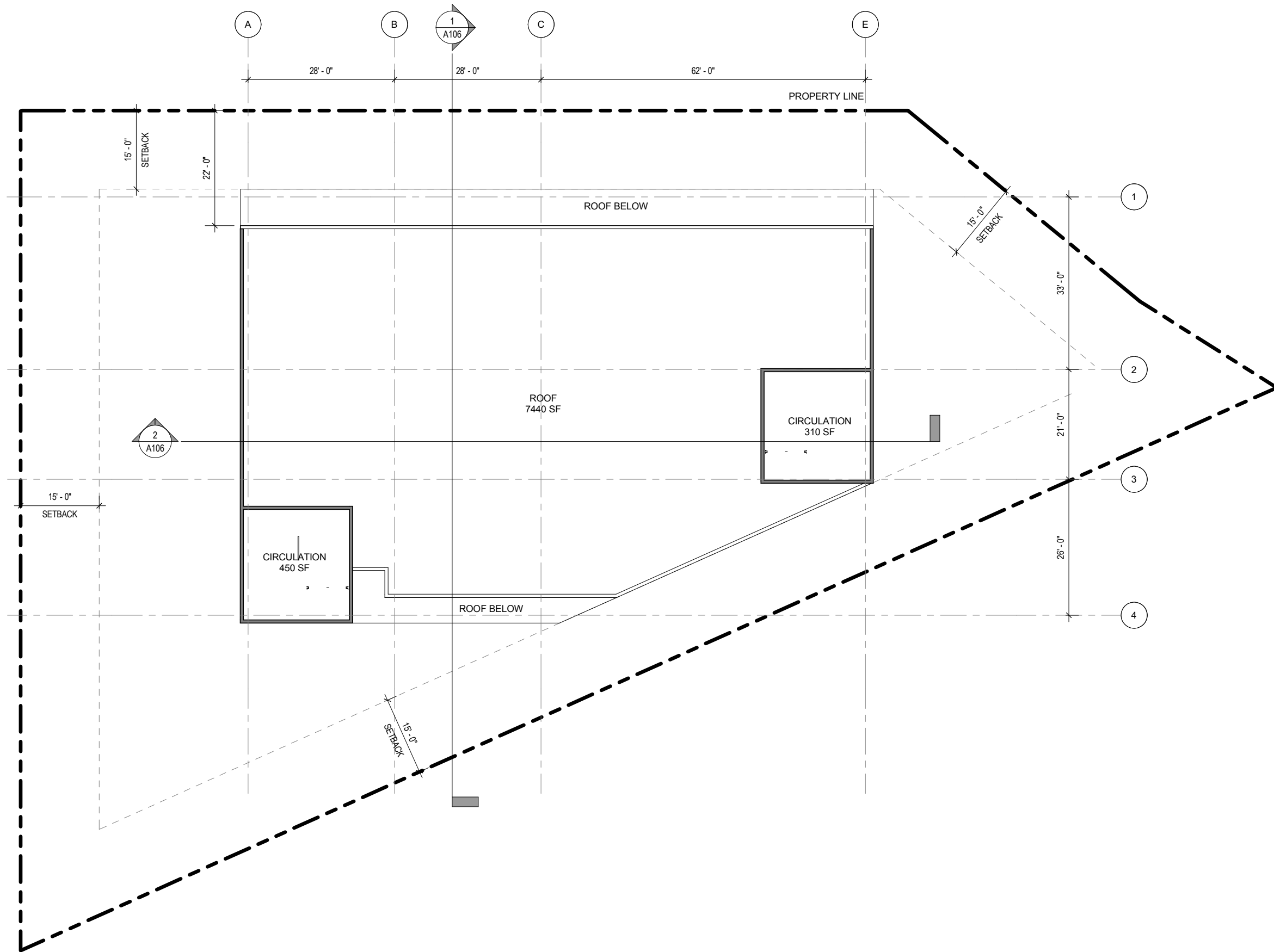
100 PHILLIPS DRIVE, SAUSALITO CA, 94965 (APN: 052-500-04)

MARIN CITY HEALTH AND WELLNESS



LEVEL 4 FLOOR PLAN

QUEZADAarchitecture



2018.11.09

1" = 20'-0"

100 PHILLIPS DRIVE, SAUSALITO CA, 94965 (APN: 052-500-04)

MARIN CITY HEALTH AND WELLNESS

ROOF PLAN

QUEZADAarchitecture

PROPOSED

Marin City Health and Wellness Center

2018 - 2019 Fiscal Year Budget

Marin City Health and Wellness Center
2018 - 2019 Fiscal Year Budget
Statement of Activities

	Actual 2016-17	Budget 2017- 18	Annualized 2017-18	Budget 2018-19	Variance
Patient Revenue:					
Medi-Cal	2,436,942	3,432,889	3,262,262	4,858,160	1,595,898
Medicare	335,399	558,071	269,855	489,053	219,198
Other Public Prog.	-	1,741	-	-	-
Insurance	92,518	220,793	150,964	271,309	120,345
Self Pay & Other	163,192	256,089	144,115	276,843	132,728
Sliding Scale & Other Write-Offs	(47,989)	(128,045)	(21,949)	(46,141)	(24,191)
Cost Report Settlement	(7,255)	-	-	-	-
Estimated Medi-Cal	58,495	-	-	-	-
Provision for Doubtful Accounts	(200,805)	(260,494)	(110,374)	(169,663)	(59,289)
Patient Refunds	(150)	(1,000)	(15,054)	(23,140)	(8,086)
Total Patient Revenue	2,830,346	4,080,045	3,679,818	5,656,421	1,976,603
		-		-	
Total Operating Expenses	(5,314,544)	(6,686,880)	(6,596,639)	(8,424,446)	(1,827,807)
Net Uncompensated Care	(2,484,198)	(2,606,836)	(2,916,821)	(2,768,025)	148,796
Grants & Other Revenue:					
Federal 330 Grant	1,987,722	1,969,417	1,898,931	1,849,935	(48,996)
Federal 330 AIMS	-	-	92,327	99,164	6,837
County of Marin Grant	174,267	100,000	150,461	203,333	52,872
Marin Community Foundation	149,996	100,000	158,672	25,000	(133,672)
Blue Shield	21,125	31,124	21,163	5,250	(15,913)
California Wellness Foundation	150,000	-	66,667	35,000	(31,667)
Other Grants	183,923	268,000	178,914	370,000	191,086
Partnership QIP Incentive	55,105	109,706	271,618	120,000	(151,618)
Meaningful Use Incentive	-	25,500	-	-	-
Donations	91,528	115,000	25,463	35,000	9,537
Donations In-Kind	-	-	10,963	11,000	37
Fundraising Income	10,651	-	9,526	10,000	474
Medical Records	1,536	2,000	303	2,000	1,697
Rental Income	1,800	1,800	42,233	54,000	11,767
Interest & Other Income	23,452	22,000	6,577	7,500	923
					-
Total Grants & Other Revenue	2,851,105	2,744,547	2,933,816	2,827,182	(106,634)
Net Operating Income/(Loss)	366,907	137,712	16,995	59,157	42,162
Extraordinary Revenue & Expenditures:					
Defenders Program	(6,592)	(3,000)	2,905	3,000	95
Capital Grant Federal 330	-	1,000,000	1,000,000	-	(1,000,000)
Capital Grant DHHS	-	-	250,000	-	(250,000)
Birth Center - Sales Income	-	-	222	250	28
Total Capital Revenue & Expenditures	(6,592)	997,000	1,253,127	3,250	(1,249,877)
Net Excess of Revenue Over Expenses	360,316	1,134,712	1,270,122	62,407	(1,249,877)
Visits	16,972	26,203	17,937	29,431	11,494
Cost Per Visit	\$ 313.14	\$ 255.20	\$ 367.76	\$ 286.24	\$ (81.52)
Revenue Per Visit	\$ 166.77	\$ 155.71	\$ 205.15	\$ 192.19	\$ (12.96)

**Marin City Health and Wellness Center
2018 - 2019 Fiscal Year Budget
SCHEDULE OF OPERATING EXPENSES**

	Actual 17	2016- Budget 2016-17	Annualized 2017-18	Budget 2018-19	Variance
Staff Costs					
Wages	2,985,047	3,906,901	3,598,038	4,818,406	1,220,369
Benefits					
Payroll Taxes	245,597	324,993	292,523	391,739	99,216
Health Benefits	257,166	334,323	308,374	412,966	104,592
Workers Compensatin	37,743	50,048	44,585	59,705	15,120
Retirement Benefits	46,157	97,672.53	45,643	61,125	15,482
Total Benefits	586,664	807,036	691,125	925,535	234,410
Total Wages & Benefits	3,571,711	4,713,937	4,289,163	5,743,941	1,454,779
Contracted Services	113,683	40,000	114,277	40,000	(74,277)
Total Staff Costs	3,685,394	4,753,937	4,403,439	5,783,941	1,380,502
Facility Costs					
Depreciation - Building	-	-	14,087	22,538	8,451
Depreciation - Leasehold Imp	22,141	22,141	28,992	119,067	90,075
Interest Expense - Mortgage	-	-	38,673	53,200	14,527
Property Taxes	-	-	1,573	1,600	27
Rent	213,256	204,228	281,855	276,180	(5,675)
Repairs & Maintenance - Bldg	33,582	48,200	43,350	48,200	4,850
Utilities	29,370	31,000	52,321	54,600	2,279
Total Facility Costs	298,348	305,569	460,850	575,385	114,535
Other Operating Expenses					
Audit Fees	12,000	12,000	12,360	12,500	140
Bank Charges	3,047	2,900	5,342	6,000	658
Billing Services	149,598	130,000	341,220	396,000	54,780
Cafeteria Expenses (Academy)	-	-	525	1,800	1,275
Computer Supplies & Support	148,231	170,500	162,352	165,000	2,648
Conferences & Meetings	33,217	40,000	46,166	50,000	3,834
Consulting Fees - PW Accounting	173,040	166,000	122,484	130,000	7,516
Consulting Fees - PW Audit Support	-	-	7,895	7,800	(95)
Consulting Fees - PW CFO	27,445	26,400	37,100	40,000	2,900
Consulting Fees - PW Federal Compliance	-	-	38,373	40,000	1,627
Consulting Fees - Grant & Administrative	75,000	75,000	89,692	100,000	10,308
Consulting Fees - Instructors (Academy)	-	-	3,733	5,000	1,267
Consulting Fees - PW State & Local Compliance	-	-	45,061	40,000	(5,061)
Consulting Fees - Other	19,644	132,500	40,528	50,000	9,472
Continuing Education	9,110	10,000	14,596	15,000	404
Contributions/Donations	-	-	3,667	4,000	333
Copier Lease	4,612	5,000	6,058	6,500	442
Depreciation	52,877	53,392	115,743	122,265	6,522
Dues & Memberships	21,593	23,500	26,796	30,000	3,204
Fundraising Expense	9,248	-	6,787	10,000	3,213
Insurance-General	22,615	18,500.00	45,092	50,000	4,908
Insurance-Malpractice	4,328	7,349	10,825	17,762	6,937
Insurance-D&O	1,918	1,500	2,291	2,500	209
Interest Expense	277	300	125	300	175
Lab Fees	32,771	38,477	35,571	61,890	26,319
Legal Fees	18,355	8,000	8,556	10,000	1,444
Licenses & Fees	26,803	15,500	22,584	25,000	2,416
Minor Equipment	98,267	45,000	45,242	50,000	4,758
Outreach Expense	21,726	31,000	486	5,000	4,514
Outside Services	1,830	-	2,685	3,000	315
Parking & Tolls	1,306	1,500	2,882	5,000	2,118
Payroll Processing Fee	8,418	9,000	8,532	9,000	468
Postage	15,374	20,200	7,188	8,000	812
Repairs & Maintenance-Equipment	2,209	6,000	6,315	6,500	185
Repairs & Maintenance-Vehicles	-	-	3,030	3,200	170
Recruiting	10,151	23,200	14,694	20,000	5,306
Supplies-Office	80,754	65,997	75,766	89,697	13,931
Supplies-Dental	74,961	212,588	101,259	162,915	61,656
Supplies-Instructional (Academy)	-	-	443	5,000	4,557
Supplies-Medical	55,471	133,016	55,774	101,170	45,396
Supplies-Pharmaceutical	19,091	29,855	32,954	58,045	25,091
Supplies-Vaccines	-	-	2,518	3,776	1,258
Telephone & Communications	29,079	33,200	45,171	45,500	329
Transportation-Students (Academy)	-	-	305	5,000	4,695
Travel	66,439	80,000	74,670	80,000	5,330
Uniforms (Academy)	-	-	916	5,000	4,084
Total Other Operating Expenses	1,330,802	1,627,374	1,732,350	2,065,120	332,770
Total Direct Expenses	5,314,544	6,686,880	6,596,639	8,424,446	1,827,807
Allocation of Administration	-	-	-	-	-
Total Expenses	5,314,544	6,686,880	6,596,639	8,424,446	1,827,807

Marin City Health and Wellness Center
2018 - 2019 Fiscal Year Budget

REVENUE PROJECTION

Marin - Medical					Marin - Behavioral Health					Marin - Substance Abuse					Marin - Dental				
	Visits	%	Rate	Revenue		Visits	%	Rate	Revenue		Visits	%	Rate	Revenue		Visits	%	Rate	Revenue
Medi-Cal	6,212	71.3%	\$ 213.36	1,325,392	Medi-Cal	3,588	75.2%	\$ 213.36	765,536	Medi-Cal	425	84.6%	\$ 213.36	90,678	Medi-Cal	2,860	88.9%	\$ 213.36	610,210
Medicare	1,444	16.6%	\$ 135.65	195,883	Medicare	724	15.2%	\$ 79.85	57,809	Medicare	35	6.9%	\$ 155.70	5,450	Medicare	-	0.0%	\$ 135.65	-
Crossovers	348	4.0%	\$ 213.36	74,249	Crossovers	239	5.0%	\$ 213.36	50,993	Crossovers	-	0.0%	\$ 213.36	-	Crossovers	-	0.0%	\$ 213.36	-
Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-
Subtotal	8,004	91.9%	\$ 199.34	1,595,525	Subtotal	4,551	95.4%	\$ 192.12	874,337	Subtotal	460	91.5%	\$ 208.97	96,128	Subtotal	2,860	88.9%	\$ 213.36	610,210
Insurance	393	4.5%	\$ 172.39	67,750	Insurance	85	1.8%	\$ 200.93	17,079	Insurance	30	6.0%	\$ 76.23	2,287	Insurance	163	5.1%	\$ 200.93	32,752
Self Pay & Other	306	3.5%	\$ 127.55	39,031	Self Pay & Other	134	2.8%	\$ 87.95	11,786	Self Pay & Other	12	2.4%	\$ 186.65	2,240	Self Pay & Other	195	6.1%	\$ 89.72	17,495
	AVERAGE					AVERAGE					AVERAGE					AVERAGE			
TOTAL	8,703	100.0%	\$ 195.60	1,702,306	TOTAL	4,770	100.0%	\$ 189.35	903,203	TOTAL	502	100.0%	\$ 200.51	100,654	TOTAL	3,218	100.0%	\$ 205.24	660,456
Bayview Wellness Center-Medical (Satellite)					Bayview Wellness Center-Behavioral Health (Satellite)					Bayview Wellness Center - Substance Abuse (Satellite)					Bayview Wellness Center-Dental (Satellite)				
	Visits	%	Rate	Revenue		Visits	%	Rate	Revenue		Visits	%	Rate	Revenue		Visits	%	Rate	Revenue
Medi-Cal	2,670	66.0%	\$ 213.36	569,671	Medi-Cal	1,749	83.0%	\$ 213.36	373,167	Medi-Cal	55	87.0%	\$ 213.36	11,735	Medi-Cal	2,903	89.2%	\$ 213.36	619,384
Medicare	491	12.1%	\$ 147.61	72,475	Medicare	169	8.0%	\$ 113.08	19,110	Medicare	-	0.0%	\$ 113.08	-	Medicare	-	0.0%	\$ 135.65	-
Crossovers	-	0.0%	\$ 213.36	-	Crossovers	-	0.0%	\$ 213.36	-	Crossovers	-	0.0%	\$ 213.36	-	Crossovers	-	0.0%	\$ 213.36	-
Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-
Subtotal	3,161	78.1%	\$ 203.15	642,146	Subtotal	1,918	91.0%	\$ 204.52	392,277	Subtotal	55	87.0%	\$ 213.36	11,735	Subtotal	2,903	89.2%	\$ 213.36	619,384
Insurance	606	15.0%	\$ 81.58	49,439	Insurance	147	7.0%	\$ 199.56	29,335	Insurance	-	0.0%	\$ 199.56	-	Insurance	160	4.9%	\$ 207.72	33,236
Self Pay & Other	279	6.9%	\$ 172.50	48,128	Self Pay & Other	42	2.0%	\$ 545.39	22,906	Self Pay & Other	8	13.0%	\$ 545.39	4,363	Self Pay & Other	190	5.8%	\$ 334.81	63,615
	AVERAGE					AVERAGE					AVERAGE					AVERAGE			
TOTAL	4,046	100.0%	\$ 182.83	739,713	TOTAL	2,107	100.0%	\$ 210.97	444,518	TOTAL	63	100.0%	\$ 255.52	16,098	TOTAL	3,253	100.0%	\$ 220.18	716,235
Birth Center (Satellite Non-FQHC)					Suite 2 (Satellite)					Mobile Van Dental									
Births	Visits	%	Rate	Revenue		Visits	%	Rate	Revenue		Visits	%	Rate	Revenue		Visits	%	Rate	Revenue
Medi-Cal	43	72.0%	\$ 266.84	11,474	Medi-Cal	333	79.0%	\$ 213.36	71,049	Medi-Cal	1,087	88.9%	\$ 213.36	231,922					
Medicare	-	0.0%	\$ -	-	Medicare	4	1.0%	\$ 199.65	799	Medicare	-	0.0%	\$ -	-					
Crossovers	-	0.0%	\$ -	-	Crossovers	-	0.0%	\$ 213.36	-	Crossovers	-	0.0%	\$ -	-					
Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-					
Subtotal	43	72.0%	\$ 266.84	11,474	Subtotal	337	80.0%	\$ 213.20	71,847	Subtotal	1,087	88.9%	\$ 213.36	231,922					
Insurance	12	20.0%	\$ 1,200.00	14,400	Insurance	63	15.0%	\$ 97.76	6,159	Insurance	62	5.1%	\$ 200.93	12,458					
Self Pay & Other	5	8.0%	\$ 1,200.00	6,000	Self Pay & Other	21	5.0%	\$ 84.18	1,768	Self Pay & Other	74	6.1%	\$ 89.72	6,639					
	AVERAGE					AVERAGE					AVERAGE					AVERAGE			
TOTAL	60	100.0%	\$ 531.24	31,874	TOTAL	421	100.0%	\$ 189.49	79,774	TOTAL	1,223	100.0%	\$ 205.25	251,019					
Center Point-Medical (Satellite)					Center Point-Behavioral Health (Satellite)					Center Point-Substance Abuse (Satellite)					GRAND TOTAL				
	Visits	%	Rate	Revenue		Visits	%	Rate	Revenue		Visits	%	Rate	Revenue		Visits	%	Rate	Revenue
Medi-Cal	338	80.3%	\$ 213.36	72,116	Medi-Cal	496	77.0%	\$ 213.36	105,827	Medi-Cal	-	100.0%	\$ 213.36	-	Medi-Cal	22,759	77.3%	\$ 213.46	4,858,160
Medicare	37	8.8%	\$ 135.65	5,019	Medicare	91	14.2%	\$ 79.85	7,266	Medicare	-	0.0%	\$ 79.85	-	Medicare	2,995	10.2%	\$ 121.47	363,810
Crossovers	-	0.0%	\$ 213.36	-	Crossovers	-	0.0%	\$ 213.36	-	Crossovers	-	0.0%	\$ 213.36	-	Crossovers	587	2.0%	\$ 213.36	125,242
Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-	Other Public Prog	-	0.0%	\$ -	-
Subtotal	375	89.1%	\$ 205.69	77,135	Subtotal	587	91.2%	\$ 192.66	113,093	Subtotal	-	100.0%	\$ -	-	Subtotal	26,341	89.5%	\$ 203.00	5,347,213
Insurance	30	7.0%	\$ 52.30	1,569	Insurance	39	6.1%	\$ 124.25	4,846	Insurance	-	0.0%	\$ 124.25	-	Insurance	1,790	6.1%	\$ 151.57	271,309
Self Pay & Other	17	3.9%	\$ 199.28	3,388	Self Pay & Other	17	2.7%	\$ 196.75	3,345	Self Pay & Other	-	0.0%	\$ 196.75	-	Self Pay & Other	1,300	4.4%	\$ 177.46	230,703
	AVERAGE					AVERAGE					AVERAGE					AVERAGE			
TOTAL	422	100.0%	\$ 194.53	82,092	TOTAL	643	100.0%	\$ 188.62	121,283	TOTAL	-	100.0%	\$ -	-	TOTAL	29,431	100.0%	\$ 198.74	5,849,224



2019/20 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services	X	CDBG Public Facilities/Improvements	
CDBG Housing Construction/Acquisition		HOME Housing Construction/Acquisition	
CDBG Housing Rehabilitation		HOME Housing Rehabilitation	

2. Organization (Fiscal Sponsor) General Information:

ORGANIZATION/AGENCY NAME	Fair Housing Advocates of Northern California
MAILING ADDRESS	1314 Lincoln Avenue Suite A San Rafael, CA 94901
WEBSITE	www.fairhousingnorcal.org
ORGANIZATION DUNS#	36-228-1065
EXECUTIVE DIRECTOR/CEO	Caroline Peattie
EMAIL ADDRESS	peattie@fairhousingnorcal.org
PHONE	(415)483-7552

3. Project General Information:

PROGRAM/PROJECT NAME	Fair Housing Counseling and Education
PROGRAM/PROJECT SITE ADDRESS	1314 Lincoln Avenue Suite A San Rafael, CA 94901
CDBG/HOME FUNDING AMOUNT REQUESTED	\$ 75,000
APPLICATION CONTACT PERSON	Caroline Peattie
E-MAIL ADDRESS	peattie@fairhousingnorcal.org
PHONE	(415)483-7552

4. **Planning Areas Served:** Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato	San Rafael	County Other	Total
27%	38%	35%	100%

5. **What prior years have you been funded by CDBG/HOME**

Year Funded	FY2016-17	FY2017-18	FY2018-19
Grant Amount	\$52,500	\$70,000	\$60,000
Amount Expended	\$52,500	\$70,000	\$0* (contract has not yet been executed)

6. **Organizational Overview:** Provide a brief description of your organization including mission, programs, number of clients served, etc.:

See attached.

7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.

Please see description of services listed under #6, above, all of which are offered in Marin County. As the only HUD-certified Housing Counseling Agency in the 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 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 (including victims of domestic violence and sexual harassment), and senior citizens; 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.

8. 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>

9. How will this project Affirmatively Further Fair Housing?

See attached.

10. 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 intake, counseling, education and outreach to monolingual Spanish speakers; in addition, we have a staff member who is bilingual in Chinese and another in Portuguese.
- 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. Legal Aid of Marin, the Asian Advocacy Project, Canal Alliance, ISOJI, MCIL, Sparkpoint, the District Attorney's Office, Office of Education, and the Marin Housing Authority. (See also section under #7 above.)

11. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? (Use the income level table found in the Application Guidelines document):

Moderate-Income	6%
Low-Income	32%
Very Low-Income	16%
Extremely Low-Income	62%

12. Estimate the demographics of the moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project:

Ethnic Category	Total Persons	Identifying as Hispanic
American Indian or Alaskan Native	.5 %	.3 %
Asian	3 %	0 %
Black or African American	14 %	.3 %
Native Hawaiian or other Pacific Islander	.5 %	0 %
White	74 %	21 %
American Indian <i>and</i> White	1 %	0 %
Asian <i>and</i> White	2 %	.3 %
Black <i>and</i> White	1 %	.3 %
American Indian <i>and</i> Black	0 %	0 %
Multi-Racial	4 %	4 %
TOTAL	100%	
Female-Headed Households (out of above total)	55 %	18 %

PROJECT MANAGEMENT & FINANCIAL DATA

13. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.

See attached.

14. If your agency has remaining CDBG/HOME funds previously approved, please describe timeline for expending 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 2018-19, though we have not been able to draw down funds because we just received our executed contract last week.

15. Describe your organizations experience with administering federal grant programs? For Housing and Capital (construction and renovation) 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 decades, 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.

FHAM does not employ construction workers; Davis-Bacon does not apply to FHAM's employees/contractors.

16. Describe who will supervise and manage the project and their past experience with project management.

FHAM's Executive Director, Caroline Peattie, with over 30 years fair housing experience and project management in Marin since 2002, provides overall grant supervision as well as ongoing work with and in the county to affirmatively further fair housing. Supervising Attorney, Casey Epp, with 6 years fair housing experience and project manager on CDBG grants, supervises the housing counseling team and conducts fair housing training for the housing industry with assistance from other staff. Bilingual Education Director, Adriana Ames, with 24 years fair housing experience and project manager on multiple grants, supervises education and outreach activities and organizes fair housing trainings and events and conducts pre-purchase counseling/education.

17. For Housing and Capital (construction and renovation) projects, list any entitlements, approvals, or authorizations that are necessary for the project to proceed.

N/A

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

N/A

19. For HOME Projects are you a CHDO?

N/A

20. For Housing and Capital (construction and renovation) projects, what is your 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

21. Please sign and date your application below:

Carolyn Peattie Executive Director
Signature/Title

11/13/18
Date

Required Attachments:

- A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

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 Friday, November 16, 2018 by 5 p.m. PST

POSTMARKS WILL NOT BE ACCEPTED

**2019-20 Community Development Block Grant
Public Service Application for Funding
Fair Housing Advocates of Marin
*A division of Fair Housing Advocates of Northern California***

2019/20 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services	X	CDBG Public Facilities/Improvements	
CDBG Housing Construction/Acquisition		HOME Housing Construction/Acquisition	
CDBG Housing Rehabilitation		HOME Housing Rehabilitation	

2. Organization (Fiscal Sponsor) General Information:

ORGANIZATION/AGENCY NAME	Fair Housing Advocates of Northern California
MAILING ADDRESS	1314 Lincoln Avenue Suite A San Rafael, CA 94901
WEBSITE	www.fairhousingnorcal.org
ORGANIZATION DUNS#	36-228-1065
EXECUTIVE	Caroline Peattie
EMAIL ADDRESS	peattie@fairhousingnorcal.org
PHONE	(415)483-7552

3. Project General Information:

PROGRAM/PROJECT NAME	Fair Housing Counseling and Education
PROGRAM/PROJECT SITE ADDRESS	1314 Lincoln Avenue Suite A San Rafael, CA 94901
CDBG/HOME FUNDING AMOUNT	\$ 75,000
APPLICATION CONTACT PERSON	Caroline Peattie
E-MAIL ADDRESS	peattie@fairhousingnorcal.org
PHONE	(415) 483-7552

4. Planning Areas Served: Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato	San Rafael	County Other	Total
27%	38%	35%	100%

5. What prior years have you been funded by CDBG/HOME

Year Funded	FY2016-17	FY2017-18	FY2018-19
Grant Amount	\$52,500	\$70,000	\$60,000
Amount Expended	\$52,500	\$70,000	\$0* (contract has not yet been executed)

6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc.:

The mission of Fair Housing Advocates of Marin (a division of Fair Housing Advocates of Northern California) is "to ensure equal housing opportunity and to educate our communities on the value of diversity in our neighborhoods."

FHAM provides the following services: (1) housing counseling for individual tenants and homeowners; 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 prepurchase 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.

In 2017-18, the organization served 1,359 clients (tenants, homeowners, social service providers, and advocates); provided counseling on 469 fair housing cases, intervened for 67 reasonable accommodations granted of 78 requested for people with disabilities; funded 17 reasonable modification requests to improve accessibility for people with disabilities; investigated 71 rental properties for discriminatory practices, filed 13 administrative fair housing complaints and 2 lawsuits; garnered \$38,125 in settlements for clients and the agency; counseled 101 distressed homeowners and assisted homeowners in acquiring \$833,829 through Keep Your Home California programs to prevent foreclosure; educated 264 prospective homebuyers; trained 144 housing providers on fair housing law and practice; reached 418 tenants and staff from service agencies through fair housing presentations and 166 community members through fair housing conferences; distributed 4,739 pieces of literature; had 104 children participate in our annual Fair Housing Poster Contest from 10 local schools and 16 students participate in our first Fair Housing Poetry Contest from 11 local schools; and offered Storytelling shows about diversity and acceptance to 2,630 children attending 16 Storytelling shows.

FHAM provides free services to its clients in all its service areas (Marin County, Sonoma County, Santa Rosa, Fairfield, and Vallejo).

7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.

Please see description of services listed under #6, above, all of which are offered in Marin County. As the only HUD-certified Housing Counseling Agency in the 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 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 (including victims of domestic violence and sexual harassment), and senior citizens; 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.

8. 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>

9. How will this project affirmatively further fair housing?

FHAM is committed to affirmatively furthering fair housing and implementing an AFFH plan that works to address and overcome the impediments to fair housing choice that exist in Marin County. Through its proposed project, FHAM will address its obligation to affirmatively further fair housing by operating a full-service fair housing center experienced in fair housing counseling, investigation and enforcement activities, loan modification and mortgage rescue intervention, and fair housing and fair lending education and outreach.

In addition, FHAM has much to offer the county with regard to expertise in matters relating to Marin County’s Voluntary Compliance Agreement and HUD’s existing national mandate that jurisdictions receiving federal funds must Affirmatively Further Fair Housing (AFFH). FHAM can assist policymakers to better understand their obligations under the new community redevelopment initiative aimed at promoting diverse, inclusive communities and overcoming the negative effects of segregation which began with a regulation issued by the Department of Housing and Urban Development (“HUD”) in July 2015 but which may be re-issued under the current administration. FHAM can offer guidance to municipalities and affordable housing providers as policies change; FHAM’s Executive Director is part of a national AFFH Working Group. AFFH has historically been the focus of much of FHAM’s work; FHAM has presented an annual AFFH conference since 2015 to bring together advocates, policymakers, and community members to address how the county can address AFFH, including the nexus between fair housing, affordable housing, health, education, transportation, and employment. FHAM can offer information on the status of AFFH implementation and offer up-to-date guidance on the requirement of the Assessment of Fair Housing, or Analysis of Impediments, whichever is required of

HUD in the coming years. The Executive Director is continuing to serve on the county’s Assessment of Fair Housing Steering Committee during the coming year.

Virtually all of the agency’s clients are among the protected classes, as that is an eligibility requirement to receive fair housing counseling services. Each individual seeking our services goes through intake to determine if they are members of a protected class and whether they have a fair housing issue; their case is assessed for the best approach based on the client’s desired outcome, whether the alleged fair housing violation can be corroborated through testing and other factors. Counselors advise clients of their options for seeking redress, which may include investigations and intervention/mediation, administrative complaints, or lawsuits. Therefore, members of protected classes are informed of their rights under federal, state, and local fair housing law, and agency staff attorneys and housing counselors represent protected class clients as needed throughout mediations, intervention, and/or the administrative complaint process or lawsuits. In some cases, FHAM files an administrative complaint or lawsuit in order to change discriminatory policies of housing providers and effect change for protected classes. In addition, FHAM provides fair housing education to housing providers so they will understand their obligation to follow fair housing law and treat members of protected classes fairly; service providers for better referrals; and the community so that members of protected classes can better assert their fair housing rights and help disseminate this information to others. (Please also see “**ADDENDUM: AFFH Detail,**” below.)

10. 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 intake, counseling, education and outreach to monolingual Spanish speakers; in addition, we have a staff member who is bilingual in Chinese and another in Portuguese.
- 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. Legal Aid of Marin, the Asian Advocacy Project, Canal Alliance, ISOJI, MCIL, Sparkpoint, the District Attorney’s Office, Office of Education, and the Marin Housing Authority.

(See also section under #7 above.)

11. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? (Use the income level table found in the Application Guidelines document):

Moderate-Income	6%
Low-Income	32%
Very Low-Income	16%
Extremely Low-Income	62%

12. Estimate the demographics of the moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project:

Ethnic Category	Total Persons	Identifying as Hispanic
American Indian or Alaskan Native	.5%	.3%
Asian	3%	0%
Black or African American	14%	.3%
Native Hawaiian or other Pacific Islander	.5%	0%
White	74%	21%
American Indian <i>and</i> White	1%	0%
Asian <i>and</i> White	2%	.3%
Black <i>and</i> White	1%	.3%
American Indian <i>and</i> Black	0%	0%
Multi-Racial	4%	4%
TOTAL	100%	
Female-Headed Households (out of	55%	18%

PROJECT MANAGEMENT & FINANCIAL DATA

13. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.

During FY2017-18, FHANC counseled 453 tenants and homeowners in Marin County, screening clients for fair housing issues and providing appropriate referrals for clients who did not allege discrimination or have a disability-related need in their housing or were out of FHANC’s service area. Of the households counseled, 251 alleged discrimination and were referred to an attorney or bilingual housing counselor for further assistance (e.g. receiving information on fair housing laws, interventions with housing providers requesting relief from discriminatory behavior, making 42 reasonable accommodation requests on behalf of disabled tenants, 8 referrals to HUD/DFEH and representation in administrative complaints). Though the complaints FHANC received were on every federal and protected basis, the fair housing administrative complaints filed with the Dept. of HUD or the California Department of Fair Housing and Equal Opportunity alleged discrimination on the basis of disability, race, national origin, gender, and familial status.

FHANC also conducted systemic race discrimination investigations as well as complaint-based testing, with testing for race, national origin, disability, gender, and familial status discrimination.

FHANC monitored Craigslist for discriminatory advertising, with the additional recently added protection for individuals using housing subsidies in unincorporated parts of Marin. FHANC notified 77 housing providers in Marin during the year regarding discriminatory language in their advertisements.

FHANC engaged in education and outreach efforts to reach individuals most likely to be victims of discrimination and least likely to contact FHANC, through fair housing training to housing providers (including MHA) coordinating with service providers, placing fair housing ads, and distributing literature. FHANC also conducted pre-purchase education events in Spanish and in English in collaboration with Marin Housing Authority to promote homeownership to low-income residents, covering topics such as preparing to buy a home, taking steps to homeownership, obtaining a loan, affordable housing programs, and predatory lending.

FHANC hosted the 2018 School Education Programs that included the Storyteller program (“The Colors of Diversity”), the Fair Housing Poster Contest, and a new program, the Poetry Contest, to celebrate diversity and promote respect in our schools and neighborhoods.

FHANC staff have undertaken advocacy and numerous activities to AFFH such as participating on the County’s AFH Steering Committee, supporting the passage of anti-discrimination ordinances for tenants with housing subsidies in Novato and Fairfax and a Just Cause Eviction ordinance in the county (through letter-writing, presentations, social media, and public comment).

Additionally, FHANC produced and hosted an all-day Fair Housing Conference during Fair Housing Month to commemorate the passage of the Fair Housing Act 50 years ago: “Past Accomplishments, Future Challenges.”

14. If your agency has remaining CDBG/HOME funds previously approved, please describe timeline for expending 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 2018-19, though we have not been able to draw down funds because we just received our executed contract last week.

15. Describe your organizations experience with administering federal grant programs? For Housing and Capital (construction and renovation) 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 decades, 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.

FHAM does not employ construction workers; Davis-Bacon does not apply to FHAM’s employees/contractors.

16. Describe who will supervise and manage the project and their past experience with project management.

FHAM’s Executive Director, Caroline Peattie, with over 30 years fair housing experience and project management in Marin since 2002, provides overall grant supervision as well as ongoing work with and in the county to affirmatively further fair housing. Supervising Attorney, Casey Epp, with 6 years fair housing experience and project manager on CDBG grants, supervises the housing counseling team and conducts fair housing training for the housing industry with assistance from other staff. Bilingual Education Director, Adriana Ames, with 24 years fair housing experience and project manager on multiple grants, supervises education and

outreach activities and organizes fair housing trainings and events and conducts pre-purchase counseling/education.

17) For Housing and Capital (construction and renovation) projects, list any entitlements, approvals, or authorizations that are necessary for the project to proceed.

N/A

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

N/A

19) For HOME Projects are you a CHDO?

N/A

20) For Housing and Capital (construction and renovation) projects, what is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them.

N/A

21) Please sign and date your application below:

Caroline Peattie

11/13/18

Caroline Peattie, Executive Director

Date

ADDENDUM: AFFH Detail

QUESTION #9: Furthering Marin's Fair Housing Goals: AFFH Detail

FHAM conducted the 2010 Analysis of Impediments to Fair Housing Choice for Marin County. With this project, FHAM plans to address impediments to housing choice by engaging in the following activities:

- FHAM will maintain an accessible office where residents can come to obtain fair housing and equal opportunity materials and participate in fair housing educational activities, as well as report and file complaints of suspected or perceived housing discrimination.
- FHAM will maintain its website and ensure that it details the advocacy, programs, counseling and complaint intake services offered to residents by FHAM.
- FHAM will utilize its Spanish language materials in the provision of all fair housing education/outreach services within the county, and offer interpretative services to non-English speaking individuals who contact FHAM seeking assistance.
- FHAM will advertise, promote, and solicit responses from participants regarding the need for ASL and foreign language interpretation services in the provision of all fair housing education/outreach and enforcement services, and make ASL and foreign language interpretation services available at all events where prospective participants indicate a need for the interpretation services at least five days in advance of the event.
- FHAM will continue to implement its fair housing education and outreach program.
- FHAM will serve as an advocate and educational resource to local elected officials and municipal staff at all levels about the obligations of recipients of federal funds to affirmatively further fair housing.
- FHAM will make its staff available for guest speaker appearances on radio/television talk and feature programs, at conferences and workshops, when requested, and will disseminate fair housing literature through various methods as appropriate.
- FHAM will continue to monitor online housing advertisements and provide education and advocacy that discourages discriminatory advertising and statements practices in all forms.
- FHAM will counsel complainants who have encountered illegal discrimination of options available and provide assistance to complainants in filing administrative complaints as well as lawsuits, as appropriate.
- FHAM will maintain its testing program in the County, doing testing upon complaint and in audits for housing discrimination. FHAM will be an organizational complainant and initiate administrative complaints and/or lawsuits as appropriate, based upon testing evidence obtained.
- FHAM will be a proactive advocate for the effective enforcement and utilization of the federal Fair Housing Amendments Act, the California Fair Employment and Housing Act, and HUD Guidelines and Recommendations that exist to discourage and eliminate housing discrimination based on any protected class.
- FHAM will counsel homeowners and loan applicants who may have experienced lending discrimination in violation of the Fair Housing Amendments Act, and provide foreclosure prevention intervention services to residents at risk of foreclosure or who are facing the loss of their primary residence due to imminent foreclosure when appropriate, as resources allow.

- FHAM will provide pre-purchase counseling/education to homebuyers so they can better identify fair lending violations and avoid predatory loans, as resources allow.

The above activities will help to overcome impediments to fair housing choice by protecting people in protected classes from discrimination in the housing market, increasing housing stability by fair housing advocacy and education for people from protected classes, and expanding housing options available to families by helping to ensure open, diverse, and equitable communities through continued outreach and enforcement.

Project Budget Template

Organization Name: Fair Housing Advocates of Northern California
Project Title: Fair Housing Counseling & Education

Date: Prepared 11/14/18

Grant Period: 7/1/19 - 6/30/20

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<i>Committed</i>				
Foundations:				-
Government:				-
HUD/Fair Housing Initiatives Program - Enforcement		75,000		75,000
Corporations:				-
Individual Contributions:				-
(list total):				-
Earned Income:				-
Other (specify):				-
Subtotal, Committed Income	-	75,000	-	75,000
<i>Uncommitted</i>				
Other (specify):				-
Federal Grants Request				-
Marin County CDBG	75,000			75,000
Other Foundations:				-
Marin Community Foundation		50,000		50,000
Wells Fargo Foundation		10,000		10,000
Government:				-
HUD/Fair Housing Initiatives Program - Education		31,250		31,250
HUD/Fair Housing Initiatives Program - Enforcement		25,000		25,000
Corporations:				-
Individual Contributions:				-
Subtotal, Uncommitted Income	75,000	116,250	-	191,250
Other				-
Earned Income:				-
Subtotal, Earned Income		-		-
Grand Total Income	75,000	191,250	-	266,250

EXPENSES	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Executive Director (% FTE: <u> .15 </u>)	14,250	36,340		50,590
Investigations Coordinator/Staff Attorney (% FTE: <u> .10 </u>)	6,120	15,605		21,725
Intake Coordinator (% FTE: <u> .12 </u>)	5,770	14,715		20,485
Education Director (% FTE: <u> .06 </u>)	4,690	11,960		16,650

Staff Attorney (% FTE: .07___)	4,050	10,330		14,380
Staff Attorney (% FTE: .07___)	4,020	10,250		14,270
Investigations Coordinator/Bilingual Housing Counselor (% FTE: .07___)	2,630	6,705		9,335
Supervising Attorney (% FTE: .02___)	1,270	3,235		4,505
Benefits (@ %: .23___)	9,844	25,102		34,946
Subtotal Salaries and Benefits	52,644	134,242	-	186,886
Contracted Services				
Professional Fees (Bookkeeper/I.T. Support)	1,600	4,080		5,680
				-
Subtotal Contracted Services	1,600	4,080	-	5,680
Direct Project Related Expenses				
Occupancy (Rent, Utilities, Maintenance)	5,100	13,010		18,110
Equipment (Telephone / Copier)	650	1,650		2,300
Marketing / Advertising	450	1,150		1,600
Travel	174	443		617
Subtotal, Direct Project Related Expenses	6,374	16,253	-	22,627
Indirect Expense (specify % in column A below)				
ICR = 27.32%	14,382	36,675		51,057
Fiscal Sponsorship Fee (specify % in column A below)				
				-
Grand Total All Expenses	75,000	191,250	-	266,250

Fair Housing Advocates of Northern California

Budget

7-1-18 to 6-30-19

Income

PFI Revenue	#REF!
HUD PEI	#REF!
HUD EOI	#REF!
HUD Housing Counseling	#REF!
Marin Co-Dispute Res	#REF!
Marin Co-CDBG	#REF!
Other Marin Co-Judy Arnold	#REF!
KYHC	#REF!
Fairfield	#REF!
Santa Rosa	#REF!
Contract Revenue-HAP	#REF!
Contract Revenue-CAG/LAM	#REF!
Contract Revenue-Sonoma	#REF!
Contract Revenue-Vallejo	#REF!
Corp Grants-Union Bank	#REF!
Corp Grants-Bank of the West	#REF!
Corp Grants-Marin Comm Found	#REF!
Corp Grants-Wells Fargo	#REF!
Settlement income	#REF!
Seminar income	#REF!
Individ. Contributions	#REF!
Board Contributions	#REF!
Special Event - Sponsorships	#REF!
Interest/Dividend Income	#REF!
	#REF!

Total Income:	#REF!
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Expenses

Advertising	#REF!
Accounting Services	#REF!
Bookkeeping	#REF!
Computer Services	#REF!
Postage Machine Lease	#REF!
Copier Machine Lease	#REF!
Equip Purch/Maint	#REF!
Indep. contractor	#REF!
Insurance	#REF!
Interpreters	#REF!
Merchant fees	#REF!
Misc: Board Meetings	#REF!
Misc: Food and Cards	#REF!
Misc: Other	#REF!
Postage	#REF!
Postering	#REF!
Printing/Photocopies	#REF!
Program subcontractors	#REF!
Property maint/janitorial	#REF!

Rent	#REF!
Seminars	#REF!
Special Event	#REF!
Staff develop; licenses/fees	#REF!
Supplies	#REF!
Telephone/Internet	#REF!
Tester Training	#REF!
Tester Practice Tests	#REF!
Tester Wages	#REF!
Tester P/R Tax	#REF!
Tester Background Cks	#REF!
Tester Travel and Reimb	#REF!
Travel	#REF!
Utilities	#REF!
HUD Spons Training	#REF!
Payroll Taxes	#REF!
Benefits	#REF!
Wages	#REF!
Total Expense	#REF!
<hr/>	
Total Net Income/(Loss):	#REF!
<hr/>	



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center
Financial Management Portfolio
Cost Allocation Services

1301 Young Street, Room 732
Dallas, TX 75202
PHONE: (214) 767-3261
FAX: (214) 767-3264
EMAIL: CAS-Dallas@psc.hhs.gov

April 12, 2018

Ms. Caroline Peattie, Executive Director
Fair Housing Advocates of Northern California
1314 Lincoln Avenue
San Rafael, CA 94901

Dear Ms. Peattie:

A copy of an Indirect Cost Rate Agreement is being e-mailed to you for signature. This agreement is issued on behalf of your organization's cognizant agency, Department of Housing and Urban Development. It reflects rate (s), as stated in our e-mail to you dated April 12, 2018, that may be used to support your claim for indirect costs on grants and contracts with the Federal Government.

Please have the agreement signed by an authorized representative of your organization and e-mail it to me, retaining a copy for your files. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use.

An indirect cost proposal, together with the supporting information, is required to substantiate your claim for indirect costs under grants and contracts awarded by the Federal Government. Thus, your next proposal based on actual costs for the fiscal year ending 6/30/18 is due December 31, 2018 to:

Department of Housing and Urban Development
Attn: Norweater Mitchell
451 7th Street, SW
Room 5218
Washington, DC 20410
(202) 402-3146
norweater.a.mitchell@hud.gov

Thank you for your cooperation. Should you have any questions, please contact Pamela Page at (214) 767-6505.

Sincerely,

Darryl W. Mayes

-S

Darryl Mayes
Deputy Director
Cost Allocation Services

Digitally signed by Darryl W. Mayes, S
DN: cn=Darryl W. Mayes, o=U.S. Government, ou=HHS, ou=OSC,
email=Darryl.W.Mayes@psc.hhs.gov
Date: 2018.04.12 14:09:00 -0500

Enclosure

NONPROFIT RATE AGREEMENT

EIN: DATE:04/12/2018
ORGANIZATION: FILING REF.: The preceding
Fair Housing Advocates of Northern agreement was dated
California 09/07/2017
(formerly Fair Housing of Marin)
1314 Lincoln Ave.
San Rafael, CA 94901

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

SECTION I: INDIRECT COST RATES

RATE TYPES: FIXED FINAL PROV. (PROVISIONAL) PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FINAL	07/01/2016	06/30/2017	27.32	All	All Programs
PROV.	07/01/2017	06/30/2019	27.32	All	All Programs

*BASE

Direct salaries and wages including all fringe benefits.

ORGANIZATION: Fair Housing Advocates of Northern California
(formerly Fair Housing of Marin)
AGREEMENT DATE: 4/12/2018

SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

DEFINITION OF EQUIPMENT

Equipment is defined as tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$750 or more per unit.

The following fringe benefits are treated as direct costs:
FICA, WORKERS COMPENSATION, UNEMPLOYMENT INSURANCE, AND HEALTH/DENTAL/LIFE INSURANCE.

NEXT PROPOSAL DUE DATE

An indirect cost proposal based on actual costs for fiscal year ending 06/30/18 will be due no later than 12/31/18.

This Rate Agreement is issued in accordance with the Customer Service Agreement (CSA) between DHHS/CAS and HUD.

ORGANIZATION: Fair Housing Advocates of Northern California
(formerly Fair Housing of Marin)

AGREEMENT DATE: 4/12/2018

SECTION III: GENERAL

A. LIMITATIONS:

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

B. ACCOUNTING CHANGES:

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

C. FIXED RATES:

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

D. USE BY OTHER FEDERAL AGENCIES:

The rates in this Agreement were approved in accordance with the authority in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200), and should be applied to grants, contracts and other agreements covered by 2 CFR 200, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

E. OTHER:

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Fair Housing Advocates of Northern California (formerly Fair Housing of Marin)

(INSTITUTION)

Caroline Peattie

(SIGNATURE)

Caroline Peattie

(NAME)

Executive Director

(TITLE)

6/26/18

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

Darryl W. Mayes - S

Digitally signed by Darryl W. Mayes - S
DN: c=US, ou=U.S. Government, ou=HHS, ou=PSC,
ou=People, o=92342-19200300.100.1.1=2000131669,
cn=Darryl W. Mayes - S
Date: 2018.04.16 09:38:13 -0400

(SIGNATURE)

for Arif Karim

(NAME)

Director, Cost Allocation Services

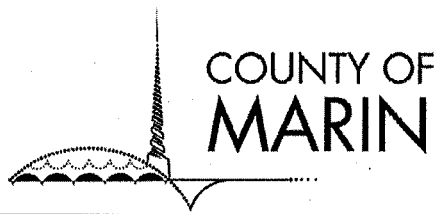
(TITLE)

4/12/2018

(DATE) 2937

HHS REPRESENTATIVE: Pamela Page

Telephone: (214) 767-3261



2019/20 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services	X	CDBG Public Facilities/Improvements	
CDBG Housing Construction/Acquisition		HOME Housing Construction/Acquisition	
CDBG Housing Rehabilitation		HOME Housing Rehabilitation	

2. Organization (Fiscal Sponsor) General Information:

ORGANIZATION/AGENCY NAME	Family & Children's Law Center
MAILING ADDRESS	1401 Los Gamos Drive, Suite 200
WEBSITE	www.faclc.org
ORGANIZATION DUNS#	794012922
EXECUTIVE DIRECTOR/CEO	Kristine Fowler Cirby
EMAIL ADDRESS	kcirby@faclc.org
PHONE	415-492-9230

3. Project General Information:

PROGRAM/PROJECT NAME	Domestic Violence Legal Services for Low Income Families
PROGRAM/PROJECT SITE ADDRESS	1401 Los Gamos Drive, Suite 200, San Rafael, CA 94903
CDBG/HOME FUNDING AMOUNT REQUESTED	\$ 12,500
APPLICATION CONTACT PERSON	Shawna Hoch
E-MAIL ADDRESS	shoch@faclc.org
PHONE	415-492-9230

4. **Planning Areas Served:** Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato	San Rafael	County Other	Total
34%	45%	21%	100%

5. **What prior years have you been funded by CDBG/HOME**

Year Funded	2017/2018	2015/2016	2014/2015
Grant Amount	\$10,000	\$14,770	\$13,990
Amount Expended	\$10,000	\$14,770	\$13,990

6. **Organizational Overview:** Provide a brief description of your organization including mission, programs, number of clients served, etc.:

The Family & Children's Law Center (FACLC) enables children and families to enjoy a more successful future by helping them to navigate the legal system. We provide high-quality, low-cost legal services to children and families on matters ranging from domestic violence to child custody and support. We are advocates for the needs and rights of children and serve all forms of families.

FACLC has a history that mirrors the growth and development of Marin County. It was born from the spirit of our diverse community members and has grown and flourished because of their commitment to our mission.

At the time of its inception, our organization was named the Family Law Center and was our response to the issues presented by the Marin County Women's Commission. In 2003, we reassessed our community and decided to broaden our scope. Because of our dedication to helping low-income families navigate the legal system, and our increasing focus and support of children, we changed our name to The Family & Children's Law Center, which reflects the services we provide today.

We serve low income residents of Marin County who are unable to afford the services of a private attorney. In our 33-year history, we have served thousands of clients. In 2017, FACLC served 1,545 clients, almost 1,000 of whom received full legal representation; in the first half of 2018, FACLC served 800 clients, with 665 receiving full legal representation. Ninety-five percent of clients are very-low or low-income; seventy percent are women. FACLC is the only legal services organization that will help a victim of domestic violence obtain a restraining order, regardless of income or ability to pay. We prepare the paperwork to obtain a temporary restraining order, and will accompany her or him to court for the "permanent" restraining order hearing.

In our thirty three year history in Marin we have helped thousands of low-income families and children navigate the legal system. Our seasoned, full time attorneys provide high-quality, low-cost legal services in matters ranging from divorce and domestic violence to child custody and support. Our 96% satisfaction rate is a testament to the commitment we have to serving the families of the county.

We understand how traumatic a family crisis can be and our approach is designed to make the process simple and clear to give our clients the peace of mind they need.

Over the past three years, in partnership with Canal Alliance, FACLC has provided specialized family law services required for pursuit of Special Immigrant Juvenile Status (SIJS) to 175 unaccompanied minors, and expects to serve 75 more SIJS-eligible youth in 2018. FACLC is one of four local organizations that has elected to participate in MCF's new strategy to expand the provision of immigration legal resources in Marin, and has been designated DOJ Recognized Organization for immigration legal services. FACLC also has two DOJ Accredited Representatives to complement the services it offers to immigrant clients.

7. **Project Description:** Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.

CDBG funding is intended to help FACLC support 60 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 victims who have been threatened or 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.

8. **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>

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

This project does not directly resolve fair housing issues.

10. 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, North Marin Community Services and Canal Alliance.

11. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? (Use the income level table found in the Application Guidelines document):

Moderate-Income	
Low-Income	3
Very Low-Income	9
Extremely Low-Income	38

12. Estimate the demographics of the moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project:

Ethnic Category	Total Persons	Identifying as Hispanic
American Indian or Alaskan Native	1 %	%
Asian	3 %	%
Black or African American	3 %	%
Native Hawaiian or other Pacific Islander	0 %	%
White	86 %	50 %
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	7 %	%
TOTAL	100%	
Female-Headed Households (out of above total)	70 %	%

PROJECT MANAGEMENT & FINANCIAL DATA

13. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.

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 2017-18 was to provide 1500 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, 95% of our clients reported feeling they were better prepared for court, and 96% 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

14. If your agency has remaining CDBG/HOME funds previously approved, please describe timeline for expending fund balance:

There are no funds remaining

15. Describe your organizations experience with administering federal grant programs?

For Housing and Capital (construction and renovation) 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.

16. Describe who will supervise and manage the project and their past experience with project management.

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.

17. For Housing and Capital (construction and renovation) projects, list any entitlements, approvals, or authorizations that are necessary for the project to proceed.

Not Applicable

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

Not Applicable

19. For HOME Projects are you a CHDO?

Not Applicable

Project Budget Template

Organization Name: Family & Children's Law Center

Project Title: Domestic Violence Services for Low Income Families

Date: 11/14/2018

INCOME:	Federal Grants Request	Other Funding Sources	In Kind
<i>Committed</i>			
Foundations:			
Marin Community Foundation		5000	
<i>(Add rows)</i>			
Government:			
Marin DA Contract -OJP		28,275	
Corporations:			
<i>(Add rows)</i>			
Individual Contributions: (list total):			
Earned Income:			
<i>(Add rows)</i>			
Other (specify):			
Volunteer Attorneys			
75 hours @ \$100			
		33275	0
Subtotal, Committed Income			
<i>Uncommitted</i>			
Other (specify):			
Federal Grants Request	12,500		
Other Foundations:			
<i>(Add rows to list other Foundations)</i>			
Government:			
<i>(Add rows to list other Government agencies)</i>			
Corporations:			
<i>(Add rows to list other corporations)</i>			
Individual Contributions:		2000	
Subtotal, Uncommitted Income		2000	0
Other			
Earned Income:			
Attorney Fee Awards		2500	

<i>(Add rows)</i>				
Subtotal, Earned Income			2500	
Grand Total Income	12500		37775	0

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind
Personnel Expenses			
Executive Director 1.0%FTE		7500	
Administrative Director 1.0%FTE		2000	
Senior Attorney 1.0%FTE	7,650	2000	
Bilingual Attorney 0.50% FTE	2,600	2500	
DOJ rep/Legal Assistant 1.0% FTE	2,000	2500	
Receptionist 1.0% FTE		1500	
Payroll Taxes		2,945	
Benefits (@ %: _____)			
Subtotal Salaries and Benefits	12,250	20945	0
Contracted Services			
Professional Fees			
Project Consultant			
<i>(Add rows to list other contracted expenses)</i>			
Subtotal Contracted Services	0	0	0
Direct Project Related Expenses			
Accounting		950	
Bank Charges		510	
Conferences/MCLE		400	
Dues/Subscriptions		1200	
Fundraising		800	
Insurance	150	1500	
Miscellaneous		60	
Office Equipment		600	
Postage		560	
Printing/copying	100	1000	
Rent		7,500	
phone/Internet		550	
Supplies		1200	
Subtotal, Direct Project Related Expenses	250	16830	0
Indirect Expense (specify % in column A below)			
Fiscal Sponsorship Fee (specify % in column A below)			

<i>Grand Total All Expenses</i>	12,500	22145	0
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Family Children's Law Center
Agency Budget 2019

INCOME		EXPENSES	
Government		Personnel Expenses	
Marin DA Contract -OJP	\$28,275	Executive Director 1.0%FTE	\$97,439
CDBG	\$10,000	Administrative Director 1.0%FTE	\$55,968
Marin County	\$20,000	Senior Attorney 1.0%FTE	\$76,587
Earned Income - Fees for Service		Bilingual Attorney 0.50% FTE	\$36,400
Client fees – Immigration	\$165,000	DOJ rep/Legal Assistant 1.0% FTE	\$42,900
Client Fees immigration	\$30,000	Receptionist 1.0% FTE	\$39,000
Attorney fee Awards	\$10,000	Payroll Taxes	\$27,600
Grants - Foundation		Fringe Benefits @ 18%	\$69,000
MCF	\$100,000	Grant Writer \$75/hr	\$2,500
MCF Immigration	\$16,250	Accounting	\$9,500
ACFLS	\$10,000	Bank Charges	\$5,100
Van Loben Sels	\$15,000	Conferences/MCLE	\$300
New Americans Campaign-Marin	\$16,000	Dues/Subscriptions	\$7,570
Get Ready Bay Area	\$1,500	Fundraising	\$8,000
AAML	\$1,500	Insurance	\$7,500
Maisin	\$15,000	Office Equipment	\$4,800
other new grants	\$57,350	Postage	\$5,600
Wells Fargo	\$5,000	Printing/copying	\$4,900
Private Support		Rent	\$64,068
Individual Contributions	\$40,000	phone/Internet	\$4,800
Private Support - Events	\$40,000	Supplies	\$9,400
TOTAL INCOME	\$580,875	TOTAL EXPENSES	\$578,932



2019/20 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services	X	CDBG Public Facilities/Improvements	
CDBG Housing Construction/Acquisition		HOME Housing Construction/Acquisition	
CDBG Housing Rehabilitation		HOME Housing Rehabilitation	

2. Organization (Fiscal Sponsor) General Information:

ORGANIZATION/AGENCY NAME	Legal Aid of Marin
MAILING ADDRESS	1401 Los Gamos Drive, Suite 101, San Rafael CA 94903
WEBSITE	www.legalaidmarin.org, www.marinprobononetwork.org
ORGANIZATION DUNS#	94-1419330
EXECUTIVE DIRECTOR/CEO	Stephanie Haffner, Executive Director
EMAIL ADDRESS	shaffner@legalaidmarin.org
PHONE	415 492-0230, ext 108

3. Project General Information:

PROGRAM/PROJECT NAME	Legal Aid of Marin Eviction Defense Program
PROGRAM/PROJECT SITE ADDRESS	1401 Los Gamos Drive, Suite 101, San Rafael CA 94903
CDBG/HOME FUNDING AMOUNT REQUESTED	\$ 30,000
APPLICATION CONTACT PERSON	Stephanie Haffner
E-MAIL ADDRESS	shaffner@legalaidmarin.org
PHONE	415 492-0230, ext. 108

4. **Planning Areas Served:** Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato	San Rafael	County Other	Total
20%	50%	30%	100%

5. **What prior years have you been funded by CDBG/HOME**

Year Funded	n/a (in recent memory)		
Grant Amount			
Amount Expended			

6. **Organizational Overview:** Provide a brief description of your organization including mission, programs, number of clients served, etc.:

Legal Aid of Marin's mission is to provide access to the civil justice system to low-income, vulnerable and otherwise underserved residents of Marin County. We strive for practical solutions to client problems through quality legal service. Formed in 1958, Legal Aid of Marin provides low income residents in Marin County with direct representation, pro per assistance, pro bono services, outreach, policy advocacy and serves their interests through impact litigation. Our work with Marin County seniors and low-income residents improves social justice, economic equity and opportunity, assures due process and equal protection of the law, and assists in resolving legal disputes. We provide intakes and services in Spanish. Language accessible services are available in additional languages through our network of pro bono volunteers.

Our core programs include: Housing – eviction defense, habitability complaints, tenant education and organizing, security deposit recovery, homelessness prevention. Employment – minimum wage, overtime and break enforcement, employment discrimination, wrongful termination, retaliation, improper payroll deductions. Senior Legal Services – legal services targeted toward seniors, including housing, employment, wills and estates, consumer protection, and protection from financial elder abuse. Pro Bono Network – an innovative collaborative founded by Canal Alliance and Legal Aid of Marin that shares resources and staff in order to provide high-quality volunteer opportunities to pro bono lawyers, and in turn increase the amount of legal services representation available to low-income clients in Marin. Marin Community Court – a restorative justice court that allows Marin residents to eliminate fees for poverty-related civil infractions such as camping, jaywalking, and parking tickets. Consumer/Debt Law – unfair debt collection, consumer fraud, unfair business practices, insurance claims, claims of exemption, financial elder abuse.

In 2018, Legal Aid of Marin will close an estimated 1,100 cases representing over 2,000 household members. The estimated share of major subject areas for our closed cases will include: housing (35%); employment (10%); individual rights (community court) cases (31%); wills and estates (8%); family law (3%); consumer law (4%); torts, health care, income maintenance, and other areas (10%).

7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.

Marin County's rental crisis has continued to escalate. Housing cases, primarily, if not exclusively, involving landlord-tenant disputes, represent approximately 35% of the case work LAM staff members handle. Among other matters, LAM staff assist clients with preserving Marin's scarce supply of low-cost housing, addressing management problems in low-cost housing, securing needed repairs to poor housing conditions, and heading off unlawful and retaliatory rent increases and evictions. Each time someone loses the struggle against eviction and becomes homeless or is forced to leave Marin County, the community loses the dignity and diversity that gives it its spirit. By providing eviction defense services, LAM helps ensure that low-income people in the community meet this most basic need and are able to stay in Marin County.

The housing crisis in Marin and the need to keep families in their homes continues to be a highest priority. Over a third of the cases accepted last year were landlord/tenant and housing matters. Each Tuesday and Thursday morning at 9:00 a.m. LAM holds walk-in clinics to assist those facing eviction. Every other Thursday afternoon LAM coordinates a "Mandatory Settlement Conference" for the Marin Superior Court to assist Tenants and Landlords with the opportunity to work out a settlement just before they would go to trial. With limited (though recently improved) renter protections in Marin and the lack of affordable housing, most times the best option is to negotiate keeping the family in their current location, or ensuring sufficient time to move and protect the family's credit. This program is staffed by pro bono volunteers and part-time LAM staff. In FY2019, we will handle approximately 350 clients through our walk-in clinics and 95 individuals through our Mandatory Settlement Conference clinics.

Additionally, through our partnership with Canal Alliance, LAM conducts bilingual housing outreach efforts three days per month, where we counsel immigrant tenants and often take them on as clients for eviction defense and habitability work. As of January 2019 we will conduct monthly bilingual housing intake at North Marin Community Services in Novato as well. In FY2019, we will handle approximately 50 clients through our outreach efforts at Canal Alliance and North Marin Community Services.

Finally, the project also will serve Marin seniors. Historically, 40% of Legal Aid of Marin housing clients are seniors who, like our Black and immigrant clients (many of whom also are seniors), struggle to stay in the County that they call home.

8. 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>
X	<i>Activities which aid in the prevention or elimination of slums or blight.</i>

9. How will this project Affirmatively Further Fair Housing?

The project will affirmatively further fair housing by improving and protecting housing access for members of protected classes in Marin, including immigrants, African-American residents, persons with disabilities, and families with children. It will affirmatively help diverse individuals to live in Marin. Approximately one third of housing clients served will be Latino, and approximately one quarter of clients served will be monolingual Spanish speakers. Approximately 10% or more of clients served will be African American. County-wide, 16% of the County's population are Latino, and 3% are African American. (Source: U.S. Census, QuickFacts, Marin County, California). Black and Latino Marin residents are far more likely to be renters than homeowners. Marin's Black and Latino populations are disproportionately poor. Marin County's Black population experiences poverty at a rate of 28%, and its Latino population experiences poverty at a rate of 21% - whereas just 5.5% of its White population experiences poverty. (Source: racecounts.org). 72% and 74% of Black and Latino households rent, respectively, versus just 33% of White households. (Source: County of Marin, Assessment of Fair Housing Update to the Board of Supervisors, June 12, 2018.) Protecting low-income tenants protects Marin's diversity and thereby affirmatively furthers fair housing. The project also will affirmatively further fair housing by protecting families with children and persons with disabilities living in Marin – 36% and 29% of housing clients served historically.

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

LAM reaches over 1000 individual clients each year and conducts outreach at various locations throughout the County, including through reaching out to conduct intake in the predominately Latino immigrant Canal neighborhood of San Rafael, through reaching out to meet regularly with public housing tenants in Marin City, home to many County African American residents, and through regularly scheduled intake sessions at North Marin Community Services in Novato, a location that many low-income families turn to for support. We will conduct approximately 50 community-based, bilingual housing intake sessions at Canal Alliance and North Marin Community services in Novato, and at least five community-based meetings with tenants in Marin City. We also make regular community presentations at locations throughout the County, and expect to reach at least 200 low-income renters, seniors, families with children, immigrants, and persons with disabilities, through these activities. Three quarters of Legal Aid of Marin staff speak Spanish at least proficiently, and half of our staff are bilingual/bicultural in English and Spanish. These outreach activities and capacities allow Legal Aid of Marin to advertise the project's services and reach out directly to the communities in need of services.

11. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? (Use the income level table found in the Application Guidelines document):

Moderate-Income	minimal
Low-Income	minimal
Very Low-Income	500
Extremely Low-Income	1,500

12. Estimate the demographics of the moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project:

Ethnic Category	Total Persons	Identifying as Hispanic
American Indian or Alaskan Native	1 %	%
Asian	2 %	%
Black or African American	14 %	3 %
Native Hawaiian or other Pacific Islander	%	%
White	79 %	30 %
American Indian <i>and</i> White	%	%
Asian <i>and</i> White	%	%
Black <i>and</i> White	%	%
American Indian <i>and</i> Black	%	%
Multi-Racial	4 %	%
TOTAL	100%	
Female-Headed Households (out of above total)	62 %	62 %

PROJECT MANAGEMENT & FINANCIAL DATA

13. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.

Not applicable

14. If your agency has remaining CDBG/HOME funds previously approved, please describe timeline for expending fund balance:

Not applicable

**15. Describe your organizations experience with administering federal grant programs?
For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements?**

LAM annually receives and manages \$25,000 in federal Area Agency on Aging funds, administered by the County of Marin, for legal services to Marin seniors. We report expenditures and services delivered monthly.

16. Describe who will supervise and manage the project and their past experience with project management.

The project will be overseen by David Levin, Managing Attorney, and Stephanie Haffner, Executive Director.

David Levin oversees all legal work for Legal Aid of Marin and is also LAM's lead housing attorney, and has overseen all LAM legal projects for the past four years. Prior to joining LAM, he oversaw the federally funded FHIP fair housing program at Bay Area Legal Aid. He began his law practice at the law firm of Morrison and Foerster, and has over 20 years of legal experience.

Stephanie Haffner has a 15-plus year background in housing law advocacy, and as Executive Director is responsible for all aspects of Legal Aid of Marin's operations. She is a graduate of UC Berkeley Law School and possesses over 20 years of progressively responsible experience in California civil legal services. Her project management experience includes directing major cases and impact litigation at Western Center on Law & Poverty (1 year as litigation director, 6 years as senior litigator for major cases and impact litigation); and supervising all housing and consumer advocacy, with a staff of 5 to 15 people at various times, at Neighborhood Legal Services of Los Angeles County (5 years).

17. For Housing and Capital (construction and renovation) projects, list any entitlements, approvals, or authorizations that are necessary for the project to proceed.

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

19. For HOME Projects are you a CHDO?

20. For Housing and Capital (construction and renovation) projects, what is your 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	

21. Please sign and date your application below:



 Signature/Title



 Date

Required Attachments:

- A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

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 Friday, November 16, 2018 by 5 p.m. PST
POSTMARKS WILL NOT BE ACCEPTED**

Legal Aid of Marin
DRAFT 2019 Budget Approved 9/27/2018 by LAM Finance Committee

	2018 Budget	2018 Status	2019 Budget (DRAFT)	2019 Status	Increase / (Decrease)	Notes
Unrestricted Income						
Individual contributions	\$ 125,000	Pending	\$ 140,000	Pending	\$ 15,000	Board target for fall appeal, to be kicked off with open house
Client/Other Donations	15,000	Pending	15,000		-	
Division of Aging	25,000	Committed	25,000	Committed	-	
Attorney Fees/Referral Fees	25,000	Committed	25,000	Pending	-	- As of August 2018, \$38,050 was raised in attorney and referral fees
Cy Pres	0		-		-	- Windfall if received (and will direct to reserve). Nothing expected.
Events	120,000	Committed	140,000	Pending	20,000	\$112,100 gross for Jam; \$10,000 gross for Pro Bono Luncheon
Misc. Income	0		-		-	- Zeroed out as no there's no other known source
Subtotal Unrestricted Income	\$ 310,000		\$ 345,000		\$ 35,000	
Grant & Contract Income						
State Bar of CA: IOLTA	\$ 22,810	Committed	\$ 43,610	Committed	\$ 20,800	
State Bar of CA: EAF	37,690	Committed	36,400	Committed	(1,290)	
State Bar: Comm Stabilization	71,437	Committed	71,437	Committed	-	- 3-year grant ends 2019
State Bar: Parnership Grant			80,000	Committed	80,000	
MCF - Op. Support	260,000	Committed	200,000	Pending	(60,000)	
MCF - Marin Pro Bono Network	0		110,000	Pending	110,000	
MCF - Strategic planning/Capacity	0		25,000	Pending	25,000	
Bank of Marin	5,000	Pending	5,000		-	
Lockhart Bequest	0		10,000		10,000	10,000 remains in fund
George Lucas Family Fund	0		5,000		5,000	To explore for 2019
Maisin Foundation	15,000	Committed	-		(15,000)	Awarded 9/2018 for 2018-2019
Bigglesworth Family Foundation	0		15,000		15,000	To explore for 2019. Previously funded us.
San Francisco Foundation	0		15,000		15,000	To explore for 2019. In discussion.
Peter E. Haas Jr. Family Fund	35,000	Committed	35,000	Pending	-	
Peter E. Haas Jr. Family Fund Matching	21,000	Committed			(21,000)	Match for new donors from 2017 fall campaign
Van Loben Sels	25,000	Committed	25,000	Committed	-	- Sept 2018-Aug 2019 grant period
SVB Foundation	5,000	Committed	10,000	Pending	5,000	
VW Lackey Fund	5,000	Committed	5,000		-	- \$15K 3- year donation from MCF donor advised fund
CA Community Foundation	11,591	Committed	-		(11,591)	Balance of funds to be expended through 10/2018
County of Marin	100,000	Pending	30,000	Pending	(70,000)	Presented 8/2018
First 5 Marin	25,000	Pending	25,000	Pending	-	- Estimate. Discussed 9/2018. First 5 does not accept proposals
California Office of Emerg. Svcs*			200,000	Pending	200,000	Proposal in development, due 10/17/2018.
Additional applications TBD			200,000	Pending	200,000	Grant writer has been retained
Subtotal Grant & Contract Income	\$ 639,528		\$ 1,146,447		\$ 506,919	
<i>Less Discount for Uncertainty (25% on Pending Items)</i>	\$ -		\$ (292,500)			25% discount on funds that are not committed
Total Income	\$ 949,528		\$ 1,198,947		\$ 541,919	
Expenses						
Salaries, Taxes and Benefits	\$ 705,232		\$ 864,111		\$ 158,879	If CalOES is granted, budget \$864,111 (two legal staff). If CalOES is not granted, figure is \$719,781.
Audit fees	17,000		19,000		2,000	Lisa Doran CPA, audit and 990 preparation

Consultant (includes accountant)	28,400	47,000	18,600	2019: \$1000/month for accounting, 10,000 for development consultants, 25,000 for strategic planning consultant. 2018: \$700 a month for accounting, development consultant for Jam. Includes contract grant-writing and direct solicitation support. Litigation costs are here; will separate out in 2019.
Litigation costs		5,000	5,000	Recommend a separate line item for litigation expense
Rent	115,372	73,000	(42,372)	
Supplies	5,000	5,000	-	
Telephone	8,500	8,500	-	- Revised figure based on actual to date.
Postage and delivery	5,000	5,000	-	Jam, Annual Report, Fall Appeal - last year \$3000; YTD on track for \$3000)
Printing and copying	8,500	8,500	-	Pro Bono booklet - \$1,166; JAM - \$3,300; Fall Appeal - \$3,000;
Equipment Rent/Maintenance	13,000	30,000	17,000	- Business cards - \$500; LAM and MCC brochures - \$1,000; Stationary - \$1,000
Advertising/Marketing/Web	10,000	10,000	-	Copier lease \$6,360 a yr.; toner and maintenance \$2,212 a yr.;
Local travel	5,000	8,000	3,000	computer upgrades \$5,000; office equip. \$2,000; Pitney Bose \$350 a yr. IT maintenance 1300/mo. in 2019 (previously was in rent)
Meetings	4,000	5,000	1,000	Web maintenance-\$2,500; \$6,000 Software upgrades. Includes Office 365 (70/mo)
Conferences/prof. dev.	5,000	8,000	3,000	Staff/board retreat; intern events
Books & publications	6,000	6,000	-	Trainings for staff
Payroll Processing	4,000	5,000	1,000	
Insurance	9,200	10,000	800	NLADA - Lawyers Prof. Liab.; Management Liab & Omis.; and
Bank Charges	4,000	5,000	1,000	Employment Prac. Liab. \$5,935; General Liability Ins. \$2,587; Bond \$617; Copier Ins. \$25
Online Credit Card Fees	-	-	-	Includes credit card charges
Interest Expense/On-line Fees	-	-	-	- Included in Bank Charges
Membership & Fees	7,000	7,000	-	- Included in Bank Charges
Taxes and Other Expenses	7,500	7,500	-	CA Bar dues, DL, LJ, CV - \$380ea.=\$1,140; Marin Bar dues - \$95x4=\$380; NLADA \$1,850; LAAC \$1,000; Found. Center \$399;
Event Expenses	45,000	45,000	-	Filing Fees \$50; Greater Giving \$800; Tenants Together \$100; CA Employ. Lawyers \$300; \$500 Chamber of Commerce
Contingency	50,000	15,000	(35,000)	- Based on YTD and last year's expenses in this category
Total Expenses	\$ 1,062,704	\$ 1,196,611	\$ 133,907	- Jam, Pro Bono luncheon, Open House (\$5000)
Surplus/(Deficit)	\$ (113,176)	\$ 2,336	\$ 115,512	Projected moving expense of \$40K

Surplus to replenish reserve

Ratio of personnel to total expenses
(Target = 70%)

66%

72%

Project Budget Template

Organization Name: Legal Aid of Marin

Project Title: Protecting Marin Tenants

Date: November 16, 2018

INCOME:	Federal Grants Request	Other Funding Sources	In Kind
Committed			
Foundations:			
(Add rows)			
Government:			
State Bar of California		71437	
(Add rows)			
Corporations:			
(Add rows)			
Individual Contributions: (list total):			
Earned Income:			
(Add rows)			
Other (specify):			
(Add rows)			
Subtotal, Committed Income		71437	0
Uncommitted			
Other (specify):			
Federal Grants Request	30000		
Other Foundations:			
Marin Community Foundation		100000	
(Add rows to list other Foundations)			
Government:			
(Add rows to list other Government agencies)			
Corporations:			
(Add rows to list other corporations)			
Individual Contributions:		19068	55000
Subtotal, Uncommitted Income		119068	55000
Other			
Earned Income:			
(Add rows)			
Subtotal, Earned Income		0	
Grand Total Income	30000	190505	55000

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind
Personnel Expenses			
Executive Director (% FTE: 5%)	5000	13750	
Program Director (Managing Attorney) (% FTE: 10%)	5000	28094	
Staff Attorneys (% FTE: 25%)	10000	25750	
Receptionist (% FTE: 10%)	1000	7000	
Pro Bono Attorneys (140 hours 9% FTE)			55000
Salary Subtotal	21000	74594	
Benefits (@ %: 23%)	4830	17157	
Subtotal Salaries and Benefits	25830	166345	55000
Contracted Services			
Professional Fees - Accounting & Audit	1568	8232	
Project Consultant			
(Add rows to list other contracted expenses)			
Subtotal Contracted Services	1568	8232	0
Direct Project Related Expenses			
Rent	1428	8772	
Utilities	166	1024	
Supplies	100	600	
Equipment	392	2408	
Travel	160	960	
Professional Development	160	960	
Marketing	196	1204	
(Add rows to list other direct project expenses)	0		
Subtotal, Direct Project Related Expenses	2602	15928	0
Indirect Expense (specify % in column A below)			
Fiscal Sponsorship Fee (specify % in column A below)			
Grand Total All Expenses	30000	190505	55000



2019/20 COMMUNITY DEVELOPMENT BLOCK GRANT AND HOME PROGRAM APPLICATION FOR FUNDING

1. Indicate type of project. If your project allows, you may apply under multiple categories.

CDBG Public Services		CDBG Public Facilities/Improvements	
CDBG Housing Construction/Acquisition		HOME Housing Construction/Acquisition	
CDBG Housing Rehabilitation		HOME Housing Rehabilitation	

2. Organization (Fiscal Sponsor) General Information:

ORGANIZATION/AGENCY NAME	
MAILING ADDRESS	
WEBSITE	
ORGANIZATION DUNS#	
EXECUTIVE DIRECTOR/CEO	
EMAIL ADDRESS	
PHONE	

3. Project General Information:

PROGRAM/PROJECT NAME	
PROGRAM/PROJECT SITE ADDRESS	
CDBG/HOME FUNDING AMOUNT REQUESTED	\$
APPLICATION CONTACT PERSON	
E-MAIL ADDRESS	
PHONE	

4. **Planning Areas Served:** Indicate what geographic area the requested funding will serve. Please indicate approximate % of services provided in each area. For Housing projects with current residents, please indicate where your project is located.

Novato	San Rafael	County Other	Total
			100%

5. **What prior years have you been funded by CDBG/HOME**

Year Funded			
Grant Amount			
Amount Expended			

6. **Organizational Overview:** Provide a brief description of your organization including mission, programs, number of clients served, etc.:

7. Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.

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

	<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>

9. How will this project Affirmatively Further Fair Housing?

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

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11. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? (Use the income level table found in the Application Guidelines document):

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

12. Estimate the demographics of the moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project:

Ethnic Category	Total Persons	Identifying as Hispanic
American Indian or Alaskan Native	%	%
Asian	%	%
Black or African American	%	%
Native Hawaiian or other Pacific Islander	%	%
White	%	%
American Indian <i>and</i> White	%	%
Asian <i>and</i> White	%	%
Black <i>and</i> White	%	%
American Indian <i>and</i> Black	%	%
Multi-Racial	%	%
TOTAL	100%	
Female-Headed Households (out of above total)	%	%

PROJECT MANAGEMENT & FINANCIAL DATA

13. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds.

14. If your agency has remaining CDBG/HOME funds previously approved, please describe timeline for expending fund balance:

**15. Describe your organizations experience with administering federal grant programs?
For Housing and Capital (construction and renovation) projects, what experience do you have with complying with [Davis-Bacon](#) prevailing wage requirements?**

16. Describe who will supervise and manage the project and their past experience with project management.

17. For Housing and Capital (construction and renovation) projects, list any entitlements, approvals, or authorizations that are necessary for the project to proceed.

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

19. For HOME Projects are you a CHDO?

20. For Housing and Capital (construction and renovation) projects, what is your 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	

21. Please sign and date your application below:

Signature/Title

Date

Required Attachments:

- A. **Project Budget:** Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG/HOME request.
- B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

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 Friday, November 16, 2018 by 5 p.m. PST

POSTMARKS WILL NOT BE ACCEPTED

Project Budget Template

Senior Access
Senior Access Financial Aid for 2019-2020

11.6.2018

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<i>Committed</i>				
Foundations:				
Tamalpais Foundation		12,000		12,000
Others: AFA, Darcy Betts, etc.		10000		10,000
Government:				
County of Marin		5,000		5,000
CDBG	33,350			33,350
Santa Rosa Junior College		26,000		26,000
Corporations:		10,000		10,000
Individual Contributions: (list total):		90,000		90,000
Earned Income:				
Participant fees		540,000		540,000
Other (specify):				
Subtotal, Committed Income		693000	0	726350
<i>Uncommitted</i>				
Other (specify):				
Federal Grants Request	33,350			
Other Foundations:				
<i>(Add rows to list other Foundations)</i>				
Government:				
<i>(Add rows to list other Government agencies)</i>				
Corporations:				
<i>(Add rows to list other corporations)</i>				
Individual Contributions:				
Subtotal, Uncommitted Income		0	0	0
Other Earned Income:				
<i>(Add rows)</i>				
Subtotal, Earned Income		0		0
Grand Total Income	33350	693000	0	726350

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Staff: CGO, Program Director, Admin, Activity Director, Outing Coordinator, Program	20,000			361,000
Benefits (payroll and fringe(@20 %)	4,000			72,200
Subtotal Salaries and Benefits	24,000	0	0	433,200
Contracted Services				
Professional Fees (bookkeeping, tech, admin)				34,000
Subtotal Contracted Services	0	0	0	34,000
Direct Project Related Expenses				
Rent				41,783
Utilities (telephone)				8,500
Supplies				5,500
Program Expenses	5,000			200,000
Travel				
Professional Development				
Marketing				12,000
Insurance				8,000
Subtotal, Direct Project Related Expenses	5000	0	0	275,783
Indirect Expense (specify % in column A below)				
15.00%	4,350			4350
Fiscal Sponsorship Fee (specify % in column A below)				
				0
Grand Total All Expenses	33350	0	0	747,333

	Annual
Support	
Government Grants	
Grants - Government	5,000
County of Marin-CDBG	18,000
Santa Rosa Jr. College	26,000
Government Grants	<u>49,000</u>
Contributed Revenue-Foundations	
Contributions- Foundations (Tamalpais, etc.)	25,000
Contributions-Alzheimer Foundation of America	10,000
Contributed Revenue-Foundations	<u>35,000</u>
Contributed Revenue-Other	
Contributions- Individual Donations	90,000
Contributions- Corporations	10,000
Contributions-Churches	500
Contributed Revenue-Other	<u>100,500</u>
	In-kind contributions
	<u>0</u>
Total Support	<u>184,500</u>
Earned Revenue-Participant Fees	
Fees-Skyview on Site	300,000
Fees - Excursion Program	216,000
Tam on The Go!	48,000
Financial Assistance Discount	(25,000)
Fees-Extended Care	1,000
Total Earned Revenue-Participant Fees	<u>540,000</u>
	Interest income
	100
	Miscellaneous
	0

	<u>540,100</u>
Total Income	<u>724,600</u>

Salaries Expense

Sal - Marketing Director	10,000
Sal-Outreach/Admin Asst.	35,000
Sal - Program Director	80,000
Sal - Activity Director	40,000
Sal - Lead Program Assistant/Outing Coordinator	36,000
Sal - Reg. Program Assists; Lead subs	130,000

Salaries Expense	<u>331,000</u>
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Payroll Taxes & Fringe Benefits

Payroll Taxes	36,000
Fringe Benefits	23,000
Vacation Expense	850

Payroll Taxes & Fringe Benefits	<u>59,850</u>
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Total Staff	<u>390,850</u>
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Bookkeeping, Accounting & Bank Fees	23,000
Consultants plus CGO	30,000
Insurance	8,000
Legal fees	0
Program expense	200,000
Fundraising	500
Dues & subscriptions	600
Licenses & permits	600
Advertising	4,000
Office expenses	5,000
Postage & Shipping	500
Printing	7,500
Rent & utilities	41,783
Telephone	8,500
Travel & Meetings	0

	Miscellaneous	0
	Depreciation	1,600
Total Expenses		<hr/> 722,433
Net surplus		<hr/> 2,167

ccess 2018-2019 Approved budget - 08/24/2018

County of Marin

10 per service day

9 per service day

8 per service day

Part time

Full time

Limited time

