

## 2020-22 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATIONS

### Community Infrastructure/Capital Project Applications

#### **Countywide Projects**

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#### **San Rafael Projects**

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\* Planning area designations are subject to change.



**Housing & Federal Grants Division**

**2020/2021 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 Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	Community Action Marin									
<b>Mailing Address</b>	555 Northgate Drive, Suite 201, San Rafael, CA 94903									
<b>Website</b>	www.camarin.org									
<b>Organization DUNS#</b>	9	8	3	2	5	3	9	2		
<b>Executive Director/CEO</b>	Chandra Alexandre									
<b>Email Address</b>	calexandre@camarin.org									
<b>Phone</b>	(415) 526-7511									

**3. Project General Information**

<b>Program/Project Name</b>	CAM Community Intake and Welcome Center									
<b>Program/Project Site Address</b>	555 Northgate Drive, Suite 201, San Rafael, CA 94903									
<b>CDBG/HOME Funding Amount Requested</b>	\$98,455									
<b>Application Contact Person</b>	Jenifer Jayme									
<b>Title of Contact Person</b>	Vice President of Development									

Email Address

jjayme@camarin.org

Phone

(415) 526-7517

**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

30

San Rafael

30

County Other

40

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
None for this project, we have other County contracts for services inc HHS	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

Community Action Marin is the largest non-profit provider of services to low-income individuals and families in the county. Designated by the Marin Board of Supervisors as the county’s official antipoverty agency, our mandate is to eliminate the causes and consequences of poverty. Our mission: We make it possible for people to achieve well-being by providing the education, mental health, and vital services they need. Together, we break down the barriers that get in the way of fair and lasting change in service to better outcomes for all.

We are an independent 501(c)3 and part of the national network of over 1,100 Community Action agencies birthed from President Lyndon Johnson’s “War on Poverty” and the Economic Opportunity Act of 1964.

We serve over 5,000 clients yearly through Children & Family Services, Economic Opportunity, Mental Health and Safety Net services, with 300+ employees at 20 sites and a budget of \$20 million. Our programs facilitate pathways to opportunity, serving those living in poverty and homelessness, children, veterans, elderly, immigrants and non-English speakers.

We serve thousands of homeless individuals, families, and people who are precariously housed - sleeping on couches, doubled up with family, or teetering on the edge of homelessness, including women experiencing domestic violence. We navigate these people to local housing and community resources, and connect them to our own direct trauma-informed services, such as:

- Safety Net supports including emergency food boxes and small cash grants for urgent needs
- Economic Empowerment supports including financial, credit and job search coaching, tax preparation assistance, and help accessing public benefits such as MediCare and CalFresh.
- Free and low-cost child care, including all Head Start programs in Marin
- Mobile outreach and support through our CARE Homeless Outreach Team
- Mental Health support programs including peer support specialists, weekly support groups, and drop-in classes at our Enterprise Recovery Center

Among our direct services, we provide access to free and affordable early childhood education, creating a home-away-from-home for nearly 1,000 children every day through Head Start and Child Development Programs. We also administer the Chronicle’s Season of Sharing program to help families cover unexpected financial emergencies so that they keep a roof over their heads or buy needed medical equipment, or fix a car so the breadwinner can get to work.

As the home of SparkPoint Marin, we provide free personal financial and credit coaching, housing navigation, MediCare counseling, and access to training and job opportunities.

We also provide care and connection to services for homeless men and women, and those living with mental illness through mobile outreach teams and peer mental health support services. We are a champion of the most vulnerable and a catalyst for change in the county and beyond.

**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 limit to 3000 characters.)**

We seek a grant of \$98,455 for an interior renovation that will transform a busy public reception area into a welcoming purpose-built suite of private rooms and common space which will enable us to serve more people, and connect them more effectively with services to help them rise from crisis to thriving.

This year, Community Action Marin enacted a fundamental shift in our work, by centralizing intake and enrollment for our broad spectrum of programs and overhauling our intake process to implement a more client-centered and data-driven approach at the moment people come to us for help.

This more centralized and client-centered approach enables us to conduct a comprehensive intake assessment that better uncovers the challenges people face at their moments of crisis, more immediately connects them with supports, and tracks whole-family outcomes from crisis to thriving. This has been a monumental shift in the way we approach our service to community, from a transactional model of delivering separate services to different populations, to an integrated whole-family, relationship-based model of helping people rise from poverty. While the change has had enormous positive impact, it has resulted in the public reception area at our home office being frequently jam-packed, sometimes standing-room only, and too public to allow people enough privacy to divulge their whole story.

The renovation will divide a large room which currently has three cubicles into a purpose-built space with several smaller private offices plus a common area and play space for children. It will also add a private breastfeeding space, as well as two public computer workstations accessible to clients, neither of which exist in our building today. We aim for the renovation to be completed in advance of the major enrollment rush in Fall for Head Start and other programs. This renovation will double or triple the number of intakes we can conduct simultaneously, thereby reducing wait times and increasing privacy and effectiveness of those intakes. Human-centered design will create a comfortable environment that is less institutional and more conducive to engaging people in a candid, holistic conversation about their needs and hopes.

Currently, we conduct intakes both at the front desk and in the open cubicles while toddlers and infants play on floor space nearby. The setting lacks the privacy people need to fully disclose issues we can help them with, such as homelessness, domestic violence, job loss, a medical crisis, or trouble paying utility bills. Further, the current space does not accommodate children's need to play while parents split attention between the intake process and their children's activities.

Community Action Marin is growing in our ability to impact those living in poverty in Marin, and we're at an inflection point. Your investment will help us pave the way for more client-centered data-driven human services.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

- Activities benefiting low and moderate-income persons. (LMI)



**Activities benefiting low and moderate area. (LMA)**

**Activities which aid in the prevention or elimination of slums or blight**

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

This project will overcome patterns of segregation, foster inclusive communities and address significant disparities in housing needs and access to opportunity in a variety of ways:

Our Head Start and Child Development Programs offer free and affordable child care which plays a critical role in parents' ability to work and afford market-rate housing in their community of choice.

In addition, clients have access to Flexible Emergency Needs Funds, which help level the playing field and address the intergenerational cycle of poverty by providing marginalized people access to the kind of flexible additional resources which people from more privileged backgrounds can often easily obtain from their family and friends.

The combination of Emergency Needs Funds and assistance from our personal coaches on landlord references and credit improvement, often enable marginalized individuals to secure market-rate housing in their choice of neighborhood, rather than being relegated to live in pockets of poverty which often accompany affordable housing developments.

Through programs based in Marin's concentrated areas of poverty in Marin City, San Rafael Canal, West Marin and Novato, and close partnerships with agencies located in each community, we proactively reach people in underserved communities, and provide them with access to vital supports from free child care to job training to help with a move-in deposit to secure housing.

Our personal coaches also provide disenfranchised people with access to greater social capital, with volunteer personal coaches serving This project will overcome patterns of segregation, foster inclusive communities and address significant disparities in housing needs and access to opportunity in a variety of ways:

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Our personal coaches also provide disenfranchised people with access to greater social capital, with volunteer personal coaches serving as a trusted reference to landlords and employers.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

Community Action Marin will proactively outreach to engage people of diverse race, religion, gender identity, disability and other protected classes, through a strong well-established network of referral partners which includes Marin Health and Human Services, Marin Childcare Council, Marin Office of Education, Canal Alliance, Homeward Bound, Ritter Center, Marin City CDC, Marin City CSD, North Marin Community Services, and West Marin Community Services. We regularly visit personally with these partners and provide them with our program materials for distribution to their clients, and see a strong stream of clients referred by them.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

<b>Moderate-Income</b>	<input type="text" value="1,032"/>
<b>Low-Income</b>	<input type="text" value="1,290"/>
<b>Very Low-Income</b>	<input type="text" value="1,806"/>
<b>Extremely Low-Income</b>	<input type="text" value="1,032"/>

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

Community Action Marin uses a variety of verification techniques to determine eligibility for different programs, depending on criteria shaped by the funder. We use federal and state guidelines for federally-funded Head Start, state-funded child development programs, federal energy assistance programs, and applications for CalFresh and MediCare.

Our Economic Empowerment coaching and Emergency Family Needs programs we use an intake process which accepts a variety of documentation on client incomes which may include a tax return and/or paystub.

For services to people experiencing domestic violence or homelessness, we presume benefits and do not require verification.

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

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
American Indian or Alaskan Native	52	
Asian	52	
Black or African American	877	
Native Hawaiian or Other Pacific Islander	103	
White	1,445	
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	2,632	2,632
<b>TOTAL</b>	<b>5,161</b>	<b>2,632</b>
<b>Female-Headed Households (out of above total)</b>	<b>3,613</b>	<b>2,168</b>
<b>Persons with Disabilities (out of above total)</b>	<b>1,548</b>	<b>929</b>

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

N/A

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

N/A

**17. Describe your organization's 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? (Please limit to 3000 characters.)**

Community Action Marin was birthed from a federal grant program, and brings a 50-year history of managing \$6M+ in Federal grants including Head Start and the Community Services Block Grant. We bring deep experience in developing and tracking metrics and successfully meeting rigorous government reporting standards for multiple programs delivered at multiple sites.

Our provision of technical assistance has been tested through a variety of strategic partnerships, including efforts to

alleviate poverty with county, higher-education, school district, and other community-based partners. We currently deliver a robust set of programs through federal, state, and county contracts including early childhood education, mental health and homeless outreach.

We have extensive experience working with unions and union contracts, and can easily comply with Davis-Bacon wage requirements.

Further, as part of the national Community Action network, we have access to an abundance of related expertise and resources through the national network of 1,100+ Community Action agencies.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

The project will be overseen by Monique Liebhard, our Vice President of Children and Family Services. Monique began her career in the field of early childhood education as a preschool teacher in Oakland CA. She has more than twenty-five years of experience and her expertise spans from early intervention, case management, state subsidized childcare, to grants management and facilities development. She has served as the director of several large child development centers inclusive of Head Start and California Department of Education funding and has been involved in projects that have influenced early care and education for childcare initiatives in the state of California, such as First 5 California, California Early Childhood Mentor Program, West Ed-California Inclusion Behavior Consultation (CIBC) project, and several county QRIS programs. Additionally, she has taught courses in Early Childhood Education and Human Development at several California Community Colleges and holds a Master of Science degree in Educational Psychology.

Managing the project will be our Facilities Manager Carl Waldecker. Carl oversees CAM's facility maintenance and operations, managing janitorial contracts and transportation, while remaining in compliance with local, state and federal regulations. He has worked for Community Action Marin for 16 Years in various capacities, from Admin Assistant, to Program Administrator at Helen Vine Detox Facility, to Office Manager at Child Development Program, and Facilities & Contract Manager at CDP. Carl's background includes serving as a Union Carpenter, Sheet Metal Mechanic for Built Fire Engines, Cabinet Maker and Construction Worker. His areas of professional expertise include General Construction and Business Management.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

Landlord approval at 555 Northgate Drive.

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

N/A

**22. For HOME projects, are you a CHDO?**

23. 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.)

Task	Date of Completion
Define scope of work/finish design	May 22, 2020
Complete planning and environmental review	Jun 15, 2020
Release bid package	Jun 15, 2020
Select contractor	Jun 30, 2020
Finalize contract	Jul 15, 2020
Obtain building permits	Jul 30, 2020
Start construction	Aug 1, 2020
Complete construction	Aug 31, 2020

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.
- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
  - For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	CDBG CAM Community Intake and Welcome Center Reno Budget.xlsx	<b>Remove</b>
<b>Attach Org Budget</b>	CAM FY20 Budget - FINAL REVISED 10.24.19.pdf	<b>Remove</b>
<b>Attach Miscellaneous</b>	Family Intake and Enrollment Center Reno, Bid.pdf	<b>Remove</b>

**Signer Name** Jenifer Jayme

**Signer Title**

Vice President of Development

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Jenifer Jayme, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 15:46:37 GMT-0800 (Pacific Standard Time)

**Capital and Housing Project Budget Template**

<b>Organization Name:</b> Community Action Marin
<b>Project Title:</b> CAM Community Intake and Welcome Center Renovation

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
<b><u>Committed</u></b>					
<b>Foundations:</b>					
<i>(Add rows)</i>					
<b>Government:</b>					
<i>(Add rows)</i>					
<b>Corporations:</b>					
<i>(Add rows)</i>					
<b>Individual Contributions: (list total):</b>					
<b>Earned Income:</b>					
<i>(Add rows)</i>					
<b>Other (specify):</b>					
<b>Staff Project Management</b>				\$ 24,000.00	
<i>(Add rows)</i>					
<b>Subtotal, Committed Income</b>			\$ -	\$ 24,000.00	\$ 24,000.00
<b><u>Uncommitted</u></b>					
<b>Federal Grants Request</b>	\$ 98,455.00	\$ -			
<b>Foundations:</b>					
<i>(Add rows to list other Foundations)</i>					
<b>Government:</b>					
<i>(Add rows to list other Government agencies)</i>					
<b>Corporations:</b>					
<i>(Add rows to list other Corporations)</i>					
<b>Individual Contributions:</b>					
<i>(Add rows to list other Contributions)</i>					
<b>Other (specify):</b>					
<i>(Add rows to list others )</i>					
<b>Subtotal, Uncommitted Income</b>	\$ 98,455.00	\$ -	\$ -	\$ -	\$ 98,455.00
<b>Other</b>					
<b>Earned Income:</b>					
<i>(Add rows)</i>					
<b>Subtotal, Earned Income</b>			\$ -	\$ -	\$ -
<b>Grand Total Income</b>	\$ 98,455.00	\$ -	\$ -	\$ 24,000.00	\$ 122,455.00



EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Direct Project Related Expenses</b>					
<b>Acquisition</b>					
Purchase price					
Title/Recording/Escrow					
<i>(Add rows to list other direct project expenses)</i>					
<b>Pre-development</b>					
Architecture & engineering					
Phase 1					
Market Study					
Entitlements/Zoning					
<i>(Add rows to list other direct project expenses)</i>					
<b>General Development</b>					
<b>Construction Contractor</b>	\$ 74,955.00				
<b>Furnishings</b>	\$ 16,000.00				
<b>Equipment &amp; Contingency</b>	\$ 7,500.00				
<i>(Add rows to list other specific project expenses)</i>					
<b>Subtotal, Direct Project Related Expenses</b>	\$ 98,455.00	\$ -	\$ -	\$ -	\$ 98,455.00
<b>Developer Fee (specify % in column A below)</b>					
0.00%					\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>					
0.00%					\$ -
<b>Grand Total All Expenses</b>					\$ 98,455.00

**CAM**  
**FY 2020 Budget - 10/24/2019**  
**Summary Statement of Activities (000's omitted)**

Figures in \$000s	Economic												Total
	EFN	LiHeap	Mental	Kitchen	Bolinas	CDP	Early Head	Head Start	Opportunity	Program	Fundraisin	Admin	
<b>Revenues</b>													
Government contracts	0	126	2,760	516	0	6,280	2,751	2,863	0	15,295	0	324	15,620
Grants income	392	0	105	0	0	28	0	443	447	1,415	17	195	1,627
In-Kind revenue	0	0	0	0	0	0	664	686	0	1,350	0	0	1,350
Contributions	0	0	0	0	0	0	7	53	13	73	0	0	73
Fundraising	0	0	0	0	0	0	0	0	0	0	258	0	258
Parent fees	0	0	0	0	28	420	0	0	0	448	0	0	448
Interest & dividends	0	0	0	0	0	0	0	0	0	0	0	60	60
Rental income	0	0	0	92	0	0	0	0	0	92	0	0	92
Program service fees	0	0	0	88	0	0	0	0	0	88	0	0	88
Other income	20	0	0	0	0	0	0	0	0	20	0	0	20
Gains on investments	0	0	0	0	0	0	0	0	0	0	0	0	0
Net assets released from restrictions	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Revenues</b>	<b>412</b>	<b>126</b>	<b>2,865</b>	<b>696</b>	<b>28</b>	<b>6,728</b>	<b>3,422</b>	<b>4,044</b>	<b>460</b>	<b>18,780</b>	<b>275</b>	<b>579</b>	<b>19,635</b>

**Expenses**

Salaries	14	33	1,485	176	125	3,197	1,682	2,322	297	9,332	108	1,145	10,585
Payroll taxes	1	3	114	13	10	245	129	178	23	714	8	88	810
Worker's compensation	0	0	9	5	5	106	43	65	2	234	0	8	242
Employee benefits	2	3	241	20	15	373	209	269	32	1,164	7	72	1,243
Client expenses	392	28	255	215	0	351	50	130	14	1,435	0	0	1,435
Professional fees	0	0	322	0	2	213	65	93	7	702	0	407	1,110
Contract services	0	35	0	0	(90)	877	13	(282)	1	554	0	0	554
Facility costs	0	0	0	2	0	10	20	13	0	45	0	7	52
Occupancy	0	6	129	37	5	403	116	129	29	854	0	92	946
Tools & small equipment	0	9	8	11	1	55	6	9	3	103	0	49	152
Equipment vehicle & maintenance	0	0	37	22	0	17	3	3	0	83	0	7	89
Building repairs & maintenance	0	0	5	12	5	293	39	117	0	471	0	12	483
Miscellaneous	0	1	1	6	(10)	51	57	0	1	109	0	83	192
Program supplies	0	0	8	44	1	57	29	55	1	194	0	2	196
Insurance	0	1	17	4	1	36	16	18	0	93	2	(2)	94
Employee development	0	0	33	0	0	5	19	17	10	83	0	28	111
Telephone	0	0	30	5	1	46	8	22	0	112	0	12	124
Travel	0	0	50	5	0	11	10	7	5	88	0	17	105
Depreciation	0	0	0	0	0	0	0	0	0	0	0	0	0
Printing & publications	0	2	4	1	0	2	3	2	2	15	0	14	30
Dues and Memberships	0	0	0	0	0	0	0	0	0	0	0	14	14
Interest	0	0	0	0	0	0	0	0	0	0	0	1	1
Office supplies	0	0	7	0	5	15	4	6	5	42	2	30	74
Equipment rental	0	0	1	0	0	1	0	0	0	1	0	1	2
Food service charge	0	0	0	0	0	51	11	27	0	88	0	2	90
Advertising	0	0	1	0	0	2	0	0	1	4	0	16	20
In-Kind Expense	0	0	0	0	0	0	664	686	0	1,350	0	0	1,350
Indirect cost allocation	2	5	263	27	19	507	255	245	45	1,368	15	(1,383)	1
<b>Total Expenses</b>	<b>412</b>	<b>126</b>	<b>3,021</b>	<b>605</b>	<b>94</b>	<b>6,923</b>	<b>3,451</b>	<b>4,130</b>	<b>478</b>	<b>19,240</b>	<b>143</b>	<b>721</b>	<b>20,104</b>
<b>Net Surplus/(Deficit) before Normalizat</b>	<b>(0)</b>	<b>0</b>	<b>(156)</b>	<b>92</b>	<b>(66)</b>	<b>(195)</b>	<b>(29)</b>	<b>(86)</b>	<b>(18)</b>	<b>(459)</b>	<b>132</b>	<b>(142)</b>	<b>(469)</b>
<b>TRNA</b>			<b>156</b>		<b>38</b>	<b>196</b>	<b>3</b>	<b>45</b>	<b>18</b>			<b>25</b>	<b>481</b>
<b>Net Surplus/(Deficit) Normalized</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>92</b>	<b>(28)</b>	<b>1</b>	<b>(26)</b>	<b>(41)</b>	<b>0</b>	<b>(459)</b>	<b>132</b>	<b>(117)</b>	<b>12</b>

Date: 01/27/2020

To: Marc H. Flax, Founder/President  
The Trokay Group  
588 Sutter Street #290  
San Francisco, CA 94102

Re: CSI Project #20NGD2  
Community Action Marin TI  
555 Northgate Dr, 2<sup>nd</sup> FLR  
San Rafael, CA 94903

## LETTER OF PROPOSAL

Dear Marc,

We submit for your review and approval our proposal in the amount of **\$74,955.02** to complete the tenant improvement buildout per the provided layout on 01/27/2020. Please refer to the attached breakdown and the following assumptions, exclusions and scope of work.

### Assumptions:

1. Proposal is based on layout provided on 01/27/2020.
2. Proposal is based on building standard finishes developed by Constructive Solutions Inc.
3. All work is to be performed during normal hours unless otherwise specified or approved
4. *CSI will complete the demo phase, haul off and site stocking after hours at **no additional cost***
5. CSI will provide full time supervision throughout the project
6. **Proposal exclude any permits or permit drawings**
7. Proposal exclude any work to existing restroom
8. **Proposal assumes that space will be delivered vacant with NO FURNITURE/EQUIPMENT**
9. ADA building upgrade is not included in this proposal
10. This proposal excludes cost of offsite utilities (i.e. water, gas, sewer, electrical, phones, etc.) and engineering thereof.
11. Building and / or facility owners shall notify the contractor and / or their authorized representatives about the presence, location and quantity of ACM or PBCM at the work sites in their buildings and facilities
12. All low voltage wiring/work (data, camera system.....) to be done by others
13. No patch or repair work as a result of work completed by contractors hired by the project owners included in this proposal
14. In-space/building restroom to be used by construction personnel
15. *In accordance with state regulations, the local chief building official might at his/her discretion request that an additional 20 % of the contract amount be spent in handicap accessibility upgrades to the building. This applies to improvements up to \$170,466, when this sum has been exceeded, the chief building official might require a complete handicap upgrade of the building. **None of these costs are included in contract/scope of work.***

### Exclusions:

1. Anything not listed in the below scope
2. Out of sequence work
3. Permits or permit drawings from any kind

4. Landlord fees such as guard services, elevator services and any building management or engineering fees.
5. ACM abatement work from any kind
6. After hours work unless specified
7. Any structural work, design or calculation
8. Hazardous waste testing, abatement, removal and associated costs.
9. Repairs or upgrades due to existing code violations or additional work directed by Building Inspectors unless specifically shown on the drawings.
10. Structural Engineering cost where needed
11. Any structural work triggered by the scope of work not discussed on shown in the permit set
12. Floor outlets (poke thru)
13. Float / Skim coat of the exterior walls
14. Warranty of salvaged material
15. Window covering from any type
16. Independent testing and inspection fees.
17. Payment and performance bonds.
18. Fire Alarm work from any kind
19. Keying

## **20. Furniture relocation or moving**

### **Scope of Work:**

#### **Site Preparation & Protection**

1. Building Lobby - Floor protection on the entire period of the project
2. Building Lobby – protect finishes as needed
3. Building Elevator – provide protection for the entire period of the project
4. Floor Lobby - Floor protection for the entire period of the project
5. Work Area – Isolate work area as needed for the entire period of the project

#### **Demo Work**

1. Protection & dust control as needed
2. Maintain a clean construction area per Cal OSHA standards, ensuring a safe environment
3. Air quality management and dust control
4. Removal of non-bearing walls per job walk
5. Removal of doors and frames per job walk
6. Removal of carpet, pad, base and carpet adhesive, limited to the work area
7. Removal of drywall as needed to complete the electrical work
8. Disposal: All material will be sorted and legally disposed of at a landfill of our choice

#### **Metal Framing & Drywall**

1. Framing, drywall & taping for new walls per the provided plans
2. Framing, drywall & taping for new header as needed to accommodate the new layout
3. Patch demo scar as needed
4. All new drywall finish to match existing

### **Insulation**

1. Provide R-11 Batt acoustical insulation at new walls

### **Acoustic Ceiling System**

1. Modify existing acoustic ceiling to accommodate the new layout
2. Replaced damaged tiles as result of this scope ONLY

### **Doors, Frames & Hardware**

1. All door system to be (08FT) high
2. Provide and install (01) single light fiberglass paint grade doors with ¾" glass, aluminum frame transom & commercial hardware
3. Reinstall (01) door, frame, transom in new opening

### **Glazing**

1. Provide and install ¼" tempered glass for (01) transom

### **Mechanical Work**

1. Modify existing duct work to accommodate the new layout
2. Provide and install (03) supply runs
3. Provide and install (03) return runs
4. Provide supply and return grills
5. Connect new duct work to existing supply and return main ducts
6. Supply all necessary ductwork, fittings, and hanging hardware

### **Electrical Work**

1. Safe off electrical system for demo
2. Modify existing switches to accommodate new layout
3. Provide and install (04) light fixtures to match existing for new rooms
4. Provide and install (02) occupancy sensors
5. Provide and install (04) outlets ONLY; one for each room
6. Provide LED exit signs and Led Emergency lights as needed

### **Painting**

1. Prime and paint all new drywall to match existing
2. Paint all affected walls ONLY to match existing

### **Flooring – Limited to the Work Area**

1. Floor Prep as needed to receive new flooring
2. Work Area – Provide and install new Broadloom Carpet over commercial pad to match existing (limited to new meeting rooms)
3. Rubber reducers as needed – limited to the work area
4. Burke 4" Rubber wall base– limited to the work area

### **Window Covering**

1. Provide and install 3M frosting film new glass partition system

**Cleaning**

1. Provide Construction Cleaning for the entire period of the project
2. Provide Final cleaning upon completion of the project – limited to the work area

Please contact me at 415.528.7319 should you have any questions.

Sincerely,

*Rami Tawasha*

Rami Tawasha  
Sr. Project Manger  
[rami@solutionsgc.com](mailto:rami@solutionsgc.com)  
(415) 528-7319 direct

## BID PROPOSAL

Date: 01/27/2020  
CSI Project #20SRND2

**Community Action Marin TI**  
555 Northgate Dr, 2nd FLR, San Rafael, CA 94903

Rentable SqFt: N/A

TRADE	AMOUNT	COST/SqFt
Space Planning	\$1,250.00	\$0.00 /SqFt
General Conditions	\$14,843.10	\$0.00 /SqFt
General Labor	\$2,274.00	\$0.00 /SqFt
Temporary Construction	\$1,990.00	\$0.00 /SqFt
Clean-up & Protection	\$6,460.00	\$0.00 /SqFt
Demolition & Site Preparation	\$1,965.00	\$0.00 /SqFt
Framing & Drywall	\$12,648.00	\$0.00 /SqFt
Insulation	\$937.50	\$0.00 /SqFt
Painting	\$3,968.00	\$0.00 /SqFt
Doors, Frames & Hardware	\$6,530.00	\$0.00 /SqFt
Glazing	\$1,230.00	\$0.00 /SqFt
Flooring	\$2,953.02	\$0.00 /SqFt
Electrical	\$5,750.00	\$0.00 /SqFt
Mechanical	\$4,756.00	\$0.00 /SqFt
Fire Sprinklers	\$0.00	\$0.00 /SqFt
Fire Alarm	\$0.00	\$0.00 /SqFt
Window Covering	\$835.00	\$0.00 /SqFt
<b>Subtotal</b>	<b>\$68,389.62</b>	<b>\$0.00 /SqFt</b>
<b>Allowances</b>		
N/A	\$0.00	\$0.00 /SqFt
<b>Subtotal</b>	<b>\$68,389.62</b>	<b>\$0.00 /SqFt</b>
Project Liability Insurance @ 1.1%	\$752.29	\$0.00 /SqFt
Overhead @ 4.0%	\$2,735.58	\$0.00 /SqFt
Fee @ 4.5%	\$3,077.53	\$0.00 /SqFt
<b>Budget Estimate or Contract Sum</b>	<b>\$74,955.02</b>	<b>\$0.00 /SqFt</b>
<b>Add Alternative</b>		
N/A	\$0.00	\$0.00 /SqFt





**Housing & Federal Grants Division**

**2020/2021 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 Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	Marin City Community Development Corporation									
<b>Mailing Address</b>	441 Drake Ave, Marin City, CA 94965									
<b>Website</b>	www.marincitycdc.org									
<b>Organization DUNS#</b>	1	0	4	2	8	2	2	3		
<b>Executive Director/CEO</b>	Dr. Melissa Cadet									
<b>Email Address</b>	mcaudet@marincitycdc.org									
<b>Phone</b>	415.339.2837									

**3. Project General Information**

<b>Program/Project Name</b>	Empowerment Clubhouse Pre-Construction and Development									
<b>Program/Project Site Address</b>	441 Drake Ave, Marin City, CA 94965									
<b>CDBG/HOME Funding Amount Requested</b>	\$279,900									
<b>Application Contact Person</b>	Gregory Katzen									
<b>Title of Contact Person</b>	Director, Empowerment Clubhouse; Deputy Director, MCCDC									

Email Address

gkatzen@marincitycdc.org

Phone

415.339.2837

**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

10

San Rafael

39

County Other

51

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
County of Marin MHSA Funds for EC Operations	\$321,260	X
<b>Add Row</b>		

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

MCCDC’s mission is to promote economic self-sufficiency through employment, financial, and affordable housing services. We transform the lives of those experiencing racial or economic injustice by helping them become job-ready, find employment, develop careers, and lead more productive lives by overcoming barriers and inequities. Over a 40-year history, we built affordable housing and a local shopping center, created a Construction Trades Program to provide construction industry training, created a Youth Empowerment Program to provide job readiness and life skills training, developed a partnership with the Department of Rehabilitation to provide employment and career development services to adults, and created Empowerment Clubhouse, an evidence-based, recovery-oriented community mental health program.

MCCDC works directly with Marin City residents, community leaders, and people of color to end generational poverty by advocating for greater equity in housing, social, and retail services. Residents impacted by these issues sit on our Board of Directors and Advisory Boards. They help identify systemic gaps and propose solutions to increase equity and well-being in our poverty pocket. From 1950 to 1995, Marin City had no retail or bus services. Residents without transportation walked miles to meet basic needs. To combat this inequity, we led a coalition to acquire bus service and assembled \$100,000,000 to design and build the Gateway Shopping Center and 400 affordable homes.

To improve equity in Marin, MCCDC created several employment services in 2009 to remove barriers to workplace entry. We have placed hundreds of people of color and low-income residents in jobs through our Marin Employment Team, Construction Trades Program (about 40 participants yearly), and Youth Empowerment Program (25 youth annually). In 2017, to address inequities and systemic exclusion of those with mental health challenges, we established Empowerment Clubhouse (EC). There are 350 Clubhouses worldwide, but CDC is the auspice agency to the only Clubhouse in Marin, and the fifth in California. Clubhouse members report 100% satisfaction with EC support services; 85% report significant reduction in mental health symptoms and decreased use of emergency psychiatric services, indicating that through involvement with EC they are getting needed help. We are accredited by Commission on the Accreditation of Rehabilitation Facilities (CARF).

Empowerment Clubhouse has become Marin’s best practice Work-Ordered-Day Mental Health Program and we are growing rapidly. Unfortunately, this growth has outstripped the space available for the Clubhouse to expand and operate effectively. MCCDC’s Board of Directors have agreed, given the County DHHS operating support, to build a dedicated Clubhouse building to expand Clubhouse capacity using part of our reserve funding. We request CDBG

pre-development construction cost funds to help us meet the demand for mental health recovery services in Marin.

**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 limit to 3000 characters.)**

MCCDC is committed to building a three-story Clubhouse facility on its property to provide services to eligible Marin County residents. The participant and Growth Goals approved by the County Department of Health and Human Services (DHHS) for this new Empowerment Clubhouse program call for up to 120 members by 2021. Our Scope of Work is as follows:

1. Complete the Pre-development activities listed in Attachment C in 12 months or less.
2. Ensure our Architect and County Planning Commissioners complete all required planning documents and environmental impact reports as required by the County and HUD. (Monthly)
3. Complete bidding and selection of all outstanding pre-development engineering work contractors within 30 days from grant award.
4. Complete final architectural design of Empowerment Clubhouse within 60 days from grant award.
5. Obtain final EIR requirements from CDBG and Planning Commission so that our EIR vendor can finalize their bid.
6. Commission the work of all pre-development construction service vendors in Attachment C within 15 days of grant award and develop work schedules and performance benchmarks for each vendor in accordance with the CDBG guidelines and contractor specifications.
7. Prepare quarterly reports to CDBG regarding EC Predevelopment Project progress.

Empowerment Clubhouse is a vital addition to the mental health system of Marin County, because individuals living with mental illness who do not have consistent workforce development activities or healthy social support networks are at disproportionate risk for negative outcomes such as: homelessness, poverty, excessive emergency room use, increased psychiatric inpatient hospitalization, underemployment, substance abuse, isolation, and incarceration. EC growth trends indicate that membership will exceed 100 by the end of the year. The consistent growth in overall membership and average daily attendance is a testament to the strong need for Empowerment Clubhouse services in Marin County, and this need is rapidly outstripping current Empowerment Clubhouse facilities.

The new energy-efficient facility will comfortably accommodate 60+ members per day. It features a fully equipped commercial kitchen, a 70-person dining room and meeting space, a library, meditation room, gender-neutral bathrooms, a garden and landscaping area, and plenty of functional, flexible workspace. It is designed to promote recovery where members can plan and prepare healthy meals that address nutrition and serious health conditions related to limited access to food, and obtain experience in administration, culinary arts, marketing, office technology, gardening, arts, music, and vocational training. The meeting space will be available for the Marin City and County public to rent during non-Clubhouse hours, bringing a much-needed community event space to Marin City. Marin County DHHS will also use the proposed Clubhouse facility for the training of its peer behavioral specialists.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

Though Empowerment Clubhouse is not primarily a housing program, our services affirmatively further fair housing for our members. Of Empowerment Clubhouse's total membership, at least 28% of members are currently homeless or have experienced homelessness or housing insecurity since their enrollment in the program.

Empowerment Clubhouse offers homeless and housing insecure members access to vital support services, including: life skills training; vocational rehabilitation and employment assistance; opportunities for social inclusion and community integration; free nutritious lunches that are prepared daily; telephone and internet access; and access to an on-site washer and dryer. With our 10-seater passenger van we are able to transport homeless members to and from the Clubhouse daily, to bring supplies (ex. Sleeping bags, food) to members, and to go out and provide support services to members in the community when necessary.

Empowerment Clubhouse also collaborates with Marin County's service provider network to help create safety nets for its homeless members. The Empowerment Clubhouse works closely with county case managers to: coordinate transportation to and from the program using the organization's van; provide referrals and service enrollment support; and to provide a small emergency fund for each member experiencing homelessness. For members experiencing housing insecurity, we work to help them secure safe, affordable, and acceptable housing opportunities. All of our members benefit from the increased opportunities, security, and stability that comes with economic self-sufficiency.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

The Empowerment Clubhouse membership is primarily comprised of individuals that fall under the "protected class" designation due to their disability status. Many of our members also meet this designation based on their sex, color, or race. Empowerment Clubhouse is committed to expanding our membership through actively reaching out to unserved and underserved populations in Marin County, as individuals from these populations are most likely to benefit from the services offered. Empowerment Clubhouse staff and members regularly conduct informational meetings and presentations with a wide array of health and social service agencies around Marin County. During the 2018/2019 fiscal year we conducted over 42 presentations to community partners who collectively serve thousands of the most vulnerable Marin County residents. In FY 2019/2020 we continue to present to agencies that work with members of the protected classes, with a specific focus on connecting with individuals that identify as Hispanic/Latinx, LGBTQ, American Indian/Native Alaskan, and transitional age youth (TAY).

Empowerment Clubhouse is designed to be a "low-barrier" program, and this is accomplished through a streamlined referral and intake process, no fees for membership, and a Clubhouse van which is used daily to pick-up and drop-off members with mobility issues. This low-barrier approach ensures that Clubhouse services are accessible to those who would benefit most from them.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

Moderate-Income	<input type="text" value="4"/>
Low-Income	<input type="text" value="1"/>
Very Low-Income	<input type="text" value="0"/>
Extremely Low-Income	<input type="text" value="65"/>

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

Empowerment Clubhouse membership is available to any Marin County resident over 18 years of age living with a serious mental illness (SMI). As such, all those served by Empowerment Clubhouse fall in the “presumed benefit” category based on disability status. Information about income source and current medical insurance is collected during the intake process, and over 90% of current Empowerment Clubhouse members receive SSI or SSDI and are MediCal or dual MediCal-Medicare recipients.

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

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
American Indian or Alaskan Native		
Asian	4	
Black or African American	21	
Native Hawaiian or Other Pacific Islander		
White	42	4
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	3	
<b>TOTAL</b>	<b>70</b>	<b>4</b>
Female-Headed Households (out of above total)	5	
Persons with Disabilities (out of above total)	60	4

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

On May 8, 2012, Marin County Board of Supervisors approved a Community Development Corporation for rehabilitation of its office building and job training center at 441 Drake Avenue, Marin City, California. In 2013 and 2014, Marin County Board of Supervisors allocated an additional \$15,000 and \$8,250 respectively of CDBG funding for the project. The total additional funding approved was \$23,250, resulting in an increase in the total contract amount to \$43,250. These CDBG funds have been totally expended.

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

N/A

**17. Describe your organization's 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? (Please limit to 3000 characters.)**

MCCDC acquired and expended over \$100,000,000 in federal and private development funds to build the Gateway Shopping Center and over 450 affordable housing units between 1994 and 1997 and successfully managed them until 2011 when they were sold. The Gateway Shopping Center and the Ridgeway Affordable housing townhomes are now under new management but continue to provide viable services to Marin City residents. MCCDC continues to obtain and manage government funding through contracts with state agencies that provide federal programs such as the Department of Rehabilitation mental health services funds and the Department of Health and Human Services Mental Health Act Services Act funds that support the Empowerment Clubhouse. Through the years, all such programs and their federal or state funding streams have been properly managed by MCCDC. We have received clean audits for the past five years and have been fully accredited by the Commission on the Accreditation of Rehabilitation Services for the past five years as well.

CARF®-accredited service providers enjoy international recognition for their commitment to excellence. Consumers may be seeking treatment for addiction and substance abuse, looking for ideal retirement living, needing services for a family member who has a disability, or seeking one of the many health and human service programs. Third-party payers, governmental agencies, and the public at-large recognize CARF accreditation as a demonstration of accountability and conformance to internationally accepted standards that promote excellence in our services. Our CARF accreditation is evidence that our organization strives to improve efficiency, fiscal health, and service delivery -- creating a foundation for consumer satisfaction and compliance with state and federal fiscal and programmatic service delivery standards.

Our previous CDBG funded facilities improvement project stringently complied with Davis-Bacon prevailing wage requirements.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

Dr. Melissa Cadet – Executive Director. Dr. Cadet has over 30 years' experience managing large-scale organizations and is an economist with a specialty in community development and finance. She established the State of California's Surplus Food Program which delivers over \$300 million worth of foodstuff to the poor in California and was instrumental in the design and delivery of the State's Parent-Teacher Home Visiting Program which was replicated by the U.S. Department of Labor and Department of Education in 18 states. She was the former Assistant Superintendent of the Sacramento City Unified School District, Executive Director of the Small School District Association of California, CFO of River West Developments, and CEO of the YWCA of Sacramento. Cadet holds a Ph.D. in educational economics, a master's degree in international economics from California State University, Sacramento, and a B.A. degree in economics from Stanford University. She will be responsible for the overall management, implementation, administration and evaluation of the project.

Dr. Gregory Katzen – Director, Empowerment Clubhouse. Dr. Katzen has 11 years of experience in the mental health and counseling field. He holds a Psy. D. and master's degree in Clinical Psychology from Stanford University and Palo Alto University, and a B.A. degree in History, Sociology and Creative Non-fiction from Hampshire College. He will be responsible for managing the Empowerment Clubhouse, supervise referrals and partnership development, and assist with administration, evaluation and report writing. He directs MCCDC's Empowerment Clubhouse and Pathworks programs.

Mr. Robert Hendry – MCCDC Board Treasurer. Mr. Hendry has been the MCCDC Treasurer since 2016. He is a retired Senior Vice President of General Motors Corporation (GM) with a highly seasoned finance background. Mr. Hendry was the financial troubleshooter for all of GM's domestic and international divisions for over 34 years. He has held management positions not only in the United States and Canada, but also at GM headquarters in Switzerland, the United Kingdom and Mexico. He holds a B.A. in finance from the University of Detroit, and a MBA from Michigan State University. Mr. Hendry oversees the financial aspects of all MCCDC programs, oversees audits



and fiscal affairs, and ensures appropriate budget oversight and compliance.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

Please see Attachment C and supplemental materials (bids and contracts) which lists pre-development expenses, entitlements and services already received and paid for as well as those that must yet be accomplished for the project to proceed. We are currently on pace to complete pre-development within a one-year time-frame, as indicated in our project budget (see Attachment A) and Project Timeline (see application question #23).

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

N/A

**22. For HOME projects, are you a CHDO?**

**23. 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.)**

Task	Date of Completion
Define scope of work/finish design	Apr 15, 2020
Complete planning and environmental review	May 30, 2020
Release bid package	Jun 30, 2020
Select contractor	Jul 31, 2020
Finalize contract	Aug 31, 2020
Obtain building permits	Feb 24, 2021
Start construction	Mar 10, 2021
Complete construction	Feb 14, 2022



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.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	MCCDC 2020 Housing and Capital Service Project Budget.xlsx	<b>Remove</b>
<b>Attach Org Budget</b>	CDBG 2020 Attachment B_Organizational Budget.docx	<b>Remove</b>
<b>Attach Miscellaneous</b>	CDBG 2020 Attachment C- Predevelopment Budget.docx	<b>Remove</b>

**Signer Name** Dr. Melissa Cadet

**Signer Title** Executive Director, MCCDC

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Dr. Melissa Cadet, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Wed Feb 05 2020 16:03:18 GMT-0800 (Pacific Standard Time)

**Capital and Housing Project Budget Template**

<b>Organization Name: MARIN CITY COMMUNITY DEVELOPMENT CORPORATION</b>						
<b>Project Title: EMPOWERMENT CLUBHOUSE PRE-CONSTRUCTION AND DEVELOPMENT</b>						
<b>Date: 2/1/2020</b>						
<b>INCOME:</b>	<b>Federal Grants Request Year 1</b>	<b>Federal Grants Request Year 2</b>	<b>Other Funding Sources</b>	<b>In Kind</b>	<b>Total Proposed Project Income</b>	
<b><u>Committed</u></b>						
<b>Foundations:</b>						
<i>(Add rows)</i>						
<b>Government:</b>						
<i>(Add rows)</i>						
<b>Corporations:</b>						
<i>(Add rows)</i>						
<b>Individual Contributions: (list total):</b>						
<b>Earned Income:</b>						
<i>(Add rows)</i>						
<b>Other (specify):</b>						
<b>MCCDC Reserves</b>			\$100,000.00			
<i>(Add rows)</i>						
<b>Subtotal, Committed Income</b>			\$ 100,000.00	\$ -		\$ 100,000.00
<b><u>Uncommitted</u></b>						
<b>Federal Grants Request (CDBG)</b>	\$279,900.00					
<b>Foundations:</b>						
<b>MCF</b>			\$20,000.00			
<i>(Add rows to list other Foundations)</i>						
<b>Government:</b>						
<i>(Add rows to list other Government agencies)</i>						
<b>Corporations:</b>						
<i>(Add rows to list other Corporations)</i>						
<b>Individual Contributions:</b>			\$20,000.00			
<i>(Add rows to list other Contributions)</i>						
<b>Other (specify):</b>						
<i>(Add rows to list others )</i>						
<b>Subtotal, Uncommitted Income</b>	\$279,900.00	\$ -	\$ 40,000.00	\$ -		\$ 319,900.00
<b>Other</b>						
<b>Earned Income:</b>						
<i>(Add rows)</i>						
<b>Subtotal, Earned Income</b>			\$ -	\$ -		\$ -
<b>Grand Total Income</b>	\$ 279,900.00	\$ -	\$ 140,000.00	\$ -		\$ 419,900.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Direct Project Related Expenses</b>					
<b>Acquisition</b>					
Purchase price					
Title/Recording/Escrow					
<i>(Add rows to list other direct project expenses)</i>					
<b>Pre-development</b>					
Architecture & engineering	\$155,400.00		\$25,000.00		
Phase 1	\$2,500.00				
Market Study					
Entitlements/Zoning	\$105,000.00				
Consultants for Green Building, Energy Compliance, landscape and othr Misc. pre-dev expenses	\$17,000.00				
<b>General Development</b>			\$115,000.00		
<i>(Add rows to list other specific project expenses)</i>					
<b>Subtotal, Direct Project Related Expenses</b>	\$ 279,900.00	\$ -	\$ 140,000.00	\$ -	\$ 419,900.00
<b>Developer Fee (specify % in column A below)</b>					
0.00%					\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>					
0.00%					\$ -
<b>Grand Total All Expenses</b>					<b>\$ 419,900.00</b>

**ATTACHMENT B  
Organizational Budget**

MARIN CITY COMMUNITY DEVELOPMENT CORPORATION  
EMPOWERMENT CLUBHOUSE PRE-CONSTRUCTION AND DEVELOPMENT PROJECT  
2020 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION FOR FUNDING

**MARIN CITY COMMUNITY DEVELOPMENT CORPORATION  
BUDGET FISCAL YEAR 2020-2021**

**CONFIDENTIAL**

<b>REVENUE</b>	<b>Amount</b>
<b>DIRECT PROGRAM REVENUE</b>	
State of California (DOR & Pathworks Contracts)	\$250,000
Department of Health and Human Services (BHRS Contract)	\$345,000
Summer Youth Empowerment Program (BOS Grant)	\$10,000
Marin Community Foundation (CTP Grant)	\$175,000
Marin County (CDBG Grant Pending)	-
Miscellaneous Grants	\$115,000
<b>Subtotal</b>	<b>\$895,000</b>
<b>ALL OTHER REVENUE</b>	
Land (Set-Aside Housing)	\$150,000
Building Rent	\$10,000
Donations	\$100,000
Non-Government Grants	\$75,000
<b>Subtotal</b>	<b>\$335,000</b>
<b>TOTAL REVENUE</b>	<b>\$1,230,000</b>

<b>EXPENSES</b>	<b>Amount</b>
Salaries & Wages	\$605,000
Empowerment Clubhouse Salaries & Wages	\$215,000
Other Independent Contractors	\$112,000
Accounting and Audit Expenses	\$52,000
Payroll Services	\$20,000
Maintenance, Operations, Insurance, Utilities, and Property Taxes	\$61,000
Administration Expenses	\$45,000
Other Program Costs	\$120,000
<b>TOTAL EXPENSES</b>	<b>\$1,230,000</b>

**ATTACHMENT B**  
**Organizational Budget**

MARIN CITY COMMUNITY DEVELOPMENT CORPORATION  
EMPOWERMENT CLUBHOUSE PRE-CONSTRUCTION AND DEVELOPMENT PROJECT  
2020 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION FOR FUNDING

	<b>TOTAL NET</b> <b>\$-</b>
--	-----------------------------

## ATTACHMENT C

### Itemized Predevelopment Budget and Supporting Documents

MARIN CITY COMMUNITY DEVELOPMENT CORPORATION  
EMPOWERMENT CLUBHOUSE PRE-CONSTRUCTION AND DEVELOPMENT PROJECT  
2020 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION FOR FUNDING

**FUNDING PLAN: THE PREDEVELOPMENT COSTS SHOWN HEREIN ARE TO BE FUNDED FROM EXISTING WORKING CAPITAL AND FROM A FEDERAL GRANT BEING APPLIED FOR HEREIN. PLEASE NOTE THAT ALL PREDEVELOPMENT FUNDS WILL BE REQUIRED WITHIN YEAR 2020.**

<b>FEDERAL GRANT REQUEST</b>	<b>\$279,900</b>
------------------------------	------------------

EXPENSE DESCRIPTION	\$PAID	\$SPENDING	\$TOTAL	COMMENTS
Geotechnical Engineer	4,800	20,200	25,000	Per Contract & Estimate ( <a href="#">Herzog</a> )
Investigative Fees	20,000	2,000	22,000	Hydrology ( <a href="#">Oberkamper</a> ), Biological ( <a href="#">WRA Environmental</a> ), & Cultural ( <a href="#">Alta Archeological</a> ). Amount pending is estimate for tribe member to observe pier digging.
Architect	30,000	70,000	100,000	Per Contract ( <a href="#">Jessup &amp; Associates</a> )
Archaeological Resource Historic Era Check	\$2,070	-	\$2,070	Per Contract ( <a href="#">Archeological Resource Service</a> )
Phase 1 – EIR	-	2,500	2,500	Per quote from vendor ( <a href="#">Eissel</a> ) and input from Marin County officials
Foundation Engineer	-	20,000	20,000	Per quote from vendor ( <a href="#">Gowers</a> )
Property Survey	8,000	8,000	16,000	Per Contract ( <a href="#">Doyle</a> )
County Building Fees	1,000	60,000	61,000	Published by Marin County
Water & Sanitation Fee	-	35,000	35,000	Published by Sausalito Water Dept
Story Pole Evaluation	-	10,000	10,000	Per quote from vendor ( <a href="#">Doyle</a> )
Mechanical Engineer	-	25,000	25,000	Estimate
Electrical Engineer	-	10,000	10,000	Estimate
Consultants – Green Building	-	2,100	2,000	Estimates
Energy Compliance	-	2,100	2,000	
Landscape	-	3,000	3,000	
Miscellaneous Pre-dev Expenses	-	10,000	10,000	
<b>TOTALS</b>	<b>\$65,870</b>	<b>\$279,900</b>	<b>\$345,770</b>	

**NOTE: IF AN ADDITIONAL ENVIRONMENTAL IMPACT REVIEW IS REQUIRED BY THE COUNTY, THE COST OF IT WILL BE IN ADDITION TO THAT SHOWN ABOVE AND THUS WILL INCREASE THE PREDEVELOPMENT COST ESTIMATE SHOWN ABOVE.**

**NOTE: CONSTRUCTION COSTS WILL BE FUNDED THROUGH BOTH A CAPITAL CAMPAIGN WITH PRIVATE FOUNDATIONS AND A COMMERCIAL MORTGAGE ON THE PROPERTY. THE TOTAL CONSTRUCTION COST IS ESTIMATED TO BE BETWEEN \$1.7 AND \$2.25 MILLION.**



**SHEET INDEX**

- A1 COVER SHEET & SITE PLAN
- A2 CONSTRAINTS MAP
- A3 FLOOR PLANS
- A4 ELEVATIONS
- A5 ELEVATIONS & SECTIONS
- L1 LANDSCAPE PLAN
- C-1 PARTIAL TOPOGRAPHIC SURVEY
- C-2 PRELIMINARY DRAINAGE & GRADING PLAN

**PROJECT TEAM**

**DESIGN PROFESSIONAL:**  
JESSUP ASSOCIATES  
ARCHITECTS, INC.  
444 MILLER AVENUE  
MILL VALLEY, CA 94941  
(P) 415.388.8618  
(E) jessupinc@aol.com

**PROPERTY OWNERS:**  
MARIN CITY COMMUNITY DEVELOPMENT CORPORATION (MCCDC)  
441 DRAKE AVENUE  
MARIN CITY, CA 94965  
(P) 415.339.2837  
(E) info@marincitycdc.org

REVISIONS	BY

**PROJECT STATEMENT**

**THE EMPOWERMENT CLUBHOUSE**

The Empowerment Clubhouse is an affiliate of the International Clubhouse—a national evidenced-based Substance Abuse and Mental Health Services Administration (SAMHSA) best practice mental health recovery model. There are over 330 affiliates in the world, but only eight in California. The Empowerment Clubhouse is the first and only affiliate operating in the entire County of Marin. It is open to all who qualify for services in Marin County. (See Eligibility Requirements in the Empowerment Clubhouse brochure.)

The Empowerment Clubhouse is not a residential mental health care program, nor is it a mental health services drop-in center. It is an individualized mental health recovery program with supportive services based on the proven best practice model of the Work-Ordered Day (WOD) operated by Clubhouse members and a small support staff. Members enhance and strengthen their mental health recovery, self-sufficiency, and job preparation skills by working together to operate the Clubhouse as though it is their own business. Our four Work Units consist of: 1) a Culinary Operation (the Oak Hill Café) in which members prepare daily lunch meals; 2) an Administrative Operation in which members learn writing, research, marketing, communication, reach-out and newsletter production skills; 3) a Social and Recreational Activity Operation in which members learn to plan and design social programs and activities that build wellness, foster social skill development and collaboration; and 4) an Employment Services Operation where members learn and practice various hard and soft skills and behaviors while seeking internships, part-time and full-time employment that accords with the limitations of their mental and/or physical disability.

The Empowerment Clubhouse provides members with a variety of skills including communicating with others, making personal choices, eating independently, refining personal hygiene, improving domestic and self-care skills, exploring career interests, and improving job-readiness skills.

**THE EMPOWERMENT CLUBHOUSE FACILITY**

The Marin City Community Development Corporation, a non-profit, 501(c)(3) corporation, plans to build a 5,000 square foot facility to operate the Empowerment Clubhouse for mentally ill adults. This facility will serve the needs of moderate-to-severe mentally challenged individuals in need of job skill and social service skill development leading to economic self-sufficiency and independence. By serving this targeted population, we create an excellent working and social skill development environment in a family-like atmosphere encouraging active lifestyles without the traditional stigma associated with mental illness.

**PROJECT DATA**

**PROPERTY ADDRESS:** 441 DRAKE AVENUE  
MARIN CITY, CA 94965

**ASSESSOR'S PARCEL NUMBER:** 052-140-36  
**ZONING DISTRICT:** RMP-4 (RESIDENTIAL, MULTIPLE-FAMILY, PLANNED)  
**OCCUPANCY CLASS:** B (BUSINESS GROUP)  
**CONSTRUCTION TYPE:** III-A  
**STORIES:** 3  
**SPRINKLERS:** YES

**LOT AREA**  
EXISTING: 161,962.4 SF (3.72 ACRES)  
PROPOSED: 161,962.4 SF (3.72 ACRES)

**BUILDING AREA**  
EXISTING: 8,267 SF  
PROPOSED: 14,966 SF

**FLOOR AREA**  
EXISTING:  
MAIN BUILDING: 5,385 SF  
CARRIAGE HOUSE: 2,882 SF (UNUSABLE)  
PROPOSED:  
EMPOWERMENT CLUBHOUSE: 6,699 SF

**FLOOR AREA RATIO (CARRIAGE HOUSE NOT INCLUDED)**  
EXISTING: 0.03 FAR  
PROPOSED: 0.07 FAR

**PROPOSED AREA OF ADDITIONAL DISTURBANCE:** 13,292 SF

**EXISTING LOT COVERAGE**  
IMPERVIOUS: 22,810 SF  
PERVIOUS: 139,152 SF

**PROPOSED LOT COVERAGE**  
IMPERVIOUS: 28,209 SF  
PERVIOUS: 133,753 SF

**GRADING CALCULATIONS**  
EXISTING: 10 CU YARDS  
CUT: 50 CU YARDS  
FILL: 50 CU YARDS  
OFF-HAUL: 0 CU YARDS

**ON-SITE PARKING**  
EXISTING: 10  
PROPOSED: 31 TOTAL  
4,500 SQ FT OFFICE @ 1 SPACE / 333 SF = 13 SPACES  
4,800 SQ FT PROPOSED CLUBHOUSE = 18 SPACES

**MINIMUM SETBACKS FOR EXTERIOR WALLS:**  
EASTERN (FRONT): N/A PROPOSED: 141'-8"  
SOUTHERN (SIDE): N/A PROPOSED: 15'-0"  
NORTHERN (SIDE): N/A PROPOSED: 226'-4"  
WESTERN (REAR): N/A PROPOSED: 413'-11"

**MAXIMUM HEIGHT OF BUILDING:**  
ALLOWED: 30' MAX. PROPOSED: 40'-0"

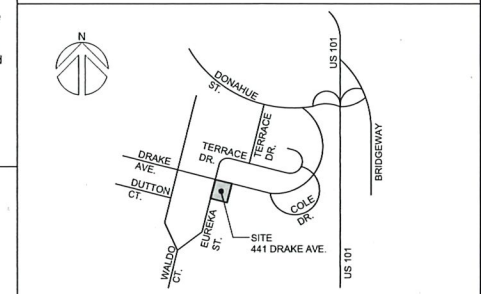
**TOTAL NUMBER OF TREES (NON-HERITAGE) TO BE REMOVED:** 9

**PROJECT DESCRIPTION**

The proposed project is to construct a new 3-story 6,699 square foot structure to house the MCCDC Empowerment Clubhouse on a 161,962 square foot up-sloping lot at the corner of Drake Avenue and Eureka Avenue. The property has 2 existing structures, a paved driveway, turnaround and parking area and a substantial drainage channel that has seasonal runoff. The site is considered a cultural resource with scattered shell midden identified in the project area (see archeology report). The main building is a 3-story 5,385 square foot shingle style structure that is the current location of the Empowerment Clubhouse. The carriage house structure is a 2-story 2,882 square foot building that is mostly unused due to disrepair, yet does have garage space for one vehicle. The property historically was a single-family residence, yet in most recent times has been used as school and education/community facility. Single family residential neighborhoods are located across Drake and Eureka Avenues and Marin City public housing is to the east of the property. Public land is to the north of the property.

The new structure will consist of 2 floors dedicated to the Empowerment Clubhouse to include the main entry, offices, work stations, learning stations, community room, conference room, multipurpose room, library and kitchen. The third floor will be storage and parking area. The structure will utilize an insulated concrete form at the walls and an insulated concrete deck at the floors and roof. These materials both have high insulating and fire protection ratings. The structure will be supported by a grid of concrete piers, designed to minimize disturbance to shell midden deposits. The exterior is designed to match the existing shingle style architecture with painted Hardie shingles on the walls, clad windows, painted wood trim, composition shingle roof and clinker brick base. The project will also include new outdoor covered entry, tiled patios, metal planters, metal benches, metal railing and fencing, landscaping and parking. The overall site will predominately remain in its natural state.

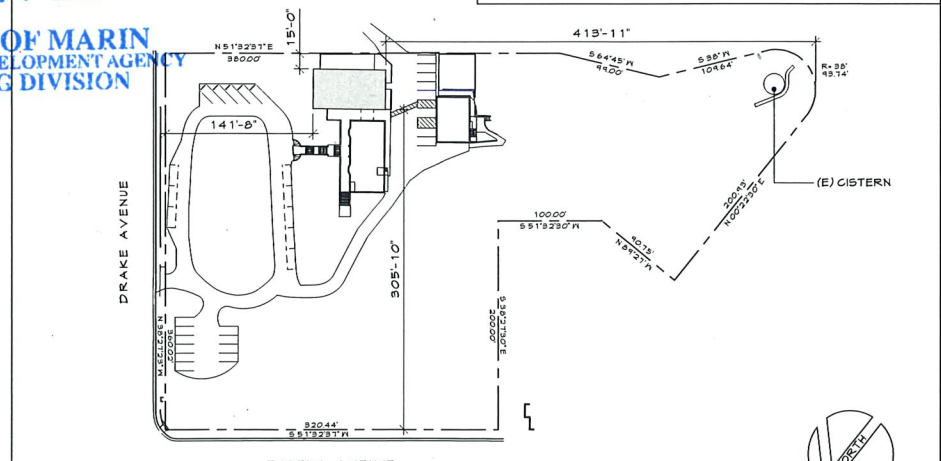
**VICINITY MAP**



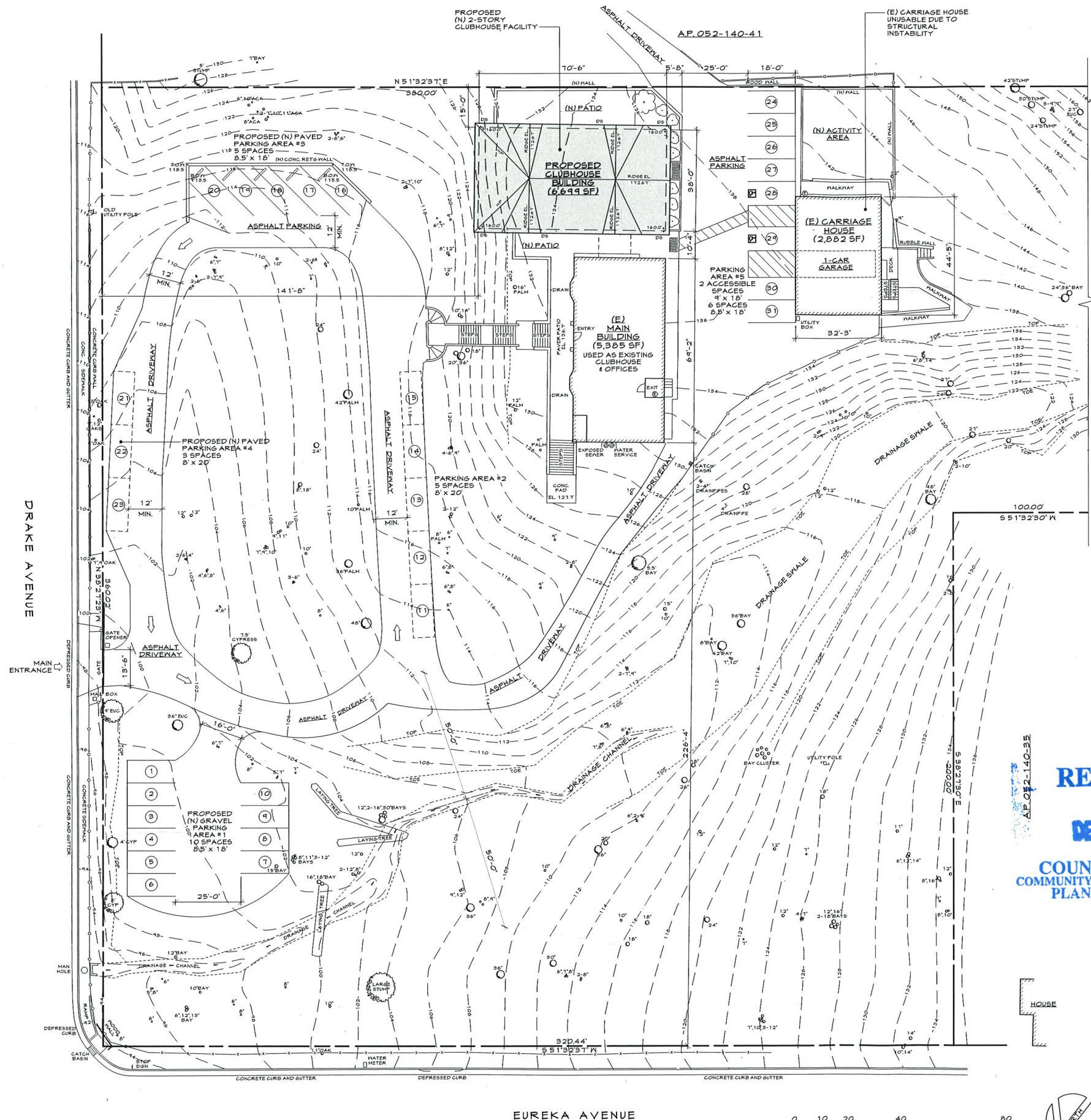
RECEIVED

DEC 24 2019

COUNTY OF MARIN  
COMMUNITY DEVELOPMENT AGENCY  
PLANNING DIVISION



2 SITE PLAN  
SCALE: 1:1000



1 PARTIAL SITE PLAN  
SCALE: 1:20



444 Miller Avenue  
Mill Valley, CA 94941  
415-388-8618

**MCCDC EMPOWERMENT CLUBHOUSE**  
 Marin City, CA 94965  
 AP# 052-140-36  
 441 Drake Avenue

COVER SHEET & SITE PLAN

Date 23 DEC 2019  
Scale AS NOTED  
Drawn TVD  
Job 1810  
Sheet

A1  
of Drawings



**KEY NOTES**

- ① **ARCHEOLOGICAL CONSTRAINT:** MARIN CITY SHELL MIDDEN AS DESCRIBED IN REPORT DATED APRIL 14 1997 PREPARED BY ELIZABETH GOERKE AND ROBER RAUSCH. SEE ATTACHED REPORT. DEPICTED IN THE CONSTRAINTS MAP IS THE PERIMETER OF THE MIDDEN AND THE PERIMETER OF SCATTERED (DISLODGED) SHELL.
  - BOUNDARY
  - SHELL MIDDEN
  - SCATTERED SHELL
- ② **HISTORICAL CONSTRAINT:** THE EXISTING MAIN HOUSE BUILT IN 1907 TO REPLACE THE QUAKE DAMAGED ORIGINAL STRUCTURE BUILT 1888 AND EXISTING CARRIAGE HOUSE BUILT IN THE 1880'S AND SURVIVED THE EARTHQUAKE OF 1906. A HISTORY OF THE SITE TITLED 'BICKBUR' WRITTEN BY CATHERINE FISSINGER DATED MAY 1, 1907 IS SUBMITTED WITH THESE DOCUMENTS. THE EXISTING CISTERN AT THE UPPERMOST CORNER OF THE SITE IS ALSO IDENTIFIED AS A HISTORICAL CONSTRAINT WITHOUT DOCUMENTATION. IT IS A STONE LINED STRUCTURE WITH A REDWOOD ROOF WHICH ANECDOTAL INFORMATION SUGGESTS IT DATES FROM THE 1880'S.
- ③ **GEOLOGICAL CONSTRAINTS:** A 'GEOLOGICAL RECONNAISSANCE' DATED APRIL 29, 2000 WAS PREPARED BY ARTHUR T. KNUDSEN. SUBSURFACE ENGINEERING AND IS SUBMITTED WITH THESE DOCUMENTS. THE DOCUMENT IDENTIFIES ZONE 1 (FROM A MAP OF ZONES OF RELATIVE STABILITY) AS THE MOST FEASIBLE AREA OF DEVELOPMENT AT REASONABLE COST. THE SEPARATION BETWEEN ZONES 1 AND 2 IS IDENTIFIED ON THE CONSTRAINTS MAP. THE ZONE DESCRIPTIONS ARE IN THE REPORT.
- ④ **EPHEMERAL CREEK CONSTRAINT:** THE EPHEMERAL (SEASONAL) CREEK ON THE SITE EMMINATES FROM A SPRING OFF THE SITE. THE TOPOGRAPHIC SURVEY BY DOUGLAS MATTESON IDENTIFIES THE 100 YEAR FLOOD ELEVATION LINE. PRECEDENT EXISTS ACCEPTING THIS AS DEFINING THE 'TOP OF BANK' FOR A WATER COURSE. A 50' SETBACK FROM THE 'TOP OF BANK' IS IDENTIFIED ON THE CONSTRAINTS MAP.
- ⑤ **TREES CONSTRAINT:** THE SIZE AND SPECIES OF ALL TREES OVER 6" IN DIAMETER AT 3' ARE IDENTIFIED ON THE SITE PLAN AND CONSTRAINTS MAP SUBMITTED. (a) TREES ARE TO BE REMOVED FOR THE PROPOSED 'CLUBHOUSE FACILITY'; (b) TREES ARE TO BE REMOVED FOR PROPOSED PARKING.

REVISIONS	BY

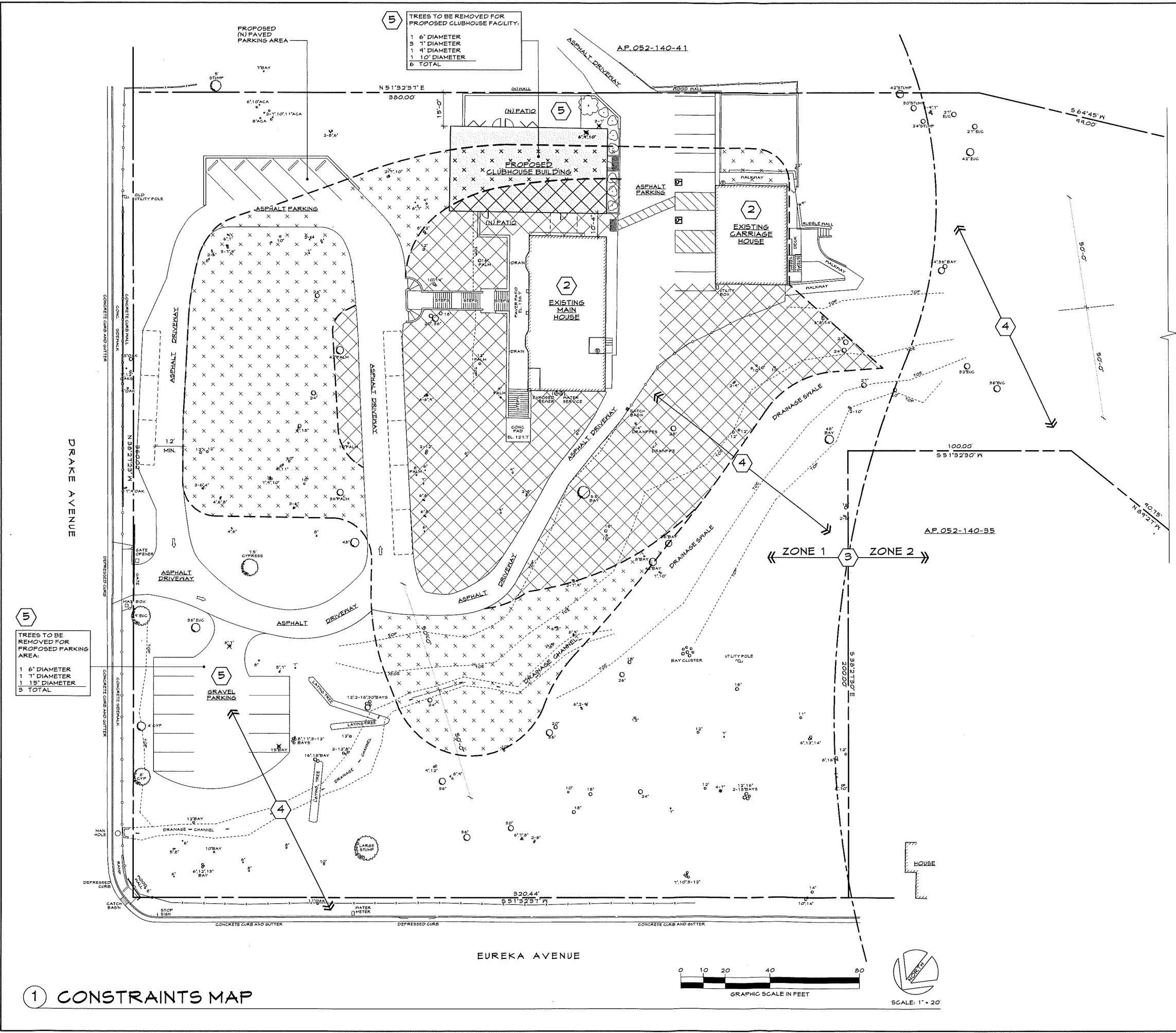
**MCCDC EMPOWERMENT CLUBHOUSE**

441 Drake Avenue  
Marin City, CA 94965

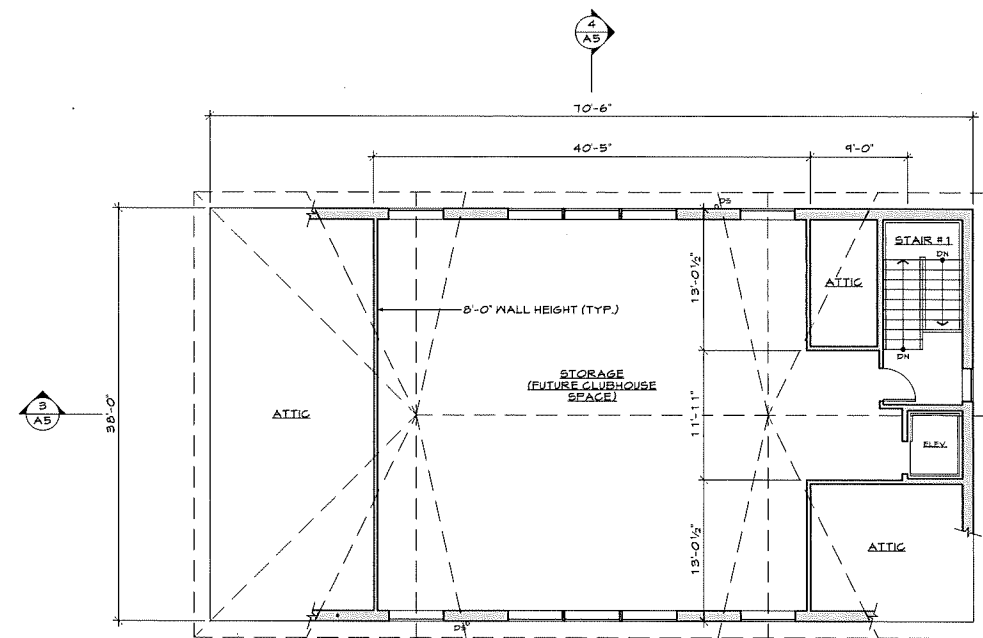
AP# 052-140-36

**CONSTRAINTS MAP**

Date	23 DEC 2019
Scale	AS NOTED
Drawn	TVD
Job	1810
Sheet	A2



① **CONSTRAINTS MAP**

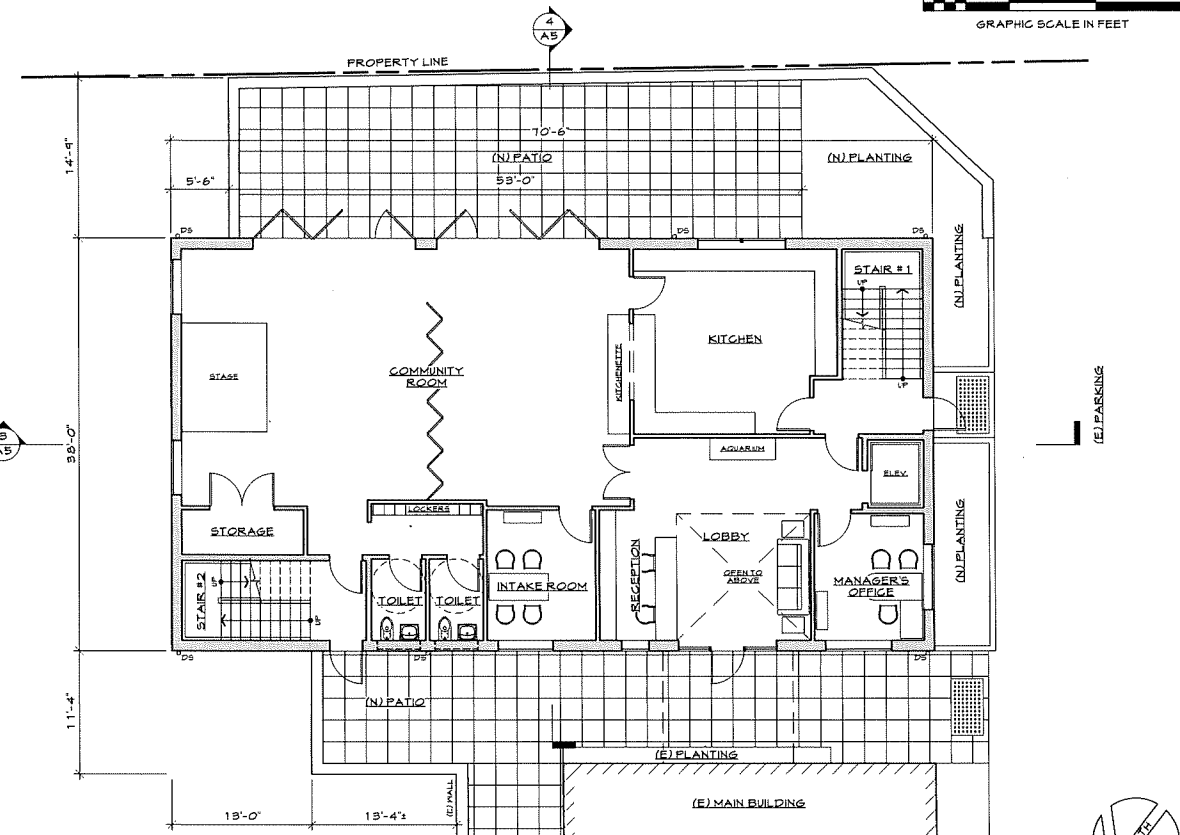


③ THIRD FLOOR PLAN

1,684 SQ FT



SCALE: 1/8" = 1'-0"

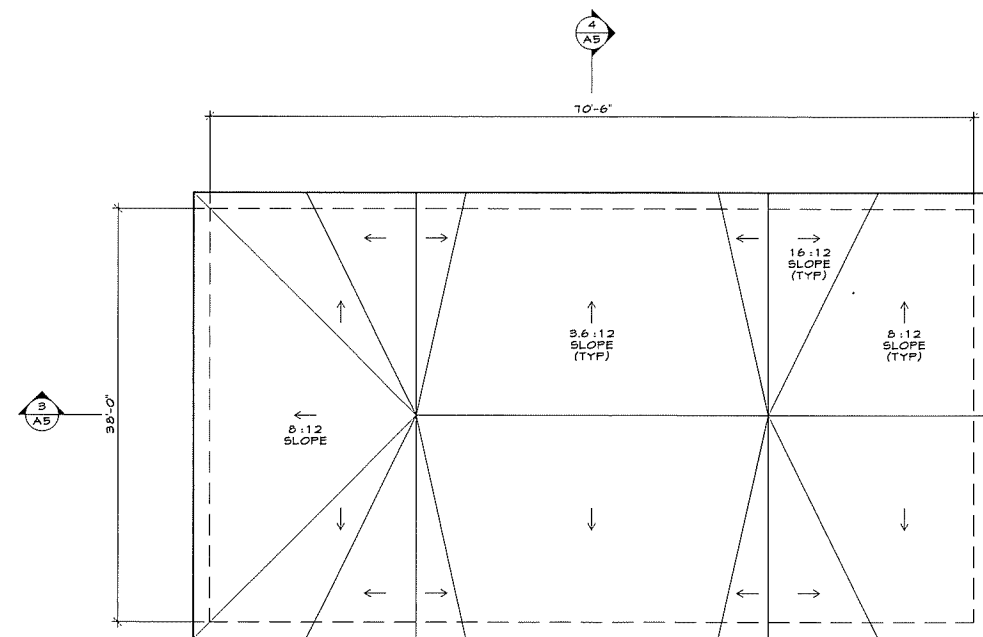


① FIRST FLOOR PLAN

2,679 SQ FT



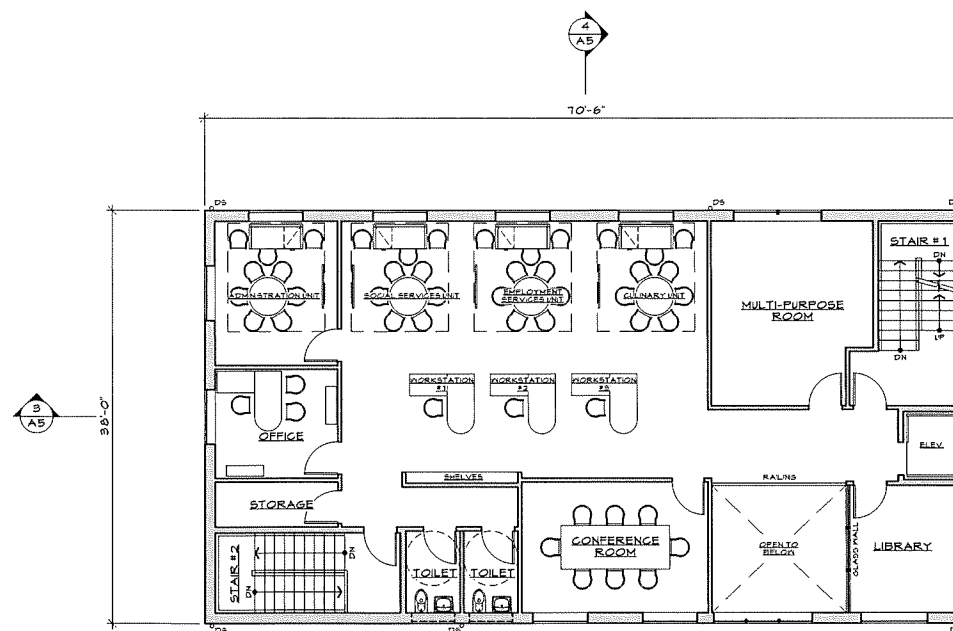
SCALE: 1/8" = 1'-0"



④ ROOF PLAN



SCALE: 1/8" = 1'-0"



② SECOND FLOOR PLAN

2,336 SQ FT



SCALE: 1/8" = 1'-0"

REVISIONS	BY

**Jessup Associates**  
Architects, Inc. AIA

444 Miller Avenue  
Mill Valley, CA 94941  
415-388-8818

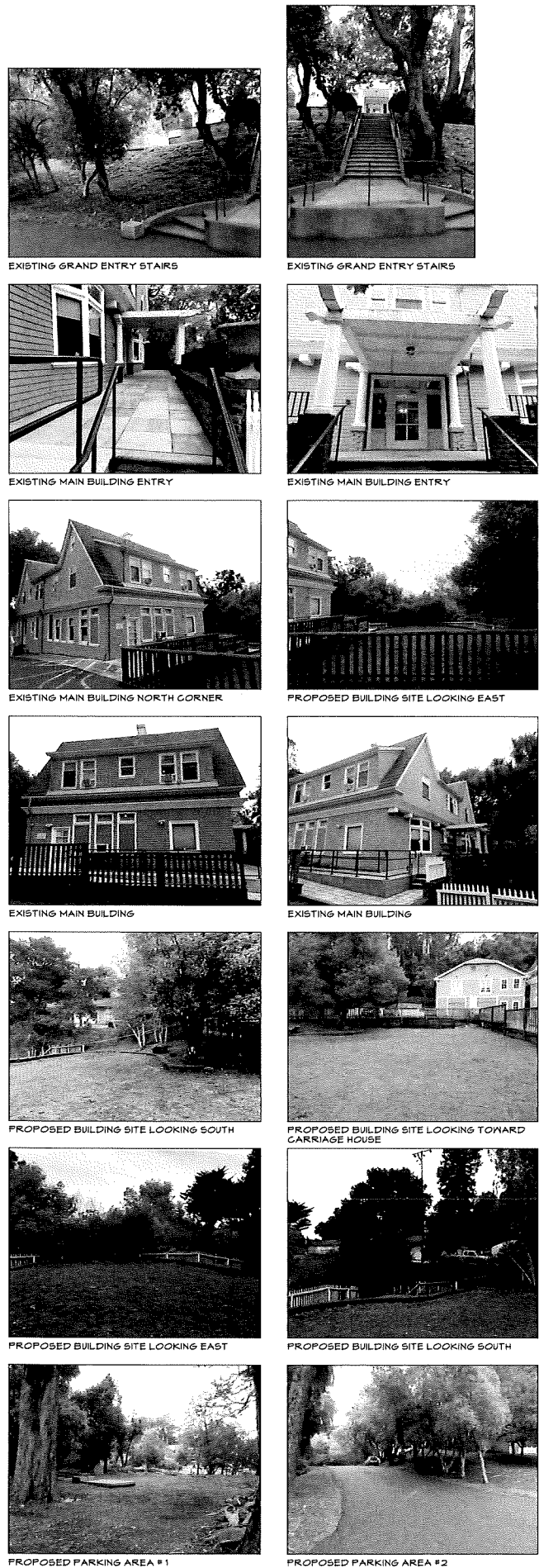
AP# 052-140-36  
**MCCDC EMPOWERMENT CLUBHOUSE**  
Marin City, CA 94965  
441 Drake Avenue

FLOOR PLANS

Date	23 DEC 2019
Scale	AS NOTED
Drawn	TYD
Job	1810
Sheet	A3

... of ... Drawings

EXISTING MAIN BUILDING & SITE



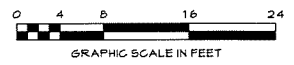
① EAST ELEVATION

SCALE: 1/8" = 1'-0"



② WEST ELEVATION

SCALE: 1/8" = 1'-0"



REVISIONS	BY

**Jessup Associates**  
Architects, Inc. AIA

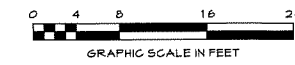
444 Miller Avenue  
Mill Valley, CA 94941  
415-388-8618

AP# 052-140-36  
**MCCDC EMPOWERMENT CLUBHOUSE**  
441 Drake Avenue  
Marin City, CA 94965

ELEVATIONS

Date 23 DEC 2019  
Scale AS NOTED  
Drawn TVD  
Job 1810  
Sheet

A4  
... of ... Drawings



REVISIONS	BY

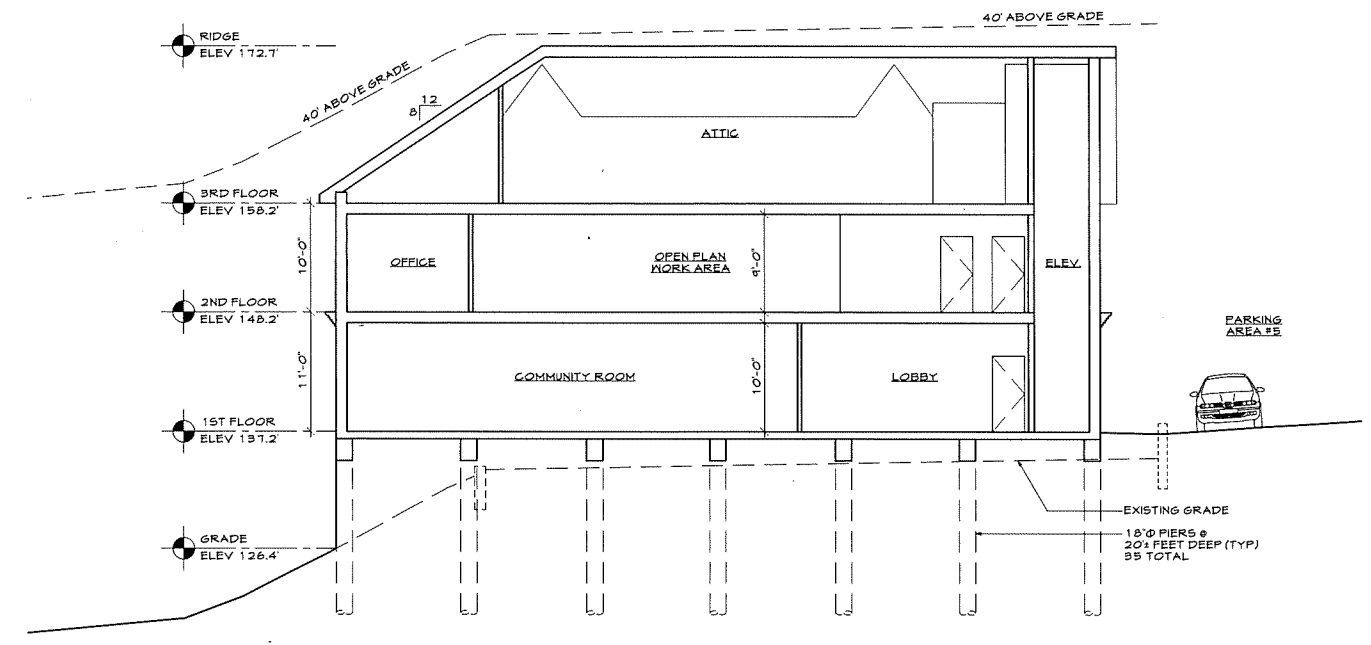
**Jessup Associates**  
Architects, Inc. AIA

444 Miller Avenue  
Mill Valley, CA 94941  
415-385-6618

**MCCDC EMPOWERMENT CLUBHOUSE**  
 AP# 052-140-36  
 441 Drake Avenue  
 Marin City, CA 94965

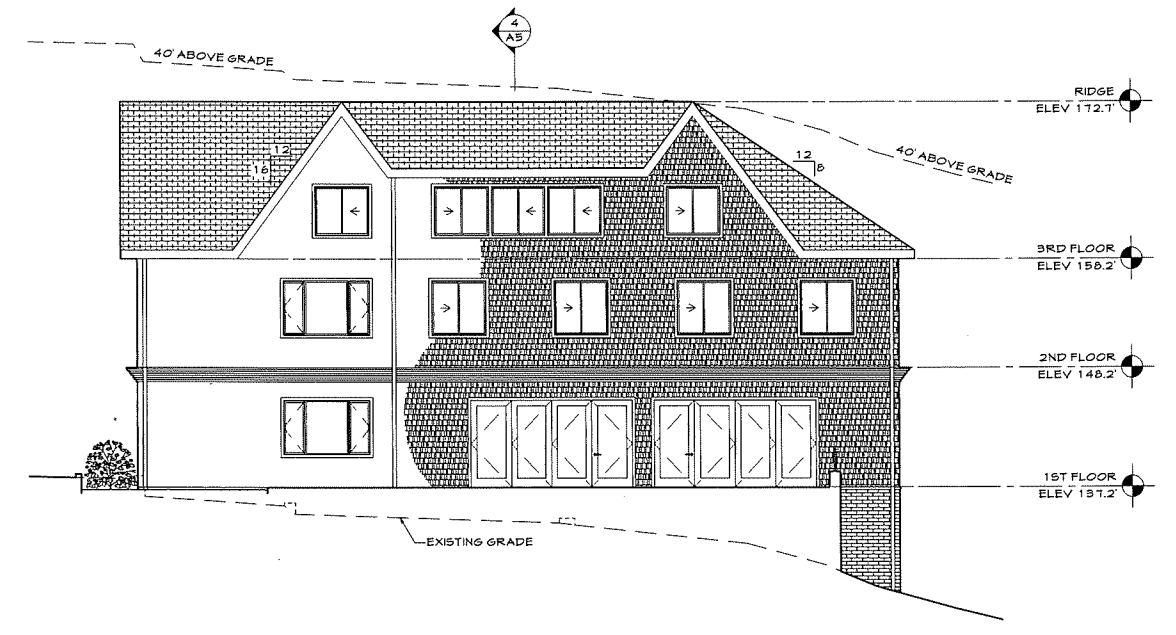
ELEVATIONS & SECTIONS

Date	23 DEC 2019
Scale	AS NOTED
Drawn	TVD
Job	1810
Sheet	<b>A5</b>
... of ... Drawings	



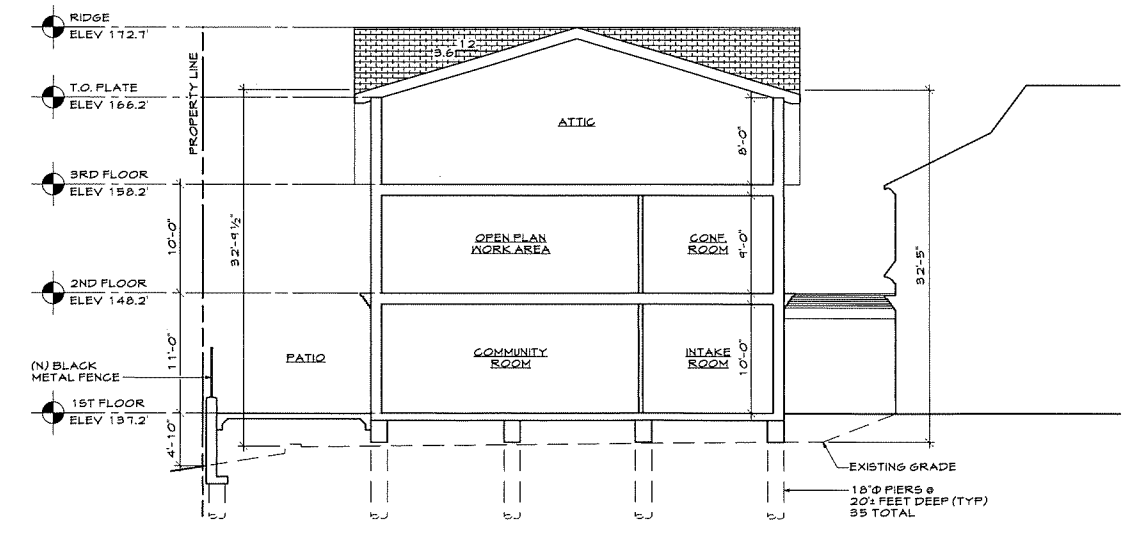
③ LONGITUDINAL SECTION

SCALE: 1/8" = 1'-0"



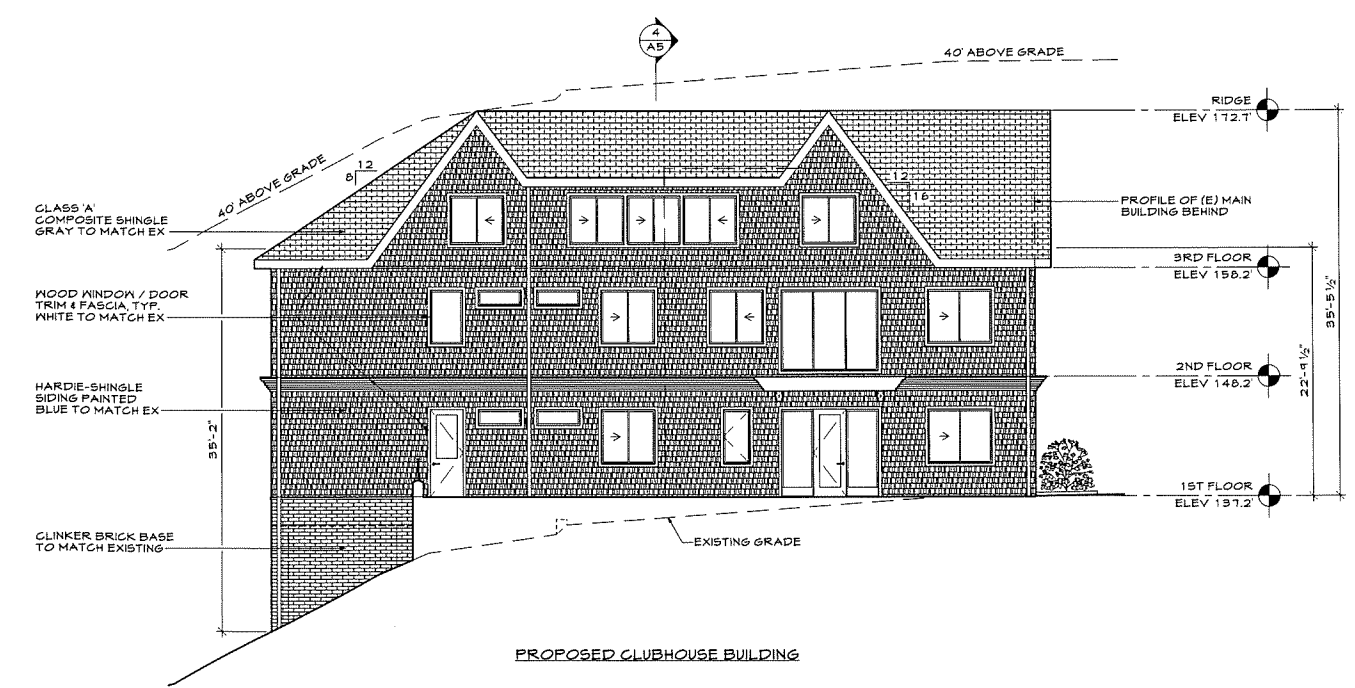
① SOUTH ELEVATION

SCALE: 1/8" = 1'-0"



④ CROSS SECTION

SCALE: 1/8" = 1'-0"



② NORTH ELEVATION

SCALE: 1/8" = 1'-0"



# PLANT LIST

Location : Pots

Scientific Name	Common Name	Size	Number
Agave attenuata	Foxtail agave	2g.	2
Aeonium nobile	Aeonium	1g.	2
Crassula ovata	Jade Plant	5g.	2
Senecio serpens	Blue Chalk Sticks	4" Flat	2f-16/flat
Gelsinium sempervirens	Carolina Jasmine	5g.	4

(N) South facing Planting Bed

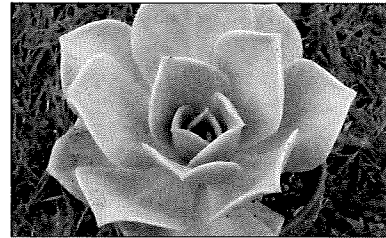
Feijoa sellowiana	Pineapple guava	15g.	3
Ceanothus 'Dark Star'	California Lilac	5g.	1
Diets vegeta variegata	Fortnight Lily	2g.	10
Senecio serpens	Blue chalk sticks	4" Flat	6f-16/flat

Existing Planting Strip

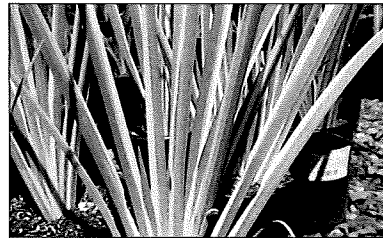
Replant with succulent mixture

Agave attenuata	Foxtail agave	2g.	5
Aeonium nobile	Aeonium	1g.	9
Crassula ovata	Jade Plant	5g.	5
Senecio serpens	Blue chalk sticks	4" Flat	4f-16/flat

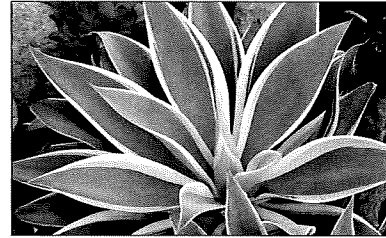
Irrigation: Drip



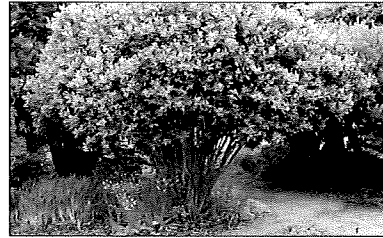
AEONIUM NOBILE (AEONIUM)



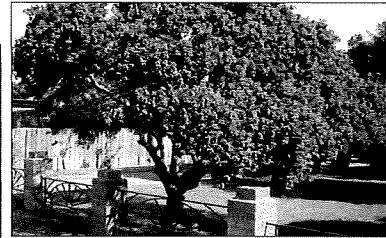
DIETS VEGETA VARIEGATA (FORTNIGHT LILY)



AGAVE ATTENUATA (FOXTAIL AGAVE)



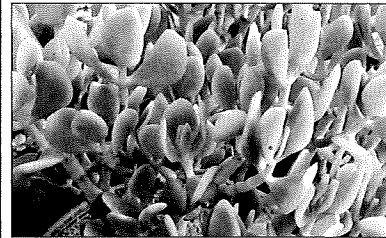
FEIJOA SELLOWIANA (PINEAPPLE GUAVA)



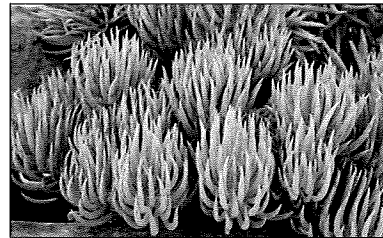
CEANOTHUS 'DARK STAR' (CALIFORNIA LILAC)



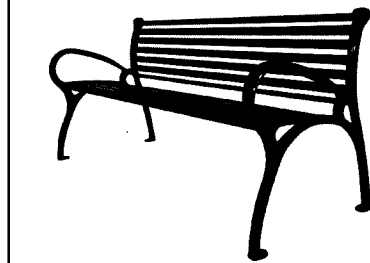
GELSIINIUM SEMPERVIRENS (CAROLINA JASMINE)



CRASSULA OVATA (JADE PLANT)



SENECIO SERPENS (BLUE CHALK STICKS)



SCHENLEY BENCH WITH BACK

Tear-drop detailing entwined with wide flowing cast aluminum legs present a sophisticated furniture statement in a versatile and functional design. Bench with back is covered by Patent No. Des. D629,233. Table set is covered by Patent No. Des. D816,295. View the entire Schenley Series here.

### PRODUCT DETAILS

#### MATERIALS

Fully-welded commercial-grade steel construction. Cast aluminum legs. Casters for legs or recycled plastic casters.

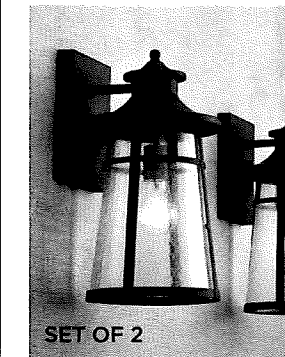
#### FINISH

Protected by the durable KEYSHIELDS® polyester powder coat finish applied to a 7-15 mil thickness. View our Color Chart here.

#### OPTIONS

Support: bolt down or freestanding; Slats: steel slats, steel rods, Ipe hardwood, or recycled plastic; Inquire about Designs In Time quick-ship option.

### Clement 15" High Black Outdoor Wall Lights Set of 2 - Style # IN893



SET OF 2

Clear seeded glass brings subtle texture to this cast iron black outdoor wall light set of two.

With an updated Mission style, this transitional outdoor wall light set of two is a versatile look that fits elegantly into almost any decor style. It comes in a handsome cast iron black finish with clear seeded glass that shows through to the light source. Pair the design with a decorative bulb for added style.

- Each light: 15" high x 8 1/4" wide. Extends 9 1/4" from the wall. Backplate is 7 3/4" high x 5 1/2" wide. Weighs 4.4 lbs.
- Each takes one maximum 60 watt standard base bulb (incandescent, LED, or CFL). Bulbs not included.

- Set of two outdoor wall lights from the John Timberland™ brand.

- Cast iron black finish top cap and wall mount. Steel construction. Clear seeded glass for an antique look.

- Wet location outdoor rated. Can also be used indoors.

### Black Metal Fence



READING ROUND PLANTER

Designed in the style of a wooden garden bench, the Reading series is equally at home in a train station or an exclusive mall. Bench with back is covered by Patent No. Des. D376,270. All other Reading pieces are Exclusive By Design. View the entire Reading Series here.

### PRODUCT DETAILS

#### MATERIALS

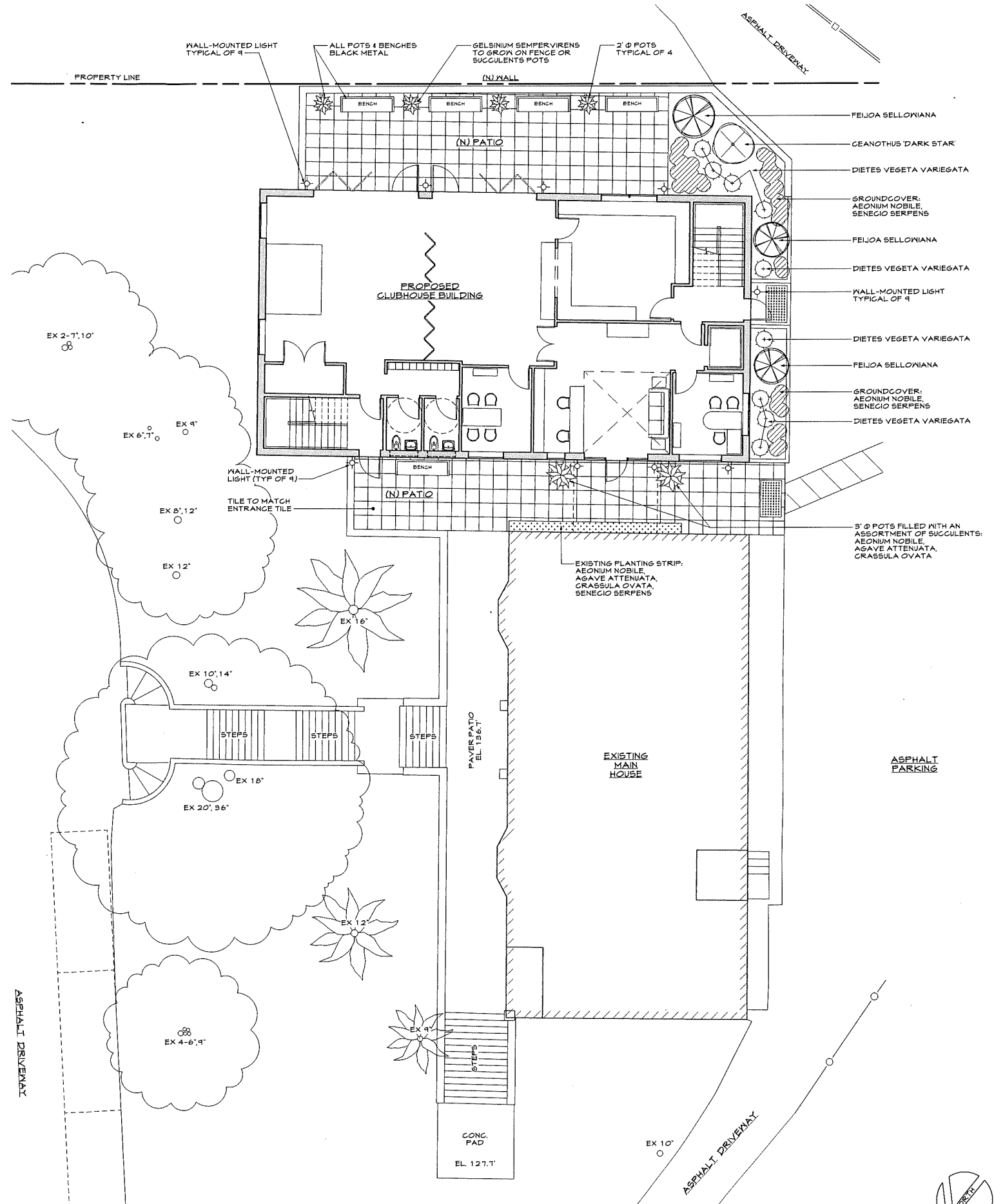
Fully-welded commercial-grade steel construction.

#### FINISH

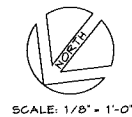
Protected by the durable KEYSHIELDS® polyester powder coat finish applied to a 7-15 mil thickness. View our Color Chart here.

#### OPTIONS

Support: elevated or adjustable legs



# 1 LANDSCAPE PLAN



SCALE: 1/8" = 1'-0"

REVISIONS	BY

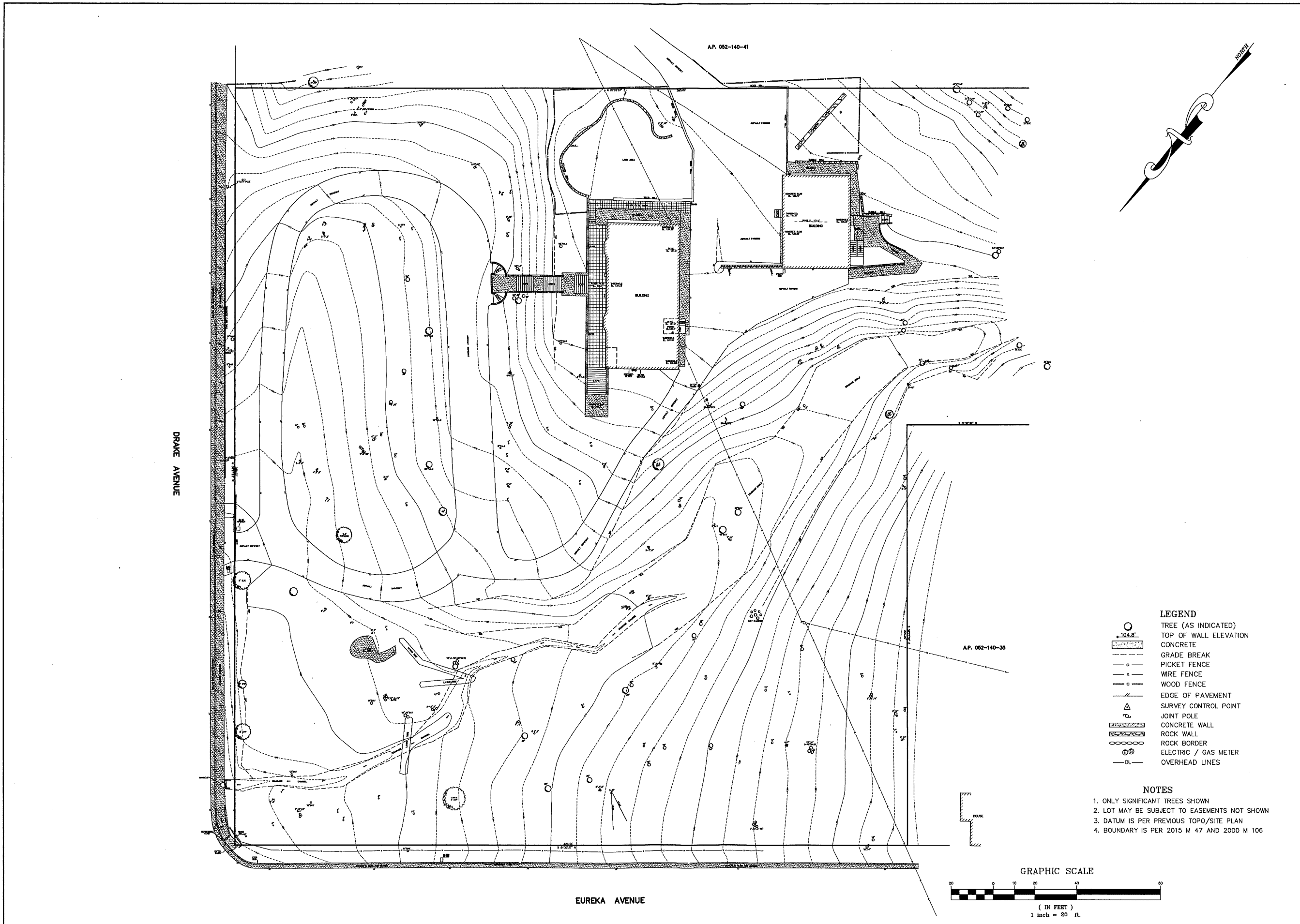


444 Miller Avenue  
Mill Valley, CA 94941  
415-388-8618

AP# 052-140-36  
MCCDC EMPOWERMENT CLUBHOUSE  
441 Drake Avenue  
Marin City, CA 94965

### LANDSCAPE PLAN

Date	23 DEC 2019
Scale	AS NOTED
Drawn	TVO
Job	1810
Sheet	L1
-- of -- Drawings	



LAWRENCE  
DOYLE  
LAND SURVEYOR  
CIVIL ENGINEER  
100 HELENS LANE  
MILL VALLEY, CA 94941  
415 388 8585 F 415 388 0412

© 2019  
THIS DRAWING IS  
THE PROPERTY OF  
LAWRENCE P. DOYLE  
LAND SURVEYOR  
CIVIL ENGINEER  
AND MAY NOT  
BE DUPLICATED  
OR USED WITH-  
OUT PERMISSION

441 DRAKE AVENUE  
MARIN CITY CALIFORNIA  
A.P. 052-140-36

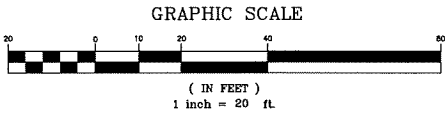
PARTIAL  
TOPOGRAPHIC  
SURVEY

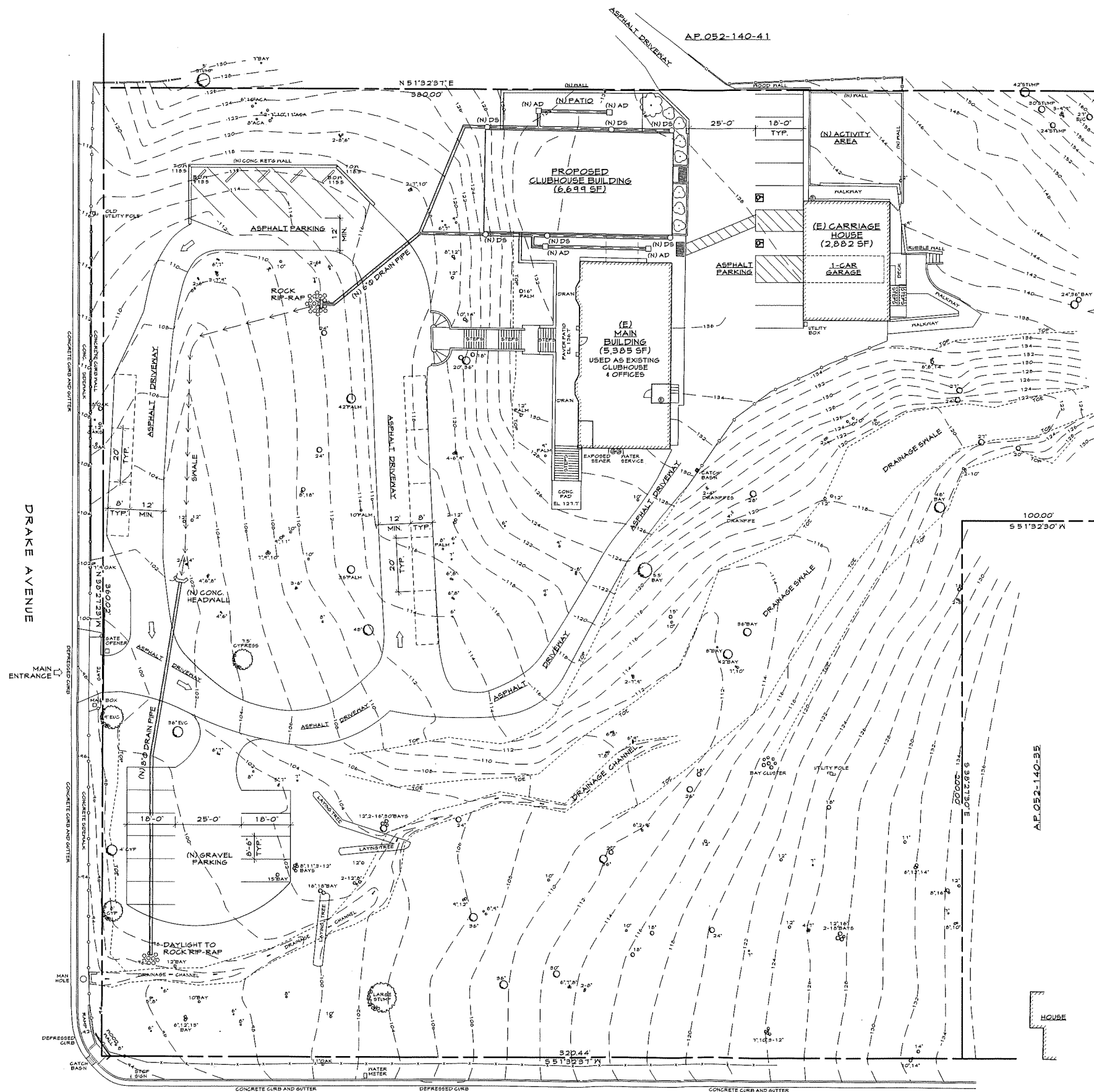
DRAWN BY: GPD  
DATE: 5/14/19  
ISSUE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C-1  
DRAWING NUMBER: 2828  
SHEET 1 OF 1

- LEGEND**
- TREE (AS INDICATED)
  - TOP OF WALL ELEVATION
  - ▨ CONCRETE
  - GRADE BREAK
  - PICKET FENCE
  - x WIRE FENCE
  - WOOD FENCE
  - EDGE OF PAVEMENT
  - △ SURVEY CONTROL POINT
  - JOINT POLE
  - ▨ CONCRETE WALL
  - ▨ ROCK WALL
  - ROCK BORDER
  - ⊕ ELECTRIC / GAS METER
  - OVERHEAD LINES

- NOTES**
1. ONLY SIGNIFICANT TREES SHOWN
  2. LOT MAY BE SUBJECT TO EASEMENTS NOT SHOWN
  3. DATUM IS PER PREVIOUS TOPO/SITE PLAN
  4. BOUNDARY IS PER 2015 M 47 AND 2000 M 106





### STORMWATER MANAGEMENT PROJECT DATA

Project Name/Number	MCCDC EMPOWERMENT CLUBHOUSE
Application Submittal Date (to be verified by municipal staff)	
Project Location (Street Address if available, or intersection and/or APN)	441 DRAKE AVENUE MARIN CITY, CA 94965
Name of Owner or Developer	MARIN CITY COMMUNITY DEVELOPMENT CORPORATION (MCCDC)
Project Type and Description (Examples: "Single Family Residence," "Parking Lot Addition," "Retail and Parking")	CONSTRUCTION OF NEW CLUBHOUSE BUILDING AND PARKING LOT ADDITION
Total Project Site Area (acres)	3.72 ACRES
Total New or Replaced Impervious Surface Area (square feet) (Sum of impervious area that will be constructed as part of the project)	5,399 SQ FT
Total Pre-Project Impervious Surface Area	22,810 SQ FT
Total Post-Project Impervious Surface Area	28,209 SQ FT
Runoff Reduction Measures Selected (Check one or more)	<input checked="" type="checkbox"/> 1. Disperse runoff to vegetated area <input checked="" type="checkbox"/> 2. Pervious pavement <input type="checkbox"/> 3. Cisterns or Rain Barrels <input type="checkbox"/> 4. Bioretention Facility or Planter Box

REVISIONS	BY



444 Miller Avenue  
Mill Valley, CA 94941  
415-388-8618

MCCDC EMPOWERMENT CLUBHOUSE  
 AP# 052-140-36  
 441 Drake Avenue  
 Marin City, CA 94965

PRELIMINARY DRAINAGE & GRADING PLAN

Date 23 DEC 2019  
 Scale AS NOTED  
 Drawn TVD  
 Job 1810

Sheet  
**C-2**  
 ... of ... Drawings

EUREKA AVENUE



**AGREEMENT for PROFESSIONAL SERVICES  
BETWEEN CLIENT and CONSULTANT**

THIS AGREEMENT is made and entered into effective April 10, 2019 by and between:

CONSULTANT: LAWRENCE P. DOYLE  
100 Helens Lane  
Mill Valley, CA 94941  
License/Registration No. P.L.S. 4694 R.C.E. 34572  
Telephone No. 415-388-9585  
Fax No. 415-388-0412  
E-mail: doylelpd@aol.com

CLIENT: Dr. Melissa Cadet, Marin City Community Development Corporation

The property upon which the service hereinafter described are performed is located at  
441 Drake Ave., Marin City CA

Assessor's Parcel No. 052-140-36

**A. CLIENT AND CONSULTANT AGREE AS FOLLOWS:**

Client agrees to engage Consultant according to the terms of this agreement ("the Agreement").

1. Consultant agrees to perform the services at the quoted price set forth on Exhibit "A" attached hereto.

**B. GENERAL PROVISIONS**

Client and Consultant agree that the following provisions shall be part of this Agreement:

1. Billing. All fees and other charges attributable to this Agreement will be billed by Consultant monthly and shall be due and payable by Client at the time of billing unless otherwise specified in this Agreement. Client agrees that all billings from Consultant to Client are correct, conclusive, and binding on Client unless Client, within thirty (30) days from the date of such billing, notifies Consultant in writing of its objection stating the alleged inaccuracies, discrepancies, or errors in the billing. In the event Client so notifies Consultant of such objection, Client shall nevertheless pay the billed amount and address such objection thereafter.

2. Late Charges. In the event Client fails to make payments under this Agreement, it would be difficult to fix the damages suffered by Consultant because of varying rates of interest and inflation and because late payment impairs capital and business operations. The parties therefore agree that a charge of 1.5 percent per month will be assessed on all overdue balances. This rate represents a reasonable estimate of fair compensation for the foreseeable losses that might result from late payment.

3. Extra Services:

a) Construction staking: \$2,500 minimum for initial visit, \$1,800 minimum for subsequent visits.  
Storypole staking and verification: \$90/pole with minimum of \$2,000. Construction verification letters: \$1,000 for setback and height, \$1,500 for sq.ft.

b) Any Services not specifically included in Attachment "A" which are requested and authorized in writing by Client shall be considered Extra Services. Client agrees to compensate Consultant for all Extra Services based on the hourly rates and costs of \$350/hour for an onsite team and \$180/hour for office time. Principal will be billed at \$ 220/hour for office time.

4. Liability Limits. Client agrees that Consultant's total liability to Client, its agents, employees, contractors, subcontractors, successors and assigns, for professional negligence, acts, errors or omissions of Consultant shall be limited to Consultant's fees.

5. Arbitration of Disputes. Any dispute arising out of or related to this Agreement shall be resolved by binding arbitration and not in a court of law. The dispute will be settled in accordance with the Rules of the American Arbitration Association, and judgment will be entered on the award. The arbitrator will award attorneys' fees to the prevailing party. If a party after due notice fails to appear at and participate in the proceedings, the arbitrator will make an award based on the evidence presented by the party who does participate.

6. Attorneys' Fees. If any proceeding is brought to enforce or interpret the provisions of this Agreement, the prevailing party therein shall be entitled to receive from the losing party therein, its reasonable attorneys' fees, which fees shall be set in the same proceeding, in addition to any other relief to which it may be entitled.

7. Costs of Dispute Resolution. In the event that Client institutes a proceeding against Consultant, either directly or by way of cross-complaint, including a claim for indemnity, for alleged negligence, error, omission, or other failure to perform, wherein: (a) Client fails to obtain a judgment or award in Client's favor, (b) the action is dismissed, or (c) judgment or award is rendered for Consultant, Client agrees to pay Consultant immediately following the proceedings all costs of defense, including, but without limitation, reasonable attorneys' fees, expert witness fees, court costs, and any and all other expenses of defense.

8. Acceptance and Commencement. By execution of this Agreement, Client accepts the terms hereof, acknowledges receipt of a copy hereof, including all exhibits, and authorizes Consultant to proceed with the Services. In the event Client is not the owner of the Property, Client represents that Client has obtained permission from said owner for Consultant to proceed.

9. Early Termination Release. Consultant has a right to complete all Services agreed to be rendered pursuant to this contract. In the event this Agreement is terminated before the completion of all Services, unless Consultant is responsible for such early termination, Client agrees to pay Consultant the full contract price and that any such termination shall automatically release Consultant from any liability for any Services performed.

The parties hereby execute this Agreement upon the terms and conditions stated above and on the date first above written.

CLIENT:

By \_\_\_\_\_

Date \_\_\_\_\_

CONSULTANT:

By Lawrence P. Doyle

Date 4/10/19

EXHIBIT A

**LAWRENCE P. DOYLE**  
**LAND SURVEYOR-CIVIL ENGINEER**

100 Helens Lane  
Mill Valley, CA 94941  
(415) 388-9585  
(415) 388-0412 fax  
email:doylelpd@aol.com

April 10, 2019

Re: A.P. 052-140-36  
441 Drake Ave.  
Marin City, CA

***Proposal for Land Surveying Services***

**Partial Topographic Survey** (area as delineated by Kim Jessup)

- House and carriage house
- Driveway
- Drainage swale
- Major walls and walkways
- Fences
- Edge of pavement of Drake and Eureka
- 6" diameter trees and larger
- Visible utilities
- Easements (a copy of the Title Report is required)
- 2' contour intervals along with various spot elevations
- Boundary lines per recorded maps

Total: \$16,000.00

(If acceptable, please sign and return 1 copy along with a \$2,000 retainer)

**AGREEMENT for PROFESSIONAL SERVICES**  
**BETWEEN CLIENT and CONSULTANT**

THIS AGREEMENT is made and entered into effective January 21, 2020 by and between:

CONSULTANT: LAWRENCE P. DOYLE  
100 Helens Lane  
Mill Valley, CA 94941  
License/Registration No. P.L.S. 4694 R.C.E. 34572  
Telephone No. 415-388-9585  
Fax No. 415-388-0412  
E-mail: doylelpd@aol.com

CLIENT: Dr. Melissa Cadet, Marin City Community Development Corporation

The property upon which the service hereinafter described are performed is located at  
441 Drake Ave., Marin City CA

Assessor's Parcel No. 052-140-36

**A. CLIENT AND CONSULTANT AGREE AS FOLLOWS:**

Client agrees to engage Consultant according to the terms of this agreement ("the Agreement").

1. Consultant agrees to perform the services at the quoted price set forth on Exhibit "A" attached hereto.

**B. GENERAL PROVISIONS**

Client and Consultant agree that the following provisions shall be part of this Agreement:

1. Billing. All fees and other charges attributable to this Agreement will be billed by Consultant monthly and shall be due and payable by Client at the time of billing unless otherwise specified in this Agreement. Client agrees that all billings from Consultant to Client are correct, conclusive, and binding on Client unless Client, within thirty (30) days from the date of such billing, notifies Consultant in writing of its objection stating the alleged inaccuracies, discrepancies, or errors in the billing. In the event Client so notifies Consultant of such objection, Client shall nevertheless pay the billed amount and address such objection thereafter.

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a) Construction staking: \$2,500 minimum for initial visit, \$1,800 minimum for subsequent visits. Storypole staking and verification: \$90/pole with minimum of \$2,000. Construction verification letters: \$1,000 for setback and height, \$1,500 for sq.ft.

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6. Attorneys' Fees. If any proceeding is brought to enforce or interpret the provisions of this Agreement, the prevailing party therein shall be entitled to receive from the losing party therein, its reasonable attorneys' fees, which fees shall be set in the same proceeding, in addition to any other relief to which it may be entitled.

7. Costs of Dispute Resolution. In the event that Client institutes a proceeding against Consultant, either directly or by way of cross-complaint, including a claim for indemnity, for alleged negligence, error, omission, or other failure to perform, wherein: (a) Client fails to obtain a judgment or award in Client's favor, (b) the action is dismissed, or (c) judgment or award is rendered for Consultant, Client agrees to pay Consultant immediately following the proceedings all costs of defense, including, but without limitation, reasonable attorneys' fees, expert witness fees, court costs, and any and all other expenses of defense.

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9. Early Termination Release. Consultant has a right to complete all Services agreed to be rendered pursuant to this contract. In the event this Agreement is terminated before the completion of all Services, unless Consultant is responsible for such early termination, Client agrees to pay Consultant the full contract price and that any such termination shall automatically release Consultant from any liability for any Services performed.

The parties hereby execute this Agreement upon the terms and conditions stated above and on the date first above written.

CLIENT:

By \_\_\_\_\_

Date \_\_\_\_\_

CONSULTANT:

By Lawrence P. Doyle

Date 1/21/20

EXHIBIT A

**LAWRENCE P. DOYLE**  
**LAND SURVEYOR-CIVIL ENGINEER**

100 Helens Lane  
Mill Valley, CA 94941  
(415) 388-9585  
(415) 388-0412 fax  
email:doylelpd@aol.com

January 21, 2020

Re: A.P. 052-140-36  
441 Drake Ave.  
Marin City, CA

***Proposal for Engineering Services***

- 1. Grading Plan**
- 2. Stormwater Drainage Plan** based on the BASSMA Manual for Development Projects in Marin County.
- 3. Erosion and Sediment Control Plan** based on the MCSTOPP Manual for Development Projects in Marin County.
- 4. Subdrain Plan** for foundations
- 5. Notes and details**
- 6. Final letter** to the County of Marin for the Grading and Drainage Improvements
- 7. One set of story poles**

**Quote: \$9,500**

(If acceptable, please sign and return 1 copy along with a \$3,000 retainer)





# Marin City CDC Phase 1 ESA Proposal

441 Drake Avenue, Sausalito, CA 94965

APN #: 052-140-36

February 4, 2020

Dr. Melissa Cadet  
Marin County CDC  
441 Drake Avenue  
Sausalito, CA 94965

Re: Phase 1 ESA Request

Dear Dr. Caedt:

Thank you for giving us an opportunity to provide a proposal to provide Phase 1 ESA service for the property referenced above. Please see pricing & scope information below:

<b>Name</b>	<b>Price</b>	<b>QTY</b>	<b>Turn Around Time</b>	<b>Subtotal</b>
Phase 1 ESA 441 Drake Avenue, Sausalito, CA 94965  APN #: 052-140-36	\$1,800.00	1	10 Business Days	\$1,800.00
			Subtotal	<b>\$1,800.00</b>
			<b>Total</b>	<b>\$1,800.00</b>

Thank you for the opportunity,

*Thomas Miller*

Thomas Miller  
Vice President

# Task 1: Phase 1 Environmental Site Assessment

The objective of this assessment is to identify "recognized environmental conditions" associated with past or current practices on or near the site through limited research, a review of specified and reasonably ascertainable records, and a site reconnaissance in general accordance with the American Society for Testing and Materials (ASTM) Standard E1527-2013.

"Recognized environmental conditions," as defined under this ASTM standard, include "the presence or likely presence of any hazardous substances or petroleum products on a site under conditions that indicate an existing release, a past release, or a material threat of release of any hazardous substances or petroleum products into structures on the property or into the ground, groundwater or surface water of the property."

The assessment will be performed in accordance with generally accepted practices of the profession undertaken in similar studies at the same time and in the same geographical area, and Essel Environmental will observe that degree of care and skill generally exercised by the profession under similar circumstances and conditions.

**Prior to commencing these services, Essel Environmental will require the following:**

- **A fully executed agreement**
- **Site access during normal business hours (if applicable)**

## **SCOPE OF WORK**

To facilitate the understanding of the proposed services, the project has been divided into the tasks described below.

### **I. Historical Information Review**

The objective of this review is to develop a history of the site and adjoining properties in order to identify past uses suggesting ASTM recognized environmental conditions which may pose an environmental concern to the site. In general accordance with ASTM guidelines, the historical use of the site will be researched from the present, back to the site's first obvious use or back to 1940, whichever is earlier. This task involves discretionary review of as many of the ASTM standard historical sources as are necessary and reasonably ascertainable to meet this objective.

Per ASTM E1527-2013, Essel Environmental assumes the Client will obtain title information and notify Essel Environmental of the possible presence of any environmental liens or activity and use limitations associated with the site.

## **II. Physical Setting Data**

Physical setting data are typically consulted when conditions have been identified in which potentially hazardous materials or petroleum related products are likely to migrate to the site, from the site or within the site into the groundwater or soil. At a minimum, a current USGS 7.5 Minute Topographic Map detailing the site area will be evaluated. As noted by the ASTM standard, other physical setting sources, revealing additional hydrogeologic, hydrologic, and soil conditions, may be included as necessary to meet assessment objectives.

## **III. Regulatory Records Review**

Federal and state databases compiled by environmental database companies will be reviewed to identify registered or documented facilities that may present an environmental concern to the site from ASTM recognized environmental conditions. Reasonably ascertainable standard regulatory sources will be reviewed for the site and vicinity within Minimum Search Distances (MSD), as detailed by the ASTM document.

Additional record sources may be reviewed to enhance or supplement the federal and state database information. Reasonably ascertainable and practicably reviewable sources may include city or county department of health records, local fire department records, local planning, and building inspection records, local or regional pollution control or environmental agency records, and city, county or state water agency files, and local electric utility records.

## **IV. Site and Adjoining Property Reconnaissance**

A site reconnaissance will be performed to observe and record obvious and apparent visual evidence suggesting an ASTM recognized environmental condition to the extent not obstructed by bodies of water, adjacent buildings, or other external or interior barriers or obstacles. Site features, such as readily accessible adjacent public thoroughfares and on-site roads and paths and accessible common areas expected to be used by occupants or the public, will be identified. Inspections of large tracts of land will be performed utilizing grid patterns or systematic approaches, and assessments of developed sites will include a visual inspection of a representative sample of occupied spaces. Current site uses will be documented, paying particular attention to uses involving the treatment, storage, disposal or generation of hazardous substances or petroleum products. Apparent evidence of past or present underground or aboveground storage tanks, surface stains, distressed vegetation, electrical transformers, land

scars, drums, pits, ponds or lagoons, solid waste, waste water, septic systems, wells or obvious evidence of improper use or disposal of toxic or hazardous materials will be documented in the Final Report.

The reconnaissance will include observations of adjoining properties to identify general land use and apparent potential ASTM recognized environmental conditions. These observations will be made from public access right-of-ways.

## **V. Interviews**

Essel Environmental personnel will make reasonable attempts to interview the key site manager, user, occupants, past owners, operators and occupants of the site, as well as local government personnel, to obtain information suggesting ASTM recognized environmental conditions which may present concerns to the site.

## **VI. Data Evaluation and Final Report**

Pertinent data and observations will be compiled and presented in a Final Report. The report will include an opinion by Essel Environmental with regard to the absence or presence of ASTM recognized environmental conditions. Should additional services or service enhancement be requested or authorized by the Client for this ESA, those results will be documented in the Final Report. Opinions relative to environmental conditions provided within the Final Report will be based upon information derived from the most recent site reconnaissance date and from other activities described above.

Should the results of this study reveal evidence of ASTM recognized environmental conditions, Essel Environmental will formulate a conclusion and recommendation to address this finding. Typical recommendations call for further site investigation activities such as installation of soil borings, soil/waste sampling and associated laboratory analyses.

The Final Report will include copies of pertinent and available ownership/historical documentation, regulatory documentation, a physical setting map, references, site photographs, and other pertinent reports, if provided for Essel Environmental.

## **PROJECT SCHEDULE**

Essel Environmental can begin this project immediately after receiving your authorization to proceed and permission to access the property. **As always, Essel Environmental will make every effort to meet your required time frame.** Essel Environmental assumes that you will provide or make arrangements for site access.

## **PROPOSAL ASSUMPTIONS**

This proposal was prepared based upon the following:

- (i) An accurate legal description and site plan will be provided upon Client's authorization of the proposal:
- (ii) Site access will be provided during normal business hours upon Client's authorization of the proposal:
- (iii) Additional Record Source file review not to exceed one hour

**AGREED AND ACCEPTED** this

By \_\_\_\_\_, represented by

Signature

Name

Date

Please fax to: 510-380-6610

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone Number: \_\_\_\_\_







**A PROPOSAL TO UNDERTAKE A  
CULTURAL RESOURCES EVALUATION OF  
441 DRAKE AVENUE, MARIN CITY, MARIN  
COUNTY, CALIFORNIA**

**SUBMITTED BY WILLIAM ROOP, M.A., RPA, ARCHAEOLOGICAL  
RESOURCE SERVICE**

**SUBMITTED TO ROBERT HENDRY, BOARD TREASURER,  
MARIN CITY COMMUNITY DEVELOPMENT  
CORPORATION**

**OCTOBER 29, 2018**

---

**ESTIMATED COST**

I have prepared a cost estimate based on the project description in your submitted information and the various payment schedules available to you. Our estimate to undertake a Cultural Resources Inventory of the described project area is \$1,836.00 to \$2,040.00, depending on the payment option you choose to exercise. Your options are:

**Prepayment.** Payment received prior to completion of the field evaluation. **\$1,836.00.**

**Prompt Payment.** Payment received or postmarked within 10 days of the invoice date. **\$1,938.00**

**Timely Payment.** Payment received or postmarked within 30 days of the invoice date. **\$2,040.00**

This estimate is based on the tasks specified below, the size of the parcel and the Basic Fee Schedule of Archaeological Resource Service.

**SPECIFIC TASKS TO BE ACCOMPLISHED**

The following basic tasks are to be accomplished as part of this project:

1. A check of the information on file with our office and the Regional Office of the California Historical Resources Information System, to determine the presence or absence of previously recorded historic or prehistoric cultural resources,
2. A check of appropriate historic references to determine the potential for historic era archaeological deposits, and;
3. Contact with the Native American Heritage Commission to determine the presence or absence of listed Sacred Lands within the project area;
4. Contact with all appropriate Native American organizations or individuals designated by the Native American Heritage Commission as interested parties for the project area;
5. A surface reconnaissance of all accessible parts of the project area to locate any visible signs of potentially significant historic or prehistoric cultural deposits.
6. Preparation of a report describing the work accomplished, the results of the research, and making appropriate recommendations for further action, if warranted.

---

613 Martin Avenue, Suite 101  
Rohnert Park, California 94928  
(707) 586-2577 fax (707) 586-2580

## PROPOSED METHODOLOGIES

We will perform a literature check through the Northwest Regional Office of the California Historical Resources Information System at Sonoma State University. This information will be supplemented by information from the files of Archaeological Resource Service. From previous work by this company and others we know that the property contains the Native American archaeological site CA-MRN-635/H along with historic archaeological deposits and historic structures. It is not known what potential impact the proposed project may, or may not, have on existing cultural features. One purpose of this investigation is to determine the potential for negative impacts to cultural resources, and to make recommendations to minimize or eliminate identified impacts where possible.

We will contact the Native American Heritage Commission by email with a request to check the Sacred Lands file maintained by them. This database lists sacred places recorded by Native Americans or observed by anthropologists or archaeologists. These places can be rock art sites (petroglyphs or pictographs), cemeteries or funerary locations, important village sites, or locations associated with specific events or features of oral tradition.

The Native American Heritage Commission will supply us with a list of appropriate Native American contacts for this location. From previous experience, we expect that the Federated Indians of Graton Rancheria will be identified as the most appropriate group to contact. We will send a letter to each individual or organization requesting consultation regarding the project site.

The field evaluation will consist of examining all exposed soils within the proposed project, as shown on the map supplied by your office. If it appears appropriate to do so, soil samples will be taken from the surface. The samples will be taken using a 1 inch diameter, hollow core soil probe. Where possible, the soil plug will be replaced in the hole after examination. If potentially significant deposits are suspected within the proposed project area, a four inch diameter (10 cm) hand auger may be used to sample the soils.

If an archaeological deposit is present, as reported, and the deposit appears to be in its original location and capable of contributing to our knowledge of significant events in the past, recommendations will be made to assess its potential to be listed to the National Register of Historic Places, the California Register of Historic Resources or a local listing. To be eligible for the National Register a property, structure or site must possess significance in American history, architecture, archeology, engineering, and/or culture. The resource must also possess integrity of location, design, setting, materials, workmanship, feeling, and association and:

- (a) that are associated with events that have made a significant contribution to the broad patterns of our history; or
- (b) that are associated with the lives of persons significant in our past; or
- (c) that embody distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- (d) that have yielded, or may be likely to yield, information important in prehistory or history.

Additionally to qualify for the register the resource must be associated with an important historic context and retain historic integrity of those features necessary to convey its significance.

To be eligible for the California Register the resource needs to follow the above guidelines but be of significance to American or California history.

On completion of all of the above steps, we will complete a report that describes the steps taken, the observations made, and the conclusions drawn. Recommendations will be made, as appropriate, for further steps that may be necessary to protect cultural resources.

### **TIME FOR COMPLETION**

We can complete the field inspection phase of this project within 25 working days of our receipt of your notice to proceed. A more rapid response is available if needed, but requires a minimum of 15 working days to comply with state and federal guidelines.

If this correctly sets forth your needs, we are prepared to begin the evaluation on receipt of your authorization. Thank you for this opportunity to participate in your project. If you have any questions or comments regarding any aspect of this letter or the attached information, please contact Archaeological Resource Service at (707) 586-2577.

### **INSURANCE COVERAGES**

Archaeological Resource Service maintains a \$2,000,000.00 General Aggregate Liability policy, with coverage to \$1,000,000.00 per occurrence. We also maintain full commercial coverage for all scheduled, hired, and non-owned vehicles operated by any of our staff. All of our staff are fully covered to the statutory limit (\$1,000,000.00) for workers compensation and employer's liability insurance. A certificate of insurance can be issued directly from our carrier if required. If specific endorsement language is required in any coverage, appropriate arrangements can be made for its inclusion in the certificate of insurance. Additional endorsement cost is excluded from the basic cost estimate provided below.

## BASIS OF COST ESTIMATE

### Literature Search

Personnel Commitment:	Project Director	
Literature Search Fee:	\$150.00	
Time For completion:	2 hours	
Estimated Cost:		\$ 402.00

### Field Evaluation

Personnel Commitment:	Project Director Technician	
Time For completion:	4 hours	
Estimated Cost:		\$ 756.00

### Report Preparation

Personnel Commitment:	Project Director	
Time For completion:	7 hours	
Estimated Cost:		\$ 882.00

**Estimated Project Cost** **\$2,040.00**

<b>Discounts Available:</b>	<b>Prepayment (10%)</b>	<b>\$1,836.00</b>	payment received prior to completion of the field evaluation.
	<b>Prompt Payment (05%)</b>	<b>\$1,938.00</b>	payment received within ten days of the invoice date.
<b>Interest Charged (18% APR):</b>	<b>Past Due Accounts</b>	<b>\$2,070.60</b>	payment not received after 30 days.

### MEETING ATTENDANCE

Meetings to discuss the project's progress and telephone consultations are not part of this cost estimate. However, if meeting attendance is necessary, this will be billed at the quoted rates (for principal investigators or appropriate technicians) above the estimated costs of the project. Meetings will have a minimum of four hours of billable time and telephone consultations will be billed to the nearest five minutes.

### RESPONSE TO COMMENTS

Since the cultural resources evaluation is part of a planning document, it is anticipated that the consultant will receive comments from the planner about possible revisions to the report. ARS is prepared to provide written responses to minor comments. If more extensive responses to comments become necessary, a separate cost estimate for this effort will be prepared once the comments are received and the magnitude of possible changes to the report are known.

READ, APPROVED, AND ACCEPTED BY:

\_\_\_\_\_, \_\_\_\_\_  
 Name, Title

at \_\_\_\_\_, \_\_\_\_\_  
 Place Date

For \_\_\_\_\_



# ATTACHMENT 1

## ARCHAEOLOGICAL RESOURCE SERVICE

### BASIC FEE SCHEDULE

VERSION OF JANUARY 2018

Consulting Archaeologist/Historian .....	\$152.25/hour
Project Director .....	\$126.00/hour
Field/Laboratory Director.....	\$109.20/hour
Physical Anthropologist.....	\$102.90/hour
Historian.....	\$102.90/hour
Geographic Information System Specialist .....	\$99.25/hour
Assistant Director.....	\$94.50/hour
Archaeological Monitor .....	\$73.50/hour
Field/Laboratory/GIS Technician.....	\$63.00/hour
Field/Laboratory Assistant.....	\$60.90/hour
Mileage expenses .....	\$0.65 per mile
Per Diem expenses (per person) .....	\$125-\$200.00

Per Diem expenses will vary according to project specific needs, project local costs, and seasonal variations in availability and cost of lodging and/or meals.

#### Outside Laboratory Procedures<sup>1</sup>

Carbon-14 testing <sup>2</sup>	
Conventional.....	\$325.00 per sample
AMS .....	\$475.00 per sample
Obsidian Source analysis .....	\$50.00 per sample
Obsidian Hydration Analysis .....	\$45.00 per sample
Soil Constituent Analysis .....	\$245.00 per sample

#### Literature Searches:

\$150.00 per hour institution fee, plus time and reproduction costs.

#### Standard ARS Overhead

Overhead cost has been calculated into the hourly rates quoted above.

#### Project Responsibility

The Project Director is the Principal Investigator of record and is responsible for overall supervision of all field and laboratory work and preparation of written documentation. One or more researchers or assistants according to the tasks necessary for completion of a specific project may assist the Principal Investigator. The above fee schedule relates to literature search, field survey, monitoring, and spot check procedures. Costs for test excavations and laboratory analyses, utilize the same hourly rates, but may include additional personnel categories or specific expenses.

#### Weekend and Overtime Work

All work conducted on holidays, Saturdays, or in excess of eight (8) hours per day will be billed at 1.5 times the hourly rate for the task category involved.

All work conducted on Sundays or in excess of ten (10) hours per day will be billed at 2 times the hourly rate for the task category involved.

<sup>1</sup> Outside laboratory procedures are included in the estimate only if a cost is calculated. When samples are submitted to an outside laboratory, setup fees and other costs will be passed on.

<sup>2</sup> AMS testing is necessary when the sample size is small. The least expensive procedure that will insure a usable result will be used.





Jessup  
Associates  
Architects, Inc.

6 December 2018

Dr. Melissa Cadet  
Marin City Community Development Corporation  
441 Drake Avenue  
Marin City, CA 94965

Dear Dr. Cadet,

It was a pleasure meeting with you and Bob Hendry on Monday to get the grand tour of the MCCDC property and buildings in Marin City and to discuss your plans to add a new building to your facility to house The Empowerment Clubhouse. What an exciting project! Also thank you for taking the time to discuss the background of the MCCDC story and mission. The clarity of purpose, enthusiasm and commitment to the goals that you and Bob embody clearly set the tone for a successful project.

I have received from Bob the engineer reports that you have attained thus far and an outline of the studies and reports that will be forth coming. I have also received The Empowerment Clubhouse Facilities Plan, drawings for the Oak Hill School Project and the preliminary Floor Plans and Site Impact Study for this project from Bob Crone. I applaud your proactive efforts to get these preliminary site studies/reports under way. Starting the project with all of this site specific information in hand allows us to create an all inclusive base map of which to build our design from. Our goal is always to design a project that, as closely as possible, adheres to the prescribed Design Guidelines, captures the intent of the Project Program, addresses Neighborhood and Community concerns and most importantly exceeds our Clients expectations.

We appreciate you giving Jessup Associates Architects the opportunity to provide the Architectural Services for your project. We are excited by the prospect of assisting you with the development of a design solution that meets your needs and complements the property nicely. To assist you in better understanding the design process for your project, I have outlined below the steps we take from preliminary design work through completion of construction.

1. **PROGRAM** : Develop a wish list of items to be incorporated into the project. We use this Program as a guideline for our design work, so it is important that it be accurate and include all aspects of your project. The Empowerment Clubhouse Facilities Plan developed by Dr. Cadet provides a detailed overview of the project and will be the framework from which we will work. A review of that Program with Dr. Cadet and Bob Hendry will give us the opportunity to make sure all design items are included and make adjustments if desired.
2. **PRE-DESIGN** : Prior to beginning the design process for your project, it is important to fully understand the parameters of the property. To this end, with the Survey, and all studies and reports in hand, we will discuss the property



history, design guidelines, site limitations, Zoning and Code requirements with the Marin County Planning, Building, Public Works, and Environmental Health Departments. It is best to fully grasp the issues and know exactly what our options / requirements are before jumping into the design process.

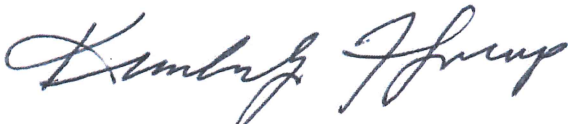
3. **EXISTING CONDITIONS** : To be able to start designing, we need to have an accurate Survey of the site which provides the existing conditions of all site amenities and improvements. There is reference to a Survey by Douglas Matteson dated February 2004 in the Oak Hill School drawings that provides the necessary survey information. This will be an important document to have access to. We will also take pictures of the Site, Existing Buildings, Site Amenities and Neighboring Buildings and Properties for our references.
4. **SCHEMATIC DESIGN** : Based upon the The Empowerment Clubhouse Facilities Plan, the County of Marin Design Guidelines and Zoning Ordinance, the Survey and the Preliminary Floor Plans developed by Bob Crone, will we develop Schematic Floor Plans and one or two Exterior Elevations for your review. Once we have a design that meets your approval, we will meet with the Planning Department for preliminary review.
5. **DESIGN DEVELOPMENT** : Based upon the approved Schematic Drawings, we will develop the Site Plan, Floor Plans, Exterior Elevations, Building Sections, Landscape Plan, Drainage Plan, Story Pole Plan, 3-D Models, Green Building Checklist, Color / Materials Board and also fill out the necessary applications for Design Review. The Design Review process will entail approval from the County of Marin Planning Department. At this time, we also suggest having a contractor look at the project for preliminary cost estimating.
6. **CONSTRUCTION DOCUMENTS** : Based upon the approved Design Development Drawings, we will develop Construction Documents sufficient enough in detail to obtain a Building Permit and to construct the project. We will need to obtain the services of a Structural Engineer, Soils Engineer, Civil Engineer, Mechanical Engineer, Green Building Consultant and Energy Compliance Consultant to meet Code requirements. We will work in concert with the consultants to create the Architectural Drawings which will include Dimensional Floor Plans, Exterior Elevations, Building Sections, Construction Details, Window and Door Schedules, Electrical and Mechanical Floor Plans, Construction Management Plan, Erosion Control Plan and Interior Elevations.
7. **BIDDING** : Provide assistance during the Bidding process, contact Contractors and coordinate document dispersal, answer questions regarding the Construction Documents and work with client in the selection of the Contractor to do the work.

8. **CONSTRUCTION OBSERVATION** : Provide Construction Observation on an "as needed" basis as requested by the Owner and/or Contractor, and answer questions concerning the construction process and methods. This phase is important to assure that the final build-out is exactly how you envisioned the project. We find that having drawn the project, we are very familiar with all aspects of the Construction Documents, and can assist you and the Contractor with details and the decision making process.

We will bill your project on an hourly basis plus expenses with an estimated maximum of \$100,000. All consultant work (i.e., Structural Engineer, Soils Engineer, Energy Compliance Engineer) is not included in our fee and is billed to you at cost plus 10%. If you prefer, you may choose to contract with the consultants directly. The attached Terms of Agreement will give you a breakdown of our hourly rates. If this arrangement meets with your approval, this letter will act as our Owner / Architect Agreement. Please sign and return one copy to us with a retainer in the amount of \$800, to be credited to our final invoice.

Dr Cadet, I hope this letter helps you and Bob understand the process by which we provide our Architectural Services. We look forward to assisting you with the development of The Empowerment Clubhouse. We should meet in the next week or so to discuss the program and review the drawings and reports that have already been completed for the site. If you have any questions, please do not hesitate to give me a call. I look forward to hearing from you soon.

With warm regards,



Kimberly F. Jessup  
President

KFJ

Enclosures: Terms of Agreement (8/18)  
Signature Copy

Accepted by Dr. Melissa Cadet

Date 12/18/18



**Jessup  
Associates**  
Architects, Inc.

August 2018

## **TERMS OF AGREEMENT**

### **CHARGES FOR SERVICES**

Charges for Basic and Extra Services shall be based on hourly rates not to exceed the following schedule:

Architectural Consultant	\$ 170 per hour
Principal Architect	\$ 148 per hour
Project Architect	\$ 110 per hour
Associate Architect	\$ 95 per hour
Associate	\$ 85 per hour
Clerical and Office Time	\$ 45 per hour
Consultant Time	Cost plus 10%

All of these rates are current for four months from the date of Agreement for Professional Services, but may be increased periodically.

### **EXPENSES**

Reimbursable expenses are in addition to the compensation for Basic and Extra Services and include actual expenditures made by the Architect, her employees, or her professional consultants in the interest of the project.

Automobile Travel	\$ 0.50 per mile
Airfare and Car Rental	Cost
Overnight Travel	\$ 200 per diem
Blueprints and Reproductions	Cost plus 10%
Photographs	Cost

### **OWNERSHIP OF DOCUMENTS**

Original tracings/ files of drawings and specification masters, as instruments of service, are and shall remain the property of the Architect. Copies may be obtained from the Architect upon request.

### **PAYMENTS**

Statements for the work shall be rendered monthly in proportion to the amount of work completed. Bills are due and payable within 10 days and, if unpaid after 30 days, shall be subject to a 1-1/2% per month charge which is an annual rate of 18%.

**PROPOSED WORK PLAN**  
**FEASIBILITY STUDY REGARDING CULTURAL RESOURCES**  
**LOCATED AT 441 DRAKE AVE, MARIN CITY MARIN COUNTY,**  
**CALIFORNIA**

Prepared For:

Robert Hendry, Board Treasurer  
Marin City Community Development Corporation  
441 Drake Avenue  
Marin City, CA 94965

Prepared By:

Risa DeGeorgey, M.A., RPA



Alta Archaeological Consulting, LLC  
15 Third Street  
Santa Rosa, CA 95401  
office (707) 544-4206  
fax (707) 546-2135  
[www.altaac.com](http://www.altaac.com)

November 29, 2018

**Alta Archaeological Consulting LLC, (ALTA)** is a full service cultural resource consulting firm that offers simple cultural resource management solutions for the complex regulatory framework. ALTA provides cost effective assistance for compliance with the requirements applicable to the undertaking proposed by the Marin City Community Development Corporation. Past cultural resource investigations have addressed regulatory requirements for compliance with the NEPA, Section 106 and Section 110 of the NHPA, and the CEQA (Section 5024 of Public Resource Code) and its implementing guidelines.

Over the past six years, ALTA has executed completed a variety of cultural resource studies for private development projects in the North Bay Area. ALTA has completed desktop reviews, records searches, assisted with Native American consultation, authored Archaeological Survey Reports, conducted archaeological excavations and evaluations, and completed archaeological monitoring programs. ALTA's staff has always been quick to respond to task order requests while striving to provide quality deliverables in a cost effective and timely manner. All projects to date have been completed without a safety incident.

## CONTRACTOR IDENTIFICATION

Alta Archaeological Consulting, LLC  
15 Third Street  
Santa Rosa, CA 95401  
[www.ProfessionalArchaeologist.com](http://www.ProfessionalArchaeologist.com)

TIN: 45-4138091

### Contact Person(s):

Risa DeGeorgey, M.A., RPA  
Managing Member  
(707) 540-2674 mobile  
(707) 544-4206 office  
(707) 546-2135 fax  
[Risa@AltaAC.com](mailto:Risa@AltaAC.com)

Alex DeGeorgey, M.A., RPA  
Co-Member  
(530) 570-7172 mobile  
(707) 544-4206 office  
(707) 546-2135 fax  
[Alex@AltaAC.com](mailto:Alex@AltaAC.com)

## QUALIFICATIONS

ALTA staff have been providing archaeological and cultural resources services for a wide range of projects for over four decades. Our staff includes prehistoric and historic archaeologists who meet the Secretary of Interior Qualification Standards. These key personnel have years of experience conducting archaeological field investigations, as well as preparing the myriad of technical, regulatory, and planning documents in California. ALTA's cultural resources team has long excelled in providing archaeological

consulting services for public and private sector clients. We currently have numerous as-needed contracts with agencies throughout California, and understand the commitment and requirements to provide high quality defensible deliverables, in a timely and cost effective manner.

ALTA cultural resources staff have distinguished themselves by providing top-quality consulting services within the fields of prehistoric archaeology, historical archaeology, and history. We're experienced in all major technical areas of archaeological review, from initial feasibility studies and regional overviews; to comprehensive field studies including inventories, testing, geoarchaeological, and data recovery investigations; to final phases of project implementation focused on the development of management and mitigation plans. ALTA maintains a state-of-the-art Geographic Information Systems (GIS) infrastructure, including GPS devices (Trimble GeoX7), as well as the latest ESRI GIS software and analysis tools. We use high precision map

ALTA is proud of its positive working relationship it has cultivated with local Native American tribes. ALTA has experience conducting cultural resource inventories throughout the bay area. Our staff is intimately familiar with the region's historic record, ethnographic information, and archaeological resources.

## KEY PERSONNEL

The following individuals are the key personnel that will be assigned to fulfilling our contractual obligations.

### *Risa DeGeorgey, M.A., RPA, Contact Manager*

Risa DeGeorgey's professional archaeological career spans 20 years in California, Alaska, Nevada and Fiji. She completed a Master's degree at Sonoma State University focused on business development, business management, and integrating land use planning with cultural resource management. For two years, she served on the Board of the Society for California Archaeology and is listed as a Professional Archaeologist in good standing with the Register of Professional Archaeologists (RPA). Mrs. DeGeorgey meets the Secretary of the Interior's standard for cultural resource specialists involved in preservation activities at all levels of government. Risa DeGeorgey is ALTA's founder and Managing Member. She is the primary individual responsible for archaeological investigations, quality control, and general oversight of the company.

*Alexander DeGeorgey, M.A., RPA, Principal Investigator*

Mr. DeGeorgey professional career spans 24 years with both public agencies and the private sector engaged in the management of cultural resources. He completed a Master's degree at California State University Chico that focused on geoarchaeology, California prehistory, and Paleo-Indian studies. He is qualified as a Principal Investigator at the federal level to conduct archaeological studies involving historic-era and prehistoric-era archaeological resources. Mr. DeGeorgey has logged over 20,000 hours as Lead Archaeologist having conducted over 200 studies throughout California. Mr. DeGeorgey has specialized training in human osteology and extensive experience recovering human remains from archaeological sites and natural disasters areas. Mr. DeGeorgey currently serves as an elected official on the Standards Board of the RPA where he is responsible for enforcement of the organizations code of conduct and standards of research performance. He continues to play an active role in the Society for California Archaeology, Society for American Archaeology, the Register of Professional Archaeologists, and local historical organizations.

## SCOPE OF WORK - PROJECT PLAN

This section briefly addresses the proposed work plan for helping to assess the feasibility of the Marin City Community Development Corporation (MCCDC) proposed project located at 441 Drake Ave in Marin City, Marin County, California in relation to cultural resources located on the property. MCCDC is proposing to build a two story building with a footprint of approximately 2,500 square feet on each floor. The building will be built adjacent to an existing wood framed mansion. The existing house was built in 1907. There is also a carriage house on the site that dates back to 1887. There are no plans to touch either of the existing structures. The project will eventually require a permit from the County of Marin Community Development Agency, who is the Lead Agency for this project. This work plan is designed to meet the requirements of the California Environmental Quality Act (CEQA) of 1970, and the responsibilities codified in Public Resource Code sections 5097, and its implementing guidelines 21082 and 21083.2 as well as local ordinances.

The tasks proposed here are optional, for this is a feasibility study, and some tasks may not be deemed necessary. The proposed scope of work includes nine **optional** tasks: (1) communications with project proponents and Lead Agency Staff, (2) background research, (3) Native American consultation, (4) project location visit, (5) prehistoric site record update, (6) cultural resource site research design, (7) apply and obtain a permit



for excavating a Native American Midden, (8) cultural resource excavation and reporting, and / or (9) Cultural Resource Mitigation Monitoring and Reporting Program.

### Task One: Project Communications

Alta Archaeological Consulting, LLC (ALTA) will communicate with project proponents to adequately assess the project goals, objectives, and desired outcomes. Communications regarding timelines and potential issues will be disclosed in a timely manner. After receiving permission from project proponents, ALTA will communicate with Lead Agency Staff to discern the most effective course of professional action.

### Task Two: Background Research

ALTA will perform a records search at the California Historical Resources Information System, Northwest Information Center (NWIC) located on the campus of Sonoma State University. The NWIC is the primary repository for cultural resources information that covers an 18 county area including Marin County. The purpose of archival research is to identify any previously conducted archaeological surveys or known archaeological sites located on the subject properties and within a one-half mile radius of the project area(s). In addition, ethnographic and historic literature will be reviewed to create background contextual information relevant to the project area.

### Task Three: Native American Consultation

Assembly Bill 52, which went into effect in July 2015, is an amendment to CEQA Section 5097.94 of the Public Resources Code. AB52 established a consultation process with all California Native American tribes identified by the Native American Heritage Commission (NAHC) with cultural ties to an area and created a new class of resources under CEQA known as Tribal Cultural Resource.

ALTA will consult with the NAHC to request a review the Sacred Lands Files for any resources that may be present within the project areas and to provide a list of local Native American tribes. ALTA will contact in writing (via certified mail) Native American groups or individuals identified by the NAHC to inform them of the proposed project and to solicit their comments and concerns about the undertaking. Follow up phone calls (or emails) will be completed to ensure that the consultation letters were received and to solicit any comments or input. Comments and information provided by the Native American community and government agencies will be provided in the draft and final reports.



#### Task Four: Field Visit

ALTA staff will conduct an on-site field reconnaissance of the project area to get current assessment of the prehistoric site conditions. The field crew will maintain daily field notes, and the findings will be made available immediately following the field investigation.

#### Task Five: Site Record Update

All archaeological resources identified within the project area will be recorded using the standard *State of California Department of Parks and Recreation Archaeological Site Forms*. Site boundaries will be identified based on the surface extent of cultural materials and/or features. Global Positioning System (GPS) mapping of each site location will be undertaken. Site recordation will include site and feature mapping, completing of site record forms, and photography. All photographs will be done in a digital format.

#### Task Six: Cultural Resource Research Design

If it is determined that an archaeological excavation is feasible and necessary, ALTA will prepare a research design before applying for the excavation permit application. The research design will include the appropriate background, research themes, site discussion, proposed site evaluation, and curation plan sections.

#### Task Seven: Permit Application

Marin County Code of Ordinance Chapter 5.32 outlines the requirements for obtaining a permit prior to disturbing an archaeological site. If it is determined that an archaeological excavation is necessary and feasible, ALTA will work with the Project Proponents and the Lead Agency to obtain the required permit.

#### Task Eight: Cultural Resource Excavation and Reporting

Once the excavation permit is approved, ALTA will conduct an archaeological excavation that complies with the approved archaeological research design and permit stipulations. All field methods and findings will be well documented and artifacts will be prepared for curation as outlined in the approved curation agreement. An archaeological excavation report will be completed at the end of the study and will be submitted to the project proponents and Marin County.

#### Task Nine: Cultural Resource Mitigation Monitoring and Reporting Program

ALTA will prepare a summary of the completed cultural resource study and provide professional recommendations to be implemented during construction if requested by the Lead Agency.

## BUDGET AND ASSUMPTIONS

ALTA will begin work on this project after receiving a signed service agreement, a written authorization to proceed, and a \$1,000.00 retainer. Time will be billed monthly on a time and materials basis. The 2019 rate sheet is attached for your review.

Due to the nature of the feasibility study and optional task structure, the total not to exceed (NTE) budget will be variable and limited. ALTA staff will not work on tasks that do not have written pre-authorization for the NTE and scope of effort allocated to each task.

ALTA ARCHAEOLOGICAL CONSULTING, LLC

15 Third Street

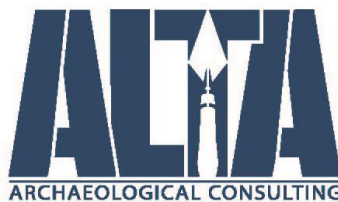
Santa Rosa, CA 95401



By:

Date: 11/29/2018

Risa H. DeGeorgey, Managing Member



## Schedule of Rates 2019

### Labor

<i>Project Specific Position</i>	<i>Rate</i>
Administrative Assistant	72.90
Archaeological Technician A	65.54
Archaeological Technician B	55.71
Archaeological Technician C	47.56
Archaeologist A	85.51
Archaeologist B	75.28
Archaeologist C	65.38
Clerical	38.47
Geoarchaeologist	96.77
Geographic Information System Specialist A	82.67
Geographic Information System Specialist B	65.38
Lab Director	71.24
Principal Investigator A	140.17
Principal Investigator B	115.59
Project Manager A	100.84
Project Manager B	95.02
Project Manager C	88.95
Project Manager D	76.31
Project Manager E	66.60

### Expenses

<i>Item</i>	<i>Rate</i>
Vehicle (off-road capability)	75.00
Perdiem	163.00
Travel-Mileage	0.58
GPS	95.00
Records Search	at cost
Subcontractor	+5%
Materials	+5%



January 7, 2019

Robert Hendry, Board Treasurer  
Marin City Community Development Corporation  
441 Drake Avenue  
Marin City, CA 94965

Mr. Hendry,

The purpose of this letter report is to provide you the results of the Biological Site Assessment (BSA) that WRA, Inc. (WRA) conducted at the Marin City Community Development Corporation (MCCDC) property at 441 Drake Avenue (APN: 052-140-36) in Marin City, unincorporated Marin County, California (Study Area; Attachment A-Figure 1). The BSA site visit was conducted on November 29, 2018. The Study Area consists of an approximately 0.24-acre proposed development area within the larger 4.06-acre improved parcel located at 441 Drake Avenue, approximately 0.3 air mile west of US Highway 101. The Study Area consists of developed areas including a parking lot and paved walkway, with relatively flat terraced areas and surrounding landscaping. Planted ornamental trees border the flat areas in the northern portion of the Study Area. Existing access to the Study Area is via an existing paved driveway that leads up to the western portion of the Study Area from Drake Avenue.

The purpose of this assessment is to gather information necessary to complete a review of biological resources under the California Environmental Quality Act (CEQA). This report describes the results of the site visit for which the Study Area was assessed concerning: (1) the potential to support special-status plant and wildlife species; (2) the potential presence of sensitive biological communities such as wetlands or riparian habitats subject to regulatory agency jurisdiction; and (3) the potential presence of other sensitive biological resources protected by local, state, and federal laws and regulations.

A BSA provides general information on the potential presence of sensitive species and habitats. This assessment is based on information available at the time of the study and on-site conditions that were observed on the date of the site visit.

## **PROJECT DESCRIPTION**

The Project proposes to build a new two story Empowerment Clubhouse building within the northeast portion of the Study Area. The Project also proposes to construct an additional parking lot area in the southern portion of the Study Area. The new building will be constructed on numerous concrete piers and will be directly adjacent to the existing main house on the property. All new building improvements are sited within developed or landscaped/ornamental areas. All new utility lines will be connected to the existing house (Attachment E).

All grading and excavation will be conducted between May 1 and September 30 of any year, and if this work is to occur prior to May 1 or after September 30 a siltation control plan will be developed by a civil engineer and implemented.

As all major grading and excavation work will occur between May 1 and September 30, it is expected that initial grading will occur during the nesting bird season, defined as: February 1 through August 31. Therefore, for work initiated between February 1 and August 31, a qualified biologist will conduct a pre-construction nesting bird survey of the property within 14 days of start of work. If no active nests are present, there will be no impacts to nesting birds and construction may begin unrestricted. If any active nests are found in proximity to work areas, a qualified biologist will establish a protective buffer zone around nests within which no work will be conducted until all young have fledged the nest or the nest is otherwise determined inactive by the qualified biologist. This will result in no impact to birds. If work is conducted between September 1 and September 30, which is not within the nesting bird season, no nesting bird surveys will be conducted and are not required, and no impacts to nesting birds will result.

The Project will have no impact on special-status plant species. No special status-plants were determined to have potential to occur within the Study Area and no special-status plants were observed within the Study Area. Therefore, no impacts to special-status plants will occur.

The Project will not impact an ephemeral stream located approximately 80 feet northwest of the Study Area on the MCCDC property. The ephemeral stream does not qualify as a Stream Conservation Area (SCA), and would be subject to a 20-foot setback. However, the stream is approximately 80 feet to the northwest of the Study Area, at its closest point, and several hundred feet from the Study Area where it enters the culvert, and the stream will not be impacted by the Project.

The Project has been designed to avoid impacts to protected and heritage trees. Tree removal will be limited to approximately five non-native, ornamental trees including Victorian box (*Pittosporum undulatum*), and European white birch (*Betula pendula*) which are not protected per the Marin County Tree Ordinance

## **REGULATORY BACKGROUND**

The following natural resources are protected under one or more of several Federal, State and/or local regulations, and were considered when analyzing the Project.

Waters of the U.S.: protected under the Clean Water Act (CWA), administered by the Environmental Protection Agency (EPA) and U.S. Army Corps of Engineers (Corps):

- Includes wetlands, streams, rivers, and other aquatic habitats meeting the guidance issued by the Corps

Waters of the State: protected under the Porter-Cologne Act, administered by the Regional Water Quality Control Board (RWQCB):

- Includes surface water or groundwater, including saline waters, within the boundaries of the state, and are generally delineated following the guidance issued by the Corps.

Streams, Lakes, and Riparian Habitat: protected under the California Fish and Game Code (CFGC), administered by the California Department of Fish and Wildlife (CDFW):

- Includes creeks and rivers (bodies where water flows at least periodically or intermittently through a bed or channel having banks and supports fish or other aquatic life), and vegetation adjacent to associated with such (riparian habitat).

Sensitive Natural Communities: protected under the CFGC, administered by the CDFW:

- Includes terrestrial vegetation or plant communities that are ranked by NatureServe and considered “threatened” or “endangered” by the CDFW, lists of such are included in *List of Vegetation Alliances and Associations* (CDFG 2010).

Special-status Plant and Wildlife Species including Critical Habitat: protected under one or more of the Federal Endangered Species Act (ESA), California Endangered Species Act (CESA), California Environmental Quality Act (CEQA), administered by the U.S. Fish and Wildlife Service (USFWS), and/or CDFW:

- Includes plant listed under the ESA and/or CESA, or those plants ranked by the California Native Plant Society as Rank 1, 2, and (occasionally) 3, and 4.
- Includes wildlife listed under the ESA and/or CESA, and those wildlife listed by CDFW as Species of Special Concern or Fully Protected Species, as well as bats listed as Medium or High Priority by the Western Bat Working Group (WBWG).
- In addition to regulations for special-status species, most birds in the United States, including non-status species, have baseline legal protections under both the federal Migratory Bird Treaty Act of 1918 (MBTA) and the CFGC. Under these laws/codes, the unauthorized and deliberate “take” (essentially, injury/harm or collection) of covered species is illegal; this protection includes active nests (those with eggs or young).

Marin County Stream Conservation Areas: protected by the County’s Countywide Plan (CWP), and administered under the design review process by the Community Development Agency Planning Department.

- In Marin County, a Stream Conservation Area (SCA) is designated along all natural watercourses supporting riparian vegetation for a length of 100 feet or more. The SCA consists of the watercourse itself between the tops of the banks and a strip of land extending laterally outward from the top of both banks.
- For those ephemeral streams that do not meet these criteria, a minimum 20-foot development setback is required. Development activities that may occur within a SCA are closely regulated by the County and require consideration of impacts of proposed developments on species and habitats during the environmental review process.

Marin County Native Tree Protection and Preservation Ordinance: protected under Marin County Municipal code Chapter 22.75, “Native Tree Preservation and Protection”, and administered by the Community Development Agency Planning Department.

- Protected trees are defined as native oaks (*Quercus* spp.), willows (*Salix* spp.), Sargent cypress (*Hesperocyparis sargentii* [*Cupressus* s.]), and madrone (*Arbutus menziesii*) with a minimum diameter at breast height (DBH; measured 4.5 feet above grade) of six inches, and most other native tree species, including Douglas fir (*Pseudotsuga menziesii*) and California bay (*Umbellularia californica*) with a minimum DBH of 10 inches.

- Heritage trees are defined as native oaks, willows, Sargent cypress, and madrone with a minimum DBH of 16 inches, and most other native tree species with a minimum DBH of 30 inches.
- It is unlawful to remove one or more protected or heritage trees on an undeveloped lot without a tree removal permit, except as provided for in Section 22.75.050 (Exemptions) and as provided for in Section 22.75.080 (Tree Removal Permits) of the Ordinance.
- The owner of property upon which protected tree is located may request to remove heritage or protected trees not otherwise exempt from the Ordinance by filling an application for a Tree Removal Permit application.
- Tree Removal Permit conditions of approval may include planting of replacement trees at a ratio of up to three new, appropriately sized and installed trees for each protected tree to be removed, or the payment of in-lieu fees in the amount of \$500 per replacement tree to be deposited into the Tree Preservation Fund managed by the Marin County Parks and Opens Space Department.

## **BIOLOGICAL SITE ASSESSMENT, METHODS**

Prior to the site visit, background literature was reviewed to determine potential presence of regulated vegetation types, aquatic communities, and special-status plant and wildlife species. Resources reviewed for regulated vegetation communities and aquatic features include aerial photography (Google Earth 2018), the Point Bonita USGS 7.5-minute quadrangle (USGS 1954), Online Soil Survey (California Soil Resources Lab [CSRL] 2018), the California Department of Fish and Wildlife's (CDFW) California Natural Diversity Database (CNDDDB) (CDFW 2018a), the California Native Plant Society's (CNPS) Electronic Inventory (2018a), *A Manual of California Vegetation, Online Edition* (CNPS 2018b), Consortium of California Herbaria (CCH 2018), *Marin Flora* (Howell et al. 2007), and USFWS National Wetland Inventory (NWI) (2018) map.

Following the background literature review, WRA biologists conducted a site visit on November 28, 2018. The Study Area was examined for indicators of wetlands, streams, and areas with an Ordinary High Water Mark (OHWM) potentially under the jurisdiction of the Corps, RWQCB, and CDFW, and which may be considered SCAs under the Marin CWP.

All plant and wildlife species observed within the Study Area were documented (Attachment B). All relevant data were collected using a sub-meter accurate GPS unit, which were then digitized utilizing ArcGIS 10.0. All plant species were identified to a taxonomic level sufficient to determine rare status (CNPS 2018a) and/or invasive status (Cal-IPC 2018).

## **ASSESSMENT, SURVEY, AND DELINEATION RESULTS**

### **Topography and Soils**

The Study Area is situated on a northeast facing slope with elevations ranging from approximately 81 feet above mean sea level (amsl) in the southwestern portion of the Study Area, to approximately 64 feet amsl in the northeastern corner of the Study Area. The Study Area contains two soil mapping units: Tocaloma-McMullin complex, 30 to 50 percent slopes and Saurin-Urban land –Bonnydoon complex, 15 to 30 percent slopes (CSRL 2018).

Tocaloma-McMullin complex, 30 to 50 percent slopes is composed of two different soil series. Tocaloma series soils consist of moderately deep, well drained soils that formed in material weathered from sandstone and shale. McMullin series soils consists of shallow, well and somewhat excessively drained soils that formed in material weathered from shale, sandstone, and basic igneous and metamorphic rocks. The Tocaloma-McMullin complex, 30 to 50 percent slopes soil type is located on uplands with steep slopes and is not considered a hydric soil (NRCS 2018).

Saurin-Urban land –Bonnydoon complex, 15 to 30 percent slopes is composed of two different soil series. Saurin series soil consist of well drained soils that formed in material weathered from sandstone and shale. Bonnydoon series soil consist of somewhat excessively drained soils that formed in material weathered from sandstone and shale. The Saurin-Urban land –Bonnydoon complex, 15 to 30 percent slope is located on moderate slopes and is not considered a hydric soil (NRCS 2018).

## **Biological Communities**

Two non-sensitive biological communities were identified within the Study Area, including landscaped/ornamental and developed. Biological communities present within the Study Area are described below.

### *Non-sensitive Biological Communities*

#### Developed

Developed land cover occupies 0.07-acre in the Study Area. The developed area consists of a paved parking lot area and driveway that intersects the middle of the Study Area. A paved walkway is also included in the developed area that connects the parking lot with the existing Main House building on site. All developed areas are relatively flat and have an impervious surface.

#### Landscaped/Ornamental

Landscaped/ornamental land cover occupies 0.17-acre in the Study Area. The landscaped areas consists of two terraced areas with exposed soil and minimal vegetation. The two terraced areas are relatively flat and are terraced using concrete walls and stone building materials. The flat areas are typically dominated by ruderal non-native grasses including orchard grass (*Dactylis glomerata*). Planted ornamental trees including Victorian box, cabbage palm (*Cordyline australis*), and European white birch are also present within this land cover. Slightly sloped land dominated by highly invasive Himalayan blackberry (*Rubus armeniacus*) and French broom (*Genista monspessulana*) surround the flat terraced areas (Cal-IPC 2018).

### *Sensitive Biological Communities*

No wetlands, streams, or other sensitive biological communities are present within the Study Area. One ephemeral stream was observed crossing the property, outside of the Study Area. The ephemeral stream originates to the southwest of the Study Area, and flows through the MCCDC property to the west and north of the existing driveway, ultimately flowing into an existing culvert north of the driveway entrance. The ephemeral stream is approximately 80 feet to the



northwest of the Study Area, at its closest point, and several hundred feet from the Study Area where it enters the culvert.

### **Special-status Plant Species**

Based upon a search of the databases listed above, 67 special-status plant species have documented occurrences within the vicinity of the Study Area, defined to include the Point Bonita and three surrounding 7.5' USGS quadrangles (Attachment C). No special-status species documented were determined to have a moderate or high potential to occur in the Study Area for one or more of the following reasons:

- The Study Area is composed of developed and disturbed landscaped areas that do not contain habitat for special-status plant species.
- The Study Area does not contain hydrologic conditions (e.g., seasonal wetlands, freshwater, brackish, or salt marsh) necessary to support the special-status plant(s);
- The Study Area does not contain edaphic (soil) conditions (e.g., serpentine or volcanics) necessary to support the special-status plant(s);
- The Study Area does not contain vegetation communities (e.g., chaparral, coastal scrub, vernal pools) associated with the special-status plant(s).

### **Special-status Wildlife Species**

A list of special-status wildlife species known to occur in the vicinity of the Study Area was compiled based on available information from CNDDDB (CDFW 2018a) and USFWS IPaC (2018) (Attachment C). A total of 57 special-status wildlife species have been documented within the greater vicinity of the Study Area. Of these 57 special-status wildlife species, only four were determined to have a moderate potential to occur in the Study Area, and are discussed below. The remaining 53 special-status wildlife species are unlikely or have no potential to occur within the Study Area due to one or more of the following reasons:

- Aquatic habitats (e.g., rivers/streams, ponds, estuarine waters) necessary to support the special-status wildlife species are not present in the Study Area;
- Vegetation types (e.g., tidal or freshwater marsh, chaparral) that provide nesting and/or foraging resources necessary support the special-status wildlife species are not present or within the immediate vicinity of the Study Area;
- Structures or vegetative substrates (e.g., emergent wetland/marsh vegetation, substantial tree cavities/snags) necessary to provide nesting or cover habitat to support the special-status wildlife species are not present or within the immediate vicinity of the Study Area;
- Host plants (e.g. dog violet, harlequin lotus) necessary to provide larval and nectar resources for the special-status wildlife species are not present in the Study Area;
- The Study Area is outside (e.g. north of, west of) of the special-status wildlife species known local range (including nesting/breeding range, for birds).

All special-status wildlife species which were assessed as having the potential to occur within the Study Area, are detailed in Table 1 below.

Table 1. Potential for Special-Status Wildlife Species to Occur in the Study Area

SPECIES / STATUS	HABITAT REQUIREMENTS	POTENTIAL TO OCCUR IN THE STUDY AREA
<p>monarch butterfly (winter roost sites) <i>(Danaus plexippus)</i> CDFW Species of Special Concern</p>	<p>Winter roost sites extend along the coast from northern Mendocino to Baja California, Mexico. Roosts located in wind-protected tree groves (eucalyptus, Monterey pine, Monterey cypress), with nectar and water sources nearby.</p>	<p><b>Moderate Potential (Not Observed).</b> The nearby Eucalyptus grove adjacent to the SW corner of the Study Area could provide thermal and windblock conditions suitable for a winter roost for this species.</p>
<p>pallid bat <i>(Antrozous pallidus)</i> CDFW Species of Special Concern, Western Bat Working Group High Priority</p>	<p>Found in a variety of habitats ranging from grasslands to mixed forests, favoring open and dry, rocky areas. Roost sites include crevices in rock outcrops and cliffs, caves, mines, and also hollow trees and various manmade structures such as bridges, barns, and buildings (including occupied buildings)</p>	<p><b>Moderate Potential (Not Observed).</b> Buildings directly adjacent to the Study Area could provide hibernacula or maternity roosts for this species.</p>
<p>hoary bat <i>(Lasiurus cinereus)</i> Western Bat Working Group Medium Priority</p>	<p>Prefers open forested habitats or habitat mosaics, with access to trees for cover and open areas or habitat edges for feeding. Roosts in dense foliage of medium to large trees.</p>	<p><b>Moderate Potential (Not Observed).</b> Large trees adjacent to the Study Area, broadleaf and otherwise, could provide roosting habitat for this species.</p>
<p>Western red bat <i>(Lasiurus blossevillii)</i> CDFW Species of Special Concern, Western Bat Working Group High Priority</p>	<p>Roosts are usually in broad-leaved trees including cottonwoods, sycamores, alders, and maples. Day roosts are commonly in edge habitats adjacent to streams or open fields, in orchards, and sometimes in urban areas.</p>	<p><b>Moderate Potential (Not Observed).</b> Large trees adjacent to the Study Area, broadleaf and otherwise, could provide roosting habitat for this species.</p>

Non-status wildlife (birds) with baseline legal protections have the potential to nest within the Study Area.

Nesting birds (non-status), High Potential (Present). The Study Area contains vegetation (small ornamental trees, shrubbery, etc.) that may be used as nesting habitat by bird species with legal baseline protections. These laws/codes apply to a wide variety of native birds, including species that are non-migratory and/or commonly found in rural Marin County.

## **SUMMARY & HABITAT/SPECIES-SPECIFIC SUMMARY**

### **Sensitive Biological Communities**

The Study Area contains no wetlands, streams, or other sensitive vegetation communities. An ephemeral stream is present on the MCCDC property approximately 80 feet northwest of the Study Area. The ephemeral stream would likely be considered a jurisdictional stream under Section 404 and 401 of the CWA, however the ephemeral stream does not qualify as an SCA, and would be subject to a 20-foot development setback. This stream is approximately 80 feet northwest of the Study Area at its closest point, and the stream will be completely avoided by the Project.

### **Heritage and Protected Trees**

No protected or heritage trees were identified within the Study Area. No removal or damage to a protected or heritage trees will be necessary to carry out the proposed project. Tree removal will be limited to approximately five non-native, ornamental trees including Victorian box, and European white birch which are not protected per the Marin County Tree Ordinance. Therefore, no impacts to protected or heritage trees will result as part of this Project.

### **Special-status Plant Species**

No special-status plant species were determined to have a moderate or high potential to occur within the Study Area. No special-status plants were observed in the Study Area during the site visits. Therefore, no impacts to special-status plants will result by constructing the Project.

### **Special-status and Non-status Wildlife Species**

#### Nesting birds

A variety of non-status bird species whose nesting activities are protected by federal (Migratory Bird Treaty Act) and state regulations (Fish and Wildlife Code) have the potential to nest within the Study Area. Regulatory agencies (e.g., CDFW) typically treat February 1 through August 31 as the general nesting bird season. In order to avoid impacts to nesting birds initial tree and other vegetation removal within the Study Area will be conducted from September 1 to January 31, outside of the nesting bird season. Work initiated between February 1 and August 31 will avoid impacts to nesting birds by implementing the following measures: (1) a qualified biologist will conduct a nesting bird survey no sooner than 14 days prior to start of work, and if no active nests are found, work may begin and no impacts to birds will result, (2) if active nests are found during the survey, the biologist will establish a protective buffer zone around the nest within which no work will be allowed, and once the young have fledged the nest or the nest becomes inactive

(e.g., due to predation), then work may continue within the buffer zone area without restriction and no impacts to birds will result, (3) if work ceases for longer than 14 days, then measures 1 and 2 will be repeated. Buffers implemented may vary depending on the nesting species.

### Special-status bats

Several species of bat have potential to occur on the project site due to the presence of structures and large broadleaf trees adjacent to the study area. No disturbances to either the structures on site or large trees are anticipated as a result of the Action, so impacts to bat roost locations are highly unlikely. Thus, no impacts are anticipated, and no avoidance or minimization measures for bat are recommended.

### Monarch Butterfly – California Overwintering Populations

Though monarch butterflies themselves are not protected by state or federal measures, the state of California mandates the protection of winter roosts for this species. In northern California, winter roosts are often characterized by stands of Eucalyptus (*Eucalyptus globulus*) or other trees that are sufficiently large to provide a protective wind block from predominantly coastal winds. Large groups of trees can also create localized thermal conditions that would provide an area warmer than the prevailing surrounding climate.

A large group of eucalyptus trees that could be considered a suitable monarch butterfly roosting area is located directly adjacent to the Study Area. However, the Action will not directly impact these trees, so no adverse impact is expected to any potentially roosting monarchs. Additionally, there are only two documented occurrences of over-wintering monarchs in the vicinity; these occurrences are approximately 1.75 and 3 miles away on the coastal side of the Marin headlands (CNDDDB). Lastly, all Project activities will be conducted outside the monarch roosting season, so risks to the roost site from the Action will be eliminated.

### **Summary**

Based on the site visit and review of information pertinent to the Study Area, the construction of the Project will not result in significant impacts to special-status plant and wildlife species or to any sensitive habitats. Based on the Project schedule, the Project would have no impact to special-status and non-status nesting birds protected by the Migratory Bird Treaty Act and California Fish and Game Code.

Based on the evidence collected and analyzed, the Project would not substantially reduce the number or restrict the range of a rare, endangered or threatened plant or animal. The project would not cause a fish or wildlife population to drop below self-sustaining levels. The project would not adversely affect riparian habitat, wetlands, marshes, or other significant wildlife habitats. **The project will not result in any potentially significant adverse biological impacts to the environment.**

If you have questions or require additional information, please contact us.

Sincerely,



Scott Yarger, Scientist, ISA-Certified Arborist #WE-9300A  
WRA, Inc.

#### ATTACHMENTS

Attachment A – Study Area Figures

Attachment B - Observed Plant and Wildlife Species within the Study Area

Attachment C - Special-Status Plant and Wildlife Species Database Search Results for the Study Area

Attachment D - Site Photographs

Attachment E – Site Plans

#### References

Baldwin, B.G., D.H. Goldman, D.J. Keil, R. Patterson, T.J. Rosatti, and D.H. Wilken (eds.). 2012. The Jepson Manual: Vascular Plants of California, 2<sup>nd</sup> Edition. University of California Press, Berkeley, CA.

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Attachment A –  
Study Area Figures



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Sources: National Geographic, WRA | Prepared By: NJander, 12/11/2018

**Figure 1. Study Area Location**




MCCDC Marin City Biological Site Assessment  
Marin County, California

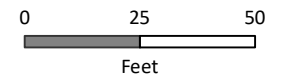




## Figure 2. Biological Communities in the Study Area

MCCDC Marin City Biological  
Site Assessment  
Marin County, California

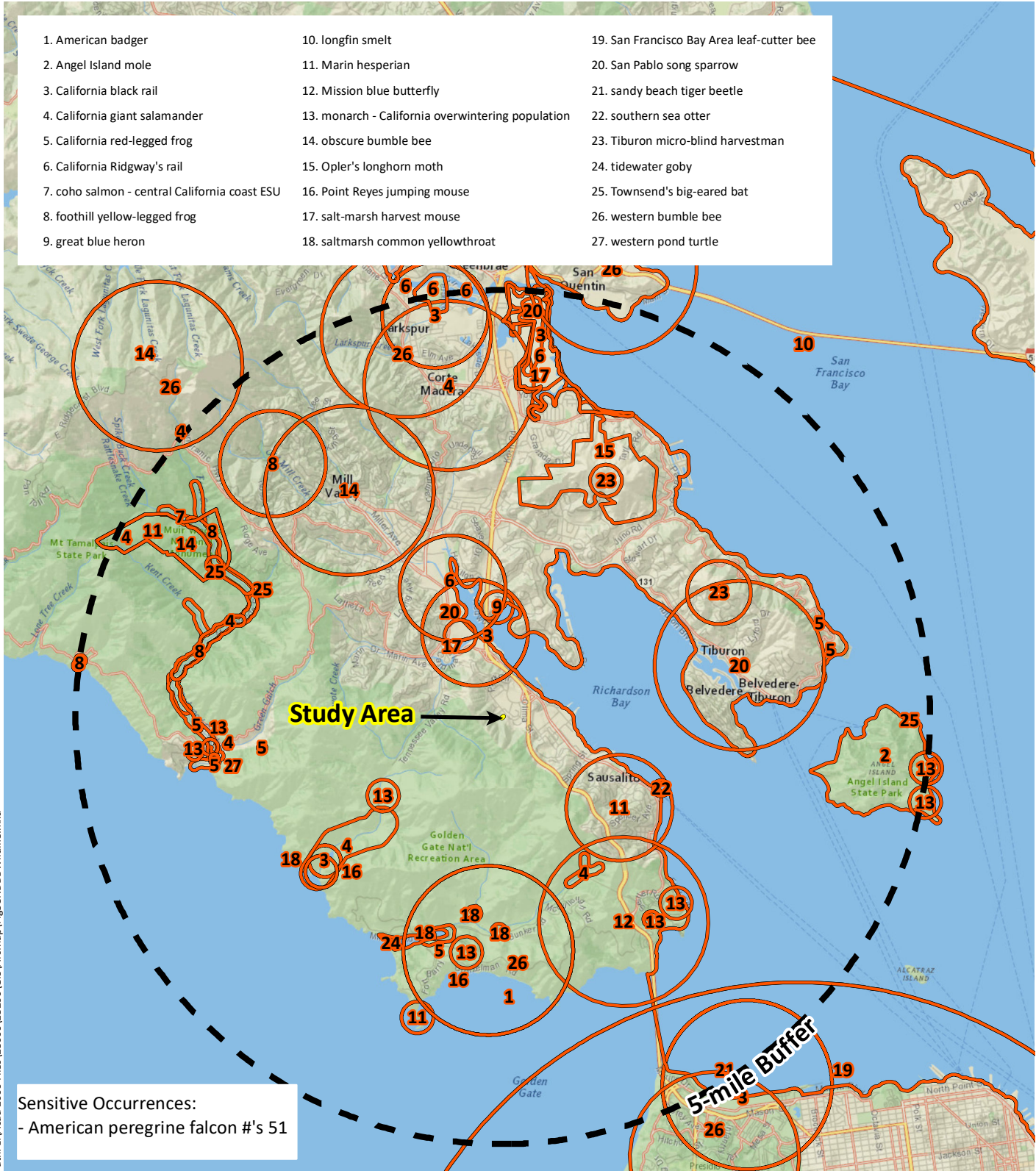
-  Study Area (0.24 ac.)
- Biological Communities
-  Developed (0.07 ac.)
-  Landscaped/Ornamental (0.17 ac.)



Path: L:\Acad 2000 Files\28000\28260\GIS\ArcMap\Fig2\BioComms.mxd

Sources: 2016 DigitalGlobe Aerial, WRA | Prepared By: njander, 12/14/2018

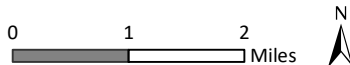


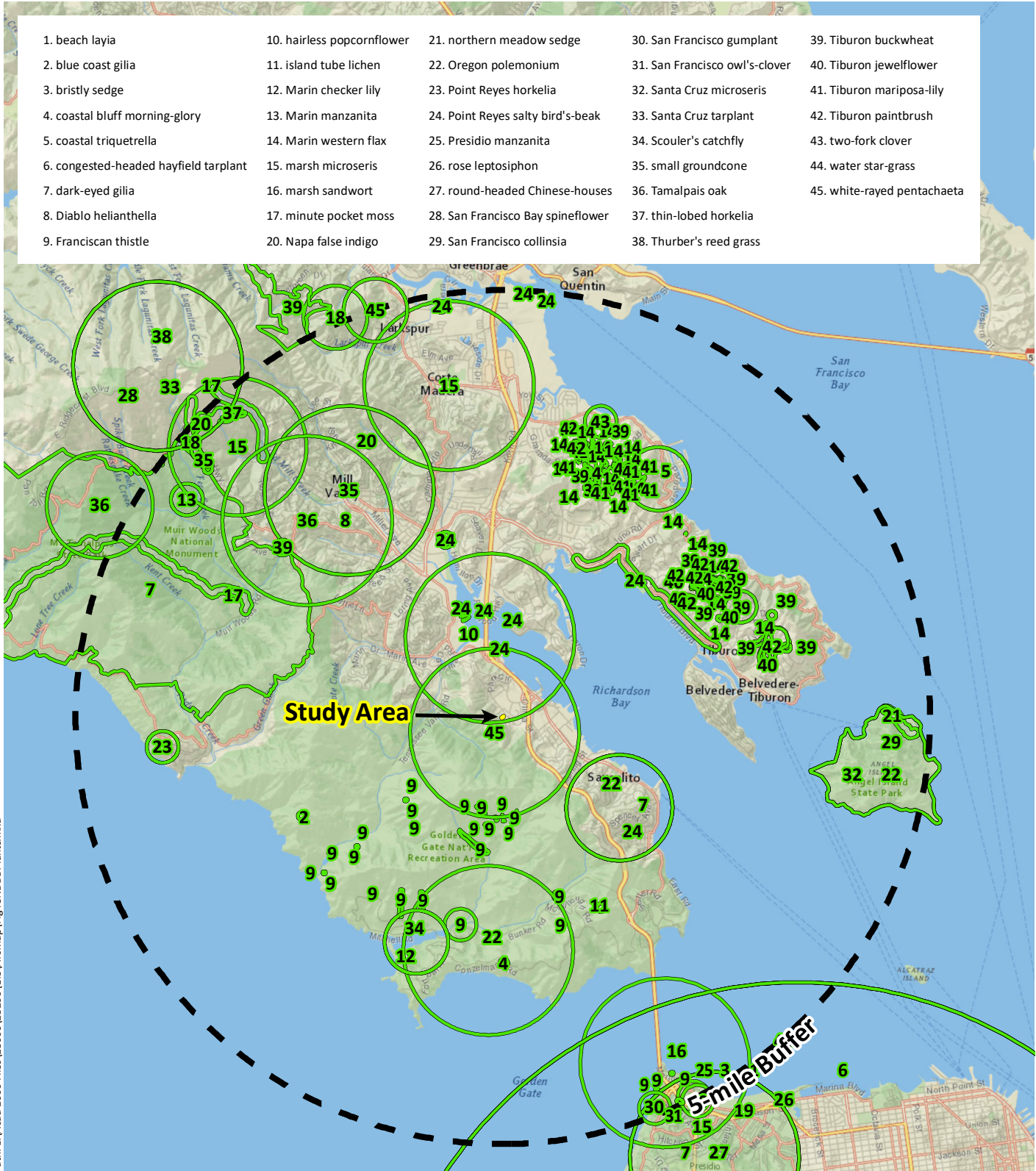


Sources: National Geographic, CNDOB November 2018, WRA | Prepared By: NJander, 12/11/2018

**Figure x. Special-Status Wildlife Species Documented within 5-miles of the Study Area**

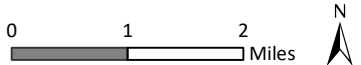
MCCDC Marin City Biological Site Assessment  
 Marin County, California





**Figure x. Special-Status Plant Species Documented within 5-miles of the Study Area**

MCCDC Marin City Biological Site Assessment  
Marin County, California



Attachment B-  
Observed Plant and Wildlife Species within the Study Area

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Attachment B, Table B-1. Plant species observed in the Study Area on November 29, 2018.

Scientific name	Common name	Life form	Origin	Rare Status <sup>1</sup>	Invasive Status <sup>2</sup>	Wetland indicator <sup>3</sup>
<i>Acacia dealbata</i>	Silver wattle	tree, shrub	non-native (invasive)	-	Moderate	-
<i>Allium triquetrum</i>	White flowered onion	perennial herb (bulb)	non-native	-	-	-
<i>Avena barbata</i>	Slim oat	annual, perennial grass	non-native (invasive)	-	Moderate	-
<i>Baccharis pilularis</i>	Coyote brush	shrub	native	-	-	-
<i>Betula pendula</i>	European white birch	tree	non-native	-	-	-
<i>Cirsium vulgare</i>	Bull thistle	perennial herb	non-native (invasive)	-	Moderate	FACU
<i>Cordyline australis</i>	Cabbage tree	tree	non-native (invasive)	-	Limited	-
<i>Dactylis glomerata</i>	Orchard grass	perennial grass	non-native (invasive)	-	Limited	FACU
<i>Delairea odorata</i>	Cape ivy	perennial herb	non-native (invasive)	-	High	-
<i>Genista monspessulana</i>	French broom	shrub	non-native (invasive)	-	High	-
<i>Phalaris aquatica</i>	Harding grass	perennial grass	non-native (invasive)	-	Moderate	FACU



<i>Pittosporum undulatum</i>	Victorian box	tree, shrub	non-native	-	Watch	-
<i>Prunus cerasifera</i>	Cherry plum	tree	non-native (invasive)	-	Limited	-
<i>Rosa californica</i>	California wild rose	shrub	native	-	-	FAC
<i>Rubus armeniacus</i>	Himalayan blackberry	shrub	non-native (invasive)	-	High	FAC
<i>Toxicodendron diversilobum</i>	Poison oak	vine, shrub	native	-	-	FACU
<i>Trifolium repens</i>	White clover	perennial herb	non-native	-	-	FACU
<i>Umbellularia californica</i>	California bay	tree	native	-	-	FAC
<i>Vinca major</i>	Vinca	perennial herb	non-native (invasive)	-	Moderate	-

\*Rarity status only applies to native occurrences of the species which are not present within the Study Area (CNPS 2018a).

All species identified using the *Jepson eFlora* (2018) and *Marin Flora* (Howell et al. 2007); nomenclature follows *Jepson eFlora*.

<sup>1</sup>Rare Status: The CNPS Inventory of Rare and Endangered Plants (CNPS 2018a)

- FE: Federal Endangered
- FT: Federal Threatened
- SE: State Endangered
- ST: State Threatened
- SR: State Rare
- Rank 1A: Plants presumed extirpated in California and either rare or extinct elsewhere
- Rank 1B: Plants rare, threatened, or endangered in California and elsewhere
- Rank 2A: Plants presumed extirpated in California, but more common elsewhere
- Rank 2B: Plants rare, threatened, or endangered in California, but more common elsewhere
- Rank 3: Plants about which we need more information – a review list

- Rank 4: Plants of limited distribution – a watch list
- <sup>2</sup>Invasive Status: California Invasive Plant Inventory (Cal-IPC 2018)
- High: Severe ecological impacts; high rates of dispersal and establishment; most are widely distributed ecologically.
- Moderate: Substantial and apparent ecological impacts; moderate-high rates of dispersal, establishment dependent on disturbance;
- limited- moderate distribution ecologically
- Limited: Minor or not well documented ecological impacts; low-moderate rate of invasiveness; limited distribution ecologically
- Assessed: Assessed by Cal-IPC and determined to not be an existing current threat
- <sup>3</sup>Wetland Status: National Wetland Plant List (Lichvar et al. 2016)
- OBL: Almost always a hydrophyte, rarely in uplands
- FACW: Usually a hydrophyte, but occasionally found in uplands
- FAC: Commonly either a hydrophyte or non-hydrophyte
- FACU: Occasionally a hydrophyte, but usually found in uplands
- UPL: Rarely a hydrophyte, almost always in uplands
- NL: Rarely a hydrophyte, almost always in uplands
- NI: No information; not factored during wetland delineation

Attachment B, Table B-2. Wildlife Species Observed in the Study Area on November 29, 2018.

Common Name (status if applicable)	Species
<b>BIRDS</b>	
American crow	<i>Corvus brachyrhynchos</i>
American robin	<i>Turdus migratorius</i>
Anna's hummingbird	<i>Calypte anna</i>
black phoebe	<i>Sayornis nigricans</i>
California scrub jay	<i>Aphelocoma californica</i>
Cooper's hawk	<i>Accipiter cooperii</i>
hairy woodpecker	<i>Leuconotopicus villosus</i>
ruby-crowned kinglet	<i>Regulus calendula</i>
turkey vulture	<i>Cathartes aura</i>
yellow-rumped warbler	<i>Setophaga coronata</i>

**\* Key to status codes:**

FE	Federal Endangered
FT	Federal Threatened
FC	Federal Candidate
FD	Federal De-listed
BCC	USFWS Birds of Conservation Concern
SE	State Endangered
SD	State Delisted
ST	State Threatened
SR	State Rare
SSC	CDFG Species of Special Concern
CFP	CDFG Fully Protected Animal
WBWG	Western Bat Working Group High or Medium Priority species

Attachment C-

Special-Status Plant and Wildlife Species Database Search Results for the Study Area

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# United States Department of the Interior



FISH AND WILDLIFE SERVICE  
Sacramento Fish And Wildlife Office  
Federal Building  
2800 Cottage Way, Room W-2605  
Sacramento, CA 95825-1846  
Phone: (916) 414-6600 Fax: (916) 414-6713

In Reply Refer To:

November 27, 2018

Consultation Code: 08ESMF00-2019-SLI-0417

Event Code: 08ESMF00-2019-E-01292

Project Name: Marin City Community Development Corporation Empowerment Clubhouse Construction Project

Subject: List of threatened and endangered species that may occur in your proposed project location, and/or may be affected by your proposed project

To Whom It May Concern:

The enclosed species list identifies threatened, endangered, proposed and candidate species, as well as proposed and final designated critical habitat, under the jurisdiction of the U.S. Fish and Wildlife Service (Service) that may occur within the boundary of your proposed project and/or may be affected by your proposed project. The species list fulfills the requirements of the Service under section 7(c) of the Endangered Species Act (Act) of 1973, as amended (16 U.S.C. 1531 *et seq.*).

Please follow the link below to see if your proposed project has the potential to affect other species or their habitats under the jurisdiction of the National Marine Fisheries Service:

[http://www.nwr.noaa.gov/protected\\_species/species\\_list/species\\_lists.html](http://www.nwr.noaa.gov/protected_species/species_list/species_lists.html)

New information based on updated surveys, changes in the abundance and distribution of species, changed habitat conditions, or other factors could change this list. Please feel free to contact us if you need more current information or assistance regarding the potential impacts to federally proposed, listed, and candidate species and federally designated and proposed critical habitat. Please note that under 50 CFR 402.12(e) of the regulations implementing section 7 of the Act, the accuracy of this species list should be verified after 90 days. This verification can be completed formally or informally as desired. The Service recommends that verification be completed by visiting the ECOS-IPaC website at regular intervals during project planning and implementation for updates to species lists and information. An updated list may be requested through the ECOS-IPaC system by completing the same process used to receive the enclosed list.

The purpose of the Act is to provide a means whereby threatened and endangered species and the ecosystems upon which they depend may be conserved. Under sections 7(a)(1) and 7(a)(2) of the Act and its implementing regulations (50 CFR 402 *et seq.*), Federal agencies are required to utilize their authorities to carry out programs for the conservation of threatened and endangered species and to determine whether projects may affect threatened and endangered species and/or designated critical habitat.

A Biological Assessment is required for construction projects (or other undertakings having similar physical impacts) that are major Federal actions significantly affecting the quality of the human environment as defined in the National Environmental Policy Act (42 U.S.C. 4332(2) (c)). For projects other than major construction activities, the Service suggests that a biological evaluation similar to a Biological Assessment be prepared to determine whether the project may affect listed or proposed species and/or designated or proposed critical habitat. Recommended contents of a Biological Assessment are described at 50 CFR 402.12.

If a Federal agency determines, based on the Biological Assessment or biological evaluation, that listed species and/or designated critical habitat may be affected by the proposed project, the agency is required to consult with the Service pursuant to 50 CFR 402. In addition, the Service recommends that candidate species, proposed species and proposed critical habitat be addressed within the consultation. More information on the regulations and procedures for section 7 consultation, including the role of permit or license applicants, can be found in the "Endangered Species Consultation Handbook" at:

<http://www.fws.gov/endangered/esa-library/pdf/TOC-GLOS.PDF>

Please be aware that bald and golden eagles are protected under the Bald and Golden Eagle Protection Act (16 U.S.C. 668 *et seq.*), and projects affecting these species may require development of an eagle conservation plan ([http://www.fws.gov/windenergy/eagle\\_guidance.html](http://www.fws.gov/windenergy/eagle_guidance.html)). Additionally, wind energy projects should follow the wind energy guidelines (<http://www.fws.gov/windenergy/>) for minimizing impacts to migratory birds and bats.

Guidance for minimizing impacts to migratory birds for projects including communications towers (e.g., cellular, digital television, radio, and emergency broadcast) can be found at: <http://www.fws.gov/migratorybirds/CurrentBirdIssues/Hazards/towers/towers.htm>; <http://www.towerkill.com>; and <http://www.fws.gov/migratorybirds/CurrentBirdIssues/Hazards/towers/comtow.html>.

We appreciate your concern for threatened and endangered species. The Service encourages Federal agencies to include conservation of threatened and endangered species into their project planning to further the purposes of the Act. Please include the Consultation Tracking Number in the header of this letter with any request for consultation or correspondence about your project that you submit to our office.

Attachment(s):

- Official Species List



## Official Species List

This list is provided pursuant to Section 7 of the Endangered Species Act, and fulfills the requirement for Federal agencies to "request of the Secretary of the Interior information whether any species which is listed or proposed to be listed may be present in the area of a proposed action".

This species list is provided by:

**Sacramento Fish And Wildlife Office**

Federal Building

2800 Cottage Way, Room W-2605

Sacramento, CA 95825-1846

(916) 414-6600

## Project Summary

Consultation Code: 08ESMF00-2019-SLI-0417

Event Code: 08ESMF00-2019-E-01292

Project Name: Marin City Community Development Corporation Empowerment Clubhouse Construction Project

Project Type: DEVELOPMENT

Project Description: Construction of a new Empowerment Clubhouse and additional parking.

Project Location:

Approximate location of the project can be viewed in Google Maps: <https://www.google.com/maps/place/37.86924044929484N122.51269177278427W>



Counties: Marin, CA

## Endangered Species Act Species

There is a total of 14 threatened, endangered, or candidate species on this species list.

Species on this list should be considered in an effects analysis for your project and could include species that exist in another geographic area. For example, certain fish may appear on the species list because a project could affect downstream species.

IPaC does not display listed species or critical habitats under the sole jurisdiction of NOAA Fisheries<sup>1</sup>, as USFWS does not have the authority to speak on behalf of NOAA and the Department of Commerce.

See the "Critical habitats" section below for those critical habitats that lie wholly or partially within your project area under this office's jurisdiction. Please contact the designated FWS office if you have questions.

- 
1. [NOAA Fisheries](#), also known as the National Marine Fisheries Service (NMFS), is an office of the National Oceanic and Atmospheric Administration within the Department of Commerce.

## Mammals

NAME	STATUS
Salt Marsh Harvest Mouse <i>Reithrodontomys raviventris</i> No critical habitat has been designated for this species. Species profile: <a href="https://ecos.fws.gov/ecp/species/613">https://ecos.fws.gov/ecp/species/613</a>	Endangered

## Birds

NAME	STATUS
California Clapper Rail <i>Rallus longirostris obsoletus</i> No critical habitat has been designated for this species. Species profile: <a href="https://ecos.fws.gov/ecp/species/4240">https://ecos.fws.gov/ecp/species/4240</a>	Endangered
California Least Tern <i>Sterna antillarum browni</i> No critical habitat has been designated for this species. Species profile: <a href="https://ecos.fws.gov/ecp/species/8104">https://ecos.fws.gov/ecp/species/8104</a>	Endangered
Marbled Murrelet <i>Brachyramphus marmoratus</i> Population: U.S.A. (CA, OR, WA) There is <b>final</b> critical habitat for this species. Your location is outside the critical habitat. Species profile: <a href="https://ecos.fws.gov/ecp/species/4467">https://ecos.fws.gov/ecp/species/4467</a>	Threatened
Short-tailed Albatross <i>Phoebastria (=Diomedea) albatrus</i> No critical habitat has been designated for this species. Species profile: <a href="https://ecos.fws.gov/ecp/species/433">https://ecos.fws.gov/ecp/species/433</a>	Endangered
Western Snowy Plover <i>Charadrius nivosus nivosus</i> Population: Pacific Coast population DPS-U.S.A. (CA, OR, WA), Mexico (within 50 miles of Pacific coast) There is <b>final</b> critical habitat for this species. Your location is outside the critical habitat. Species profile: <a href="https://ecos.fws.gov/ecp/species/8035">https://ecos.fws.gov/ecp/species/8035</a>	Threatened
Yellow-billed Cuckoo <i>Coccyzus americanus</i> Population: Western U.S. DPS There is <b>proposed</b> critical habitat for this species. Your location is outside the critical habitat. Species profile: <a href="https://ecos.fws.gov/ecp/species/3911">https://ecos.fws.gov/ecp/species/3911</a>	Threatened

## Reptiles

NAME	STATUS
Green Sea Turtle <i>Chelonia mydas</i> Population: East Pacific DPS No critical habitat has been designated for this species. Species profile: <a href="https://ecos.fws.gov/ecp/species/6199">https://ecos.fws.gov/ecp/species/6199</a>	Threatened

## Amphibians

NAME	STATUS
California Red-legged Frog <i>Rana draytonii</i> There is <b>final</b> critical habitat for this species. Your location is outside the critical habitat. Species profile: <a href="https://ecos.fws.gov/ecp/species/2891">https://ecos.fws.gov/ecp/species/2891</a>	Threatened

## Fishes

NAME	STATUS
Delta Smelt <i>Hypomesus transpacificus</i> There is <b>final</b> critical habitat for this species. Your location is outside the critical habitat. Species profile: <a href="https://ecos.fws.gov/ecp/species/321">https://ecos.fws.gov/ecp/species/321</a>	Threatened
Tidewater Goby <i>Eucyclogobius newberryi</i> There is <b>final</b> critical habitat for this species. Your location is outside the critical habitat. Species profile: <a href="https://ecos.fws.gov/ecp/species/57">https://ecos.fws.gov/ecp/species/57</a>	Endangered

## Insects

NAME	STATUS
Mission Blue Butterfly <i>Icaricia icarioides missionensis</i> There is <b>proposed</b> critical habitat for this species. The location of the critical habitat is not available. Species profile: <a href="https://ecos.fws.gov/ecp/species/6928">https://ecos.fws.gov/ecp/species/6928</a>	Endangered
San Bruno Elfin Butterfly <i>Callophrys mossii bayensis</i> There is <b>proposed</b> critical habitat for this species. The location of the critical habitat is not available. Species profile: <a href="https://ecos.fws.gov/ecp/species/3394">https://ecos.fws.gov/ecp/species/3394</a>	Endangered

## Flowering Plants

NAME	STATUS
White-rayed Pentachaeta <i>Pentachaeta bellidiflora</i> No critical habitat has been designated for this species. Species profile: <a href="https://ecos.fws.gov/ecp/species/7782">https://ecos.fws.gov/ecp/species/7782</a>	Endangered

## Critical habitats

THERE ARE NO CRITICAL HABITATS WITHIN YOUR PROJECT AREA UNDER THIS OFFICE'S JURISDICTION.



Selected Elements by Scientific Name  
 California Department of Fish and Wildlife  
 California Natural Diversity Database



**Query Criteria:** Quad (Point Bonita (3712275) OR San Francisco North (3712274) OR San Rafael (3712285) OR San Quentin (3712284)) AND Taxonomic Group (Ferns OR Gymnosperms OR Monocots OR Dicots OR Lichens OR Bryophytes)

Species	Element Code	Federal Status	State Status	Global Rank	State Rank	Rare Plant Rank/CDFW SSC or FP
<i>Amorpha californica</i> var. <i>napensis</i> Napa false indigo	PDFAB08012	None	None	G4T2	S2	1B.2
<i>Amsinckia lunaris</i> bent-flowered fiddleneck	PDBOR01070	None	None	G3	S3	1B.2
<i>Arctostaphylos franciscana</i> Franciscan manzanita	PDERI040J3	Endangered	None	G1	S1	1B.1
<i>Arctostaphylos montana</i> ssp. <i>montana</i> Mt. Tamalpais manzanita	PDERI040J5	None	None	G3T3	S3	1B.3
<i>Arctostaphylos montana</i> ssp. <i>ravenii</i> Presidio manzanita	PDERI040J2	Endangered	Endangered	G3T1	S1	1B.1
<i>Arctostaphylos virgata</i> Marin manzanita	PDERI041K0	None	None	G2	S2	1B.2
<i>Arenaria paludicola</i> marsh sandwort	PDCAR040L0	Endangered	Endangered	G1	S1	1B.1
<i>Astragalus tener</i> var. <i>tener</i> alkali milk-vetch	PDFAB0F8R1	None	None	G2T2	S2	1B.2
<i>Calamagrostis crassiglumis</i> Thurber's reed grass	PMPOA17070	None	None	G3Q	S2	2B.1
<i>Calochortus tiburonensis</i> Tiburon mariposa-lily	PMLIL0D1C0	Threatened	Threatened	G1	S1	1B.1
<i>Calystegia purpurata</i> ssp. <i>saxicola</i> coastal bluff morning-glory	PDCON040D2	None	None	G4T2T3	S2S3	1B.2
<i>Carex comosa</i> bristly sedge	PMCYP032Y0	None	None	G5	S2	2B.1
<i>Carex praticola</i> northern meadow sedge	PMCYP03B20	None	None	G5	S2	2B.2
<i>Castilleja affinis</i> var. <i>neglecta</i> Tiburon paintbrush	PDSCR0D013	Endangered	Threatened	G4G5T1T2	S1S2	1B.2
<i>Chloropyron maritimum</i> ssp. <i>palustre</i> Point Reyes salty bird's-beak	PDSCR0J0C3	None	None	G4?T2	S2	1B.2
<i>Chorizanthe cuspidata</i> var. <i>cuspidata</i> San Francisco Bay spineflower	PDPGN04081	None	None	G2T1	S1	1B.2
<i>Cirsium andrewsii</i> Franciscan thistle	PDAST2E050	None	None	G3	S3	1B.2
<i>Cirsium hydrophilum</i> var. <i>vaseyi</i> Mt. Tamalpais thistle	PDAST2E1G2	None	None	G2T1	S1	1B.2



**Selected Elements by Scientific Name**  
**California Department of Fish and Wildlife**  
**California Natural Diversity Database**



Species	Element Code	Federal Status	State Status	Global Rank	State Rank	Rare Plant Rank/CDFW SSC or FP
<b><i>Clarkia franciscana</i></b> Presidio clarkia	PDONA050H0	Endangered	Endangered	G1	S1	1B.1
<b><i>Collinsia corymbosa</i></b> round-headed Chinese-houses	PDSCR0H060	None	None	G1	S1	1B.2
<b><i>Collinsia multicolor</i></b> San Francisco collinsia	PDSCR0H0B0	None	None	G2	S2	1B.2
<b><i>Dirca occidentalis</i></b> western leatherwood	PDTHY03010	None	None	G2	S2	1B.2
<b><i>Eriogonum luteolum var. caninum</i></b> Tiburon buckwheat	PDPGN083S1	None	None	G5T2	S2	1B.2
<b><i>Fissidens pauperculus</i></b> minute pocket moss	NBMUS2W0U0	None	None	G3?	S2	1B.2
<b><i>Fritillaria lanceolata var. tristulis</i></b> Marin checker lily	PMLIL0V0P1	None	None	G5T2	S2	1B.1
<b><i>Fritillaria liliacea</i></b> fragrant fritillary	PMLIL0V0C0	None	None	G2	S2	1B.2
<b><i>Gilia capitata ssp. chamissonis</i></b> blue coast gilia	PDPLM040B3	None	None	G5T2	S2	1B.1
<b><i>Gilia millefoliata</i></b> dark-eyed gilia	PDPLM04130	None	None	G2	S2	1B.2
<b><i>Grindelia hirsutula var. maritima</i></b> San Francisco gumplant	PDAST470D3	None	None	G5T1Q	S1	3.2
<b><i>Helianthella castanea</i></b> Diablo helianthella	PDAST4M020	None	None	G2	S2	1B.2
<b><i>Hemizonia congesta ssp. congesta</i></b> congested-headed hayfield tarplant	PDAST4R065	None	None	G5T2	S2	1B.2
<b><i>Hesperolinon congestum</i></b> Marin western flax	PDLIN01060	Threatened	Threatened	G1	S1	1B.1
<b><i>Heteranthera dubia</i></b> water star-grass	PMPON03010	None	None	G5	S2	2B.2
<b><i>Holocarpha macradenia</i></b> Santa Cruz tarplant	PDAST4X020	Threatened	Endangered	G1	S1	1B.1
<b><i>Horkelia cuneata var. sericea</i></b> Kellogg's horkelia	PDROS0W043	None	None	G4T1?	S1?	1B.1
<b><i>Horkelia marinensis</i></b> Point Reyes horkelia	PDROS0W0B0	None	None	G2	S2	1B.2
<b><i>Horkelia tenuiloba</i></b> thin-lobed horkelia	PDROS0W0E0	None	None	G2	S2	1B.2
<b><i>Hypogymnia schizidiata</i></b> island tube lichen	NLT0032640	None	None	G2	S1	1B.3
<b><i>Kopsiopsis hookeri</i></b> small groundcone	PDORO01010	None	None	G4?	S1S2	2B.3



Selected Elements by Scientific Name  
California Department of Fish and Wildlife  
California Natural Diversity Database



Species	Element Code	Federal Status	State Status	Global Rank	State Rank	Rare Plant Rank/CDFW SSC or FP
<b><i>Layia carnosa</i></b> beach layia	PDAST5N010	Endangered	Endangered	G2	S2	1B.1
<b><i>Leptosiphon rosaceus</i></b> rose leptosiphon	PDPLM09180	None	None	G1	S1	1B.1
<b><i>Lessingia germanorum</i></b> San Francisco lessingia	PDAST5S010	Endangered	Endangered	G1	S1	1B.1
<b><i>Lessingia micradenia</i> var. <i>micradenia</i></b> Tamalpais lessingia	PDAST5S063	None	None	G2T2	S2	1B.2
<b><i>Microseris paludosa</i></b> marsh microseris	PDAST6E0D0	None	None	G2	S2	1B.2
<b><i>Navarretia rosulata</i></b> Marin County navarretia	PDPLM0C0Z0	None	None	G2	S2	1B.2
<b><i>Pentachaeta bellidiflora</i></b> white-rayed pentachaeta	PDAST6X030	Endangered	Endangered	G1	S1	1B.1
<b><i>Plagiobothrys chorisianus</i> var. <i>chorisianus</i></b> Choris' popcornflower	PDBOR0V061	None	None	G3T1Q	S1	1B.2
<b><i>Plagiobothrys diffusus</i></b> San Francisco popcornflower	PDBOR0V080	None	Endangered	G1Q	S1	1B.1
<b><i>Plagiobothrys glaber</i></b> hairless popcornflower	PDBOR0V0B0	None	None	GH	SH	1A
<b><i>Pleuropogon hooverianus</i></b> North Coast semaphore grass	PMPOA4Y070	None	Threatened	G2	S2	1B.1
<b><i>Polemonium carneum</i></b> Oregon polemonium	PDPLM0E050	None	None	G3G4	S2	2B.2
<b><i>Polygonum marinense</i></b> Marin knotweed	PDPGN0L1C0	None	None	G2Q	S2	3.1
<b><i>Quercus parvula</i> var. <i>tamalpaisensis</i></b> Tamalpais oak	PDFAG051Q3	None	None	G4T2	S2	1B.3
<b><i>Sanicula maritima</i></b> adobe sanicle	PDAPI1Z0D0	None	Rare	G2	S2	1B.1
<b><i>Sidalcea calycosa</i> ssp. <i>rhizomata</i></b> Point Reyes checkerbloom	PDMAL11012	None	None	G5T2	S2	1B.2
<b><i>Sidalcea hickmanii</i> ssp. <i>viridis</i></b> Marin checkerbloom	PDMAL110A4	None	None	G3TH	SH	1B.1
<b><i>Silene scouleri</i> ssp. <i>scouleri</i></b> Scouler's catchfly	PDCAR0U1MC	None	None	G5T4T5	S2S3	2B.2
<b><i>Silene verecunda</i> ssp. <i>verecunda</i></b> San Francisco campion	PDCAR0U213	None	None	G5T1	S1	1B.2
<b><i>Spergularia macrotheca</i> var. <i>longistyla</i></b> long-styled sand-spurrey	PDCAR0W062	None	None	G5T2	S2	1B.2
<b><i>Stebbinsoseris decipiens</i></b> Santa Cruz microseris	PDAST6E050	None	None	G2	S2	1B.2





Selected Elements by Scientific Name  
California Department of Fish and Wildlife  
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Species	Element Code	Federal Status	State Status	Global Rank	State Rank	Rare Plant Rank/CDFW SSC or FP
<b><i>Streptanthus batrachopus</i></b> Tamalpais jewelflower	PDBRA2G050	None	None	G2	S2	1B.3
<b><i>Streptanthus glandulosus ssp. niger</i></b> Tiburon jewelflower	PDBRA2G0T0	Endangered	Endangered	G4T1	S1	1B.1
<b><i>Streptanthus glandulosus ssp. pulchellus</i></b> Mt. Tamalpais bristly jewelflower	PDBRA2G0J2	None	None	G4T2	S2	1B.2
<b><i>Symphotrichum lentum</i></b> Suisun Marsh aster	PDASTE8470	None	None	G2	S2	1B.2
<b><i>Trifolium amoenum</i></b> two-fork clover	PDFAB40040	Endangered	None	G1	S1	1B.1
<b><i>Trifolium hydrophilum</i></b> saline clover	PDFAB400R5	None	None	G2	S2	1B.2
<b><i>Triphysaria floribunda</i></b> San Francisco owl's-clover	PDSCR2T010	None	None	G2?	S2?	1B.2
<b><i>Triquetrella californica</i></b> coastal triquetrella	NBMUS7S010	None	None	G2	S2	1B.2

Record Count: 68



# Selected Elements by Scientific Name

California Department of Fish and Wildlife

California Natural Diversity Database



**Query Criteria:** Quad IS  OR San Francisco North (3712274) OR San Rafael (3712285) OR San Quentin (3712284)  
 AND Taxonomic Group IS (Fish OR Amphibians OR Reptiles OR Birds OR Mammals OR Mollusks OR Arachnids OR Crustaceans OR Insects)

Species	Element Code	Federal Status	State Status	Global Rank	State Rank	Rare Plant Rank/CDFW SSC or FP
<i>Accipiter cooperii</i> Cooper's hawk	ABNKC12040	None	None	G5	S4	WL
<i>Adela oplerella</i> Opler's longhorn moth	IILEE0G040	None	None	G2	S2	
<i>Antrozous pallidus</i> pallid bat	AMACC10010	None	None	G5	S3	SSC
<i>Ardea alba</i> great egret	ABNGA04040	None	None	G5	S4	
<i>Ardea herodias</i> great blue heron	ABNGA04010	None	None	G5	S4	
<i>Asio flammeus</i> short-eared owl	ABNSB13040	None	None	G5	S3	SSC
<i>Bombus caliginosus</i> obscure bumble bee	IIHYM24380	None	None	G4?	S1S2	
<i>Bombus occidentalis</i> western bumble bee	IIHYM24250	None	None	G2G3	S1	
<i>Callophrys mossii bayensis</i> San Bruno elfin butterfly	IILEPE2202	Endangered	None	G4T1	S1	
<i>Cicindela hirticollis gravida</i> sandy beach tiger beetle	IICOL02101	None	None	G5T2	S2	
<i>Circus hudsonius</i> northern harrier	ABNKC11011	None	None	G5	S3	SSC
<i>Corynorhinus townsendii</i> Townsend's big-eared bat	AMACC08010	None	None	G3G4	S2	SSC
<i>Danaus plexippus pop. 1</i> monarch - California overwintering population	IILEPP2012	None	None	G4T2T3	S2S3	
<i>Dicamptodon ensatus</i> California giant salamander	AAAAH01020	None	None	G3	S2S3	SSC
<i>Egretta thula</i> snowy egret	ABNGA06030	None	None	G5	S4	
<i>Elanus leucurus</i> white-tailed kite	ABNKC06010	None	None	G5	S3S4	FP
<i>Emys marmorata</i> western pond turtle	ARAAD02030	None	None	G3G4	S3	SSC
<i>Enhydra lutris nereis</i> southern sea otter	AMAJF09012	Threatened	None	G4T2	S2	FP



Selected Elements by Scientific Name  
California Department of Fish and Wildlife  
California Natural Diversity Database



Species	Element Code	Federal Status	State Status	Global Rank	State Rank	Rare Plant Rank/CDFW SSC or FP
<b><i>Erethizon dorsatum</i></b> North American porcupine	AMAFJ01010	None	None	G5	S3	
<b><i>Eucyclogobius newberryi</i></b> tidewater goby	AFCQN04010	Endangered	None	G3	S3	SSC
<b><i>Euphydryas editha bayensis</i></b> Bay checkerspot butterfly	IILEPK4055	Threatened	None	G5T1	S1	
<b><i>Falco peregrinus anatum</i></b> American peregrine falcon	ABNKD06071	Delisted	Delisted	G4T4	S3S4	FP
<b><i>Geothlypis trichas sinuosa</i></b> saltmarsh common yellowthroat	ABPBX1201A	None	None	G5T3	S3	SSC
<b><i>Lasiurus blossevillii</i></b> western red bat	AMACC05060	None	None	G5	S3	SSC
<b><i>Lasiurus cinereus</i></b> hoary bat	AMACC05030	None	None	G5	S4	
<b><i>Laterallus jamaicensis coturniculus</i></b> California black rail	ABNME03041	None	Threatened	G3G4T1	S1	FP
<b><i>Lichnanthe ursina</i></b> bumblebee scarab beetle	IICOL67020	None	None	G2	S2	
<b><i>Melospiza melodia pusillula</i></b> Alameda song sparrow	ABPBXA301S	None	None	G5T2?	S2S3	SSC
<b><i>Melospiza melodia samuelis</i></b> San Pablo song sparrow	ABPBXA301W	None	None	G5T2	S2	SSC
<b><i>Microcina tiburona</i></b> Tiburon micro-blind harvestman	ILARA47060	None	None	G1	S1	
<b><i>Microtus californicus sanpabloensis</i></b> San Pablo vole	AMAFF11034	None	None	G5T1T2	S1S2	SSC
<b><i>Nycticorax nycticorax</i></b> black-crowned night heron	ABNGA11010	None	None	G5	S4	
<b><i>Oncorhynchus kisutch pop. 4</i></b> coho salmon - central California coast ESU	AFCHA02034	Endangered	Endangered	G4	S2?	
<b><i>Phalacrocorax auritus</i></b> double-crested cormorant	ABNFD01020	None	None	G5	S4	WL
<b><i>Plebejus icarioides missionensis</i></b> Mission blue butterfly	IILEPG801A	Endangered	None	G5T1	S1	
<b><i>Pomatiopsis binneyi</i></b> robust walker	IMGASJ9010	None	None	G1	S1	
<b><i>Rallus obsoletus obsoletus</i></b> California Ridgway's rail	ABNME05011	Endangered	Endangered	G5T1	S1	FP
<b><i>Rana boylei</i></b> foothill yellow-legged frog	AAABH01050	None	Candidate Threatened	G3	S3	SSC
<b><i>Rana draytonii</i></b> California red-legged frog	AAABH01022	Threatened	None	G2G3	S2S3	SSC



**Selected Elements by Scientific Name**  
**California Department of Fish and Wildlife**  
**California Natural Diversity Database**



Species	Element Code	Federal Status	State Status	Global Rank	State Rank	Rare Plant Rank/CDFW SSC or FP
<i>Reithrodontomys raviventris</i> salt-marsh harvest mouse	AMAFF02040	Endangered	Endangered	G1G2	S1S2	FP
<i>Riparia riparia</i> bank swallow	ABPAU08010	None	Threatened	G5	S2	
<i>Scapanus latimanus insularis</i> Angel Island mole	AMABB02032	None	None	G5THQ	SH	
<i>Sorex vagrans halicoetes</i> salt-marsh wandering shrew	AMABA01071	None	None	G5T1	S1	SSC
<i>Speyeria callippe callippe</i> callippe silverspot butterfly	IILEPJ6091	Endangered	None	G5T1	S1	
<i>Spirinchus thaleichthys</i> longfin smelt	AFCHB03010	Candidate	Threatened	G5	S1	SSC
<i>Taxidea taxus</i> American badger	AMAJF04010	None	None	G5	S3	SSC
<i>Thaleichthys pacificus</i> eulachon	AFCHB04010	Threatened	None	G5	S3	
<i>Trachusa gummifera</i> San Francisco Bay Area leaf-cutter bee	IIHYM80010	None	None	G1	S1	
<i>Tryonia imitator</i> mimic tryonia (=California brackishwater snail)	IMGASJ7040	None	None	G2	S2	
<i>Vespericola marinensis</i> Marin hesperian	IMGASA4140	None	None	G2	S2	
<i>Zapus trinotatus orarius</i> Point Reyes jumping mouse	AMAFH01031	None	None	G5T1T3Q	S1S3	SSC

**Record Count: 51**

## Plant List

### Inventory of Rare and Endangered Plants

94 matches found. [Click on scientific name for details](#)

#### Search Criteria

Found in Quads 3712275, 3712274 3712285 and 3712284;

[Modify Search Criteria](#)
[Export to Excel](#)
[Modify Columns](#)
[Modify Sort](#)
[Display Photos](#)

Scientific Name	Common Name	Family	Lifeform	Blooming Period	CA Rare Plant Rank	State Rank	Global Rank
<a href="#">Amorpha californica var. napensis</a>	Napa false indigo	Fabaceae	perennial deciduous shrub	Apr-Jul	1B.2	S2	G4T2
<a href="#">Amsinckia lunaris</a>	bent-flowered fiddleneck	Boraginaceae	annual herb	Mar-Jun	1B.2	S3	G3
<a href="#">Arabis blepharophylla</a>	coast rockcress	Brassicaceae	perennial herb	Feb-May	4.3	S4	G4
<a href="#">Arctostaphylos franciscana</a>	Franciscan manzanita	Ericaceae	perennial evergreen shrub	Feb-Apr	1B.1	S1	G1
<a href="#">Arctostaphylos montana ssp. montana</a>	Mt. Tamalpais manzanita	Ericaceae	perennial evergreen shrub	Feb-Apr	1B.3	S3	G3T3
<a href="#">Arctostaphylos montana ssp. ravenii</a>	Presidio manzanita	Ericaceae	perennial evergreen shrub	Feb-Mar	1B.1	S1	G3T1
<a href="#">Arctostaphylos virgata</a>	Marin manzanita	Ericaceae	perennial evergreen shrub	Jan-Mar	1B.2	S2	G2
<a href="#">Arenaria paludicola</a>	marsh sandwort	Caryophyllaceae	perennial stoloniferous herb	May-Aug	1B.1	S1	G1
<a href="#">Aspidotis carlotta-halliae</a>	Carlotta Hall's lace fern	Pteridaceae	perennial rhizomatous herb	Jan-Dec	4.2	S3	G3
<a href="#">Astragalus breweri</a>	Brewer's milk-vetch	Fabaceae	annual herb	Apr-Jun	4.2	S3	G3
<a href="#">Astragalus nuttallii var. nuttallii</a>	ocean bluff milk-vetch	Fabaceae	perennial herb	Jan-Nov	4.2	S4	G4T4
<a href="#">Astragalus tener var. tener</a>	alkali milk-vetch	Fabaceae	annual herb	Mar-Jun	1B.2	S2	G2T2
<a href="#">Calamagrostis crassiglumis</a>	Thurber's reed grass	Poaceae	perennial rhizomatous herb	May-Aug	2B.1	S2	G3Q
<a href="#">Calamagrostis ophitidis</a>	serpentine reed grass	Poaceae	perennial herb	Apr-Jul	4.3	S3	G3
<a href="#">Calandrinia breweri</a>	Brewer's calandrinia	Montiaceae	annual herb	(Jan)Mar-Jun	4.2	S4	G4
<a href="#">Calochortus tiburonensis</a>	Tiburon mariposa lily	Liliaceae	perennial bulbiferous herb	Mar-Jun	1B.1	S1	G1
<a href="#">Calochortus umbellatus</a>	Oakland star-tulip	Liliaceae	perennial bulbiferous herb	Mar-May	4.2	S3?	G3?
<a href="#">Calystegia purpurata ssp. saxicola</a>	coastal bluff morning-glory	Convolvulaceae	perennial herb	(Mar)Apr-Sep	1B.2	S2S3	G4T2T3

<a href="#"><u>Carex comosa</u></a>	bristly sedge	Cyperaceae	perennial rhizomatous herb	May-Sep	2B.1	S2	G5
<a href="#"><u>Carex praticola</u></a>	northern meadow sedge	Cyperaceae	perennial herb	May-Jul	2B.2	S2	G5
<a href="#"><u>Castilleja affinis var. neglecta</u></a>	Tiburon paintbrush	Orobanchaceae	perennial herb (hemiparasitic)	Apr-Jun	1B.2	S1S2	G4G5T1T2
<a href="#"><u>Castilleja ambigua var. ambigua</u></a>	johnny-nip	Orobanchaceae	annual herb (hemiparasitic)	Mar-Aug	4.2	S4	G4T5
<a href="#"><u>Ceanothus gloriosus var. exaltatus</u></a>	glory brush	Rhamnaceae	perennial evergreen shrub	Mar- Jun(Aug)	4.3	S4	G4T4
<a href="#"><u>Ceanothus pinetorum</u></a>	Kern ceanothus	Rhamnaceae	perennial evergreen shrub	May-Jul	4.3	S3	G3
<a href="#"><u>Ceanothus rigidus</u></a>	Monterey ceanothus	Rhamnaceae	perennial evergreen shrub	Feb- Apr(Jun)	4.2	S4	G4
<a href="#"><u>Chloropyron maritimum ssp. palustre</u></a>	Point Reyes bird's- beak	Orobanchaceae	annual herb (hemiparasitic)	Jun-Oct	1B.2	S2	G4?T2
<a href="#"><u>Chorizanthe cuspidata var. cuspidata</u></a>	San Francisco Bay spineflower	Polygonaceae	annual herb	Apr-Jul(Aug)	1B.2	S1	G2T1
<a href="#"><u>Chorizanthe valida</u></a>	Sonoma spineflower	Polygonaceae	annual herb	Jun-Aug	1B.1	S1	G1
<a href="#"><u>Cirsium andrewsii</u></a>	Franciscan thistle	Asteraceae	perennial herb	Mar-Jul	1B.2	S3	G3
<a href="#"><u>Cirsium hydrophilum var. vaseyi</u></a>	Mt. Tamalpais thistle	Asteraceae	perennial herb	May-Aug	1B.2	S1	G2T1
<a href="#"><u>Cistanthe maritima</u></a>	seaside cistanthe	Montiaceae	annual herb	(Feb)Mar- Jun(Aug)	4.2	S3	G3G4
<a href="#"><u>Clarkia franciscana</u></a>	Presidio clarkia	Onagraceae	annual herb	May-Jul	1B.1	S1	G1
<a href="#"><u>Collinsia corymbosa</u></a>	round-headed Chinese-houses	Plantaginaceae	annual herb	Apr-Jun	1B.2	S1	G1
<a href="#"><u>Collinsia multicolor</u></a>	San Francisco collinsia	Plantaginaceae	annual herb	(Feb)Mar- May	1B.2	S2	G2
<a href="#"><u>Cypripedium californicum</u></a>	California lady's- slipper	Orchidaceae	perennial rhizomatous herb	Apr- Aug(Sep)	4.2	S4	G4
<a href="#"><u>Dirca occidentalis</u></a>	western leatherwood	Thymelaeaceae	perennial deciduous shrub	Jan- Mar(Apr)	1B.2	S2	G2
<a href="#"><u>Elymus californicus</u></a>	California bottle- brush grass	Poaceae	perennial herb	May- Aug(Nov)	4.3	S4	G4
<a href="#"><u>Eriogonum luteolum var. caninum</u></a>	Tiburon buckwheat	Polygonaceae	annual herb	May-Sep	1B.2	S2	G5T2
<a href="#"><u>Eriophorum gracile</u></a>	slender cottongrass	Cyperaceae	perennial rhizomatous herb (emergent)	May-Sep	4.3	S4	G5
<a href="#"><u>Erysimum franciscanum</u></a>	San Francisco wallflower	Brassicaceae	perennial herb	Mar-Jun	4.2	S3	G3
<a href="#"><u>Fissidens pauperculus</u></a>	minute pocket moss	Fissidentaceae	moss		1B.2	S2	G3?
<a href="#"><u>Fritillaria lanceolata var. tristulis</u></a>	Marin checker lily	Liliaceae	perennial bulbiferous herb	Feb-May	1B.1	S2	G5T2
<a href="#"><u>Fritillaria liliacea</u></a>	fragrant fritillary	Liliaceae	perennial bulbiferous herb	Feb-Apr	1B.2	S2	G2
<a href="#"><u>Gilia capitata ssp. chamissonis</u></a>	blue coast gilia	Polemoniaceae	annual herb	Apr-Jul	1B.1	S2	G5T2
<a href="#"><u>Gilia capitata ssp. tomentosa</u></a>	woolly-headed gilia	Polemoniaceae	annual herb	May-Jul	1B.1	S1	G5T1

<a href="#">Gilia millefoliata</a>	dark-eyed gilia	Polemoniaceae	annual herb	Apr-Jul	1B.2	S2	G2
<a href="#">Grindelia hirsutula var. maritima</a>	San Francisco gumplant	Asteraceae	perennial herb	Jun-Sep	3.2	S1	G5T1Q
<a href="#">Helianthella castanea</a>	Diablo helianthella	Asteraceae	perennial herb	Mar-Jun	1B.2	S2	G2
<a href="#">Hemizonia congesta ssp. congesta</a>	congested-headed hayfield tarplant	Asteraceae	annual herb	Apr-Nov	1B.2	S2	G5T2
<a href="#">Hesperolinon congestum</a>	Marin western flax	Linaceae	annual herb	Apr-Jul	1B.1	S1	G1
<a href="#">Heteranthera dubia</a>	water star-grass	Pontederiaceae	perennial herb (aquatic)	Jul-Oct	2B.2	S2	G5
<a href="#">Holocarpha macradenia</a>	Santa Cruz tarplant	Asteraceae	annual herb	Jun-Oct	1B.1	S1	G1
<a href="#">Horkelia cuneata var. sericea</a>	Kellogg's horkelia	Rosaceae	perennial herb	Apr-Sep	1B.1	S1?	G4T1?
<a href="#">Horkelia marinensis</a>	Point Reyes horkelia	Rosaceae	perennial herb	May-Sep	1B.2	S2	G2
<a href="#">Horkelia tenuiloba</a>	thin-lobed horkelia	Rosaceae	perennial herb	May-Jul(Aug)	1B.2	S2	G2
<a href="#">Hypogymnia schizidiata</a>	island rock lichen	Parmeliaceae	foliose lichen (null)		1B.3	S1	G2
<a href="#">Iris longipetala</a>	coast iris	Iridaceae	perennial rhizomatous herb	Mar-May	4.2	S3	G3
<a href="#">Kopsiopsis hookeri</a>	small groundcone	Orobanchaceae	perennial rhizomatous herb (parasitic)	Apr-Aug	2B.3	S1S2	G4?
<a href="#">Layia carnosa</a>	beach layia	Asteraceae	annual herb	Mar-Jul	1B.1	S2	G2
<a href="#">Leptosiphon acicularis</a>	bristly leptosiphon	Polemoniaceae	annual herb	Apr-Jul	4.2	S4?	G4?
<a href="#">Leptosiphon grandiflorus</a>	large-flowered leptosiphon	Polemoniaceae	annual herb	Apr-Aug	4.2	S3S4	G3G4
<a href="#">Leptosiphon rosaceus</a>	rose leptosiphon	Polemoniaceae	annual herb	Apr-Jul	1B.1	S1	G1
<a href="#">Lessingia germanorum</a>	San Francisco lessingia	Asteraceae	annual herb	(Jun)Jul-Nov	1B.1	S1	G1
<a href="#">Lessingia hololeuca</a>	woolly-headed lessingia	Asteraceae	annual herb	Jun-Oct	3	S3?	G3?
<a href="#">Lessingia micradenia var. micradenia</a>	Tamalpais lessingia	Asteraceae	annual herb	(Jun)Jul-Oct	1B.2	S2	G2T2
<a href="#">Micropus amphibolus</a>	Mt. Diablo cottonweed	Asteraceae	annual herb	Mar-May	3.2	S3S4	G3G4
<a href="#">Microseris paludosa</a>	marsh microseris	Asteraceae	perennial herb	Apr-Jun(Jul)	1B.2	S2	G2
<a href="#">Navarretia leucocephala ssp. bakeri</a>	Baker's navarretia	Polemoniaceae	annual herb	Apr-Jul	1B.1	S2	G4T2
<a href="#">Navarretia rosulata</a>	Marin County navarretia	Polemoniaceae	annual herb	May-Jul	1B.2	S2	G2
<a href="#">Pentachaeta bellidiflora</a>	white-rayed pentachaeta	Asteraceae	annual herb	Mar-May	1B.1	S1	G1
<a href="#">Perideridia gairdneri ssp. gairdneri</a>	Gairdner's yampah	Apiaceae	perennial herb	Jun-Oct	4.2	S3S4	G5T3T4
<a href="#">Piperia michaelii</a>	Michael's rein orchid	Orchidaceae	perennial herb	Apr-Aug	4.2	S3	G3
<a href="#">Plagiobothrys chorisianus var. chorisianus</a>	Choris' popcornflower	Boraginaceae	annual herb	Mar-Jun	1B.2	S1	G3T1Q



<a href="#">Plagiobothrys diffusus</a>	San Francisco popcornflower	Boraginaceae	annual herb	Mar-Jun	1B.1	S1	G1Q
<a href="#">Plagiobothrys glaber</a>	hairless popcornflower	Boraginaceae	annual herb	Mar-May	1A	SH	GH
<a href="#">Pleuropogon hooverianus</a>	North Coast semaphore grass	Poaceae	perennial rhizomatous herb	Apr-Jun	1B.1	S2	G2
<a href="#">Polemonium carneum</a>	Oregon polemonium	Polemoniaceae	perennial herb	Apr-Sep	2B.2	S2	G3G4
<a href="#">Polygonum marinense</a>	Marin knotweed	Polygonaceae	annual herb	(Apr)May-Aug(Oct)	3.1	S2	G2Q
<a href="#">Quercus parvula var. tamalpaisensis</a>	Tamalpais oak	Fagaceae	perennial evergreen shrub	Mar-Apr	1B.3	S2	G4T2
<a href="#">Ranunculus lobbii</a>	Lobb's aquatic buttercup	Ranunculaceae	annual herb (aquatic)	Feb-May	4.2	S3	G4
<a href="#">Sanicula maritima</a>	adobe sanicle	Apiaceae	perennial herb	Feb-May	1B.1	S2	G2
<a href="#">Sidalcea calycosa ssp. rhizomata</a>	Point Reyes checkerbloom	Malvaceae	perennial rhizomatous herb	Apr-Sep	1B.2	S2	G5T2
<a href="#">Silene scouleri ssp. scouleri</a>	Scouler's catchfly	Caryophyllaceae	perennial herb	(Mar-May)Jun-Aug(Sep)	2B.2	S2S3	G5T5
<a href="#">Silene verecunda ssp. verecunda</a>	San Francisco campion	Caryophyllaceae	perennial herb	(Feb)Mar-Jun(Aug)	1B.2	S1	G5T1
<a href="#">Spergularia macrotheca var. longistyla</a>	long-styled sand-spurrey	Caryophyllaceae	perennial herb	Feb-May	1B.2	S2	G5T2
<a href="#">Stebbinsoseris decipiens</a>	Santa Cruz microseris	Asteraceae	annual herb	Apr-May	1B.2	S2	G2
<a href="#">Streptanthus batrachopus</a>	Tamalpais jewelflower	Brassicaceae	annual herb	Apr-Jul	1B.3	S2	G2
<a href="#">Streptanthus glandulosus ssp. niger</a>	Tiburon jewelflower	Brassicaceae	annual herb	May-Jun	1B.1	S1	G4T1
<a href="#">Streptanthus glandulosus ssp. pulchellus</a>	Mt. Tamalpais bristly jewelflower	Brassicaceae	annual herb	May-Jul(Aug)	1B.2	S2	G4T2
<a href="#">Symphyotrichum lentum</a>	Suisun Marsh aster	Asteraceae	perennial rhizomatous herb	(Apr)May-Nov	1B.2	S2	G2
<a href="#">Trifolium amoenum</a>	two-fork clover	Fabaceae	annual herb	Apr-Jun	1B.1	S1	G1
<a href="#">Trifolium hydrophilum</a>	saline clover	Fabaceae	annual herb	Apr-Jun	1B.2	S2	G2
<a href="#">Triphysaria floribunda</a>	San Francisco owl's-clover	Orobanchaceae	annual herb	Apr-Jun	1B.2	S2?	G2?
<a href="#">Triquetrella californica</a>	coastal triquetrella	Pottiaceae	moss		1B.2	S2	G2

### Suggested Citation

California Native Plant Society, Rare Plant Program. 2018. Inventory of Rare and Endangered Plants of California (online edition, v8-03 0.39). Website <http://www.rareplants.cnps.org> [accessed 27 November 2018].

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**Questions and Comments**

[rareplants@cnps.org](mailto:rareplants@cnps.org)

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Attachment D-  
Representative Photographs of the Study Area

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Photograph 1. Photograph looking south at the northern terraced area in the foreground and the existing Carriage house and Main house in the right side of the photograph.



Photograph 2. Photograph looking north from the existing paved walkway. Photograph depicts the northern terraced area and surrounding vegetation in the northeast portion of the Study Area.





Photograph 3. Photograph looking south at the developed parking lot area in the foreground and the southern terraced area and surrounding vegetation in the background. The existing Carriage House can also be seen in the right side of the photograph.



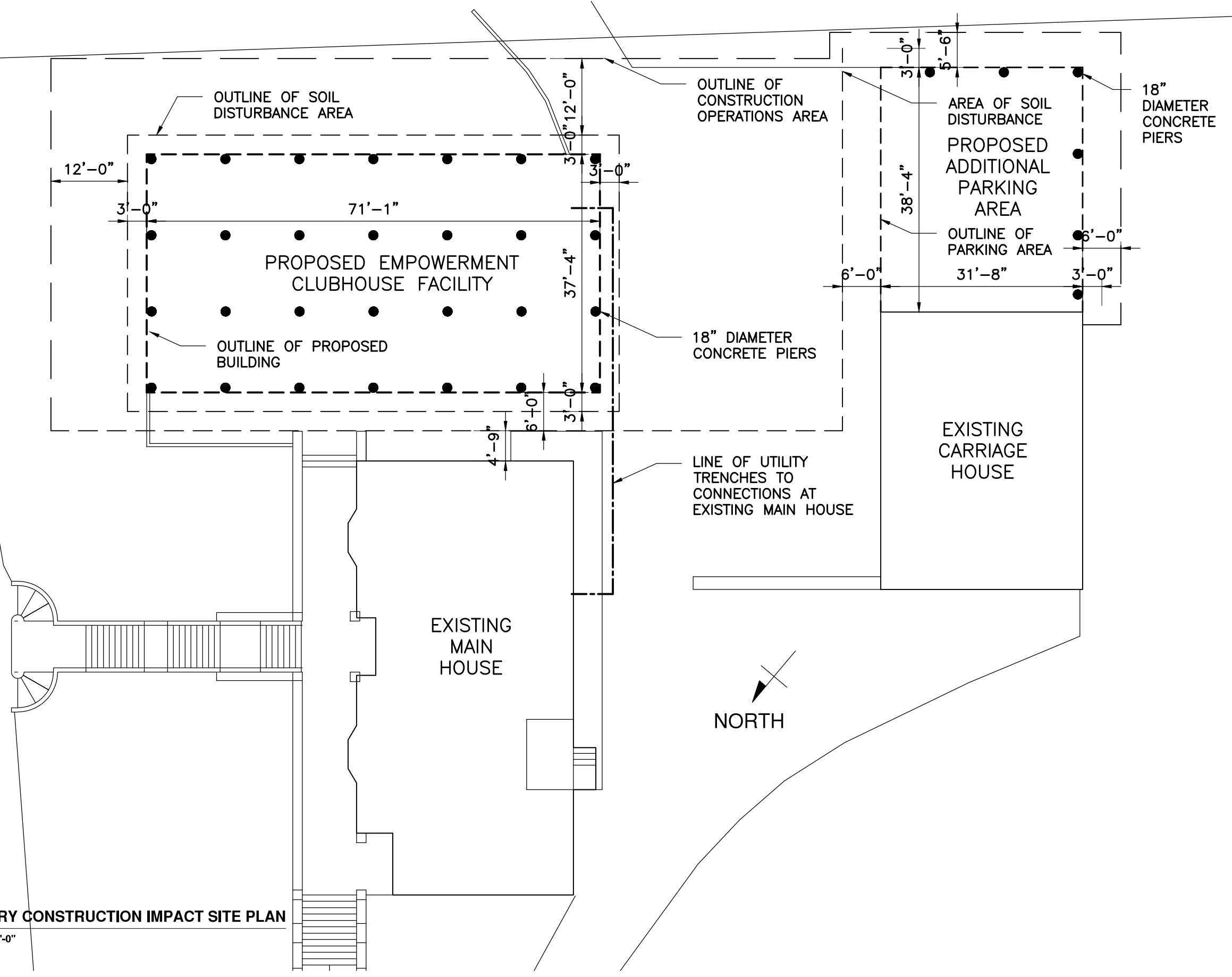
Photograph 4. Photograph of the southern portion of the Study Area. This portion of the Study Area is dominated, by highly invasive vegetation including Himalayan blackberry (*Rubus armeniacus*), and French broom (*Genista monspessulana*), and exhibited relatively low native plant diversity.

Attachment E-  
Site Photographs

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1

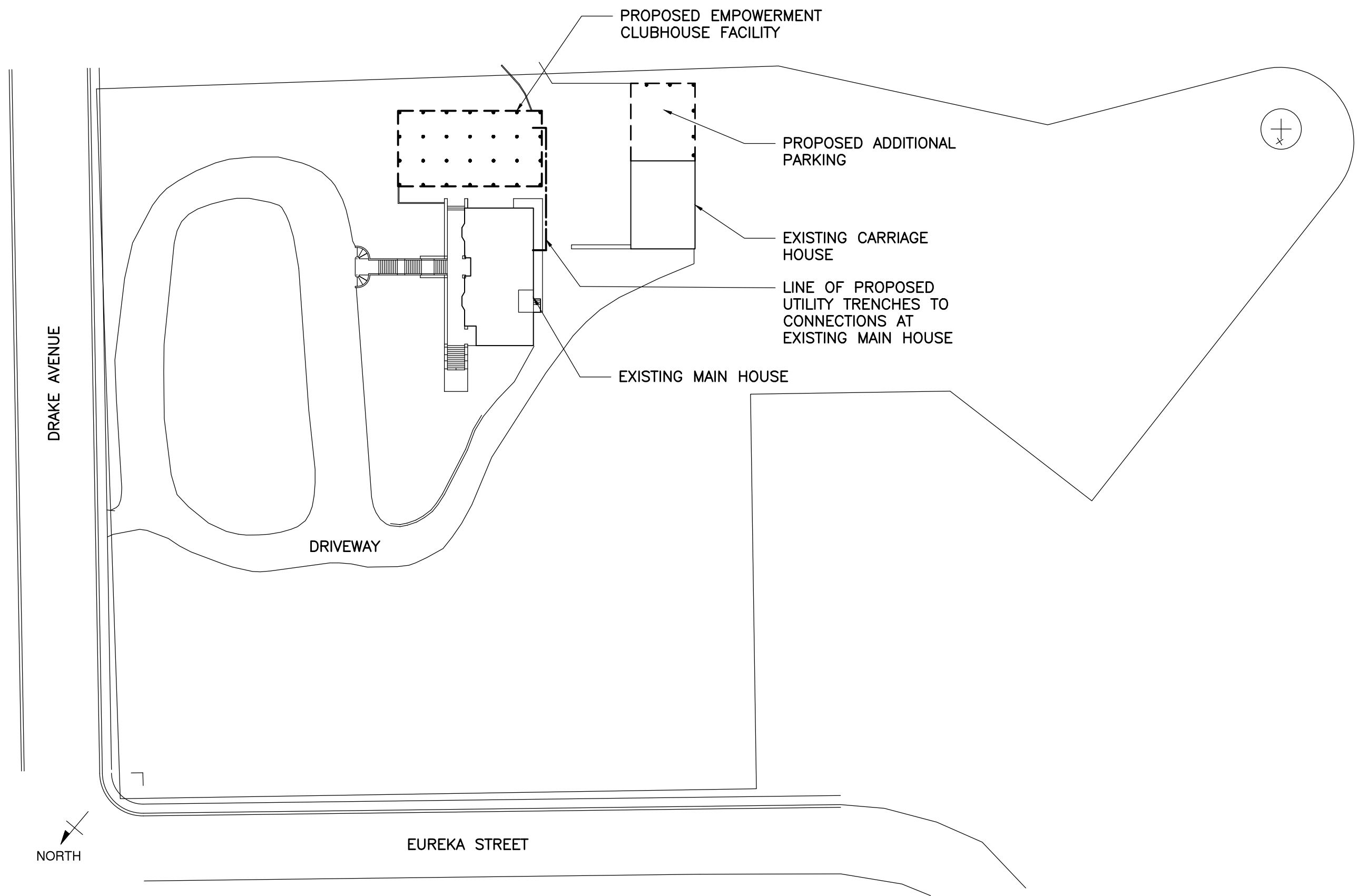
**PRELIMINARY CONSTRUCTION IMPACT SITE PLAN**  
SCALE: 1/16" = 1'-0"







**1** UTILITIES CONNECTION SITE PLAN  
SCALE: 1" = 50'



**441 DRAKE  
HYDROLOGY REPORT  
Fee Estimate**

11/1/2018

TASKS	Oberkamper & Associates										Civil Totals
	Principal Engineer	Senior Civil Engr	Civil Engineer	Civil Designer	CAD	Lic. Land Surveyor	Clerical	2-Man Survey	1-Man Survey		
avg. rate	\$200.00	\$195.00	\$160.00	\$135.00	\$115.00	\$175.00	\$60.00	\$250.00	\$170.00		
<b>TASK #1 PRE PROJECT</b>	<b>\$0</b>	<b>\$780</b>	<b>\$3,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,980</b>
ANALYZE WATERSHED AREA AND RUNOFF CHARACTERISTICS		2	8								
CALCULATE 100 YEAR PEAK RUNOFF AND HYDROGRAPH(S)		2	12								
subtotal of hours	0	4	20	0	0	0	0	0	0	0	24
<b>TASK #2 POST PROJECT</b>	<b>\$0</b>	<b>\$390</b>	<b>\$1,280</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,670</b>
ESTABLISH MODIFIED RUNOFF CHARACTERISTICS		1	2								
CALCULATE 100 YEAR PEAK RUNOFF AND HYDROGRAPHS		1	6								
subtotal of hours	0	2	8	0	0	0	0	0	0	0	10
<b>TASK #3 MITIGATION</b>	<b>\$0</b>	<b>\$195</b>	<b>\$960</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,155</b>
RECOMMEND MEASURES TO AVOID INCREASE IN RATE OF RUNOFF		1	6								
subtotal of hours	0	1	6	0	0	0	0	0	0	0	7
<b>TASK #4 REPORT</b>	<b>\$0</b>	<b>\$195</b>	<b>\$640</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$835</b>
PREPARE HYDROLOGY REPORT FOR SUBMISSION		1	4								
subtotal of hours	0	1	4	0	0	0	0	0	0	0	5
<b>Total Fees for Design Phase Services</b>											<b>\$7,640</b>
<b>Design Phase Reimbursable Expenses</b>											<b>\$0</b>
Misc. Fax/Copy/Messenger/Tele/Supplies											\$0
Reproduction											\$0
<b>Total Design Phase Fees and Expenses</b>											<b>\$7,640</b>
<b>TASK #5 - Construction Administration</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
subtotal of hours	0	0	0	0	0	0	0	0	0	0	0
<b>Total Fees for Construction Administration</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Consultant Administration Fees (assume 10% max)											
<b>Reimbursable Expenses for Construction Administration</b>											<b>\$0</b>
Photography											\$0
Misc. Fax/Copy/Messenger/Tele/Supplies											\$0
Reproduction											\$0
Consultant Administrative Fee (from above)											\$0
<b>Total CA Fees and Expenses</b>											<b>\$0</b>
<b>GRAND TOTAL</b>											<b>\$7,640</b>

NOTE: For assumptions/exclusions, please see proposal attached

**OBERKAMPER & ASSOCIATES**  
**CIVIL ENGINEERS, INC.**

7200 REDWOOD BOULEVARD, SUITE 308 • NOVATO, CA 94945 • (415) 897-2800 • FAX (415) 897-2020

October 30, 2018

Robert Hendry, Board Treasurer  
Marin City Community Development Corporation  
441 Drake Avenue  
Marin City, CA 94965  
[ROBERTHENDRY@msn.com](mailto:ROBERTHENDRY@msn.com)

Re. Hydrology Report Proposed Building  
441 Drake Avenue

Dear Robert,

We are pleased to provide a proposal for a Hydrology Report as requested. Enclosed herewith is a spreadsheet which shows the projected tasks and estimated time and costs for preparation of the report.

The watershed which is tributary to Drake Avenue includes an area which extends about 1600 feet southerly from the southerly end of the 441 Drake property and amounts to an additional 40 acres more or less.

Task #1 will analyze the watershed as it presently exists and calculate the rate of storm water runoff from a storm having a probability of occurrence of once in 100 years.

Task #2 will modify the watershed data to account for the proposed development and again calculate the rate of storm water runoff from a storm having a probability of occurrence of once in 100 years.

Task #3 will provide recommendations for facilities which will keep the post project rate of storm water runoff from exceeding the pre project rate of storm water runoff.

Task #4 will be preparation of the Hydrology Report for submission to the county.

If there are questions regarding any of the foregoing, or if you wish to discuss any of this information, please let me know.

Very Truly Yours,

  
L. E. Oberkamper

cc. Robert Krone

HERZOG  
GEOTECHNICAL  
CONSULTING ENGINEERS

January 22, 2018  
Proposal Number 3379-01-18

Marin City Community Development Corporation  
c/o Robert Hendry  
58 Seminary Cove  
Mill Valley, California 94941

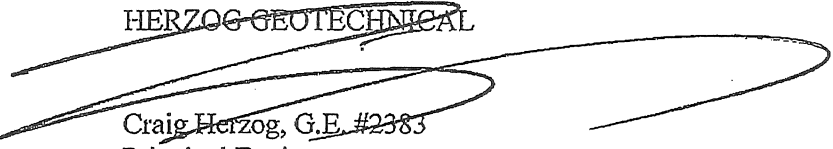
RE: Proposal  
Geotechnical Investigation  
441 Drake Avenue  
Marin City, California

Herzog Geotechnical is pleased to present this proposal to perform a geotechnical investigation for the proposed office building at 441 Drake Avenue in Marin City, California. The attached Professional Service Agreement contains our recommended scope of services and corresponding fee estimate. When you wish us to proceed with the scope of services as outlined, please return one signed copy of the Professional Service Agreement to confirm your authorization. Information regarding our firm and a list of representative projects can be viewed at our web site *herzog-geotechnical.com*.

We appreciate the opportunity to be of service to you. If you have any questions, please call me at (415) 388-8355.

Sincerely,

~~HERZOG GEOTECHNICAL~~



Craig Herzog, G.E. #2383  
Principal Engineer

Attachments: Professional Service Agreement  
Schedule of Charges

## PROFESSIONAL SERVICES AGREEMENT

Project Name: 441 Drake Avenue

Project Location: Marin City, California

Date: January 22, 2018

Project Number: 3379-01-18

Client: Marin City Community Development Corporation  
c/o Robert Hendry  
58 Seminary Cove  
Mill Valley, California 94941

Consultant: **HERZOG GEOTECHNICAL**  
70 Woodside Lane  
Mill Valley, California 94941

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**Project Description:** Client retains Herzog Geotechnical to perform geotechnical investigation for the proposed office building at 441 Drake Avenue in Marin City, California. We understand that the project will consist of a new 25 foot x 40 foot, three-story office building within the existing playground. Project plans have not yet been developed.

**Scope of Services:** The scope of Herzog Geotechnical's services will consist of the following:

Herzog Geotechnical will 1) conduct a reconnaissance of the project area; 2) review published geologic maps; 3) excavate, log and sample two test borings; 4) test selected samples of the earth materials recovered from the exploration points; 5) conduct engineering analyses and geotechnical interpretations; 6) and produce a report including conclusions pertaining to geotechnical considerations such as weak or expansive soils; geologic hazards, including landsliding, faulting, ground shaking, liquefaction and lateral spreading; and geotechnical recommendations for site preparation and grading, foundation support, slab support and geotechnical drainage.

Our scope of work does not include an evaluation of any potential hazardous waste contamination of the soil or groundwater or corrosion potential of the soils at the site.

**Fees:** Herzog Geotechnical proposes to perform the services associated with the geotechnical investigation for a fixed fee of \$4,800. Prior to commencement of the field exploration, client agrees to remit a retainer in the amount of one half the fee (\$2,400). Services requested by the client beyond the scope listed above (such as additional consultation, plan review, meetings and services during construction) will be performed on a time and materials basis in accordance with our Schedule of Charges then in effect. Our current Schedule of Charges is attached for your information.

**HERZOG**  
**GEOTECHNICAL**  
CONSULTING ENGINEERS

**Conditions:** The following Terms and Conditions are incorporated into and made a part of this Professional Services Agreement:

### TERMS AND CONDITIONS

1. **STANDARD OF CARE.** Professional services performed by Herzog Geotechnical under this Agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of Consultant's profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this agreement, or in any report, opinion, document or otherwise.
2. **EXCLUSIONS.** Unless agreed to in writing, Herzog Geotechnical's scope of work does not include evaluation of soil contamination, soil chemistry, corrosivity, groundwater contamination, potential hazardous materials, presence or absence of wetlands, approval of or installation of construction materials, or establishing or verifying construction line and grades.
3. **PERMITS AND RIGHT OF ENTRY.** Client shall be responsible for obtaining all permits and approvals required by law or regulation for Herzog Geotechnical to provide the services under this Agreement. Client shall provide for Herzog Geotechnical's right to enter or access a site as may be required to fulfill the scope of services included herein. Client waives any claim against Herzog Geotechnical, and agrees to defend, indemnify and hold Herzog Geotechnical harmless from any claim or liability for injury or loss allegedly arising from procedures associated with exploration activities or discovery of hazardous materials or suspected hazardous materials.
4. **MONITORING.** If Herzog Geotechnical is retained to provide a site representative to monitor specific portions of project work or other field services as set forth in this Agreement, then the following applies: For the specified assignment, Herzog Geotechnical's representatives will report observations and professional opinions to Client or its designated representative. No action of Herzog Geotechnical can be construed as altering any agreement between Client and others. Herzog Geotechnical will report to Client any observed project work within the scope of services which, in Herzog Geotechnical's opinion, does not conform with Client's specifications. Herzog Geotechnical has no right to reject or stop work of any agent of Client. Herzog Geotechnical's presence on site does not, in any way, guarantee the completion or quality of the performance of the work of any party retained by Client to provide project related services. Herzog Geotechnical's monitoring of project work does not create any responsibility of Herzog Geotechnical for project or site safety conditions, which are the sole responsibility of Client.
5. **PROJECT INFORMATION.** Client will make available for Herzog Geotechnical's review all available information regarding project conditions or requirements that may be relevant to or affect the services to be performed under this Agreement, including, but not limited to, information Client knows, assumes or may suspect with respect to hazardous or potentially hazardous substances or wastes, or any documents pertaining to physical and/or geotechnical conditions of the property. Client will immediately transmit to Herzog Geotechnical any new information concerning the project that becomes available to it, either directly or indirectly, during the performance of this Agreement. Client agrees to render reasonable assistance as requested by Herzog Geotechnical so the performance of the services under this Agreement may proceed without delay or interference. Herzog Geotechnical will not be liable for any advice, judgment or decision based on inaccurate or incomplete information furnished by client.
6. **SAMPLES AND WASTE DISPOSITION.** Client shall be solely responsible for proper disposal (including costs) of all contaminated and/or waste materials, including, but not limited to, contaminated personal protective equipment, samples, waste materials and produced soils or fluids at or submitted from the project site. Client is responsible for all hazardous or potentially hazardous materials, substances or wastes that are present on the project site and/or submitted to Herzog Geotechnical. Samples determined to contain or suspected of containing any hazardous or potentially

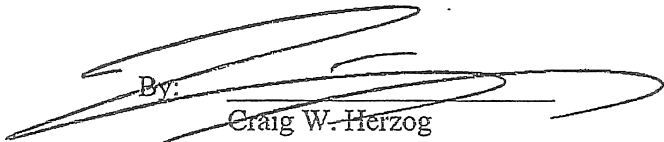
hazardous materials, substances or wastes will remain the property of Client, who will be solely and completely responsible for their proper disposal.

7. **TERMINATION.** This Agreement may be terminated by either party upon ten days written notice if there is a substantial failure by the other party to perform. Termination will not be effective if substantial failure to perform is remedied before expiration of the ten day period. Upon termination, Consultant will be paid for services performed to the date of termination, plus reasonable termination expenses and expenses associated with the project services provided under this Agreement.
8. **DISPUTE RESOLUTION.** All claims, disputes and other matters in controversy between Herzog Geotechnical and Client arising out of or in any way related to this agreement will be submitted to "alternate dispute resolution" (ADR) before and as a condition precedent to other remedies provided by law. Since no specific ADR procedures are set forth in this agreement, it is understood that the parties shall submit disputes to mediation as a condition precedent to litigation.
9. **GENERAL INDEMNITY.** Client agrees to defend, indemnify and hold harmless Herzog Geotechnical against any claims, obligations and liabilities arising from or related to the performance of project services under this Agreement, or occurring or resulting from Client's utilization of Herzog Geotechnical's reports, other than to the extent that Herzog Geotechnical is found to be at fault (unless Herzog Geotechnical is otherwise indemnified under this Agreement without regard to fault). Client agrees to defend, indemnify and hold harmless Herzog Geotechnical against any claims, obligations and liabilities arising from or related to Client's, or those working for Client, failure to follow the recommendations given by Herzog Geotechnical.
10. **LIMITATION OF LIABILITY.** Client hereby agrees, to the fullest extent permitted by law, to limit the liability of Herzog Geotechnical and his subcontractors to the Client and to all construction contractors and subcontractors on the project for any losses, costs, damages or any nature whatsoever or claims expenses from any cause or causes including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability to Herzog Geotechnical and his subconsultants to all those named shall not exceed \$50,000, or Herzog Geotechnical's total fee for services rendered on this project, whichever is more. In no event shall Herzog Geotechnical be liable for special, incidental, exemplary, punitive or consequential damages. This clause has been specifically negotiated between the parties and Client has had the opportunity to discuss this clause with Herzog Geotechnical and any other advisor of their choosing.
11. **OWNERSHIP OF DOCUMENTS.** Unless indicated otherwise in specific project contracts, all reports, boring logs, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by Herzog Geotechnical as instruments of service shall remain the property of Herzog Geotechnical. Client agrees that all reports and other work furnished to Client or his agents, which are not paid for, will be returned upon demand and will not be used by Client for any purpose whatsoever.
12. **BURIED UTILITIES.** Client will furnish to Herzog Geotechnical information identifying the type and location of utility lines and other man-made objects beneath the site's surface. Herzog Geotechnical will take reasonable precautions to avoid damaging these man-made objects. Client agrees to waive any claim against Herzog Geotechnical, and to defend, indemnify and hold Herzog Geotechnical harmless from any claim or liability for injury or loss allegedly arising from Herzog Geotechnical's damaging underground utilities or other man-made objects that were not called to Herzog Geotechnical's attention or which were not properly located on the plans furnished to Herzog Geotechnical.
13. **PAYMENT TERMS.** Client will pay Consultant for services and expenses in accordance with the agreed project fee and any fee and cost schedules attached to this Agreement and incorporated by reference herein. Consultant's invoices will be presented at the completion of its work, or monthly, as specified in the quotation, and will be paid within thirty (30) days of receipt by Client or Client's authorized representative. Client agrees to pay a finance charge of 1-1/2% per month on past due accounts, or the maximum allowed by law if such maximum is less than 1-1/2% per month. Failure by Herzog Geotechnical to charge interest to any billings does not waive Herzog Geotechnical's right to collect interest on past due invoices and/or future billings. All time and expenses incurred (including attorney's fees) in connection

with collection of any delinquent amount will be paid by Client to Herzog Geotechnical per Herzog Geotechnical's current fee schedules. In the event Client fails to pay Herzog Geotechnical within sixty (60) days after invoices rendered, Client agrees that Herzog Geotechnical will have the right to consider the failure to pay Herzog Geotechnical's invoice as a breach of this agreement. At which point remaining work performed by Herzog Geotechnical on the project will be halted, and a lien may be filed on the property.

AUTHORIZATION: Subject to receipt of any specified retainer, the undersigned agree to the terms and conditions of this Agreement.

**HERZOG GEOTECHNICAL**

By:   
Craig W. Herzog  
Principal Engineer

January 22, 2018

email: herzoggeo@earthlink.net

**CLIENT**

By: Dr. Melissa Cadet

Title: Executive Director

Date: 2/28/17

Phone: 415. 339-2837

Fax: 415. 332. 0337

E-mail: mcadet@marincityedo.org



**HERZOG GEOTECHNICAL  
2018 SCHEDULE OF CHARGES**

Effective January 1, 2018

**PERSONNEL**

<u>Description</u>	<u>Rate</u> <sup>1</sup>
Principal Engineer/Geologist .....	\$250/hour
Senior Geotechnical Consultant .....	260/hour
Project Engineer/Geologist.....	150/hour
Field Technician/Engineer.....	125/hour
Lab Technician .....	110/hour
Drafting.....	80/hour
Report Production.....	70/hour
Miscellaneous Labor.....	70/hour
Expert Testimony <sup>2</sup> .....	500/hour
Extra Report Copies .....	25/each

**DRILLING AND EQUIPMENT<sup>3</sup>**

<u>Description</u>	<u>Rate</u>
Truck-Mounted Drilling Equipment .....	Cost plus 20%
Backhoe Equipment.....	Cost plus 20%
Portable Power Auger with Drill Crew.....	Cost plus 20%
Cone Penetration Testing .....	Cost plus 20%
Materials/Expenses.....	Cost plus 20%

**FIELD AND LABORATORY TESTING**

<u>Description</u>	<u>Rate</u>
Nuclear Density Testing.....	\$15/test
Laboratory Testing.....	Cost plus 20%

<sup>1</sup>Travel time to and from site is billed at hourly rate. One hour minimum charge per site visit. Weekends and overtime billed at 1-1/2 times standard rate.

<sup>2</sup>One hour increments; four-hour minimum.

<sup>3</sup>Four-hour minimum for all drilling and sampling equipment.



**Housing & Federal Grants Division**

**2020/2021 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 Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	Marin City Community Services District									
<b>Mailing Address</b>	630 Drake Avenue, Marin City, CA 94965									
<b>Website</b>	marincitydistrict.org									
<b>Organization DUNS#</b>	1	1	1	1						
<b>Executive Director/CEO</b>	Leanne Kreuzer									
<b>Email Address</b>	manager@marincityrec.org									
<b>Phone</b>	415-332-1441									

**3. Project General Information**

<b>Program/Project Name</b>	Manzanita Center Facility Master Plan									
<b>Program/Project Site Address</b>	630 Drake Avenue									
<b>CDBG/HOME Funding Amount Requested</b>	\$300,000									
<b>Application Contact Person</b>	Leanne Kreuzer									
<b>Title of Contact Person</b>	General Manager									

Email Address

manager@marincityrec.org

Phone

415-332-1441

**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

10

San Rafael

10

County Other

80

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
Successor Agency to Former Redevelopment Agency	\$4,000,000	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

Marin City is a Special District that sits in an unincorporated community of Marin County. Marin City is located 1.5 miles northwest of downtown Sausalito and about 5 miles north of San Francisco from the Golden Gate Bridge. According to the 2010 census, the population of Marin City was 38.9% white, 38.1% African American, and 14% Hispanic of any race.

It is the mission of the Marin City Community Services District (MCCSD) Board and Staff to insure good governance on all issues affecting Marin City residents, including quality of life services, public safety, and land use and planning.

Marin City Community Service District programs include Recreation, Community Special Events, Community meeting rooms and space, Parks, playgrounds, garden and operate, free to the community, the Senior, Teen, Fitness/Boxing Centers and summer camp, serving 150 youth per day for eight weeks.

The governance of Marin City Community Services District consists of five publicly elected Board of Directors. The District is responsible for providing services in street lighting, recycling, refuse removal, while the core service of the District is Parks and Recreation.

The undertaking of the District is to serve this historically marginalized African American community disproportionately impacted by poverty, racial divide and health inequities.

**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 limit to 3000 characters.)**

Phase I: MCCSD proposes to bring the Manzanita Community Center into ADA Compliance: entrances, access, door hardware and remove barriers. Repair and replace building siding and renovation of kitchen. Upgrade and repair utility services (Sewer lines, water, gas and electric services) and appliances (heating system, hot water heater and gas appliances).

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

N/A

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

Promotional materials are essential. As part of this project, Marin City Community Services District, will target new immigrant Farsi families, Asian and Latino families through individual outreach, flyers and brochures in their language. MCCSD is a lead agency for the Marin City Census 2020 Team and will utilize this community effort to outreach to an increasing diverse population.

By improving the condition and accessibility to the Manzanita Community Center, the MCCSD will expand it's services and marketing to the protected families in the community.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

Moderate-Income	<input type="text" value="175"/>
Low-Income	<input type="text" value="845"/>

Very Low-Income

Extremely Low-Income

13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)

Marin Housing Authority, Census. independent survey.

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

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native	15	365
Asian	287	
Black or African American	1,526	
Native Hawaiian or Other Pacific Islander	21	
White	1,037	
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	169	
<b>TOTAL</b>	<b>3,055</b>	<b>365</b>
Female-Headed Households (out of above total)		
Persons with Disabilities (out of above total)		

**PROJECT MANAGEMENT & FINANCIAL DATA**

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)

CDBG 2019-20, \$50,000 for Marin City Intergenerational Garden, project in-progress with construction to begin in Spring 2020, to be utilized for construction materials.  
CDBG 2019-20, \$30,000, designated for gymnasium floor repair & renovation. MCCSD has requested that these funds be redirected to ADA upgrades. A private donor has come forward, interested in donating the gym floor project.

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

All funds will be expended by June 30, 2020.

**17. Describe your organization's 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? (Please limit to 3000 characters.)**

Marin City CSD is an established government California special district located in Marin County with a long history of administrating federal grant programs and maintains a working knowledge of the laws and codes applying to grants and public construction projects including Davis-Bacon prevailing wage requirements.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

MCCSD General Manager, Leanne Kreuzer will act as the grant manager as well as work closely with the County of Marin Community Development Agency to ensue all permits, approvals, laws and requirements are met throughout the project. Leanne Kreuzer will coordinate all aspects of project management including schedules, budgets, timelines, bids, project awards, Davis Bacon prevailing wage requirements, permits as well as coordinate the designers, architects, and contractors. MCCSD may also work with an independent project manager/engineer on phases of the project that involve engineering and inspections. Leanne Kreuzer has 11 years experience in public Capital Improvement Projects and construction in the public sector.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

MCCSD Master Plan for the Manzanita Community Center is a large project that will require a number of permits, approvals and authorizations including but not limited to; NEPA Review-National Environmental Policy Act, CEQA California Environmental Quality Act, approval of the County of Marin (COM) public works department for ADA compliance, COM Planning Department for design approval, COM Building Department for Building Permits, and Bay Area Air Quality permit.

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

MCCSD has designated Capital funds towards the MCCSD Master Plan Manzanita Community Center project.

**22. For HOME projects, are you a CHDO?**

**23. 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.)**

Task	Date of Completion
Define scope of work/finish design	Sep 30, 2020
Complete planning and environmental review	Dec 30, 2020
Release bid package	Jan 7, 2021
Select contractor	Jan 30, 2020
Finalize contract	Feb 6, 2020
Obtain building permits	Feb 6, 2020
Start construction	Mar 23, 2020
Complete construction	Jun 5, 2020

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.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	Phase 1-Manzanita Center Master Plan.pdf	<b>Remove</b>
<b>Attach Org Budget</b>	MCCSD 2019-2020 Budget.pdf	<b>Remove</b>
<b>Attach Miscellaneous</b>	Manzanita Center Master Plan.pdf	<b>Remove</b>

<b>Signer Name</b>	Leanne Kreuzer
<b>Signer Title</b>	General Manager

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Leanne Kreuzer, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 13:05:33 GMT-0800 (Pacific Standard Time)



**Capital and Housing Project Budget Template**

<b>Organization Name:</b> Marin City Community Development Agency
<b>Project Title:</b> MCCSD Master Plan - Manzanita Community Recreation Center Phase 1

Date: 2.6.2020

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
<b><u>Committed</u></b>					
<b>Foundations:</b>					
<i>(Add rows)</i>					
<b>Government:</b>					
<i>(Add rows)</i>					
<b>Corporations:</b>					
<i>(Add rows)</i>					
<b>Individual Contributions: (list total):</b>					
<b>Earned Income:</b>			\$ 10,000.00		\$ 10,000.00
<i>(Add rows)</i>					
<b>Other (specify):</b>					
<b>Successory Agency to former Redevelopment Agency</b>			\$ 800,000.00		\$ 800,000.00
<i>(Add rows)</i>					
<b>Subtotal, Committed Income</b>			\$ 810,000.00	\$ -	\$ 810,000.00
<b><u>Uncommitted</u></b>					
<b>Federal Grants Request</b>	\$ 150,000.00	\$ 150,000.00			\$ 300,000.00
<b>Foundations:</b>					
<i>(Add rows to list other Foundations)</i>					
<b>Government:</b>					
<i>(Add rows to list other Government agencies)</i>					
<b>Corporations:</b>					
<i>(Add rows to list other Corporations)</i>					
<b>Individual Contributions:</b>					
<i>(Add rows to list other Contributions)</i>					
<b>Other (specify):</b>					
<i>(Add rows to list others )</i>					
<b>Subtotal, Uncommitted Income</b>	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	\$ 300,000.00
<b>Other Earned Income:</b>					
<i>(Add rows)</i>					
<b>Subtotal, Earned Income</b>			\$ -	\$ -	\$ -
<b>Grand Total Income</b>	\$ 150,000.00	\$ 150,000.00	\$ 810,000.00	\$ -	\$ 1,110,000.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Direct Project Related Expenses</b>					
<b>Acquisition</b>	\$ -	\$ -			
Purchase price	\$ -	\$ -			
Title/Recording/Escrow	\$ -	\$ -			
<i>(Add rows to list other direct project expenses)</i>					
<b>Pre-development</b>					
Architecture & engineering Phase 1	\$ 5,000.00	\$ 2,000.00	\$ 25,000.00		
Market Study					
Entitlements/Zoning projects, construction and building permits	\$ 15,000.00		\$ 20,000.00		
<b>General Development</b>	\$ 130,000.00	\$ 148,000.00	\$ 765,000.00		
<i>(Add rows to list other specific project expenses)</i>					
<b>Subtotal, Direct Project Related Expenses</b>	\$ 150,000.00	\$ 150,000.00	\$ 810,000.00	\$ -	\$ 1,110,000.00
<b>Developer Fee (specify % in column A below)</b>					
0.00%					\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>					
0.00%					\$ -
<b>Grand Total All Expenses</b>					\$ 1,110,000.00

As Budgeted in Financial System		A	B	C = A - B	D = B / A	E	F	G = F - E	(1)	(2)	(3)	(4)	(5)	(6)	TOTAL
Proposed Budget FY 2019-20	YTD Actuals FY 2019-20	Proposed Annual Budget FY 2019-20	YTD Actuals FY 2019-20	Available Budget FY 2019-20	Percentage Spent	Actuals Prior Month of XXXX 20XX	Actuals Current Month of XXXX 20XX	Increase / (Decrease)	Fund #0058	Fund #0059	Fund #0060	Fund #0061	Fund #0126	Fund #0144	
Personnel Salary & Wages \$410,252	410,252	410,252		410,252	0%				368,128						
Elected Officials Wages \$20,000		20,000		20,000	0%										
Benefits and Taxes \$78,790		35,130		8,140	0%										
Retiree Health \$7,500		7,500		7,500	0%										
Insurance \$99,000		21,546		55,000	0%										
Communication \$32,220		10,000		10,000	0%										
Utilities \$82,272		10,000		17,000	0%										
Maintenance and Repairs \$322,800		33,000		115,000	0%										
Rents & Leases \$22,400		22,400		22,400	0%										
Professional Development \$3,500		8,500		8,500	0%										
Travel \$32,830		32,830		32,830	0%										
Maintenance Supplies \$28,500		28,500		28,500	0%										
Office Supplies \$83,997		83,997		83,997	0%										
Food \$37,044		37,044		37,044	0%										
Countywide Dues \$3,000		3,000		3,000	0%										
Oil and Gas \$10,000		10,000		10,000	0%										
Recreation Activities (Stipends) \$51,548		61,548		61,548	0%										
Golden Gate Bridge HTD (Transportation Grant Reimb) \$75,000		75,000		75,000	0%										
County Reimb for Deficit Categories \$85,000		85,000		85,000	0%										
<b>TOTAL EXPENSES</b>	<b>1,542,309</b>	<b>1,542,309</b>		<b>1,542,309</b>	<b>0%</b>				<b>819,825</b>	<b>38,000</b>	<b>76,000</b>	<b>10,000</b>	<b>87,000</b>	<b>27,000</b>	<b>1,542,309</b>

DATE: 03/12/19

**EXHIBIT A**

**PROJECT DESCRIPTION**

Marin City Community Center Complex  
800 Drake Avenue, Marin City

The Marin City Community Services District (District) is the local government for Marin City, an unincorporated community with a population of approximately 3,000. The DISTRICT is directed by its five elected public officials and administered by its district manager and staff. The District is responsible for providing services in the areas of parks and recreation, street lighting, recycling and refuse removal, and other powers and responsibilities as activated under LAFCO, defined in our charter of 1958 and governed under the California Government Code. The District's complex includes the Manzanita Center (which provides space to the Health and Wellness Center), Administrative Offices, Senior Center and Phillips Drive, which is jointly owned with the School District, and connects the Center to the Fire station and access to the public library. The District makes these facilities, office space and outdoor spaces available to the community.

In November of 2003, the District embarked on a planning process to pursue the development of new community center facilities. Funding for the planning activities was made possible through a Federal Community Development Initiative Grant that was secured by Congresswoman Lynn Wooley and funding from the Marin Community Foundation. The existing facilities are outdated and in need of major repairs.

The District has identified a list of improvements and infrastructure needs to improve the Community Center Complex, together these improvements are "the Project". The District will endeavor to develop a detailed project description, which includes up-dated cost estimates and apply for additional funding in order to complete the Project in a timely manner. The Agency contribution will be used to fund a portion of the project described below.

**BUDGET**

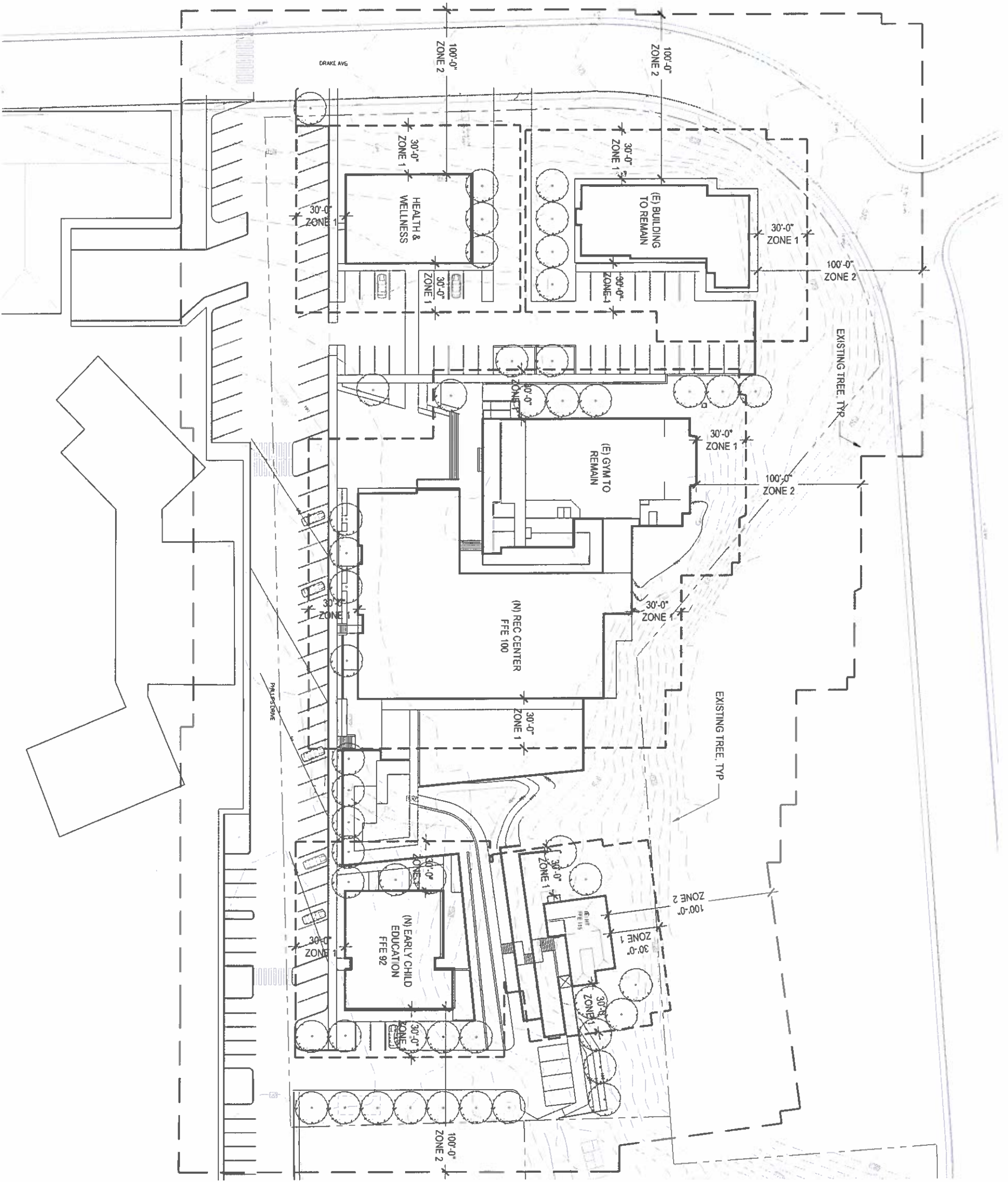
Preliminary cost estimate

<b>1. Rehabilitation and expansion of Community Center*</b>	<b>\$4,375,000</b>
Additional Space	
Renovation of kitchen	
New roof	
New Siding	
<b>2. Senior Center</b>	<b>\$50,000</b>
Kitchen renovation	
<b>3. Phillips Drive and Senior Center parking lot</b>	<b>\$150,000</b>
Repaving	
Streetscape	
<b>TOTAL PROJECT COST</b>	<b>\$4,575,000</b>

\* Item number 1 may include one or more of the activities described, depending on the availability of matching funds.







**VEGETATION MANAGEMENT PLAN NARRATIVE**

THE SITE CURRENTLY IS A HILLSIDE WITH SCATTERED CHAPARRAL TREES AND MINIMAL SHRUBS WITH MOSTLY TURF GRASS FOR THE GROUND COVER WHERE MUCH IS NOT USED. THE INTENT IS TO REGRADE PORTIONS OF THE SITE TO ALLOW FOR THE NEW BUILDING FOOTPRINTS WHILE MINIMIZING NEEDS FOR TALL RETAINING WALLS. LANDSCAPES WITHIN 30' OF THE STRUCTURE WILL BE PLANTED WITH LOW WATER USE, NATIVE AND ORNAMENTAL GARDEN PLANTING AND TREES. THE REGRADED HILLSIDE WILL BE REPLANTED WITH EROSION CONTROL/SLOPE STABILIZING PLANTS/GRASSES SELECTED IN COORDINATION WITH THE FIRESCAPE PLANT SELECTION LIST ON THE LIST OF THE UNIVERSITY OF CALIFORNIA COOPERATIVE EXTENSION "PYROPHYTIC VS. FIRE RESISTANT PLANT BROCHURE."

PROPOSED PLANTINGS THROUGHOUT THE SITE WILL INCLUDE FIRE RESISTANT, IRRIGATED SHRUBS AND TREES, PERENNIALS AND GROUND COVERS AND STORM WATER GARDEN PLANTINGS. (SEE PLAN AND PLANT LIST)

**MAINTENANCE NOTES:**

1. ALL FLAMMABLE FUELS WILL BE REMOVED FOR A SPACE 50'-100' AROUND THE BUILDING.
2. TREES SHALL BE LIMBED 8'-10 FEET FROM THE GROUND.
3. NEEDLES AND LEAVES AND OTHER COMBUSTIBLE DEBRIS SHALL BE REMOVED FROM ROOFS AND GUTTERS TWICE YEARLY MINIMUM.
4. ALL WEEDS AND GRASSES SHALL BE CUT REGULARLY.
5. MOWERS, SAWS AND YARD MAINTENANCE EQUIPMENT SHALL BE EQUIPPED WITH SPARK ARRESTORS. AREAS TO BE MOWED SHALL BE CHECKED FOR ROCKS OR METAL TO AVOID SPARKING OF MOWER BLADES.
6. VEGETATION SHALL BE TRIMMED TO WITHIN 10'-0" OF ROADWAYS AS REQUIRED FOR DEFENSIBLE AREAS. TREES SHALL BE TRIMMED SO AS TO NOT HANG LOWER THAN 13'-6" ABOVE THE ROADWAY.
7. DEAD AND DYING VEGETATION SHALL BE SEASONALLY REMOVED TO REDUCE VEGETATION AND ADDER FUELS.
8. COORDINATE WITH ADJACENT PROPERTY OWNERS TO MAINTAIN TREE CANOPIES, VEGETATION AND LAUNDER FUELS ON AN ANNUAL BASIS.

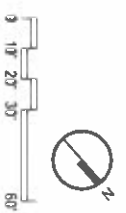
**NOTES:**

1. NO NATIVE GRASSES WILL BE PLANTED WITHIN THE DEFENSIBLE ZONE.
2. ALL NEW PLANTED AREAS INSIDE THE DEFENSIBLE ZONES SHALL BE IRRIGATED WITH DRIP IRRIGATION. NEW TREES WILL BE IRRIGATED WITH BUBBLERS (TWO BUBBLERS PER TREE).
3. ALL PLANTINGS HAVE BEEN SELECTED IN COORDINATION WITH THE FIRESCAPE PLANT SELECTION LIST ON THE LIST OF THE UNIVERSITY OF CALIFORNIA COOPERATIVE EXTENSION, "PYROPHYTIC VS. FIRE RESISTANT PLANT BROCHURE."

**LEGEND:**

- ZONE 1
- 30' CLEAR
- ZONE 2
- 100' CLEAR

SEE SHEET 1.0.0 FOR PLANT LIST  
SEE SHEET 1.1.0 FOR EXISTING TREE LIST



**GROUP 4**  
ARCHITECTURE  
RESEARCH +  
PLANNING, INC  
211 UNDEN AVENUE  
SO. SAN FRANCISCO  
CA 94080 USA  
650-871-0709



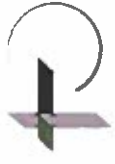
**MCCSD**  
630 DRAKE AVE.  
MARIN CITY, CA 94965

**MARIN CITY  
CENTER FOR  
COMMUNITY  
LIFE**

CA REG. PROJECT: 14443-02  
FILE:  
ISSUE DATE  
SD/PDP/UP 06/01/2017  
SHEET TITLE AND NO.

**VEGETATION  
MANAGEMENT  
PLAN  
L2.0**





**GROUP 4**  
 ARCHITECTURE  
 RESEARCH +  
 PLANNING, INC  
 211 LINDEN AVENUE  
 SO. SAN FRANCISCO  
 CA 94080 USA  
 650.871.0709

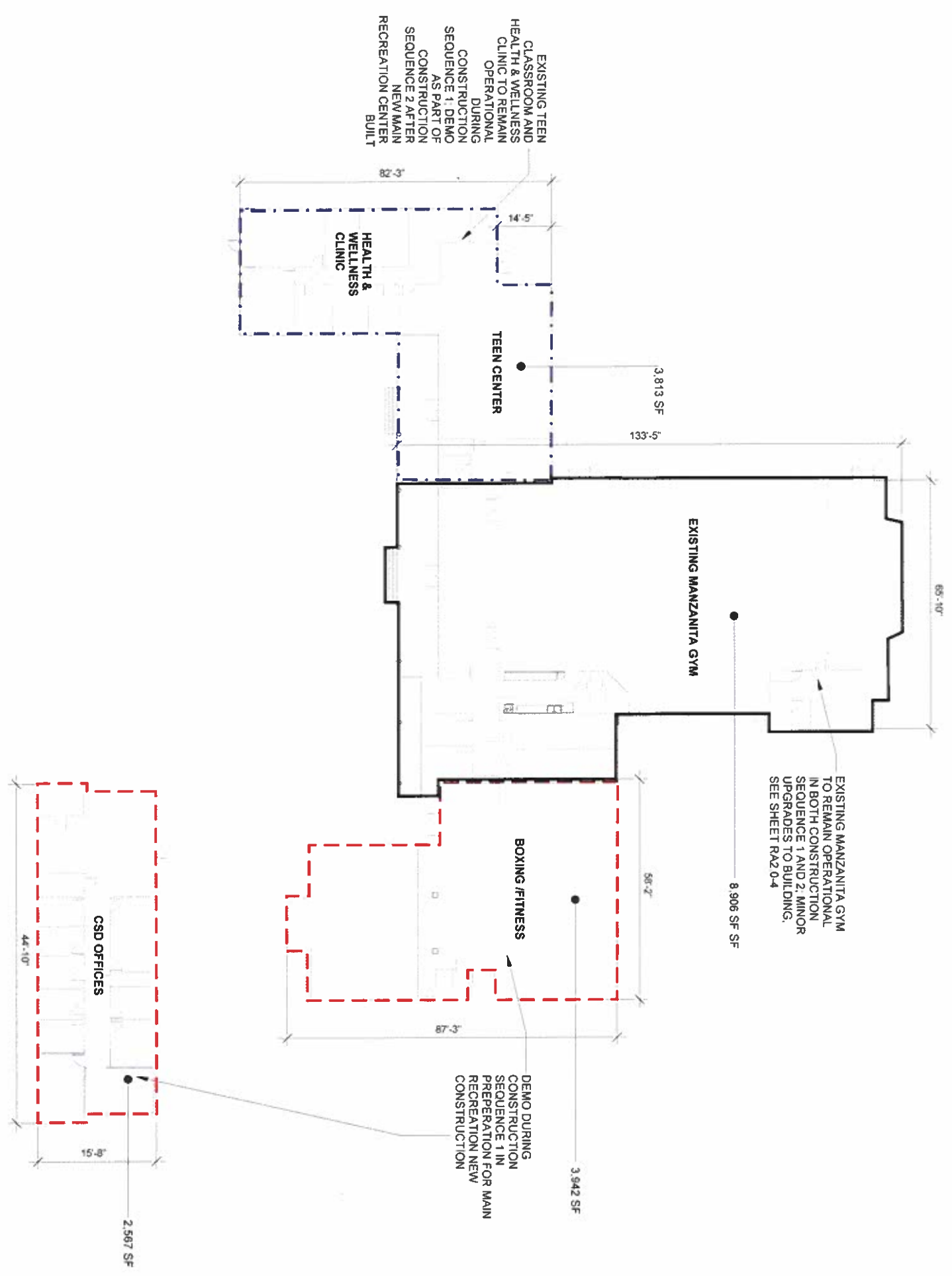


630 DYKE AVENUE  
 MARIN CITY, CA  
 94955

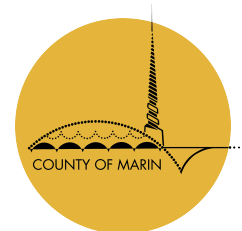
**MARIN CITY  
 CENTER FOR  
 COMMUNITY  
 LIFE**

PROJECT	ARCHITECT
CA REG. PROJECT NO. FILE	14443-09
ISSUE	DATE
50.POP/UP	JUN 2017

SHEET TITLE AND NO.  
**DEMOLITION  
 PLAN - EXISTING  
 MANZANITA  
 CENTER**  
**A1.0-2**



**1**  
 1/16"=1'-0"  
 DEMOLITION PLAN - EXISTING RECREATION CENTER



**Housing & Federal Grants Division**

**2020/2021 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 Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	Homeward Bound of Marin									
<b>Mailing Address</b>	1385 North Hamilton Parkway, Novato, CA 94949									
<b>Website</b>	<a href="https://www.hbofm.org">https://www.hbofm.org</a>									
<b>Organization DUNS#</b>	9	4	9	3	3	7	0	5	9	
<b>Executive Director/CEO</b>	Mary Kay Sweeney									
<b>Email Address</b>	mksweeney@hbofm.org									
<b>Phone</b>	415-382-3363, x. 201									

**3. Project General Information**

<b>Program/Project Name</b>	Building a Gender-Neutral Bathroom at the New Beginnings Center Shelter									
<b>Program/Project Site Address</b>	The New Beginnings Center, 1399 North Hamilton Parkway, Novato, CA 94949									
<b>CDBG/HOME Funding Amount Requested</b>	\$35,000									
<b>Application Contact Person</b>	Corry Kanzenberg									
<b>Title of Contact Person</b>	Development Specialist									



Email Address

ckanzenberg@hbofm.org

Phone

415-382-3363, x. 216

**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

100

San Rafael

0

County Other

0

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
N/A	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

With an overarching goal to end homelessness in Marin County, Homeward Bound’s mission of “opening doors to safety, dignity, hope, and independence,” is underscored by a vision that “everyone deserves a place to call home.”

Founded in 1974, Homeward Bound has grown to become the main provider of shelter and supportive housing for people in Marin experiencing homelessness and pressing poverty, including families, domestic violence survivors, veterans, seniors, and individuals with incarceration histories, disabilities, or mental health issues.

With 16 residential programs ranging from the only year-round emergency shelters in Marin to permanent supportive housing, Homeward Bound serves over 1,100 people annually. We provide an array of services to help people achieve self-sufficiency and advance on their journeys out of homelessness, including financial literacy instruction, benefits access, housing navigation, healthcare linkages, case management, meals, and transit assistance.

**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 limit to 3000 characters.)**

Homeward Bound respectfully requests CDBG support to build a gender non-conforming bathroom and shower at our New Beginnings Center in Novato. With 80 beds, this facility serves over 200 individuals annually and represents the largest emergency shelter for homeless adults in our community.

For transgender and gender non-conforming clients, the current lack of a gender-neutral bathroom threatens their emotional and physical well-being, sparks conflict, and represents a significant barrier to overall shelter access. As a low-barrier provider, Homeward Bound prioritizes inclusion strategies. A single-user bathroom and shower without gender markers will give clients critically needed freedom of choice and ensure our shelter remains a welcome and safe space for all.

Many transgender and gender non-conforming individuals feel threatened for fear of harassment using male or female bathrooms. According to the LGBTQ suicide-prevention organization, The Trevor Project, "using the restroom can be a terrifying ordeal." This project will benefit transgender and gender non-conforming clients who should not have to make the emotionally painful decision of choosing a male or female restroom facility.

The project will take an existing single-user restroom, re-locate the current toilet and sink, and add a shower stall. A

preliminary quote for the project has been provided by Gleeson Construction, a local contractor. The floor will be re-tiled, plumbing updated, and the walls will be patched and painted. The work will take several weeks and will not disrupt current shelter activities.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

This project will affirmatively further fair housing by providing shelter and transitional housing with a non-gender conforming bathroom option for people facing homelessness, many of whom will be members of protected classes. Homeward Bound is committed to affirmative fair housing, treating all housing applicants and program participants equally while providing the same quality of service and equal housing opportunities to all. In addition, Homeward Bound maintains a policy to guide Reasonable Accommodation, with a Director of Housing and Operations who serves as our Section 504 Coordinator to ensure compliance and track Reasonable Accommodation requests. Homeward Bound posts all Equal Opportunity policies on-site and has policies to address concerns regarding discrimination. We also affirmatively market all our housing programs throughout Marin.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

As with other housing programs operated by Homeward Bound, this project will conduct affirmative marketing activities to members of protected classes through translated materials, housing policies, and service information in both Spanish and English. In addition, we will perform outreach to non-English speakers and direct outreach to low-income individuals of color who are experiencing homelessness. Services will be provided such as TDD for hearing-impaired persons as well as assistance for people with visual impairments. Our affirmative marketing practices over the years have resulted in some of Marin's most diverse housing programs and we welcome new ideas and partnership opportunities for further improvement and inclusion.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

Moderate-Income	<input type="text" value="0"/>
Low-Income	<input type="text" value="0"/>
Very Low-Income	<input type="text" value="5"/>

Extremely Low-  
Income

215

13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)

Client income is verified at point-of-entry into our programs through paycheck stubs, General Assistant/General Relief statements, Social Security Disability Income statements, Supplemental Security Income statements, and benefits documentation from the Veterans Administration.

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

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native	5	
Asian	2	
Black or African American	48	5
Native Hawaiian or Other Pacific Islander	1	
White	158	16
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	3	1
<b>TOTAL</b>	<b>217</b>	<b>22</b>
<b>Female-Headed Households (out of above total)</b>	<b>63</b>	<b>6</b>
<b>Persons with Disabilities (out of above total)</b>	<b>193</b>	<b>20</b>

#### PROJECT MANAGEMENT & FINANCIAL DATA

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)

In 2018-2019, CDBG provided \$141,008 for expansion and renovation of our Mill Street Center shelter in San Rafael. CDBG represented a key predevelopment resource, covering costs such as architectural and engineering services. This project will increase shelter capacity to 60 beds and provide vital upgrades to ensure continuation of emergency shelter services.

HOME provided \$300,000 in 2018-2019 to renovate a disused Larkspur building and create King Street Senior Housing, a group home for 12 formerly homeless seniors.

From 2012-2016, Homeward Bound received \$1,550,900 from HOME and \$317,729 from CDBG to support development of Oma Village affordable family housing community in Novato, which provides 14 units with affordable rents for families with children.

Combined grants from CDBG and HOME of \$1,091,888 supported construction of our Next Key Center in Novato. The resulting 25 studios for adults, five studios for small families, and three studios for medical respite opened in 2008.

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

All prior CDBG and HOME funds have been expended in their entirety.

**17. Describe your organization's 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? (Please limit to 3000 characters.)**

Homeward Bound has extensive and long-term experience administering federal grant programs, including Continuum of Care (CoC), Emergency Solutions Grants (ESG), and VA Grant Per Diem (GPD). Homeward Bound's annual CoC grants currently include three Tier 1 awards for 2020 (with two Tier 2 awards pending) totaling \$1,565,189 for permanent supportive housing. Homeward Bound has been awarded ESG grants nearly every year for family shelter. Our organization is re-applying again this year for our annual GPD, which averages approximately \$200,000 annually for veteran-designated transitional housing.

Homeward Bound is familiar with Davis-Bacon, including HUD Form 4010. In 2017, we complied with Davis-Bacon requirements for \$80,000 in CDBG funds to replace the New Beginnings Center floors.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

Homeward Bound will oversee and manage this project, having demonstrated successful project management capacity through the completion of King Street Senior Housing, Oma Village, the Next Key Center, and the New Beginnings Center. As with all major past facility improvement projects, Director Mary Kay Sweeney and Deputy Executive Director Paul Fordham will jointly oversee this project, serving as managers for the activities outlined in this proposal and interfacing with the contractor and subcontractors.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

Homeward Bound owns the New Beginnings Center property and therefore has site-control. Building permits may be necessary for the proposed activities. From our prior development experience, we are confident in working through the process of applying for and securing any necessary permits for this project.

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate

**Building**

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

N/A
-----

**22. For HOME projects, are you a CHDO?**

**23. 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.)**

<b>Task</b>	<b>Date of Completion</b>
<b>Define scope of work/finish design</b>	Jul 31, 2020
<b>Complete planning and environmental review</b>	Aug 31, 2020
<b>Release bid package</b>	Sep 1, 2020
<b>Select contractor</b>	Sep 15, 2020
<b>Finalize contract</b>	Sep 30, 2020
<b>Obtain building permits</b>	Oct 30, 2020
<b>Start construction</b>	Jan 15, 2021
<b>Complete construction</b>	Feb 28, 2021

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.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	Project Budget - Building a Gender Neutral Bathroom at the New Begin	<b>Remove</b>
<b>Attach Org Budget</b>	Homeward Bound of Marin - Annual Operating Budget FY 2019-2020.p	<b>Remove</b>
<b>Attach Miscellaneous</b>		<b>Remove</b>

**Signer Name** Corry Kanzenberg

**Signer Title** Development Specialist

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Corry Kanzenberg, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 08:42:13 GMT-0800 (Pacific Standard Time)

Capital and Housing Project Budget Template						
Organization Name: Homeward Bound of Marin						
Project Title: Building a Gender-Neutral Bathroom at the New Beginnings Center Shelter						
Date: February 6, 2020						
INCOME:	Federal Grants Request Year 1 2020	Federal Grants Request Year 2 2021	Other Funding Sources	In Kind		Total Proposed Project Income
<b>Committed</b>						
Foundations:						
(Add rows)						
Government:						
(Add rows)						
Corporations:						
(Add rows)						
Individual Contributions:						
(list total):						
Earned Income:						
(Add rows)						
Other (specify):						
(Add rows)						
<b>Subtotal, Committed Income</b>			\$ -	\$ -		\$ -
<b>Uncommitted</b>						
<b>Federal Grants Request</b>	\$ 8,600.00	\$ 26,400.00				
Foundations:						
Bothin Foundation			\$ 30,000.00			
(Add rows to list other Foundations)						
Government:						
Corporations:						
Individual Contributions:						
General			\$ 13,500.00			
(Add rows to list other Contributions)						
Other (specify):						
(Add rows to list others )						
<b>Subtotal, Uncommitted Income</b>	\$ 8,600.00	\$ 26,400.00	\$ 43,500.00	\$ -		\$ 78,500.00
Other						
Earned Income:						
(Add rows)						
<b>Subtotal, Earned Income</b>			\$ -	\$ -		\$ -
<b>Grand Total Income</b>	\$ 8,600.00	\$ 26,400.00	\$ 43,500.00	\$ -		\$ 78,500.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1 2020	Federal Grants Request Year 2 2021	Other Funding Sources	In Kind		Total Proposed Project Expenses
<b>Direct Project Related Expenses</b>						
<b>Acquisition</b>						
Purchase price						
<b>Pre-development</b>						
Architecture & engineering	\$ 3,800.00					
Demo	\$ 4,800.00					
New Plumbing		\$ 18,400.00	\$ 11,020.00			
Shower pan and door			\$ 9,850.00			
Flooring			\$ 2,930.00			
Fixtures and Finishing			\$ 5,426.00			
Prevailing Wage		\$ 8,000.00	\$ 7,000.00			
Contingency						
NEPA review			\$ 3,000.00			
(Add rows to list other direct project expenses)						
<b>General Development</b>			\$ 1,100.00			
(Add rows to list other specific project expenses)						
<b>Subtotal, Direct Project Related Expenses</b>	\$ 8,600.00	\$ 26,400.00	\$ 40,326.00	\$ -		\$ 75,326.00
<b>Proj Mngt Fee (specify % in column A below)</b>						
9.07%						\$ 3,174.00
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>						
						\$ -
<b>Grand Total All Expenses</b>						\$ 78,500.00

Homeward Bound of Marin

Annual Budget 2019-2020

July 1, 2019 - June 30, 2020

Revenue	Operating	Capital Project Mill Street Center	Combined
Federal Government Income	1,808,609		1,808,609
State Government Income	150,000		150,000
County Government Income	2,548,698		2,548,698
City Government Income	18,000		18,000
Individual Income	950,000		950,000
Foundation Income	788,500		788,500
Corporation Income	319,800		319,800
Contract Income	229,654		229,654
Client Contribution Income	207,400		207,400
Rent Income	975,620		975,620
Washer Dryer Income	17,000		17,000
Halo Product Income	15,000		15,000
Key Room Events Income	439,000		439,000
Key Room Kitchen Rental Income	20,000		20,000
Wagster Dog Treats	120,000		120,000
In-Kind Donations - Transit Vouchers	109,030		109,030
Project Management Developer Income	-	360,000	360,000
Interest Income	1,000	8,640	9,640
<b>Total Revenue</b>	<b>8,717,311</b>	<b>368,640</b>	<b>9,085,951</b>
<b>Expenses</b>			
Admin Labor	1,411,306	280,907	1,692,213
Program Labor	2,103,047		2,103,047
Soc Entrprs Labor	828,196		828,196
<b>Total Labor</b>	<b>4,342,549</b>	<b>280,907</b>	<b>4,623,456</b>
Taxes and Benefits	888,112	54,215	942,327
Office and Admin	437,701	30,000	467,701
Marketing Materials	42,743		42,743
Lease & Utilities	2,124,921		2,124,921
Occupancy and Operating	815,967		815,967
Reserves	33,000	-	33,000
<b>Total Expenses</b>	<b>8,684,993</b>	<b>365,122</b>	<b>9,050,115</b>
<b>Gain or Loss (000)</b>	<b>32,318</b>	<b>3,518</b>	<b>35,836</b>





**Housing & Federal Grants Division**

**2020/2021 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 Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	Coastal Health Alliance									
<b>Mailing Address</b>	3 6th St. Point Reyes Station, CA 94956									
<b>Website</b>	www.coastalhealth.net									
<b>Organization DUNS#</b>	1	1	0	2	2	4	3	2	6	
<b>Executive Director/CEO</b>	Steven Siegel									
<b>Email Address</b>	ssiegel@coastalhealth.net									
<b>Phone</b>	415-663-8666									

**3. Project General Information**

<b>Program/Project Name</b>	Point Reyes Station Clinic Laboratory and Accessibility Renovations									
<b>Program/Project Site Address</b>	3 6th St. Point Reyes Station, CA 94956									
<b>CDBG/HOME Funding Amount Requested</b>	\$150,000									
<b>Application Contact Person</b>	Steven Siegel									
<b>Title of Contact Person</b>	Chief Executive Officer									

Email Address

ssiegel@coastalhealth.net

Phone

415-663-8666

**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

0

San Rafael

0

County Other

100

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
n/a	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

Coastal Health Alliance (CHA) is a 501(c)(3) public benefit corporation in response to the unmet healthcare needs of the residents of Marin County. CHA has 3 health clinic sites and is the only safety-net provider in West Marin County, a region that includes seven unincorporated, rural towns and is a designated Health Professional Shortage Area. CHA is the only facility serving low-income patients within a 25-mile radius and there are no private practice primary care physicians in the service area accepting Medi-Cal or other safety net patients.

CHA's service area consists of 190,853 individuals, of which about 31% are considered low-income. These individuals make up CHA's target population and largely consist of uninsured/underinsured residents who lack access to primary care services. Further, our service area is experiencing high numbers of individuals who are without a regular source of care and are less likely to receive important preventive health services or treatments, making them more likely to develop severe, yet preventable conditions or be diagnosed at more advanced stages.

CHA provides a comprehensive scope of medical, dental and behavioral health services directly, and through formal written contracts and referral agreements with local community-based organizations or health care providers, to over 4,400 patients annually. We have long partnered with Petaluma Health Center (PHC), and are currently in the process of integrating our organizations to better meet the needs of our patients and our respective service areas in West Marin and Southern Sonoma County. As a small FQHC, we believe we will be able to benefit from being part of a larger health center.

Coastal Health Alliance is committed to reducing financial and geographical barriers to care and treating the whole person with integrated, high-quality health services. We strive to expand access to care and a medical home, without regard to income, insurance status, race, culture, or health condition to every resident of Marin County and improve the overall health outcomes of our community.

**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 limit to 3000 characters.)**

In order to improve the safety and high reliability of care delivery and to achieve the goal standard of Joint Commission accreditation, Coastal Health Alliance's main clinic at Point Reyes Station is seeking funds to update its' physical infrastructure to ensure equal accessibility for all patients. CHA will be making critical renovations to our

laboratory and sterilization area, as well as ensuring all facilities are safe and ADA accessible for patients in order to achieve Joint Commission accreditation. The current laboratory facilities are overcrowded and serve concurrently as laboratory, sterilization, and multi-purpose cleaning and storage. Retrofitting the lab would entail streamlining entry and exit points and creating dedicated space for each of the key functions (laboratory and sterile processing). The electrical and plumbing infrastructure is currently unable to accommodate additional clean/dirty or handwashing sinks and sterilization equipment. Enhancing the laboratory through capital renovation will enable CHA to provide an updated, safe, and compliant environment for clients at our health center and help progress our overall goal of expanding services to all in Marin County.

CHA aims to provide high-quality health services to all, regardless of income or insurance status, to increase the health outcomes in our community. Infrastructure renovations are crucial in continuing the mission of our health center by ensuring patient safety and accessibility. Patient restrooms at the clinic will be renovated to meet all ADA and bariatric standards. In addition, an emergency pull cord will be added to the waiting area restroom to help alert staff when a patient is in need. ADA accessible sinks will be added to all patient exam rooms and our health center will add a push-button for the main entrance to assist patients entering the building. These renovations are very important for CHA to meet our patients' needs and continue providing high-quality, equally accessible care for all.

CHA provides over 4,400 visits to low-income, medically vulnerable patients in West Marin County every year. We strive to provide access to care and a medical home to residents who face barriers due to income, lack of transportation, and other social determinants of health. CHA's infrastructure innovations are imperative in order to offset the possibility of limiting access to care for the indigent, aging, uninsured, and minority populations. Through improving infrastructure safety and compliance, CHA will be better equipped to combat the unmet health needs for vulnerable populations in Marin County.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

CHA will affirmatively further fair housing by providing critical health services to low-income and underserved residents of Marin County to improve the overall health outcomes and quality of life for the community. This project will increase access to medical, mental health, and dental care to members of the population who face barriers due to income, insurance status, transportation, and other social determinants of health. CHA will provide outreach, including enrollment services, in shelters, social service centers, and public housing as a way to target the vulnerable populations in Marin County who have unmet health needs. CHA will reduce barriers rural residents and those living in poverty face by increasing their access to health and enabling services by extending our health center's reach and accessibility in the community.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

CHA will conduct affirmative marketing efforts through a variety of channels to increase access to care for all

residents of Marin County, especially vulnerable populations. CHA provides outreach services at community centers, schools, shelters, migrant events, health fair events, and social service centers to ensure a wide range of the community has access to our health services. CHA will also disseminate information via the radio, internet, and marketing materials throughout the surrounding areas to promote our ADA compliant health, enrollment, and enabling services.

CHA strives to provide culturally and linguistically appropriate marketing materials for all members of the community. The majority of our staff is bilingual and will have access to phone lines for other language translation services not available on-site. The clinic's signage will include patient rights/responsibilities, notices relative to payment information, and after-hours access is available in English and Spanish. Patient education materials, intake forms and provider treatment instructions are made available in the patient's primary language. Further, our staff will continuously be trained to assist with understanding the unique belief systems of our patient population so that treatment decisions and remedies are consistent with a patient's cultural needs.

CHA will work closely with outreach and enabling staff to reach out to existing patients, as well as low-income, uninsured/underinsured community members, to get assistance with applying for local public and community resources, such as transportation, nutrition assistance, and housing. We understand the barriers due to social determinants of health our patient population faces and strive to market our health care services to best serve the vulnerable populations of Marin County.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

<b>Moderate-Income</b>	<input type="text" value="350"/>
<b>Low-Income</b>	<input type="text" value="700"/>
<b>Very Low-Income</b>	<input type="text" value="2,100"/>
<b>Extremely Low-Income</b>	<input type="text" value="1,300"/>

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

To verify income, CHA requires patients to submit acceptable proof of gross income, such as:

- Recent tax records, IRS form 1040 (line 22)
- If self-employed, recent tax records and IRS Schedule C (line 31)
- Two to four recent pay check stubs
- Documentation of General Assistance
- Letter of court award for child support

If the patient is not able to furnish any of the aforementioned documents, he or she must submit a completed and signed "Income Affidavit" form, which serves as an attestation that the patient does not currently have any source of income.

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

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
American Indian or Alaskan Native	11	
Asian	21	
Black or African American	22	
Native Hawaiian or Other Pacific Islander	14	
White	2,922	1,229
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	56	
<b>TOTAL</b>	<b>3,046</b>	<b>1,229</b>
Female-Headed Households (out of above total)		
Persons with Disabilities (out of above total)		

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

n/a

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

n/a

**17. Describe your organization's 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? (Please limit to 3000 characters.)**

To strengthen its management structure, CHA currently has a management agreement with Petaluma Health Center (PHC) to provide management support under the oversight of our CEO. Both management teams have an extensive history in the development and implementation of systems, programs, and services that effectively address the health care needs of our target populations.

PHC's senior management team possesses experience and expertise in project managing capital, administering

federal grant programs and service expansion projects. In 2017, they successfully managed the opening of its newest clinic site, the Rohnert Park Vision Center, and in 2015, under sound leadership, it planned and opened the Rohnert Park Health Center site, which nearly doubled the size of its patient population. PHC's leadership team successfully completed these clinic expansions in accordance with all wage requirements and federal grant regulations, leading to an increased ability to meet the health needs of its service area.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

Steven Siegel, CEO, is responsible for the programmatic, operational, and financial performance of the organization and will be overseeing the project team. This includes effectively communicating with the Board and management team, implementing the Board's policies, managing personnel and human resource system, allocating resources and operating within available resources, identifying and resolving problems, interacting with the community, responding to opportunities, planning for future events, and carrying out long-term goals and operating plans.

Pedro Toledo, CAO, will be overseeing the laboratory and accessibility renovation project to ensure it is successfully completed on time and within budget. Pedro has 20 years of combined experience in health care, non-profit, and government service, most of which has been dedicated to managing similar projects. He exercises executive leadership over business and administrative operations to support the organization's mission, values, and strategic direction. Pedro played a key role in managing the projects for the opening of Petaluma Health Center's Rohnert Park site and vision center within the past 5 years.

Jane Read, COO, manages non-provider clinic staff and clinical programs at all sites. She manages the clinical operation aspects of the all projects, including safety and risk management plans and activities, providing leadership in QI/QA activities and support development implementation of the strategic plan. She will develop and implement policies and procedures that optimize performance and minimize risk, as well as ensure that all renovations at CHA are compliant, safe, and accessible to all patients.

Molly Jouaneh, CFO, oversees the implementation of the IT and Human Resources plans, and handles all fiscal related matters with the support of a Director of Finance and a billing supervisor. Her duties entail financial leadership in areas including, but not limited to, accounting, billing and collections, general ledger, data collection, audits, and financial reporting.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

Building permit needed to proceed: pending

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

n/a

22. For HOME projects, are you a CHDO?

23. 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.)

Task	Date of Completion
Define scope of work/finish design	Mar 31, 2020
Complete planning and environmental review	Mar 31, 2020
Release bid package	Mar 31, 2020
Select contractor	May 31, 2020
Finalize contract	Jun 30, 2020
Obtain building permits	Sep 1, 2020
Start construction	Sep 30, 2020
Complete construction	Dec 31, 2020

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.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	CDBG - CHA Budget.xlsx	<b>Remove</b>
<b>Attach Org Budget</b>	CHA Budget sheet.pdf	<b>Remove</b>
<b>Attach Miscellaneous</b>		<b>Remove</b>

**Signer Name** Steven Siegel

**Signer Title** Chief Executive Officer

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Steven Siegel, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 16:16:58 GMT-0800 (Pacific Standard Time)



**Capital and Housing Project Budget Template**

<b>Organization Name:</b> Coastal Health Alliance
<b>Project Title:</b> Point Reyes Station Clinic Laboratory & Accessibility Renovations

Date: February 6, 2020

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
<b><u>Committed</u></b>					
<b>Foundations:</b>					
<b>Government:</b>					
<b>Corporations:</b>					
<b>Individual Contributions: (list total):</b>					
<b>Earned Income:</b>					
<b>Other (specify):</b>					
<b>Subtotal, Committed Income</b>				\$ -	\$ -
<b><u>Uncommitted</u></b>					
<b>Federal Grants Request</b>	\$150,000	\$ -			
<b>Foundations:</b>					
<b>Government:</b>					
<b>Corporations:</b>					
<b>Individual Contributions:</b>					
<b>Other (specify):</b>					
<b>Subtotal, Uncommitted Income</b>	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 150,000.00
<b>Other</b>					
<b>Earned Income:</b>					
<b>Subtotal, Earned Income</b>			\$ -	\$ -	\$ -
<b>Grand Total Income</b>	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 150,000.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Direct Project Related Expenses</b>					
<b>Acquisition</b>					
<b>Pre-development</b>					
<b>General Development</b>					
Reconfigure lab sterilization & dirty areas	\$ 5,000.00				
Reconfigure electrical in lab	\$ 15,000.00				
Cabinetry	\$ 10,000.00				
Compliant handwashing area	\$ 5,000.00				
Red bag storage area	\$ 3,000.00				
Renovate exits and doors	\$ 15,000.00				
Reconfigure restrooms to meet bariatric and ADA standards	\$ 30,000.00				
Emergency pull cord to waiting area restroom	\$ 12,000.00				
ADA-accessible sinks for each exam room	\$ 45,000.00				
Push-button access to main entrance	\$ 10,000.00				
<b>Subtotal, Direct Project Related Expenses</b>	\$ 150,000.00	\$ -		\$ -	\$ 150,000.00
<b>Developer Fee (specify % in column A below)</b>					
0.00%					\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>					
0.00%					\$ -
<b>Grand Total All Expenses</b>					\$ 150,000.00

**Coastal Health Alliance  
Balance Sheet  
November 2018**

	<b>Audited December 31, 2017</b>	<b>Unaudited November 30, 2018</b>
<b>Assets</b>		
Current Assets		
Cash and cash equivalents	\$ 5,094,195	\$ 4,952,063
Assets limited to use	43,320	40,751
Patient accounts receivable, net	243,842	381,789
Other Receivables	362,475	213,807
Grants/Contributions receivables	-	87,970
Prepays, deposits and other assets	50,593	53,955
<b>Total current assets</b>	<b><u>5,794,425</u></b>	<b><u>5,730,335</u></b>
Property and equipment, net	2,749,402	2,722,285
Lease deposit	184,374	178,645
<b>Total assets</b>	<b><u>\$ 8,728,201</u></b>	<b><u>\$ 8,631,265</u></b>
<b>Liabilities and Net Assets</b>		
Current liabilities		
Current maturities of debt borrowings	\$ 27,077	\$ -
Accounts payable and accrued expenses	149,896	79,992
Accrued compensation and related liabilities	320,986	301,480
Due to disaster fund/PR and Bolinas	43,320	40,751
Estimated Medi-Cal/Medicare settlement	677,791	833,160
Deferred revenue	32,416	32,745
<b>Total current liabilities</b>	<b><u>1,251,486</u></b>	<b><u>\$ 1,288,128</u></b>
Debt borrowings, net of current maturities	198,144	-
<b>Total liabilities</b>	<b><u>1,253,108</u></b>	<b><u>1,288,128</u></b>
<b>Net Assets</b>		
Unrestricted	7,420,682	7,343,137
Temporarily restricted	54,411	-
<b>Total net assets</b>	<b><u>7,475,093</u></b>	<b><u>7,343,137</u></b>
<b>Total liabilities and net assets</b>	<b><u>\$ 8,728,201</u></b>	<b><u>8,631,265</u></b>
<b>Current Ratio</b>	<b>4.63</b>	<b>4.45</b>



Housing & Federal Grants Division

2020/2021 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 Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

Organization/Agency Name	Marin Horizon School
Mailing Address	305 Montford Ave., Mill Valley, CA 94965
Website	www.marinhorizon.org/hcs
Organization DUNS#	0
Executive Director/CEO	Bill Perrine
Email Address	bperrine@marinhorizon.org
Phone	415-388-8408

**3. Project General Information**

Program/Project Name	Horizon Community School Playground
Program/Project Site Address	101 Donahue St., Sausalito, CA 94965
CDBG/HOME Funding Amount Requested	\$133,000
Application Contact Person	Aubyn Demian
Title of Contact Person	Director of Development

Email Address

ademian@marinhorizon.org

Phone

415-388-8408

**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

0

San Rafael

0

County Other

100

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
n/a	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

Horizon Community School (HCS) is an exceptional early childhood education program in Marin City, CA, that advances educational equity and social justice. We leverage public and private resources with Marin City community expertise to prepare children for academic success. HCS enables low-income children ages 2-5 to begin their academic lives on equal footing with their more advantaged Marin County peers.

Founded in 2017 through a unique private/public partnership between Marin Horizon School, Community Action Marin, Marin City Community Services District, and Marin Child Care Council, HCS currently serves 30 children and their families in Marin City. The school leverages both public resources, such as Marin County Office of Education early intervention services and CalWorks tuition support, and private resources, such as Marin Horizon's curriculum and administrative infrastructure, to create a unique and rich learning environment. HCS expects its first graduates, well-prepared to enter kindergarten, in the spring of 2020. HCS's trauma-informed, culturally relevant early childhood education program is led by passionate educators, many with deep ties to the Marin City community. HCS incorporates a whole-child approach, serving children starting at a very young age to launch them toward strong educational paths and fulfilled and productive lives.

Horizon Community School currently serves up to 30 children per day in one building, divided into two classroom spaces. HCS is in the process of relocating to a bigger site in Marin City and is hoping to complete construction to open in the new site in the fall of the 2020-21 school year, enabling the program to immediately expand its services to 36 children. HCS encourages diverse multisensory learning and creative activity through small group instruction, circle time, music, playtime, physical activity, and interaction with 5th through 7th grade buddies. They enhance the program with P.E., Capoeira, Spanish, and Library once a week. HCS supports its teachers with ongoing professional development in early childhood education and strategies for keeping children engaged and excited about learning. As many of the children face severe obstacles to academic success, including poverty and trauma, HCS provides specialized training for teachers as well as outside specialists to help identify children with developmental, speech or sensory integration delays, and provides appropriate referrals. HCS utilizes an early childhood development specialist and a speech therapist as needed to identify and treat health and learning issues, offering families access to critical early intervention. Parent support workshops are offered throughout the year, focusing on issues identified by the parents with a focus on trauma and healing.

**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 limit to 3000 characters.)**

Moving to a new site at St. Andrew Church provides Horizon Community School the opportunity to create a playground that reflects and enhances its goal of providing an exceptional early childhood education program that supports academic readiness, social-emotional development, cultural identity, creativity and a love of learning. The proposed playground addresses all of these components by providing the children with a rich variety of resources and experiences that support the joy of movement, imaginative play, learning through sensory opportunities, and learning about and investigating natural environments.

After its first three years operating out of a single leased portable, serving a maximum of 30 preschool aged children, Horizon Community School (HCS) is poised to grow. To accommodate more students, HCS has entered a 5 year lease (with a 3 year option to extend) with St. Andrew Presbyterian Church in Marin City. This new space will allow us to serve 36 children immediately and up to 48 children as we are able. The new site is a large flat grassy plot adjacent to the church building and bordered by a hedge. We will move three modular classrooms onto the site and construct fencing around the external border.

The plot allows us to triple our playground size from the current location. The landscaping area is almost completely on a constructed dirt pad that was built 20 years ago and the architect doesn't anticipate the need for much excavation. In our draft design, the large designated play area (34' x 72") provides ample space for a range of activities.

We will construct a varied play area that offers the preschool students gross motor practice, such as bikes and climbing equipment; sensory experiences, such as water, sand, and other natural materials from the outdoor environment; and imaginative play such as playhouses, and kitchens that foster socialization and cooperative play. In addition, we hope to construct a garden area to grow food seed to table, and a separate toddler play area with age appropriate equipment for our two-year-olds.

If we are able to open our doors at the new site for the 2020-2021 school year in early September, we will install phase one of our playground, sufficient for required childcare licensing approvals, and we will use CDBG funds to complete our design and equipment purchases.

An outdoor environment rich with resources is an exciting component that supports early childhood quality standards and Horizon Community School's mission of educational equity for Marin City children and families.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

Horizon Community School provides access to opportunities for parents by offering quality child care at a nominal cost. This enables parents to obtain and maintain job training and employment and therefore obtain and maintain housing in a fair housing market. In our 2018 Marin City survey of 71 families with children 0-5, 70% of respondents

reported their children were not enrolled in care and that they were interested in enrolling, while 82% said that having their child in care would make it easier for them to seek employment or educational opportunities.

HCS also provides access to opportunities for children to succeed academically. Many of the children we serve face obstacles to future academic success, including poverty, trauma, and underperforming local schools. Early childhood education increases kindergarten readiness.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

Horizon Community School conducts affirmative marketing through word of mouth, local churches and community groups, social media, the Community Services District, and Marin City-Sausalito School District. Our program has a waiting list and we continue to receive new requests for enrollment, indicating that our affirmative marketing efforts are successful.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

Moderate-Income	<input type="text" value="0"/>
Low-Income	<input type="text" value="3"/>
Very Low-Income	<input type="text" value="13"/>
Extremely Low-Income	<input type="text" value="20"/>

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

HCS requires parents to provide a copy of their most recently filed tax return and/or pay stubs as part of its admissions process.

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

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
American Indian or Alaskan Native		
Asian	2	
Black or African American	25	
Native Hawaiian or Other Pacific Islander		
White		
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	9	9
<b>TOTAL</b>	<b>36</b>	<b>9</b>
Female-Headed Households (out of above total)	23	
Persons with Disabilities (out of above total)		

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

The Horizon Community School received CDBG funds in 2019 to expand and deepen trauma-informed services. The following activities have taken place so far through the grant:

- Four staff participated in monthly training
- Six children participated in play groups
- Two parent education/training workshops
- 34 children participated in Movement Program
- 11 children received speech therapy
- 3 Individual Education Plans were completed

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

n/a



**17. Describe your organization's 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? (Please limit to 3000 characters.)**

We are currently administering a CDBG grant.

The proposed Capital project does not include any activities that would require compliance with Davis-Bacon prevailing wage requirements.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

Oversight of the project will be provided by Bill Perrine, MHS Head of School, along with Stevie Lee, MHS Director of Diversity, and Angie Evans, HCS Program Director. Staff work closely with the HCS steering committee, made up of MHS board members, staff, and community partners. The team has worked with Dorman Associates, Mill Valley, childcare architecture specialists, to create the plans as well as a project budget and timeline. The team is also working closely with St. Andrew Presbyterian Church.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

We have schematic design drawings for the project that are not yet available to the public. We will require planning and building approval from the county for the overall relocation project.

We will be able to complete this project in a one-year time period.

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

n/a

**22. For HOME projects, are you a CHDO?**

**23. 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.)**

Task	Date of Completion
Define scope of work/finish design	completed
Complete planning and environmental review	May 2020
Release bid package	June 2020
Select contractor	June 2020
Finalize contract	June 2020
Obtain building permits	June 2020
Start construction	August 2020
Complete construction	November 2020

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.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	HCS CDBG Capital project budget 2020.xlsx	<b>Remove</b>
<b>Attach Org Budget</b>	HCS 5 Year Budget_19_20 approved.pdf	<b>Remove</b>
<b>Attach Miscellaneous</b>		<b>Remove</b>

<b>Signer Name</b>	Aubyn Demian
<b>Signer Title</b>	Director of Development

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Aubyn Demian, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 14:12:59 GMT-0800 (Pacific Standard Time)

**Capital and Housing Project Budget Template**

<b>Organization Name:</b> Horizon Community School
<b>Project Title:</b> Playground

Date: 2/5/20

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
<b><u>Committed</u></b>					
<b>Foundations:</b>					
<i>(Add rows)</i>					
<b>Government:</b>					
<i>(Add rows)</i>					
<b>Corporations:</b>					
<i>(Add rows)</i>					
<b>Individual Contributions: (list total):</b>					
<b>Earned Income:</b>					
<i>(Add rows)</i>					
<b>Other (specify):</b>					
<i>(Add rows)</i>					
<b>Subtotal, Committed Income</b>			\$ -	\$ -	\$ -
<b><u>Uncommitted</u></b>					
<b>Federal Grants Request</b>	\$ 133,000.00				
<b>Foundations:</b>					
<i>(Add rows to list other Foundations)</i>					
<b>Government:</b>					
<i>(Add rows to list other Government agencies)</i>					
<b>Corporations:</b>					
<i>(Add rows to list other Corporations)</i>					
<b>Individual Contributions:</b>					
<i>(Add rows to list other Contributions)</i>					
<b>Other (specify):</b>				\$ 10,000.00	
<i>(Add rows to list others )</i>					
<b>Subtotal, Uncommitted Income</b>	\$ 133,000.00	\$ -	\$ -	\$ 10,000.00	\$ 143,000.00
<b>Other Earned Income:</b>					
<i>(Add rows)</i>					
<b>Subtotal, Earned Income</b>			\$ -	\$ -	\$ -
<b>Grand Total Income</b>	\$ 133,000.00	\$ -	\$ -	\$ 10,000.00	\$ 143,000.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Direct Project Related Expenses</b>					
<b>Acquisition</b>					
Purchase price					
Title/Recording/Escrow					
(Add rows to list other direct project expenses)					
<b>Pre-development</b>					
Architecture & engineering	\$ 25,000.00				
Phase 1					
Market Study					
Entitlements/Zoning					
(Add rows to list other direct project expenses)					
<b>General Development</b>					
Gross Motor Equipment (large play structure, bikes, etc.)	\$ 35,000.00			\$ 2,000.00	
Other equipment (imaginative, sensory, natural)	\$ 20,000.00			\$ 4,000.00	
Equipment to build out garden area:	\$ 5,000.00			\$ 2,000.00	
Play structures for toddler playground	\$ 15,000.00				
Surface materials (rubber padding, sand, rock for bike path)	\$ 30,000.00				
Plantings	\$ 3,000.00			\$ 2,000.00	
<b>Subtotal, Direct Project Related Expenses</b>	\$ 133,000.00	\$ -	\$ -	\$ 10,000.00	\$ 143,000.00
<b>Developer Fee (specify % in column A below)</b>					
0.00%					\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>					
0.00%					\$ -
<b>Grand Total All Expenses</b>					\$ 143,000.00

## HORIZON COMMUNITY SCHOOL BUDGET

Enrollment	12	24	30	36	36	<b>2019-20</b>
	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>	<b>YEAR 4</b>	<b>YEAR 5</b>	<b>Capital Campaign</b>
	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	
<b>REVENUE</b>						
Other Funding (MC3/State Funds)	\$ 72,497	\$ 85,284	\$ 96,848	\$ 96,848	\$ 96,848	
Individuals	\$ 68,464	\$ 161,970	\$ 175,000	\$ 175,000	\$ 175,000	
Marin Community Foundation	\$ 225,000	\$ 275,000	\$ 260,000	\$ 275,000	\$ 275,000	
MCF (Site Buildout)						\$ 90,000 (received to date)
MCF (Sustainability fund)	\$ -	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	
Tuition & Fees	\$ 2,069	\$ 2,617	\$ 8,250	\$ 9,900	\$ 9,900	
Other Foundations	\$ 25,000	\$ 576,500	\$ 200,000	\$ 200,000	\$ 200,000	
<b>TOTAL REVENUE:</b>	<b>\$ 393,030</b>	<b>\$ 1,126,371</b>	<b>\$ 790,098</b>	<b>\$ 806,748</b>	<b>\$ 806,748</b>	
<b>EXPENSES</b>						
Salaries	\$ 129,548	\$ 301,191	\$ 420,000	\$ 475,000	\$ 489,250	
Fringe Benefits	\$ 40,091	\$ 56,292	\$ 70,000	\$ 84,000	\$ 94,080	
Other Staff	\$ 57,749	\$ 34,111	\$ 65,000	\$ 65,000	\$ 65,000	
Development Consultants/Staff (MCF)	\$ -	\$ 16,292	\$ 50,000	\$ 50,000	\$ 50,000	
Education & Professional Dev	\$ 3,569	\$ 6,249	\$ 12,000	\$ 15,000	\$ 15,000	
Lease	\$ 25,500	\$ 39,274	\$ 62,400	\$ 60,000	\$ 60,000	
Leasehold Improvements	\$ 16,964	\$ 27,275	\$ 5,000	\$ 5,000	\$ 5,000	
Substitutes	\$ 9,836	\$ 19,563	\$ 15,000	\$ 15,450	\$ 15,914	
Supplies & Miscellaneous Costs	\$ 16,939	\$ 6,120	\$ 15,000	\$ 15,000	\$ 15,000	
Cleaning & Landscaping	\$ 5,455	\$ 20,522	\$ 18,000	\$ 20,000	\$ 20,000	
Meals	\$ 33,007	\$ (6,127)	\$ 48,000	\$ 48,000	\$ 48,000	
General Administration	\$ 4,000	\$ 6,367	\$ 5,000	\$ 5,000	\$ 5,000	
Phone & Internet	\$ 2,082	\$ 3,063	\$ 5,000	\$ 5,000	\$ 5,000	
Transportation & Other	\$ 10,918	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	
Depreciation & Amortization						
<b>TOTAL EXPENSES:</b>	<b>\$ 355,658</b>	<b>\$ 530,194</b>	<b>\$ 794,400</b>	<b>\$ 866,450</b>	<b>\$ 891,244</b>	
<b>REVENUE IN EXCESS OF EXPENSES:</b>	<b>\$ 37,372</b>	<b>\$ 596,177</b>	<b>\$ (4,302)</b>	<b>\$ (59,702)</b>	<b>\$ (84,496)</b>	
<b>MULTIYEAR PLEDGE IMPACT</b>		<b>\$ (499,000)</b>	<b>\$ 129,000</b>	<b>\$ 129,000</b>	<b>\$ 125,000</b>	
<b>Reserve funds</b>	<b>\$ 37,372</b>	<b>\$ 134,549</b>	<b>\$ 259,247</b>	<b>\$ 328,545</b>	<b>\$ 369,050</b>	



Housing & Federal Grants Division

2020/2021 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 Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

2. Organization (Fiscal Sponsor) General Information

Organization/Agency Name	Petaluma Health Center									
Mailing Address	1179 N. McDowell Blvd. Petaluma, CA 94954									
Website	www.phealthcenter.org									
Organization DUNS#	1	3	7	3	4	9	9	8	6	
Executive Director/CEO	Kathryn Powell									
Email Address	kathrynp@phealthcenter.org									
Phone	707-559-7500									

3. Project General Information

Program/Project Name	Emergency Response Mobile Medical/Dental Clinic									
Program/Project Site Address	1179 N. McDowell Blvd. Petaluma, CA 94954									
CDBG/HOME Funding Amount Requested	\$150,000									
Application Contact Person	Pedro Toledo									
Title of Contact Person	Chief Administrative Officer									

Email Address

pedrot@phealthcenter.org

Phone

707-326-7551

**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

0

San Rafael

0

County Other

100

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
n/a	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

Petaluma Health Center (PHC) was founded in 1999 as a 501(c) (3) public benefit corporation in response to the unmet healthcare needs of the residents of Sonoma County, California. PHC has seven sites – its main clinic and administrative offices, a homeless clinic, three school-based health centers, a vision center, and Rohnert Park Health Center. In partnership with Coastal Health Alliance (CHA), our mission is to ensure that all residents of Sonoma and Marin Counties have access to high quality, prevention-focused, patient-centered health care services, especially during natural disasters. PHC’s mobile clinic project will focus on emergency response efforts in West Marin County, a region that includes seven unincorporated, rural towns and is a designated Health Professional Shortage Area. There is only one facility serving low-income patients within a 25-mile radius of this service area and no private practice primary care physicians accepting Medi-Cal or other safety net patients.

The service area for the mobile clinic project consists of 190,853 individuals, of which about 31% are considered low-income. These individuals and largely consist of uninsured/underinsured residents who lack access to primary care services. Further, the service area is experiencing high numbers of individuals who are without a regular source of care and are less likely to receive important preventive health services or treatments, making them more likely to develop severe, yet preventable conditions or be diagnosed at more advanced stages. These patients are extremely vulnerable during the frequent wildfires and emergency power shut-offs this service area has been experiencing in recent years.

Petaluma Health Center is committed to reducing financial and geographical barriers to care during emergencies, such as wildfires, power shut-offs, and floods. We strive to expand access to timely care, without regard to income, insurance status, race, culture, or health condition to residents of West Marin County to improve the overall health outcomes of the community.

**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 limit to 3000 characters.)**

PHC is seeking funding for a mobile clinic to provide emergency response medical and dental services to residents in the rural areas of West Marin County. This project is necessary to expand access to care during emergencies, such as wildfires and floods, to residents who face barriers due to income and lack of transportation. PHC will be able to increase our emergency preparedness as an organization to provide access to critical services in a manner



more convenient to Marin County's most underserved population.

Utilizing a mobile clinic will allow providers to go out and meet our target population, which will make it easier for hard to reach, medically underserved populations to access care. PHC will connect with patients in low-income neighborhoods, community centers, schools, shelters, and other identified access points. The mobile clinic will provide extensive outreach programs, transportation assistance, and extended service hours in an effort to resolve the unmet health needs of the low-income and uninsured/underinsured residents in Marin County facing barriers to care during emergencies.

Over the past 3 years, Petaluma Health Center has provided emergency medical services during two wildfires and a flood in and around Sonoma and Marin counties. We mobilized health care teams, provided direct care at local evacuation shelters and expanded our hours and days of operation to meet the needs of our community. We opened our doors to help those affected by the fire, waived our fees for fire victims, and kept our promise to provide care to every person that seeks it. We provided on-site care at shelters and borrowed a mobile medical/dental clinic from LifeLong Medical Care in Berkeley to better meet the needs of evacuees.

Shifting operations to respond to a disaster comes at a great cost to existing operations, but fortunately PHC is positioned to be part of the solution for recovery response. If funded, PHC will have the ability to better serve our northern California communities during natural disasters. PHC will work with CHA's Point Reyes Station location for mobile clinic efforts to ensure we can meet the needs of the community together during disaster situations. With the frequency of wildfire threats and emergency power shut offs in Marin County, PHC aims to establish a mobile clinic that is prepared to meet the high demand for the low-income, rural areas to combat the enormous health repercussions these occurrences create for medically vulnerable residents. With a fully equipped mobile medical/dental clinic, PHC can increase our emergency response efforts and access to care for all of West Marin County, regardless of income or insurance status.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services**
- Children, Youth and Parent Services**
- Basic Health Services**

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

PHC's mobile clinic will affirmatively further fair housing by providing critical health services to low-income and underserved residents of Marin County to improve the overall health outcomes and quality of life for the community. This project will increase emergency access to medical, mental health, and dental care to members of the population who face barriers due to income, insurance status, transportation, and other social determinants of health. PHC's mobile clinic will provide outreach, including enrollment services, in shelters, social service centers, and public housing as a way to target the vulnerable populations in Marin County who require timely care in emergency situations. PHC's mobile clinic will reduce barriers rural residents and those living in poverty face by increasing their access to health and enabling services by extending our health center's reach in the community when faced with a catastrophe.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

PHC will conduct affirmative marketing efforts through a variety of channels to increase access to care for residents of Marin County, especially vulnerable populations. The mobile clinic will provide outreach services at community centers, schools, shelters, churches, food markets, migrant events, parks, health fair events, and social service centers to ensure a wide range of the community has access to our health services. PHC will also disseminate information via the radio, internet, and marketing materials throughout the surrounding areas to promote the mobile clinic and educate the community about our health, enrollment, and enabling services offered.

PHC strives to provide culturally and linguistically appropriate marketing materials for all members of the community. Our mobile clinic staff will be bilingual and our staff will have access to phone lines for other language translation services not available on-site. The clinic's signage will include patient rights/responsibilities and notices relative to payment information in English and Spanish. Patient education materials, intake forms and provider treatment instructions are made available in the patient's primary language. Further, our staff will continuously be trained to assist with understanding the unique belief systems of our patient population so that treatment decisions and remedies are consistent with a patient's cultural needs.

PHC's mobile clinic team will work closely with outreach and enabling staff to reach out to existing patients, as well as low-income, uninsured/underinsured community members, to get assistance with applying for local public and community resources, such as transportation, nutrition assistance, and housing for emergency response situations. We understand the barriers due to social determinants of health our patient population faces when disaster strikes, and strive to market our health care services to best serve the vulnerable populations of Marin County.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

Moderate-Income	<input type="text" value="0"/>
Low-Income	<input type="text" value="108"/>
Very Low-Income	<input type="text" value="212"/>
Extremely Low-Income	<input type="text" value="130"/>

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

To verify income, PHC requires patients to submit acceptable proof of gross income, such as:

- Recent tax records, IRS form 1040 (line 22)
- If self-employed, recent tax records and IRS Schedule C (line 31)
- Two to four recent pay check stubs
- Documentation of General Assistance
- Letter of court award for child support

If the patient is not able to furnish any of the aforementioned documents, he or she must submit a completed and signed "Income Affidavit" form, which serves as an attestation that the patient does not currently have any source of income.

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

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native	5	
Asian	20	
Black or African American	20	
Native Hawaiian or Other Pacific Islander	10	
White	355	200
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	40	
<b>TOTAL</b>	<b>450</b>	<b>200</b>
Female-Headed Households (out of above total)		
Persons with Disabilities (out of above total)		

**PROJECT MANAGEMENT & FINANCIAL DATA**

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)

n/a

16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)

n/a

17. Describe your organization's 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? (Please limit to 3000 characters.)

PHC's management team is qualified and engages in a multi-level strategic planning process, which at its heart determines the organizational response to the ongoing needs assessments of its patient population. PHC management team has had an extensive history in the development and implementation of systems, programs, and services that effectively address the health care needs of its target population.

PHC's management team possesses experience and expertise in project managing capital, administering federal

grant programs and service expansion projects. In 2017, they successfully managed the opening of its newest clinic site, the Rohnert Park Vision Center, and in 2015, under sound leadership, it planned and opened the Rohnert Park Health Center site, which nearly doubled the size of its patient population. PHC's leadership team successfully completed these clinic expansions in accordance with all wage requirements and federal grant regulations, leading to an increased ability to meet the health needs of its service area. As exhibited by the health center's continued and controlled growth, PHC's leadership team possesses a wealth of experience and skill necessary to successfully complete the mobile clinic project.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

Kathryn Powell, CEO, is responsible for the programmatic, operational, and financial performance of the organization and will be overseeing the project team. This includes effectively communicating with the Board and management team, implementing the Board's policies, managing personnel and human resource system, allocating resources and operating within available resources, identifying and resolving problems, interacting with the community, responding to opportunities, planning for future events, and carrying out Board-established long-term goals and operating plans.

Pedro Toledo, CAO, will be overseeing the mobile clinic project to ensure it is successfully completed on time and within budget. Pedro has 20 years of combined experience in health care, non-profit, and government service, most of which has been dedicated to managing similar projects. He exercises executive leadership over business and administrative operations to support the organization's mission, values, and strategic direction. Pedro will be responsible for overseeing and monitoring implementation of the mobile clinic.

Sveinn Sigurdsson, Director of Organizational Performance Optimization, oversees the purchasing and outfitting of the mobile clinic. Sveinn has led clinical and operational improvement programs at Stanford Health Care and the Yale New Haven Health system, and managed projects that required the integration of clinical workflow improvement and installation of new equipment. Sveinn will apply his project management expertise and collaborate with other organizational stakeholders to ensure that the initiative successfully meets its timeline and performance-related goals.

Nurit Licht, CMO, and Ramona English, DMD, plan and direct all aspects of the organization's delivery of medical and dental care. They both have over 15 years of experience in leadership and clinical expertise in the design and implementation of new projects and innovations for health centers. Together they played a key role in managing the projects for the opening of Petaluma Health Center's Rohnert Park site and vision center within the past 5 years.

Jane Read, COO, manages non-provider clinic staff and clinical programs at all sites. She will develop and implement policies and procedures that optimize performance and minimize risk, and ensures that all supervisors and staff are well trained to assure high performance and excellence in delivery of care.

Molly Jouaneh, CFO, oversees the implementation of the IT and Human Resources plans, and handles all fiscal related matters with the support of a Director of Finance and a billing supervisor. Her duties for the project entail financial leadership in areas including, but not limited to, accounting, billing and collections, general ledger, data collection, audits, and financial reporting.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

Already received:

- HRSA School Based Health Center project approval and Federal Funding: \$100,000
- HRSA Oral Health Infrastructure project approval and Federal Funding: \$300,000

To be completed:

- California Department of Health Care Services Licensing: approximately 6 months after construction of mobile clinic is completed

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

n/a
-----

**22. For HOME projects, are you a CHDO?**

**23. 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.)**

Task	Date of Completion
Define scope of work/finish design	Jan 31, 2020
Complete planning and environmental review	Jan 31, 2020
Release bid package	
Select contractor	Jan 31, 2020
Finalize contract	Jun 30, 2020
Obtain building permits	
Start construction	Jul 1, 2020
Complete construction	Jan 31, 2021

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.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. **Organizational Budget:** Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	CDBG - PHC Budget.xlsx	<b>Remove</b>
<b>Attach Org Budget</b>	PHC FY 2020 Budget.pdf	<b>Remove</b>
<b>Attach Miscellaneous</b>		<b>Remove</b>

**Signer Name** Pedro Toledo

**Signer Title** Chief Administrative Officer

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Pedro Toledo, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 16:09:40 GMT-0800 (Pacific Standard Time)

**Capital and Housing Project Budget Template**

<b>Organization Name:</b> Petaluma Health Center
<b>Project Title:</b> Mobile Van Clinic

**Date:** February 6, 2020

<b>INCOME:</b>	<b>Federal Grants Request Year 1</b>	<b>Federal Grants Request Year 2</b>	<b>Other Funding Sources</b>	<b>In Kind</b>	<b>Total Proposed Project Income</b>
<b><u>Committed</u></b>					
<b>Foundations:</b>					
<b>Government:</b>					
HRSA SBHC Funding			\$100,000		
HRSA OHI Funding			\$300,000		
<b>Corporations:</b>					
<b>Individual Contributions: (list total):</b>					
<b>Earned Income:</b>					
<b>Other (specify):</b>					
<b>Subtotal, Committed Income</b>			\$ 400,000.00	\$ -	\$ 400,000.00
<b><u>Uncommitted</u></b>					
<b>Federal Grants Request</b>	\$150,000	\$ -			
<b>Foundations:</b>					
<b>Government:</b>					
<b>Corporations:</b>					
<b>Individual Contributions:</b>					
<b>Other (specify):</b>					
<b>Subtotal, Uncommitted Income</b>	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 150,000.00
<b>Other</b>					
<b>Earned Income:</b>					
<b>Subtotal, Earned Income</b>			\$ -	\$ -	\$ -
<b>Grand Total Income</b>	\$ 150,000.00	\$ -	\$ 400,000.00	\$ -	\$ 550,000.00

<b>EXPENSES (Add rows to list other expenses)</b>	<b>Federal Grants Request Year 1</b>	<b>Federal Grants Request Year 2</b>	<b>Other Funding Sources</b>	<b>In Kind</b>	<b>Total Proposed Project Expenses</b>
<b>Direct Project Related Expenses</b>					
<b>Acquisition</b>					
Purchase price - Clinic base 45' Custom Coach (1)	\$ 150,000.00		\$ 150,000.00		
<b>Pre-development</b>					
<b>General Development</b>					
Internal van modifications and equipment			\$ 250,000.00	\$ 1,094.00	
<b>Subtotal, Direct Project Related Expenses</b>	\$ 150,000.00	\$ -	\$ 400,000.00	\$ 1,094.00	\$ 551,094.00
<b>Developer Fee (specify % in column A below)</b>					
0.00%					\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>					
0.00%					\$ -
<b>Grand Total All Expenses</b>					\$ 551,094.00

**Comparative Income Statement - Total PHC**

Incl DTI &amp; Pharmacy Reclass

FY 2020 Budget, FY 2019 Annualized, FY 2019 Budget

Run Date: 07/22/2019

	<b>FY - 2020 Budget</b>	<b>FY - 2019 Annualized</b>	<b>FY - 2019 Budget</b>
<b>VISITS</b>			
<b>91010 Hospital Visits - MediCal</b>	677	677	837
<b>91020 Hospital Visits - MediCal Mgd Care</b>	843	843	875
<b>91030 Hospital Visits - MediCare</b>	11	11	4
<b>91040 Hospital Visits - FamPACT</b>	0	2	3
<b>91050 Hospital Visits - Self Pay</b>	119	119	58
<b>91060 Hospital Visits - Private Ins</b>	269	269	238
<b>91070 Hospital Visits - Sliding Scale</b>	12	12	1
<b>Total Hospital Visits</b>	<b>1,931</b>	<b>1,933</b>	<b>2,016</b>
<b>90010 Clinic Visits - MediCal</b>	48,462	45,950	49,483
<b>90020 Clinic Visits - MediCal Mgd Care</b>	77,802	68,211	73,889
<b>90030 Clinic Visits - MediCare</b>	22,439	17,604	19,920
<b>90040 Clinic Visits - FamPACT</b>	3,777	3,425	3,861
<b>90050 Clinic Visits - Self Pay</b>	3,367	2,926	6,265
<b>90060 Clinic Visits - Private Ins</b>	24,708	21,306	21,863
<b>90070 Clinic Visits - Sliding Scale</b>	19,514	17,492	14,468
<b>Total Clinic Visits</b>	<b>200,069</b>	<b>176,914</b>	<b>189,749</b>
<b>Total Visits</b>	<b>202,000</b>	<b>178,847</b>	<b>191,765</b>
<b>REVENUE</b>			
<b>40010 Clinic Revenue - MediCal</b>	12,150,470	11,601,086	12,778,442
<b>40020 Clinic Revenue - MediCal Mgd Care</b>	14,297,221	12,701,273	14,142,148
<b>40030 Clinic Revenue - MediCare</b>	3,936,113	2,783,817	3,722,164
<b>40040 Clinic Revenue - FamPACT</b>	1,120,052	1,007,283	1,172,005
<b>40050 Clinic Revenue - Self Pay</b>	595,204	510,850	998,428
<b>40060 Clinic Revenue - Private Ins</b>	5,272,843	4,482,390	4,483,293
<b>40070 Clinic Revenue - Sliding Scale</b>	4,071,099	3,719,667	3,100,220
<b>41010 Hospital Rev - MediCal</b>	313,692	307,723	398,445
<b>41020 Hospital Rev - MediCal Mgd Care</b>	483,373	474,358	434,244
<b>41030 Hospital Rev - MediCare</b>	12,147	9,816	3,439
<b>41040 Hospital Rev - FamPACT</b>	0	1,621	5,922
<b>41050 Hospital Rev - Self Pay</b>	31,784	31,153	15,569
<b>41060 Hospital Rev - Private Ins</b>	199,390	195,381	185,929
<b>41070 Hospital Rev - Sliding Scale</b>	2,260	2,218	2,127
<b>41080 Hospital Rev</b>	0	0	0
<b>Gross Charges</b>	<b>42,485,648</b>	<b>37,828,637</b>	<b>41,442,377</b>
<b>50010 Clinic C/A - MediCal</b>	(1,518,735)	(1,590,075)	(1,697,097)
<b>50020 Clinic C/A - MediCal Mgd Care</b>	2,706,194	1,662,177	1,746,936
<b>50030 Clinic C/A - Medicare</b>	289,702	966,715	(24,321)
<b>50040 Clinic C/A - FamPACT</b>	(349,984)	(327,716)	(459,263)
<b>50050 Clinic C/A - Self Pay</b>	(233,443)	(191,563)	(379,533)
<b>50060 Clinic C/A - Private Ins</b>	(2,512,969)	(2,101,657)	(2,060,002)



**Comparative Income Statement - Total PHC**

Incl DTI &amp; Pharmacy Reclass

FY 2020 Budget, FY 2019 Annualized, FY 2019 Budget

Run Date: 07/22/2019

	<b>FY - 2020 Budget</b>	<b>FY - 2019 Annualized</b>	<b>FY - 2019 Budget</b>
50070 Clinic C/A - Sliding Scale	(3,116,166)	(2,823,274)	(2,079,349)
51010 Hospital C/A - MediCal	(175,870)	(250,246)	(314,446)
51020 Hospital C/A - MediCal Mgd Care	(311,746)	(377,961)	(356,054)
51030 Hospital C/A - Medicare	(10,607)	(2,248)	(3,338)
51040 Hospital C/A - FamPACT	0	(1,815)	(3,428)
51050 Hospital C/A - Self Pay	(28,826)	(15,389)	(6,361)
51060 Hospital C/A - Private Ins	(108,302)	(142,369)	(96,754)
51070 Hospital C/A - Sliding Scale	(1,851)	(1,809)	(1,970)
51080 Hospital C/A	0	0	0
52010 Rate Adj - M/Cal	0	297,750	0
52012 C/A Other - M/Cal Settlement	0	0	0
52030 Settlement MediCare Cost Rpt	0	132,713	18,520
<b>Contractual Allowances</b>	<b>(5,372,604)</b>	<b>(4,766,767)</b>	<b>(5,716,458)</b>
52661 Bad Debt Expense	(886,512)	(794,028)	(708,688)
<b>Bad Debt</b>	<b>(886,512)</b>	<b>(794,028)</b>	<b>(708,688)</b>
<b>Contractual Allowances &amp; Bad Debt</b>	<b>(6,259,115)</b>	<b>(5,560,795)</b>	<b>(6,425,147)</b>
<b>C/A %</b>	<b>-14.73%</b>	<b>-14.70%</b>	<b>-15.50%</b>
<b>Net Patient Revenue</b>	<b>36,226,533</b>	<b>32,267,843</b>	<b>35,017,230</b>
42100 Grant Revenue - Federal	3,270,291	3,245,221	3,062,478
43110 Grant Revenue - State	30,000	105,481	82,480
43111 Grant Revenue - County	247,103	130,272	151,344
44100 Grant Revenue - Private	316,567	906,557	728,204
<b>Grants</b>	<b>3,863,961</b>	<b>4,387,531</b>	<b>4,024,506</b>
45201 Donations	40,000	76,010	150,000
45203 Year End Donation Letter	0	0	0
<b>Donations</b>	<b>40,000</b>	<b>76,010</b>	<b>150,000</b>
46102 Other Rev - RCHC QI	1,837,000	1,823,870	1,837,000
46103 Other Rev - RCHC PIP	1,434,850	1,884,818	1,820,000
46215 Other Rev - Provider Bonus	47,300	57,767	47,300
46216 Other Rev - Capitation	25,200	24,785	47,367
46217 Other Rev - Miscellaneous	63,504	280,378	88,304
46217 Other Rev - Pharmacy	1,075,000	1,812,598	2,293,631
46217 Other Rev - DTI	703,736	376,841	0
46218 Other Rev - Purchase Discounts	3,000	3,100	2,873
46219 Other Rev - Billable Salaries	172,236	337,145	302,236
46250 Other Rev - Misc Interest	0	10	0
46251 Other Rev - Interest Inc	810	811	2,382
46252 Other Rev - Int Inc Capital Fund	1,870	1,870	0
46253 Other Rev - Int Inc - Debt Service	4,350	4,374	0
<b>Other Revenue</b>	<b>5,368,856</b>	<b>6,608,367</b>	<b>6,441,093</b>
<b>Total Grants, Donations &amp; Other Revenue</b>	<b>9,272,817</b>	<b>11,071,908</b>	<b>10,615,599</b>

**Comparative Income Statement - Total PHC**

Incl DTI &amp; Pharmacy Reclass

FY 2020 Budget, FY 2019 Annualized, FY 2019 Budget

Run Date: 07/22/2019

	<b>FY - 2020 Budget</b>	<b>FY - 2019 Annualized</b>	<b>FY - 2019 Budget</b>
<b>Total Revenue</b>	<b>45,499,350</b>	<b>43,339,750</b>	<b>45,632,829</b>
<b>EXPENSE</b>			
<b>60100 Clerical Support / Other Admin</b>	3,912,042	4,161,712	4,349,586
<b>60110 Hospital</b>	100,366	43,898	124,896
<b>60200 Medical Records / Facilities</b>	431,519	496,727	511,458
<b>60210 Materials Management</b>	124,369	150,312	154,670
<b>60220 Project Management</b>	145,625	181,302	239,199
<b>60230 IT Support</b>	574,805	672,086	653,806
<b>60300 Enabling Services-Referrals/CEC's</b>	773,288	778,731	802,036
<b>60301 Patient Navigator</b>	206,067	244,748	236,415
<b>60302 Midlevel - CNM</b>	172,955	247,410	212,815
<b>60303 Providers-Midlevel - Phys Assist</b>	387,637	528,636	676,959
<b>60304 Providers-Midlevel - FNP</b>	1,556,966	1,956,321	1,612,561
<b>60305 Providers-Midlevel - Psychologist</b>	413,195	373,745	361,359
<b>60306 Providers-Midlevel - Chiro &amp; Acupu</b>	378,361	295,156	225,455
<b>60307 Clinical Support - MA/RDA/DA</b>	3,963,795	3,633,671	4,031,292
<b>60308 Clinical Support - RN</b>	1,331,875	1,346,730	1,342,520
<b>60309 Providers - Physician/Psychiatrist</b>	5,886,741	5,761,262	6,074,155
<b>60310 Hospitalist</b>	0	(140,490)	0
<b>60311 Education</b>	0	0	0
<b>60312 Manager/Supervisor</b>	2,478,321	2,513,465	2,764,785
<b>60313 Senior Management</b>	802,728	919,886	859,544
<b>60315 Providers - Midlevel - MFT</b>	143,402	170,267	163,023
<b>60316 Providers - Midlevel - LCSW</b>	290,391	216,293	229,773
<b>60317 Providers - Intern/Associate</b>	11,777	82,142	86,923
<b>60318 Providers - Midlevel-Nutritionist</b>	135,220	108,237	0
<b>Salaries &amp; Wages</b>	<b>24,221,444</b>	<b>24,742,248</b>	<b>25,713,229</b>
<b>61340 Payroll Taxes</b>	1,840,435	1,806,617	1,949,549
<b>Payroll Taxes</b>	<b>1,840,435</b>	<b>1,806,617</b>	<b>1,949,549</b>
<b>61350 Pension - 401k</b>	216,715	302,677	279,797
<b>61351 Pension - Profit Sharing</b>	588,584	652,666	626,274
<b>61352 Pension - Admin Fee</b>	34,319	34,319	0
<b>61353 Workers Comp</b>	223,265	248,332	324,525
<b>61354 Unemployment Ins</b>	204,601	209,413	209,967
<b>61355 Employee Benefits</b>	0	5,312	11,304
<b>61356 PTO/Vacation</b>	2,357,766	1,623,909	1,557,809
<b>61357 HSA - Health Savings Account</b>	0	0	0
<b>61358 Kaiser - High Deductible</b>	0	0	0
<b>61359 Kaiser - Regular Plan</b>	0	0	0
<b>61360 WHA - High Deductible</b>	0	0	0
<b>61361 WHA - Regular Plan</b>	0	0	0

**Comparative Income Statement - Total PHC**

Incl DTI &amp; Pharmacy Reclass

FY 2020 Budget, FY 2019 Annualized, FY 2019 Budget

Run Date: 07/22/2019

	<b>FY - 2020 Budget</b>	<b>FY - 2019 Annualized</b>	<b>FY - 2019 Budget</b>
61362 Dental	257,884	249,565	280,111
61363 Vision	29,799	28,645	31,766
61364 Life / LTD	110,153	86,326	107,309
61365 Emplr Health Ins	2,511,624	2,318,788	2,658,588
<b>Employee Benefits</b>	<b>6,534,712</b>	<b>5,759,953</b>	<b>6,087,449</b>
62400 Professional Fees - Independent Co	297,059	347,856	739,462
62401 Professional Fees - Consulting	428,981	415,063	268,222
62402 Professional Fees - Legal	36,250	28,271	26,087
62403 Professional Fees - Accounting	76,000	68,900	68,900
<b>Professional Fees</b>	<b>838,290</b>	<b>860,090</b>	<b>1,102,671</b>
63430 Purchased Services - Medical	340	350	48
63431 Purchased Services - Lab Fees	201,247	195,974	148,369
63432 Purchased Services - Repair & Main	978,793	731,009	634,165
63433 Purchased Services - Security	198,199	192,799	188,877
63434 Purchased Services - IT Support	420,510	426,255	669,876
63435 Purchased Services - Telecom	32,770	20,770	36,765
63436 Purchased Services - Laundry & Lin	99,351	93,327	88,647
63437 Purchased Services - Temp Labor	91,970	147,304	38,091
63438 Purchased Services - Other	2,497,915	1,843,495	1,250,506
63439 Purchased Services - Printing	72,765	69,382	130,178
<b>Purchased Services</b>	<b>4,593,860</b>	<b>3,720,664</b>	<b>3,185,522</b>
64500 Supplies - Medical	872,481	785,680	746,167
64501 Supplies - IUD	250,287	229,001	315,525
64502 Supplies - Pharmaceutical	67,216	107,745	349,045
64503 Supplies - Vaccinations	423,095	369,012	600,935
<b>Medical Supplies</b>	<b>1,613,078</b>	<b>1,491,438</b>	<b>2,011,673</b>
64504 Supplies - Uniforms	12,193	7,539	0
64505 Supplies - Office Supplies	68,468	69,392	86,259
64506 Supplies - Toner	3,170	3,170	97
64507 Supplies - Postage	35,798	35,788	44,786
64508 Supplies - Kitchen Supplies	41,920	40,420	35,452
64509 Supplies - Cleaning Supplies	64,455	64,255	56,618
64510 Supplies - Minor Equipment	288,605	328,143	365,009
64511 Supplies - Educational Materials	3,396	1,796	60
64513 Supplies - Software	2,000	0	0
<b>Office and Other Supplies</b>	<b>520,006</b>	<b>550,503</b>	<b>588,281</b>
65530 Utilities - Electric	271,292	271,292	262,583
65531 Utilities - Gas	34,909	34,909	33,915
65532 Utilities - Telephone	334,451	190,451	268,200
65533 Utilities - Cellphones	129,814	109,814	119,238
65534 Utilities - Pagers	527	527	1,620
65535 Utilities - Water/Sewer	20,071	20,071	20,079
65536 Utilities - Trash	47,648	47,648	57,641

**Comparative Income Statement - Total PHC**

Incl DTI &amp; Pharmacy Reclss

FY 2020 Budget, FY 2019 Annualized, FY 2019 Budget

Run Date: 07/22/2019

	FY - 2020 Budget	FY - 2019 Annualized	FY - 2019 Budget
65537 Utilities - Haz Mat	26,933	26,932	67,419
65538 Utilities - Diesel Fuel	5,168	1,868	4,452
<b>Utilities</b>	<b>870,813</b>	<b>703,512</b>	<b>835,147</b>
66550 Rental/Lease Costs	1,572,848	1,412,852	1,571,718
66551 Equipment Rental	9,819	9,771	8,788
66552 Copier Rental	95,054	77,054	60,000
<b>Rental/Lease</b>	<b>1,677,721</b>	<b>1,499,677</b>	<b>1,640,506</b>
68560 Dues & Subscriptions	273,660	264,359	156,944
68561 Continuing Education	206,616	201,255	112,801
68562 Continuing Education - CME	52,546	51,546	69,791
68563 Travel	118,649	112,507	87,763
68564 Travel - Patient Transportation	58,283	34,283	10,278
68565 Recruitment	179,188	179,189	193,676
68566 Other Miscellaneous Expense	62,006	64,256	111,965
68567 Advertising	49,874	48,008	61,911
68568 Employee Recognition	34,502	23,458	111,576
68569 Licenses	60,014	56,849	57,715
68570 Grant Expense	0	0	0
68571 Fund Raising Expense	3,029	3,029	95
68572 Other Expense - Meals	39,194	58,538	0
<b>Other Expense</b>	<b>1,137,561</b>	<b>1,097,278</b>	<b>974,515</b>
71621 Insurance - General Liability	0	0	0
71622 Insurance - Dir & Officers	26,446	22,888	26,608
71623 Insurance - Malpractice	45,491	41,344	36,572
71624 Insurance - Property/Casualty	158,515	139,438	135,220
71625 Insurance - Bonds	6,446	6,446	6,446
<b>Insurance</b>	<b>236,898</b>	<b>210,116</b>	<b>204,846</b>
73651 Interest Expense	24,992	30,645	45,127
73652 Interest Expense - Bank Fees	42,353	41,659	48,258
73653 Interest Expense - Cash Over/Short	0	67	0
73654 Interest Expense - Late Charges	0	469	0
73655 PHCD Loan Int Expense	37,724	39,363	37,724
73656 Interest Exp - Bonds	160,894	159,164	158,714
<b>Interest Expense</b>	<b>265,963</b>	<b>271,366</b>	<b>289,823</b>
<b>Expenses Before Depr and Amort</b>	<b>44,350,780</b>	<b>42,713,461</b>	<b>44,583,211</b>
72641 Property Tax Expense	863	863	149
72642 Cost of Issuance	7,706	7,706	7,706
<b>Issuance Costs</b>	<b>8,569</b>	<b>8,569</b>	<b>7,855</b>
70600 Depreciation Expense	1,586,214	1,513,585	1,689,103
70601 Amortization Expense	1,373	2,060	2,928
<b>Depreciation &amp; Amortization</b>	<b>1,587,587</b>	<b>1,515,645</b>	<b>1,692,031</b>
<b>Total Expenses</b>	<b>45,946,936</b>	<b>44,237,675</b>	<b>46,283,097</b>

**Comparative Income Statement - Total PHC**

Incl DTI &amp; Pharmacy Reclass

FY 2020 Budget, FY 2019 Annualized, FY 2019 Budget

Run Date: 07/22/2019

	FY - 2020 Budget	FY - 2019 Annualized	FY - 2019 Budget
<b>NET FROM OPERATIONS</b>	<b>(447,587)</b>	<b>(897,925)</b>	<b>(650,268)</b>
47101 Meaningful Use Rev	0	195,500	195,500
Meaningful Use	<b>0</b>	<b>195,500</b>	<b>195,500</b>
47210 Gain / Loss on Sale	0	(81,012)	0
Other Non-Operating Rev/Exp	<b>0</b>	<b>(81,012)</b>	<b>0</b>
Capital Grant Revenue	190,806	0	458,333
Capital Donations	300,000	0	0
Capital Grants and Donations	<b>490,806</b>	<b>0</b>	<b>458,333</b>
<b>Total Non-Operating Revenue/Expense</b>	<b>490,806</b>	<b>114,488</b>	<b>653,833</b>
<b>Net Surplus/(Deficit)-Incl Non-Operating</b>	<b>43,219</b>	<b>(783,437)</b>	<b>3,565</b>
<b>TOTAL HOURS</b>			
92100 Clerical Support/Other Admin	196,547	177,115	202,314
92110 Hospital	0	0	0
92200 Medical Records / Facilities	25,951	26,069	29,468
92210 Materials Management	5,591	6,804	7,440
92220 Project Management	3,727	7,013	6,240
92230 IT Support	16,773	16,271	18,720
92300 Enabling Services-Referrals/CEC's	38,623	35,683	38,012
92301 Patient Navigator	10,109	10,428	11,440
92302 Midlevel - CNM	2,796	4,352	3,380
92303 Providers-Midlevel - Phys Assist	6,918	12,920	13,171
92304 Providers-Midlevel - FNP	33,540	39,474	33,592
92305 Providers-Midlevel - Psychologist	8,247	7,586	7,124
92306 Providers-Midlevel - Chiro & Acupu	9,603	6,925	5,720
92307 Clinical Support - MA/RDA/DA	192,695	162,578	188,120
92308 Clinical Support - RN	34,568	32,220	34,112
92309 Providers - Physician/Psychiatrist	69,598	68,118	79,006
92310 Hospitalist	0	(1,206)	0
92311 Education	0	0	0
92312 Manager/Supervisor	64,854	68,832	70,264
92313 Senior Management	7,454	8,085	8,320
92315 Providers - Midlevel - MFT	3,727	4,607	4,161
92316 Providers - Midlevel - LCSW	8,573	8,995	5,824
92317 Providers - Intern/Associate	640	4,507	4,520
92318 Providers - Midlevel-Nutritionist	3,863	2,864	0
92400 Independent Contractor	0	606	0
92401 Consultant Hours	0	0	0
92437 Temporary Staff	0	3,137	76

**Comparative Income Statement - Total PHC**

Incl DTI &amp; Pharmacy Reclass

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	<b>FY - 2020 Budget</b>	<b>FY - 2019 Annualized</b>	<b>FY - 2019 Budget</b>
<b>Total Employee Hours</b>	<b>744,397</b>	<b>713,983</b>	<b>771,024</b>
<b>Total FTE's</b>	<b>355.2</b>	<b>343.3</b>	<b>370.7</b>
<b>Net Revenue by Payor - Excl PY Adj</b>			
<b>MediCal</b>	10,769,557	10,068,489	11,165,344
<b>MediCal Mgd Care</b>	17,175,042	14,459,847	15,967,275
<b>MediCare</b>	4,227,354	3,758,100	3,697,945
<b>FamPACT</b>	770,068	679,373	715,237
<b>Self Pay</b>	364,719	335,052	628,104
<b>Private Ins</b>	2,850,962	2,433,745	2,512,466
<b>Sliding Scale</b>	68,830	102,774	312,340
<b>Total Net Revenue by Payor</b>	<b>36,226,533</b>	<b>31,837,380</b>	<b>34,998,710</b>
<b>Net Revenue per Visit by Payor</b>			
<b>MediCal</b>	219.17	215.94	221.89
<b>MediCal Mgd Care</b>	218.39	209.40	213.57
<b>MediCare</b>	188.30	213.35	185.60
<b>FamPACT</b>	203.88	198.24	185.10
<b>Self Pay</b>	104.62	110.03	99.34
<b>Private Ins</b>	114.14	112.80	113.68
<b>Sliding Scale</b>	3.53	5.87	21.59
<b>Total Net Revenue by Payor</b>	<b>179.34</b>	<b>178.01</b>	<b>182.51</b>
<b>Working Days</b>	<b>254.50</b>	<b>253.50</b>	<b>253.50</b>
<b>Visits per Working Day</b>	<b>793.71</b>	<b>705.51</b>	<b>756.47</b>
<b>Payroll Expense per Visit</b>	<b>161.37</b>	<b>180.65</b>	<b>176.00</b>
<b>Other Expense per Visit</b>	<b>66.09</b>	<b>66.70</b>	<b>65.36</b>
<b>Total Expense per Visit</b>	<b>227.46</b>	<b>247.35</b>	<b>241.35</b>



**Housing & Federal Grants Division**

**2020/2021 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 Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	Tomales Town Hall									
<b>Mailing Address</b>	P.O. Box 251, Tomales, CA 94971-0251									
<b>Website</b>	www.TomalesTownHall.org									
<b>Organization DUNS#</b>	1	3	4	5	0	9	5	6		
<b>Executive Director/CEO</b>	none									
<b>Email Address</b>	mail@tomalestownhall.org									
<b>Phone</b>	707-878-2006									

**3. Project General Information**

<b>Program/Project Name</b>	ADA Pathway & Regrading
<b>Program/Project Site Address</b>	27150 Shoreline Hwy (CA Hwy #1), Tomales, CA
<b>CDBG/HOME Funding Amount Requested</b>	\$28,500
<b>Application Contact Person</b>	Lisa Post Tornes
<b>Title of Contact Person</b>	Tomales Town Hall Board Member

Email Address

lptornes@gmail.com

Phone

4155185443

**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

0

San Rafael

0

County Other

100

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
none	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

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

The Tomales Town Hall offers many programs, some by the volunteers who run the hall and many by groups or individuals in the community itself. Built in 1874, the hall is one of the oldest, continuously operated community buildings in California, serving a large geographic area of northern West Marin and southwestern Sonoma County. We consider our area of focus to cover a 7.5-mile radius of the hall, including the communities of Marshall, Tomales, Dillon Beach, Fallon, Valley Ford, Bloomfield, and the ranchlands in between.

The hall has historically and continues to be home to most local meetings, life celebrations, and cultural events including weddings, memorials, quinceaneras, fiestas, and seasonal celebrations; art, dance and yoga classes; 4-H Club, Druids, Tomales Emergency Response Network (TERN) and other organizational meetings; monthly Open Mic nights featuring local musicians and writers; fundraisers for our schools, churches, history center, and volunteer fire department; health, vaccine and legal clinics; and since 2011, a food pantry providing 50-80 families in this designated Food Desert area with critical weekly supplies of healthy fresh and canned goods.

The Tomales Town Hall is a mainstay of the village. Without the hall, cultural opportunities and community-building would be very limited in this area. Operated by volunteers, the hall serves the extensive surrounding rural multi-cultural community and is available for group and family events at reasonable rates. Based on the last census data, the Town Hall serves approximately 4500 persons; 3,000 are low-income, 1,000 are very low-income, and 500 are extremely low income. The majority are white, with about a quarter identifying as Hispanic.

**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 limit to 3000 characters.)**

ADA Pathway and Grading Project for Tomales Town Hall – 2020

Objective: To grade and pave a code-compliant pathway that provides access to the main, upper hall.



Scope of Work: Remove and store gravel from the existing, non-compliant path; re-grade sections of the property to provide the required maximum 5 percent slope, per architect's drawings; remove approx. 12" of soil along proposed path; layer gravel, compacting regularly; backfill perimeter with fresh soil and re-plant.

Background: Access to the primary entry of the upper-level, main hall is impossible by wheelchair. We have created a temporary, wheelchair-usable pathway through the side yard ("Buckeye Lot") to give access to a concrete ADA ramp to take them up to the back door. This temporary pathway to the ramp is non-compliant with ADA regulations for slope and flat portions.

Benefit to Community: Once completed, our elderly and disabled populations will not only be able to access the main floor of the hall more safely, they will be able to move freely across the Buckeye Lot, which is often used as an outdoor reception area.

Why this project: This ADA pathway project is critical to use of the hall, has no dependencies and is ready to start and be completed within the span of the grant. We are beginning to gear up for a major fundraising effort for a large "Rejuvenation" remodel of the hall, but those projects are more complicated with many dependencies and are not ready to go yet.

Other funding: The design phase (architectural drawings) for this proposed project will be completed by the time this grant begins releasing funds. We have made an application for Marin County Non-Departmental Funds for architectural work on this and future projects, but if that application is not successful, we have some general funds to apply to this project from our Improvement Fund.

Overall schedule: Upon approval of funding from CDBG and receipt of the architect's plans (May to June), an RFP will be created and issued to at least three appropriate bidders. The actual work will require two to three weeks and will be carried out in late October or early November in order to help protect the large native Buckeye Tree, *Aesculus californica*, that anchors this property and which will become dormant at about that time. This late fall schedule should also provide natural watering for newly planted grasses and shrubs.

\*Note: This project will be completed by and require no funding for the second year of the grant cycle.\*

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

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

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

As a capital improvement project, this project does not add additional Fair Housing to the community. However, as a community center, every program or service we provide helps to foster inclusive communities free from barriers that restrict access to opportunity. We provide quality services, events, and amenities that are important for all people in our community to live successful lives, including the Food Pantry, no-cost vaccine clinics, health fairs, educational workshops, etc. This particular project will specifically help our elderly and disabled populations by providing better and safer physical access to the hall.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

The people who are least likely hear about our events or use our services are immigrants living on outlying ranches. To reach some of them is difficult, because they may not have email addresses or be on our newsletter mailing list (which is sent to 290 people every month). We believe that the best way to reach this population is by the following marketing methods:

- Posting flyers around town and on the main road entrances into town. In the past, many of these flyers have been English-only, but this year, with a small marketing budget added to this project, we can do in-line bilingual translations. With additional marketing funds, we can also extend the posting of these fliers to surrounding towns in our wider geographic reach area.
- Extending mailings: for all-town events, we often send a mailing to every post office box in Tomales. With the additional budget, we can send the mailings to post office boxes in surrounding towns as well, which can reach more people on the outlying ranches who come into these other towns for mail.
- Cross-promoting events on our newsletter with that of school and the Catholic and Presbyterian churches. We have done this in the past with some success.
- Continuing to solicit new emails for our newsletter list at public events.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

Moderate-Income	<input type="text" value="0"/>
Low-Income	<input type="text" value="3,000"/>
Very Low-Income	<input type="text" value="100"/>
Extremely Low-Income	<input type="text" value="500"/>

**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

We have elderly retirees and migrant farmworkers as subsets of our population, both of who have presumed benefit. We don't collect personal data such as income from those who rent or attend events at the hall, in part because when we have tried in the past, such as at the weekly Food Pantry, it scared enough attendees that the number served dropped dramatically for some months. We are open to learning sensitive ways to collect this data in the future.

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

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
American Indian or Alaskan Native	3	
Asian	4	
Black or African American	2	
Native Hawaiian or Other Pacific Islander	3	
White	328	75
American Indian and White	0	
Asian and White	0	
Black and White	0	
American Indian and Black	3	
Multi-Racial	4	
<b>TOTAL</b>	<b>347</b>	<b>75</b>
<b>Female-Headed Households (out of above total)</b>		
<b>Persons with Disabilities (out of above total)</b>		

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

With help from past Community Development Block Grant (CDBG) funds and a very significant volunteer effort, we have upgraded some of the infrastructures of the hall and added new amenities to better serve our community:

- Refinished and repaired the main hall floor.
- Completed relocation, enlargement, and upgrade of our downstairs bathroom to ADA standards.
- Installed a radiant heating system.
- Replaced some plumbing.
- Replaced siding.
- Redesigned and implemented new lighting and upgraded the electrical system.
- Rebuilt the storage shed.
- Painted the upstairs interior; installed acoustic panels and new drapes.
- Purchased needed materials including a new commercial refrigerator, backstage curtains, paint, insulation, paving, paving materials, and drainage pipe.
- Re-paved the parking strip along HWY 1.
- Insulated the main hall's attic.

We were able to stretch our CDBG funds by having the labor largely performed by volunteer community members and contractors. We also did the following critical work with other funds:

- Repaired the foundation with a National Trust for Historic Preservation (NTHP) Partners in Preservation grant for \$50,000.
- Gutted, insulated and rebuilt the performance stage with NTHP funds.
- Created the existing handicap ramp and temporary pathway to the main floor of the hall with NTHP funds.
- Added a small office, reconfigured the dining room on the first floor to accommodate more people and built storage cabinets on the first floor (volunteer-only).

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

After submitting our final invoices, we have less than \$300 in funds leftover from the previously approved grant that we are giving back to the pool.

**17. Describe your organization's 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? (Please limit to 3000 characters.)**

As you can see by the long list above, we have years of experience in administering federal grants. Most of the work performed has been done either by volunteers or owner/operators after competitive bidding. We did the latest CDBG project, installing insulation, with a contractor meeting the Davis-Bacon prevailing wage requirement.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

We have been awarded and managed many CBDG grants since 2004. The projects are carried out by experienced contractors with project and timeline management by the Tomales Town Hall board of trustees, which also contains experienced contractors and project managers.

Specifically, George Magan is the acting project manager on this project; he has 30+ years of experience managing projects as part of his stair building company. He also has helped manage past projects at the hall. Lisa Post Tornes will manage the grant administration, taking the place of Venta Leon; she has nearly a decade of experience writing technical specifications and managing projects from Microsoft Corporation.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

As soon as the architectural drawings are done (which should be before this grant is funded), we will seek the appropriate permits from the Marin County Building Department.

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

N/A

22. For HOME projects, are you a CHDO?

23. 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.)

Task	Date of Completion
Define scope of work/finish design	May 31, 2020
Complete planning and environmental review	Jun 30, 2020
Release bid package	Jul 10, 2020
Select contractor	Aug 15, 2020
Finalize contract	Aug 31, 2020
Obtain building permits	Sep 30, 2020
Start construction	Nov 1, 2020
Complete construction	Dec 1, 2020

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.
- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
  - For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.
- B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	20-0206 TTH-Capital and Housing Project Budget.xlsx	<b>Remove</b>
<b>Attach Org Budget</b>	2020 proposed budget Tomales Town Hall.pdf	<b>Remove</b>
<b>Attach Miscellaneous</b>		<b>Remove</b>

**Signer Name** Lisa Post

**Signer Title** Tomales Town Hall Board Member

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Lisa Post, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 13:46:23 GMT-0800 (Pacific Standard Time)

Capital and Housing Project Budget Template

Tomales Town Hall: ADA Pathway and Regrading

6-Feb-20

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
<b>Committed</b>					
Foundations:					
(Add rows)					
Government:					
(Add rows)					
Corporations:					
(Add rows)					
Individual Contributions: (list total):					
Earned Income:					
(Add rows)					
Other (specify):					
(Add rows)					
<b>Subtotal, Committed Income</b>			\$ -	\$ -	\$ -
<b>Uncommitted</b>					
<b>Federal Grants Request</b>	\$ 28,500.00	\$ -			
Foundations:					
(Add rows to list other Foundations)					
Government:					
Marin County Non-Departmental Funds			\$ 2,000.00		
(Add rows to list other Government agencies)					
Corporations:					
(Add rows to list other Corporations)					
Individual Contributions:					
(Add rows to list other Contributions)					
Other (specify):					
(Add rows to list others)					
<b>Subtotal, Uncommitted Income</b>	\$ 28,500.00	\$ -	\$ 2,000.00	\$ -	\$ 30,500.00
Other					
Earned Income:					
(Add rows)					
<b>Subtotal, Earned Income</b>			\$ -	\$ -	\$ -
<b>Grand Total Income</b>	\$ 28,500.00	\$ -	\$ 2,000.00	\$ -	\$ 30,500.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Direct Project Related Expenses</b>					
<b>Acquisition</b>					
Purchase price					
Title/Recording/Escrow					
(Add rows to list other direct project expenses)					
<b>Pre-development</b>					
Architecture & engineering	\$ 2,000.00		\$ 2,000.00		
Affirmative Marketing	\$ 1,000.00				
<b>General Development</b>					
Removal and Storage of Existing Path Gravel	\$ 1,000.00				
Re-grade for Proper Slope & Dig New Path	\$ 10,000.00				
Place & Tamp Gravel	\$ 8,000.00				
Re-planting	\$ 3,000.00				
Materials	\$ 3,500.00				
<b>Subtotal, Direct Project Related Expenses</b>	\$ 28,500.00	\$ -	\$ 2,000.00	\$ -	\$ 30,500.00
<b>Developer Fee (specify % in column A below)</b>					
0.00%					\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>					
0.00%					\$ -
<b>Grand Total All Expenses</b>					\$ 30,500.00



2020 proposed  
organizational  
budget

INCOME

Contributions

Grants

government grants	\$5,883.65	\$6,000.83	\$6,000.00	\$5,961.49	\$35,000.00
foundation grants	\$0.00	\$5,000.00	\$0.00	\$1,666.67	\$7,500.00

<b>Total Grants</b>	<b>\$5,883.65</b>	<b>\$11,000.83</b>	<b>\$6,000.00</b>	<b>\$7,628.16</b>	<b>\$42,500.00</b>
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Fundraising Event Contributions	\$2,500.00	\$0.00	\$0.00	\$833.33	\$833.33
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Cash Donations

Friends of TTH donations	\$6,570.00	\$2,445.00	\$2,050.00	\$3,688.33	\$7,500.00
general donations	\$367.99	\$60.68	\$91.76	\$173.48	\$100.00
special event	\$1,581.00	\$495.00	\$0.00	\$692.00	\$350.00
restricted donations	\$2,500.00	\$500.00	\$0.00	\$1,000.00	\$500.00
memorial donations	\$0.00	\$0.00	\$700.00	\$233.33	\$0.00
film company donations	\$550.00	\$500.00	\$0.00	\$350.00	\$250.00

<b>Total Cash Donations</b>	<b>\$11,568.99</b>	<b>\$4,000.68</b>	<b>\$2,841.76</b>	<b>\$6,137.14</b>	<b>\$8,700.00</b>
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<b>Total Contributions</b>	<b>\$19,952.64</b>	<b>\$15,001.51</b>	<b>\$8,841.76</b>	<b>\$14,598.63</b>	<b>\$52,033.33</b>
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Program Service Revenue

Hall Use by Community

private rental local	\$3,650.00	\$11,325.00	\$6,867.00	\$7,280.67	\$8,000.00
meeting rental local	\$400.00	\$750.00	\$1,975.00	\$1,041.67	\$1,000.00
workshop rental local	\$175.00	\$350.00	\$625.00	\$383.33	\$625.00
fundraiser rental local	\$2,500.00	\$4,375.00	\$3,700.00	\$3,525.00	\$4,000.00
community-based rental	\$0.00	\$2,076.50	\$850.00	\$975.50	\$1,200.00

<b>Total Hall Use by Community</b>	<b>\$6,725.00</b>	<b>\$18,876.50</b>	<b>\$14,017.00</b>	<b>\$13,206.17</b>	<b>\$14,825.00</b>
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<b>Total Program Service Revenue</b>	<b>\$6,725.00</b>	<b>\$18,876.50</b>	<b>\$14,017.00</b>	<b>\$13,206.17</b>	<b>\$14,825.00</b>
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Investment Income

Interest Income	\$6.02	\$6.03	\$6.03	\$6.03	\$5.00
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<b>Total Investment Income</b>	<b>\$6.02</b>	<b>\$6.03</b>	<b>\$6.03</b>	<b>\$6.03</b>	<b>\$5.00</b>
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	2017 actual	2018 actual	2019 actual	2017-2019 average	2020 proposed organizational budget
<b>Rental Income</b>					
<b>Gross Rents</b>					
private rental non-local	\$4,700.00	\$9,100.00	\$5,200.00	\$6,333.33	\$7,500.00
meeting rental non-local	\$525.00	\$350.00	\$525.00	\$466.67	\$475.00
workshop rental non-local	\$2,100.00	\$525.00	\$350.00	\$991.67	\$350.00
cancellation fees	\$0.00	\$150.00	\$0.00	\$50.00	\$500.00
retained deposit	\$150.00	\$971.00	\$0.00	\$373.67	\$0.00
<b>Total Gross Rents</b>	<b>\$7,475.00</b>	<b>\$11,096.00</b>	<b>\$6,075.00</b>	<b>\$8,215.34</b>	<b>\$8,825.00</b>
<b>Costs of Rental Income</b>					
bookings coordination	-\$2,688.57	-\$2,780.48	-\$568.30	-\$2,012.45	-\$2,200.00
cleaning services	-\$750.00	-\$1,200.00	-\$1,287.50	-\$1,079.17	-\$1,100.00
publicity	-\$7.47	-\$72.00	-\$72.00	-\$50.49	-\$75.00
office expense	-\$132.37	-\$9.99	\$0.00	-\$47.45	-\$75.00
supplies	-\$170.99	-\$132.26	-\$237.02	-\$180.09	-\$200.00
<b>utilities</b>					
internet/phone	-\$250.19	-\$287.35	-\$303.48	-\$280.34	-\$350.00
electric	-\$370.51	-\$419.42	-\$318.58	-\$369.50	-\$400.00
propane	-\$1,141.00	-\$1,001.83	-\$884.83	-\$1,009.22	-\$1,000.00
<b>Total utilities</b>	<b>-\$1,761.70</b>	<b>-\$1,708.60</b>	<b>-\$1,506.89</b>	<b>-\$1,659.06</b>	<b>-\$1,750.00</b>
repairs & maintenance	\$0.00	-\$266.37	-\$211.09	-\$159.15	-\$175.00
liability insurance	-\$2,201.04	-\$2,570.32	-\$2,666.32	-\$2,479.23	-\$2,850.00
depreciation rental based	-\$2,635.17	-\$1,432.76	-\$1,432.76	-\$1,833.56	-\$1,432.76
<b>Total Costs of Rental Income</b>	<b>-\$10,347.31</b>	<b>-\$10,172.78</b>	<b>-\$7,981.88</b>	<b>-\$9,500.65</b>	<b>-\$9,857.76</b>
<b>Net Rental Income</b>	<b>-\$2,872.31</b>	<b>\$923.22</b>	<b>-\$1,906.88</b>	<b>-\$1,285.31</b>	<b>-\$1,032.76</b>
<b>Fundraising Event Income</b>					
<b>Event Proceeds</b>					
bar sales	\$7,152.00	\$7,343.00	\$5,688.00	\$6,727.67	\$7,500.00
bar non taxable sales	\$137.00	\$0.00	\$0.00	\$45.67	\$50.00
novelty item sales	\$39.00	\$0.00	\$0.00	\$13.00	\$0.00
tips	\$375.00	\$291.00	\$647.00	\$437.67	\$350.00
bar service fee	\$500.00	\$130.00	\$300.00	\$310.00	\$250.00
<b>Total Event Proceeds</b>	<b>\$8,203.00</b>	<b>\$7,764.00</b>	<b>\$6,635.00</b>	<b>\$7,534.01</b>	<b>\$8,150.00</b>
<b>Event Expenses</b>					
bar expense	-\$1,454.13	-\$1,077.72	-\$1,263.73	-\$1,265.19	-\$1,500.00
cost of food	-\$93.81	\$0.00	\$0.00	-\$31.27	-\$30.00
music	-\$300.00	\$0.00	\$0.00	-\$100.00	-\$500.00
publicity	-\$498.67	\$0.00	\$0.00	-\$166.22	-\$250.00
decoration	-\$152.68	\$0.00	-\$6.50	-\$53.06	-\$75.00
cleaning	-\$100.00	\$0.00	\$0.00	-\$33.33	-\$50.00
licenses, fees, taxes	-\$845.06	-\$630.37	-\$645.25	-\$706.89	-\$700.00
<b>Total Event Expenses</b>	<b>-\$3,444.35</b>	<b>-\$1,708.09</b>	<b>-\$1,915.48</b>	<b>-\$2,355.96</b>	<b>-\$3,105.00</b>
<b>Net Fundraising Event Income</b>	<b>\$4,758.65</b>	<b>\$6,055.91</b>	<b>\$4,719.52</b>	<b>\$5,178.05</b>	<b>\$5,045.00</b>
<b>TOTAL INCOME</b>	<b>\$28,570.00</b>	<b>\$40,863.17</b>	<b>\$25,677.43</b>	<b>\$31,703.57</b>	<b>\$70,875.57</b>

	2017 actual	2018 actual	2019 actual	2017-2019 average	2020 proposed organizational budget
<b>EXPENSES</b>					
Fundraising Expenses					
Correspondence	\$1,639.13	\$0.00	\$0.00	\$546.38	\$200.00
Promotion	\$2,586.52	\$112.50	\$117.50	\$938.84	\$150.00
Supplies	\$16.30	-\$10.55	\$9.80	\$5.18	\$20.00
Dues & Fees	\$394.11	\$280.65	\$15.05	\$229.94	\$250.00
<b>Total Fundraising Expenses</b>	<b>\$4,636.06</b>	<b>\$382.60</b>	<b>\$142.35</b>	<b>\$1,720.34</b>	<b>\$620.00</b>
Program Expenses					
Volunteer Appreciation	\$169.17	\$0.00	\$134.30	\$101.16	\$200.00
Community Outreach	\$3,530.95	\$416.80	\$1,063.85	\$1,670.53	\$1,500.00
Small Improvement Projects	\$91.44	\$0.00	\$0.00	\$30.48	\$150.00
Grants Made					
Individuals					
rental subsidy	\$0.00	\$3,975.00	\$3,642.00	\$2,539.00	\$4,500.00
total Individuals	\$0.00	\$3,975.00	\$3,642.00	\$2,539.00	\$2,539.00
Organizations					
rental subsidy	\$0.00	\$3,312.50	\$2,525.00	\$1,945.83	\$3,500.00
sponsorship	\$0.00	\$150.00	\$0.00	\$50.00	\$50.00
total Organizations	\$0.00	\$3,462.50	\$2,525.00	\$1,995.83	\$3,550.00
<b>Total Grants Made</b>	<b>\$0.00</b>	<b>\$7,437.50</b>	<b>\$6,167.00</b>	<b>\$4,534.83</b>	<b>\$6,089.00</b>
Hall Use by Community					
bookings coordination	\$2,677.50	\$2,780.48	\$543.30	\$2,000.43	\$2,500.00
cleaning	\$750.00	\$1,200.00	\$1,287.50	\$1,079.17	\$1,350.00
supplies	\$171.52	\$130.07	\$205.53	\$169.04	\$225.00
utilities					
garbage	\$416.64	\$450.24	\$495.60	\$454.16	\$600.00
internet/phone	\$417.03	\$478.89	\$505.76	\$467.23	\$550.00
electric	\$617.64	\$699.06	\$530.92	\$615.87	\$750.00
propane	\$1,901.65	\$1,669.73	\$1,474.66	\$1,682.01	\$1,700.00
total utilities	\$3,352.96	\$3,297.92	\$3,006.94	\$3,219.27	\$3,600.00
repairs & maintenance	\$0.00	\$266.37	\$211.07	\$159.15	\$250.00
liability insurance	\$2,227.95	\$2,570.33	\$2,666.33	\$2,488.20	\$2,900.00
<b>Total Hall Use by Community</b>	<b>\$9,179.93</b>	<b>\$10,245.17</b>	<b>\$7,920.67</b>	<b>\$9,115.26</b>	<b>\$10,825.00</b>
Volunteers' Insurance	\$525.00	\$525.00	\$525.00	\$525.00	\$525.00
Property Tax	\$3,557.24	\$3,764.54	\$3,883.62	\$3,735.13	\$4,000.00
Depreciation mission-based	\$7,137.87	\$5,935.47	\$5,935.47	\$6,336.27	\$5,935.47
<b>Total Program Expenses</b>	<b>\$24,191.60</b>	<b>\$28,324.48</b>	<b>\$25,629.91</b>	<b>\$26,048.66</b>	<b>\$29,224.47</b>

	2017 actual	2018 actual	2019 actual	2017-2019 average	2020 proposed organizational budget
Operational Expenses					
office expense	\$604.22	\$261.91	\$312.08	\$392.74	\$275.00
publicity	\$2.60	\$24.58	\$47.13	\$24.77	\$50.00
supplies	\$8.71	\$4.34	\$48.99	\$20.68	\$25.00
maintenance	\$192.59	\$70.72	\$51.86	\$105.06	\$100.00
utilities					
internet/phone	\$166.79	\$187.41	\$202.32	\$185.51	\$250.00
electric	\$247.05	\$279.62	\$212.37	\$246.35	\$250.00
propane	\$760.67	\$667.88	\$589.89	\$672.81	\$750.00
total utilities	\$1,174.51	\$1,134.91	\$1,004.58	\$1,104.67	\$1,250.00
licenses, fees, taxes	\$65.83	\$180.76	\$100.00	\$115.53	\$125.00
bank charges	\$18.16	\$1.11	\$2.11	\$7.13	\$10.00
D&O insurance	\$808.20	\$794.00	\$812.60	\$804.93	\$815.00
depreciation operational	\$43.18	\$43.18	\$43.18	\$43.18	\$43.18
Total Operational Expenses	\$2,918.00	\$2,515.51	\$2,422.53	\$2,618.69	\$2,693.18
TOTAL EXPENSES	\$31,745.66	\$31,222.59	\$28,194.79	\$30,387.69	\$32,537.65
NET INCOME	-\$3,175.66	\$9,640.58	-\$2,517.36	\$1,315.88	\$38,337.92



**Housing & Federal Grants Division**

**2020/2021 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 Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	North Bay Children's Center									
<b>Mailing Address</b>	932 C Street, Novato 94949									
<b>Website</b>	www.nbcc.net									
<b>Organization DUNS#</b>	9	4	3	0	2	4	2	4	6	
<b>Executive Director/CEO</b>	Susan Gilmore									
<b>Email Address</b>	sgilmore@nbcc.net									
<b>Phone</b>	(415) 883-6222									

**3. Project General Information**

<b>Program/Project Name</b>	C Street Campus Renovation/Facility Expansion									
<b>Program/Project Site Address</b>	932 C Street Novato, 94949									
<b>CDBG/HOME Funding Amount Requested</b>	\$300,000									
<b>Application Contact Person</b>	Susan Gilmore									
<b>Title of Contact Person</b>	President & CEO									

Email Address

sgilmore@nbcc.net

Phone

(415) 883-6222

**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

100

San Rafael

0

County Other

0

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
0	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

The North Bay Children’s Center (NBCC) is a non-profit, community benefit organization that provides early childhood development and educational programs for children from age 6 weeks through age 5 years. The NBCC commenced operations in 1988 in Marin County. The program began with 60 children and was the first child care program in Northern Marin County to serve low-income families with children under two years of age. The NBCC also operates a smaller after school program serving grade school children.

Our mission is to assure optimal development for every child we serve through:

- Culturally rich programs that prepare children from diverse backgrounds to succeed socially, emotionally and academically
- Our Garden of Eatin’ program that weaves a culture of health and wellness throughout the organization and serves as a model for other communities to emulate
- Strong family, school, and community partnerships that support a shared belief in each child’s ability to succeed

NBCC relocated its operations to its current site at 932-940 C Street (APN 157-980-03) when the land became available as part of the Hamilton Air Force Base conversion program. The NBCC has continuously operated at its current site at 932-940 C Street since 1998 and has received many awards for its early childhood education programs that emphasize gardening as a teaching and learning platform.

The facilities at the site have been in continuous use by the NBCC since 1996. The capacity to serve children at the site has been about 80 children for some time now. The demand for services in the community can be met by increasing the capacity at the current site. However, the condition of the existing facilities has deteriorated to the point where they no longer support the current service level of NBCC’s programs facility. Attempts by NBCC to increase capacity at its site have been deterred by the condition of the existing facilities prompting a capital improvement plan to replace it’s badly deteriorated facilities with new facilities with increased capacity to serve the local communities critical needs for high quality affordable childcare and early childhood education. NBCC has undertaken a redevelopment program to replace its existing facilities and increase capacity at its site.

When completed, the redevelopment of the 932-934 C Street facilities will result in an increase of capacity from 80 children to approximately 150 children. It will have a concomitant increase in the number of jobs for adults working

in the childcare industry.

**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 limit to 3000 characters.)**

In 1996, the NBCC acquired its current 1.36 acre site at 932-934 C Street in Novato as a function of the conversion of Hamilton Air Force Base to civilian use. At that time, the NBCC began operating out of a building constructed in 1942. Three modular classrooms were purchased and installed to augment the existing building at the site. The buildings and infrastructure have aged out of their useful life and the site needs total redevelopment. The condition of the existing facilities has necessitated the relocation of NBCC operations to a nearby temporary site to clear the way for the redevelopment and construction project described herein. The condition of the existing site and the constraints arising from operating in temporary facilities limits the NBCC's ability to serve the local communities' critical needs for high quality affordable daycare and early childhood education programs.

The redevelopment of the 1.36 acre site will result in a purpose built childcare facility incorporating contemporary sustainable design and construction elements into a campus that will increase the capacity of NBCC operations from approximately 90 children to approximately 150 children. The play areas for the children will be a blend of edible garden areas and the latest approach to inventive child play areas intended to be a model and template for the NBCC's early childhood education programs and operations for all its current and future sites.

The redevelopment activities for the site began in earnest In 2015 when the NBCC initiated the planning and design of a new campus at its site in Novato. In 2017, the NBCC applied to the City of Novato for planning and design approval of its plan to redevelop its headquarters site in Novato. The future replacement project has completed several preconstruction requirements on its way to commencement of construction. A summary of activities is as follows:

- Design Development (2015-2017)
- Planning Department Review (2017-2018)
- Design Review Commission (2017-2019)
- Entitlement and Zoning Review (2019)
- Relocation of operations to temporary site (July 2019)
- Completion of Construction Drawings and Specifications (October thru December 2019)
- Submittal of Construction Drawings for Building Permits (December 2019)
- Plan Check for Code Compliance (Comments issued 2/3/2020)

The project is expected to be "shovel ready" in April of 2020. The scope of work for the next phases of the redevelopment project involve issuance of permits and commencement of construction of a new building totaling 19,824sf under roof and installation of a large garden and outdoor areas for child's play. The plans include a community meeting area to augment the mission of the NBCC through adult education and community gatherings after regular business hours.

The scope of work follows the typical construction activities for a ground up project:

- excavation and grading
- curbs, drainage and stormwater management

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

**Activities benefiting low and moderate-income persons. (LMI)**

**Activities benefiting low and moderate area. (LMA)**

**Activities which aid in the prevention or elimination of slums or blight**

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

At North Bay Children Center, our mission is to ensure that all children, especially our most vulnerable, have access to those critical early learning experiences that build the foundation for life-long success. NBCC programs benefit members of the protected classes and provide safety net services for families struggling to make ends meet.

One of the greatest challenges faced in this era of disparity is the widening gap between children growing up in strong, economically secure families—within thriving communities—and children who are not. As our nation’s education achievement gap grows, so does universal recognition of the importance of high quality early care and education for a child’s optimal development and helping families break the cycle of poverty by removing barriers that restrict fair access and equal opportunity.

NBCC’s project affirmatively furthers Fair Housing by offering child care scholarships and family support services that contribute to a more diverse, and inclusive community along with access to good jobs, schools, health care, transportation, and housing which are crucial to Marin County’s future prosperity.

We know building a solid preschool foundation is essential for our community and for our children’s future academic success. Almost three out of five low-income parents only have a high school degree or less. But many parents who want to improve their job skills can’t enroll in education and training because they can’t find or afford child care.

In Marin County, the average cost of full-time care for a 4-year old at a child care center is approximately \$13,000 per year; for infants it’s well above \$18,000. Without help, many families can face the untenable choice of not working or pursuing their education or leaving their children in unsafe, unstable, or poor quality child care arrangements. Affordable, quality childcare can help parents reach their career and educational goals.

Our economic future depends on providing the tools for upward mobility and building a highly educated, skilled workforce. Early childhood education is one the most efficient way to accomplish these goals yet so many children are being left out of this system.

Access to NBCC’s child care scholarships enables low-income parents to pursue their career or educational goals while preparing their children for success in school. Our programs are making a significant impact on the growing number of underserved children and their families in the North Bay, while ensuring that every child has the same opportunity for future success. With adequate resources, NBCC can dramatically increase its capacity to deliver superior programs and services that will facilitate today’s learning tools and further tomorrow’s innovations.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

NBCC is committed to affirmatively further fair housing and takes proactive measures to conduct affirmative marketing to members of the Protected Classes under federal fair housing laws to foster a more inclusive community and provide access to quality care for children who need it most. NBCC follows an affirmative marketing plan that it developed in 2019 and utilizes marketing activities (i.e. newspapers, electronic media, bulletin boards, brochures, notices, flyers, etc. ) with strategies each targeted to specific populations within the Protected Classes. See attached NBCC Proposed Marketing Activities document.

Annual review of its marketing outreach activities and set enrollment goals for the targeted populations are based on capacity, state contracts and community need. NBCC monitors its enrollment numbers monthly and reviews for changes in enrollments. Ongoing collaborations with community partners including the Marin Child Care Council, Community Action Marin, Marin Health and Human Services, Homeward Bound, and Gilead House regularly communicate to assess need/referral relationship and information sharing.

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

Moderate-Income	<input type="text" value="2"/>
Low-Income	<input type="text" value="19"/>
Very Low-Income	<input type="text" value="28"/>
Extremely Low-Income	<input type="text" value="123"/>



**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

North Bay Children's Center provides child care for children from 6 weeks to school age while parents are working full time or attending school. This scholarship assists families who otherwise would not be able to take advantage of enriching/school readiness programs at NBCC.

**A. Family Selection for Enrollment (Waitlist)**

1. NBCC maintains and updates the waitlist with income eligible applicants. Waitlist must contain Source, Date added to List, Child's name, Parent's name, child's birthdate, Phone #, Family Size, Income, Pre-Qualified for Subsidy, Full Fee, and/or Scholarship and Rank per Income Ranking Table. (extra information columns are a nice to have)

2. NBCC follows the CDE Management Bulletin 18-07 which contains 2018-2019 Income Ranking Table.xlsx at the bottom of the bulletin.

Link: <https://www.cde.ca.gov/sp/cd/ci/mb1807.asp>

3. Enter the information per the screenshot below:

4. Applying the Income Ranking: Based on the family size and average monthly gross income must be at the 80% of the State Median Income (SMI) adjusted for family size at initial enrollment for Subsidy families.

Note: When multiple families are within the same ranking, a child with exception needs must be admitted before, a child with the oldest application date.

5. Part Day Family Selection: from the wait list dependent on the vacancy available in the classroom. Priority is as follows: Family with lowest ranking may be selected based on the following priority

a. Child protective services, or at-risk of abuse, neglected or exploited

b. 4 year olds

c. 3 year olds

d. Exceptional needs child from an over income family (must have an IEP)

6. When a slot becomes available for a child identified as full fee and scholarship pre-qualified, the selection process is used as listed above per the CDE guidelines.

**B. Enrollment & Eligibility**

1. Family must bring all the following documentation to their enrollment appointment:

- Birth Certificate for all children in the family
- Immunization Record for child that is enrolling
- Address Verification – utility bill or other bill

• Income Documentation for each parent in the household-1 full month of consecutive paystubs and if applicable child support documentation, SSI, or Cal Works. \*if one/both parent(s) do not have an income, they need to fill out a Zero Income Statement.

For Income Verification: go to the CDE Child Care Family Fee Rate Calculator and select Initial Enrollment or Re-Certification (as applicable). Link: <https://www2.cde.ca.gov/familyfee/famfeecalc.aspx>.

Using the Total Countable Income and the Family Size verify the family is eligible for subsidized care based on the current fiscal year's Schedule of Income Ceilings (70% SMI) for Initial Certification or (85 % SMI) for Recertification tables.

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

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
American Indian or Alaskan Native	1	0
Asian	11	0
Black or African American	17	5
Native Hawaiian or Other Pacific Islander	0	0
White	143	113
American Indian and White	0	0
Asian and White	0	0
Black and White	0	0
American Indian and Black	0	0
Multi-Racial	0	0
<b>TOTAL</b>	<b>172</b>	<b>118</b>
<b>Female-Headed Households (out of above total)</b>	<b>40</b>	<b>3</b>
<b>Persons with Disabilities (out of above total)</b>	<b>15</b>	<b>1</b>

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

CDBG provided \$89,643 between October 2019 and January 2020 to assist with payment of pre-construction project development costs for the project described in Section 4 of this application. The funds were combined with NBCC funds and applied to architecture/engineering costs to prepare and submit construction drawings and specifications to the City of Novato for permits to construct the new facilities. The City of Novato sent the drawings and specifications to the North Marin Water District, Novato Fire District and the Novato Sanitary District to get their comments on the plans and specifications to assure compliance with their respective districts' guidelines, rules, ordinances and laws applicable to the project. The submittal for permits represents a major accomplishment in the preconstruction process for the project.

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

There are no previously approved CDBG/HOME remaining to be spent.

**17. Describe your organization's 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? (Please limit to 3000 characters.)**

The subject project is a significant undertaking and will be accomplished with the assistance of Devcon Construction (California License Number 399163). Devcon has an extensive portfolio of completed projects performed under Davis-Bacon prevailing wage requirement. The prevailing wage requirement will be a part of all subcontracts between Devcon and individual subcontractors engaged for the project and compliance activities will be the responsibility of Devcon's administrative support team for the project.

NBCC has engaged an Owner's Representative for the project who also has experience with prevailing wage requirements under federal grant programs. The Owner's Representative has the responsibility to review and recommend payment of Devcon's applications for payment for the duration of the project. The Owner's Representative will not recommend payment of any application that does not include the certified payroll documentation to prove continuous compliance with Davis-Bacon requirements applicable to the project.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

The NBCC has engaged Ralph O'Rear to manage the project. Mr. O'Rear has been involved in construction planning and construction management for nearly 3 decades. His oversight responsibilities during his career include strategic planning, zoning and land use approvals, project development, preconstruction planning, budgeting, bidding, schedule development, construction management and contract administration. He also has experience with sustainable and green building requirements and has been instrumental in planning budgeting and implantation of large-scale solar generation projects and other large-scale energy management projects. He has experience in a variety of project delivery methodologies including General Contracting with a guaranteed maximum price, Construction Manager at Risk and Design Build.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

Completed Pre-construction Reviews and Authorizations

- Zoning and Land Use
- Environmental Review
- Design Review
- North Marin Water District Connections (potable and reclaimed water)
- PG&E service connections
- Submission of application for building permits

Pending Reviews and Authorizations

- Building Department Plan Checks
- Sanitary District Connection
- Building Permits

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

N/A

22. For HOME projects, are you a CHDO?

23. 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.)

Task	Date of Completion
Define scope of work/finish design	Dec 19, 2019
Complete planning and environmental review	Oct 27, 2017
Release bid package	Jan 6, 2020
Select contractor	Jan 28, 2020
Finalize contract	Feb 28, 2020
Obtain building permits	Apr 30, 2020
Start construction	Aug 3, 2020
Complete construction	Dec 31, 2021

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.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

**Attach Project Budget**

Copy of Housing and Capital Service Project Budget Template (5).pdf

**Remove**

**Attach Org Budget**

fye 06.30.20 Exec Budget Summary.pdf

**Remove**

**Attach Miscellaneous**

NBCC Marketing Activities Methods of Advertising.pdf

**Remove**

**Signer Name** Susan Gilmore

**Signer Title** President & CEO

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Susan Gilmore, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 11:59:40 GMT-0800 (Pacific Standard Time)

**Capital and Housing Project Budget Template**

<b>Organization Name:</b> North Bay Children's Center
<b>Project Title:</b> Redevelopment of Novato Headquarters

**Date:** February 5, 2020

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
<b><u>Committed</u></b>					
<b>Foundations:</b>			\$ 1,298,500.00		\$ 1,298,500.00
<i>(Add rows)</i>					
<b>Government:</b>			\$ 89,643.00		\$ 89,643.00
<i>(Add rows)</i>					
<b>Corporations:</b>			\$ 257,000.00	\$ 87,000.00	\$ 344,000.00
<b>Individual Contributions: (list total):</b>			\$ 1,930,917.00		\$ 1,930,917.00
<b>Earned Income:</b>					
<b>Other (specify):</b>					
<i>(Add rows)</i>					
<b>Subtotal, Committed Income</b>			\$ 3,576,060.00	\$ 87,000.00	\$ 3,663,060.00
<b><u>Uncommitted</u></b>					
<b>Federal Grants Request</b>	\$ 150,000.00	\$ 150,000.00			\$ 300,000.00
<b>Foundations:</b>			\$ 500,000.00		\$ 500,000.00
<b>Government:</b>			\$ 100,000.00		\$ 100,000.00
<b>Corporations:</b>			\$ 250,000.00	\$ 250,000.00	\$ 500,000.00
<b>Individual Contributions:</b>			\$ 1,436,940.00		\$ 1,436,940.00
<b>Other (specify):</b>					
<b>Financing</b>			\$ 1,000,000.00		\$ 1,000,000.00
<b>Subtotal, Uncommitted Income</b>	\$ 150,000.00	\$ 150,000.00	\$ 3,286,940.00	\$ 250,000.00	\$ 3,836,940.00
<b>Other</b>					
<b>Earned Income:</b>					
<i>(Add rows)</i>					
<b>Subtotal, Earned Income</b>			\$ -	\$ -	\$ -
<b>Grand Total Income</b>	\$ 150,000.00	\$ 150,000.00	\$ 6,863,000.00	\$ 337,000.00	\$ 7,500,000.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Direct Project Related Expenses</b>					
<b>Acquisition</b>					
Purchase price					
Title/Recording/Escrow					
<b>Pre-development</b>					
Architecture & engineering			\$ 287,000.00		\$ 287,000.00
Phase 1			\$ 790,000.00		\$ 790,000.00
Market Study					
Entitlements/Zoning			\$ 45,000.00		\$ 45,000.00
<b>General Construction</b>					
General Contractor Costs			\$ 300,000.00		\$ 300,000.00
Demo, Site Work, Infrst			\$ 1,250,000.00		\$ 1,250,000.00
Building, foundation & framing			\$ 1,600,000.00		\$ 1,600,000.00
MEP			\$ 1,100,000.00		\$ 1,100,000.00
Interior finishes			\$ 1,338,000.00		\$ 1,338,000.00
Landscape/Play Area installation, Rough Installation of infrastructure	\$ 150,000.00		\$ 240,000.00		\$ 390,000.00
Permanent play structures, sunshades, walkways, water play features, fencing		\$ 150,000.00	\$ 250,000.00		\$ 400,000.00
<b>Subtotal, Direct Project Related Expenses</b>	\$ 150,000.00	\$ 150,000.00	\$ 7,200,000.00	\$ -	\$ 7,500,000.00
<b>Developer Fee (specify % in column A below)</b>					
0.00%					\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>					
0.00%					\$ -
<b>Grand Total All Expenses</b>					\$ 7,500,000.00

NORTHBAY CHILDREN'S CENTER  
 FYE 6/30/20 Budget Approved Budget  
 Executive Summary

**Income**

Parent Fees	633,974
CDE Contracts	4,510,995
Food Program	54,000
Grants	367,500
Contributions	51,550
Events	210,050
Other Income	292,944

<b>Total Income</b>	\$ 6,121,013
---------------------	--------------

**Expense**

Personnel	\$ 4,837,467
Curriculum Supplies	209,360
Staff Training	38,850
Services/Other Operating	775,475
Fundraising	53,953
Misc [Interest/Bank Fees]	101,650
Facility Repairs/Contingency	88,179

<b>Total Operating Expense</b>	\$ 6,104,934
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<b>Net Income/Loss</b>	<b>\$ 16,079</b>
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4b: Proposed Marketing Activities: Methods of Advertising

Targeted Populations	Targeted Population:	Targeted Population:	Targeted Population:	Targeted Population:
Method of Advertising	Hispanic/Spanish speaking	Families with Children u 18	African American/Black	Asian
Newspaper(s)	<p><b>Marin JJ</b> Ad print and online w/ Giving Marin program. Free county-wide coverage if sponsored. NBCC logo, various size English and Spanish</p> <p><b>La Voz</b> Northern CA primary bilingual newspaper announcements and event posting in print and online English and Spanish <a href="https://la.voz.us.com/">https://la.voz.us.com/</a></p>	<p><b>Marin JJ</b> Ad print and online w/ Giving Marin program. Free county-wide coverage if sponsored. NBCC logo, various size English</p> <p><b>Marin Scope Newspapers</b> "Salute to Marin's Nonprofits" edition. County wide coverage. NBCC logo, various size English</p>	<p><b>Marin JJ</b> Ad print and online w/ Giving Marin program. Free county-wide coverage if sponsored. NBCC logo, various size English</p> <p><b>Marin Post</b> "Voice of the Community" Post enrollment notices online: <a href="https://marinpost/org/">https://marinpost/org/</a> English</p>	<p><b>Marin JJ</b> Ad print and online w/ Giving Marin program. Free county-wide coverage if sponsored. NBCC logo, various size English</p>
Radio Station(s)	n/a	n/a	n/a	n/a
TV Station(s)	n/a	n/a	n/a	n/a
Electronic Media	<p>NBCC website <a href="http://www.nbcc.net">www.nbcc.net</a> with language toggle for Spanish NBCC logo, various size Social media, NBCC Facebook, linked in, yelp, Google Business pages Reason for use: mobile access <b>La Voz</b> Facebook page, online calendar posting</p>	<p>NBCC website <a href="http://www.nbcc.net">www.nbcc.net</a> NBCC logo, various size NBCC Social media pages, Facebook, linked in, yelp, Google Business Reason for use: mobile access Facebook group: Novato in the Know Next Door: Novato</p>	<p>NBCC website <a href="http://www.nbcc.net">www.nbcc.net</a> with language toggle for Spanish NBCC logo, various size Social media, facebook, linked in, yelp, Google Business Reason for use: mobile access <b>Marin Post</b> online calendar posting</p>	<p>NBCC website <a href="http://www.nbcc.net">www.nbcc.net</a> with language toggle for Vietnamese NBCC logo, various size Social media, facebook, linked in, yelp, Google Business Reason for use: mobile access <b>CAM/MAAP</b> – Social media postings</p>

4b: Proposed Marketing Activities: Methods of Advertising

Targeted Populations	Targeted Population:	Targeted Population:	Targeted Population:	Targeted Population:
Method of Advertising	Hispanic/Spanish speaking	Families with Children u 18	African American/Black	Asian
Bulletin Boards	Marin Community Clinic, Novato Clinic – 6100 Redwood Blvd., Novato, CA 94945  Novato Dental Clinic – 6090 Redwood Blvd, Suite D, Novato, CA 94945  Marin Health & Wellness Center – 3250 Kerner Blvd., San Rafael, CA 94901  Spanish	WIC office – 75 Roland Way, Novato, CA 94945  English and Spanish	WIC office – 630 Drake Avenue, Marin City, CA 94965  Marin City Library – 164 Donahue St., Sausalito, CA 94965  English and Spanish	West Marin Services Center, 1 Sixth St., Pt Reyes Station, CA 94956  Community Action Marin –555 Northgate Drive, San Rafael, CA 94903  MAAP, 851 Irwin Street, San Rafael, CA 94910
Brochures, Notices, Flyers	Various see attached  Spanish NBCC logo Reason for use: Dissemination of information of services	Various see attached  NBCC logo Reason for use: Dissemination of information of services	Various see attached  NBCC logo Reason for use: Dissemination of information of services	Various see attached  NBCC logo Reason for use: Dissemination of information of services
Others (Specify)	Enrollment Banners 3x8' NBCC logo  NBCC Weekly Food Pantry, Bilingual volunteers  Novato Farmers Market outreach  Ground outreach - bilingual enrollment specialist	Enrollment Banners 3x8' NBCC logo  NBCC Weekly Food Pantry, Bilingual volunteers  Novato Farmers Market outreach  Ground outreach - enrollment specialist	Enrollment Banners 3x8' NBCC logo  NBCC Weekly Food Pantry, Bilingual volunteers  Ground outreach - enrollment specialist	Enrollment Banners 3x8' NBCC logo  NBCC Weekly Food Pantry, Bilingual volunteers  Ground outreach - enrollment specialist



Housing & Federal Grants Division

2020/2021 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 Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

2. Organization (Fiscal Sponsor) General Information

Organization/Agency Name	North Marin Community Services
Mailing Address	680 Wilson Avenue
Website	www.northmarincs.org
Organization DUNS#	1 1 8 1 7 8 3 9 1
Executive Director/CEO	Cheryl Paddack
Email Address	cpaddack@northmarincs.org
Phone	4158921643

3. Project General Information

Program/Project Name	680 Wilson Enrichment Project
Program/Project Site Address	680 Wilson Avenue
CDBG/HOME Funding Amount Requested	\$114,245
Application Contact Person	Vanshika Nachnani
Title of Contact Person	CFO

Email Address

vanshika@northmarinincs.org

Phone

4158921643

**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

100

San Rafael

0

County Other

0

Total Percentage

100

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
No other County funding for this project	\$0	X

Add Row

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

North Marin Community Services (NMCS) is a 501(c)(3) that offers comprehensive services to 6,008 people in need annually. Our mission is to empower youth, adults and families in our diverse community to achieve well-being, growth and success, and we envision a strong community with opportunities for all. Our 60 staff and 240 volunteers deliver the following programs: 1. Child Development for youth ages 6-months to 14-years (255 clients). 2. Health and Wellness Programs (2,060 clients); 3. Family and Community Engagement Programs (3,693 clients). Over half of our staff members are bilingual, enabling us to serve a culturally and socio-economically diverse mix of families. The majority of those we serve are from low-income families: the median income for households participating in our safety net programs is \$16,776 as of 2019, compared to the overall median income of Novato of \$89,812 as of 2017.

**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 limit to 3000 characters.)**

Our 680 Wilson Avenue building is 23,000 square feet and houses Child Development Programs, Developmental Playgroup, Counseling Program, headquarters to administrative staff, and low cost community rentals. This project includes: (year 1 line item) Replacement of the built up roof above the gym. Last replaced in 2001; useful life 20 years. Current leaking through the roof onto the gym floor has created safety concerns for sports leagues. Already one middle school class activities canceled. See enclosed Marin Roofing quote (excludes permit costs). (year 2 line item) Refinish and repair full size gym floor (original to the building; 1976; full court gym size 79.5 feet by 58 feet). Wooden floors have been refinished every 10 years (useful life); last refinish 2012. Includes sanding, restriping, finish with four coats, patching of 5 damaged boards and addition of logo. See Spiteri Brothers quote enclosed. Bids to be issued to hire Davis-Bacon contractors.

**8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)**

Housing Support Services

**Children, Youth and Parent Services**

**Basic Health Services**

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

**Activities benefiting low and moderate-income persons. (LMI)**

**Activities benefiting low and moderate area. (LMA)**

**Activities which aid in the prevention or elimination of slums or blight**

**10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)**

Our 680 Wilson Ave Center benefits members of protected classes by removing barriers to opportunity for those who have been historically disadvantaged. The far majority of clients served belong to a racial group that has been subject to a legacy of discrimination, many are immigrants or seniors, and some experience at least one type of disability. The Center serves childcare to 255 children and families; health and wellness programs to 2,060 people including mental health counseling, immigrant playgroup, and fitness programs (indoor soccer and Zumba). Low cost fitness rentals to community groups. Open year-round, the far majority of those we serve are from very-low and extremely-low income households of protected classes (majority of these clients have minor children in the home). For example, Friday nights there is a Latino indoor soccer league that would otherwise be based in San Rafael due to gym rental shortages in Novato.

**11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)**

The far majority of clients who receive services at 680 Wilson Ave. are part of at least one protected class. With the exception of Whites and Asians, we serve a higher percentage of each ethnic and racial group than is found overall in Novato's population. Each of these groups are overcoming a legacy of discrimination except for the groups least likely to apply—high earning Whites and Asians. Given the clients we serve, we will continue to market as we have been—through bilingual online efforts, our team of Latino Health Advocates, the public schools, other services providers and the Marin Advocates Network, and signage—as it has been successful in reaching underserved populations. We also continue to ensure that our services are culturally appropriate and effective; we are in the fourth year of implementing our agency-wide cultural competency plan that includes, among many things, at least two cultural competency trainings annually for all staff.

**12. Approximately how many moderate, low, very low, and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized. (Use the income level table found in the Application Guidelines document)**

<b>Moderate-Income</b>	<input type="text" value="210"/>
<b>Low-Income</b>	<input type="text" value="404"/>
<b>Very Low-Income</b>	<input type="text" value="55"/>
<b>Extremely Low-Income</b>	<input type="text" value="86"/>



**13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)**

The Wilson Ave Center is home to our licensed, subsidized childcare program. All families seeking funding assistance, for childcare, through the CDBG funding must meet with Liliana Palu, Case Manager at North Marin Community Services to verify income eligibility. Eligibility requirements include, but are not limited to the following; verification of household income (must include latest tax return, 4 current paystubs; or verification of government financial assistance). A copy of birth certificate for those children living in your household – used to verify family size. Initial certifications are made for families who fall within the CDBG income limits for Marin County. All additional re-certifications will be completed annually, for every family who is awarded the funding.

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

<b>Ethnic Category</b>	<b>Total Number of Persons</b>	<b>Number of Persons Identifying as Hispanic</b>
American Indian or Alaskan Native	5	0
Asian	57	0
Black or African American	15	0
Native Hawaiian or Other Pacific Islander		
White	521	305
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	56	0
<b>TOTAL</b>	<b>654</b>	<b>305</b>
Female-Headed Households (out of above total)		
Persons with Disabilities (out of above total)		

**PROJECT MANAGEMENT & FINANCIAL DATA**

**15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)**

Past/current CDBG public services funding allowed us to provide affordable, quality childcare to low income families of protected classes to remain in the workforce so they are either stable or upwardly mobile. CDBG capital funding received in 2019-20 will allow the elevator modernization at 1907 Novato Blvd Center. This project will ensure our Case Management clients, staff and community partners who are permanently or temporarily disabled access to services provided upstairs in the two story building. A reliable, safe, and functioning elevator benefits the community by allowing all people to access the full services NMCS and our partners offer. In 2018-19 (first year that we received CDBG capital funding), our Wilson Ave flooring was renovated to ensure this 23,000 square foot facility

remains a place where youth, families and adults feel safe and comfortable and staff can work efficiently.

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

The goal is for all CDBG funding to be expended within the timeframe proposed, so there will be no remaining funding.

**17. Describe your organization's 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? (Please limit to 3000 characters.)**

We have been successfully implementing the CDBG grant since 1990, and we spent five years, from 2011-2016, successfully implementing the federal Drug-Free Communities Grant. Through our CA Dept of Education subsidized childcare contract, we also receive and successfully manage a Child Nutrition Information and Payment System (CNIPS) contract, which is a federal funding source. This contract allows 45,000 balanced, nutritious meals/year for our Child Development participants. Additionally, the following text will be included in all bid solicitations, contracts, and sub-contracts: "The successful bidder will be required to conform to the wage requirements prescribed by the federal Davis-Bacon and Related Acts which requires that all laborers and mechanics employed by contractors and sub-contractors performing on contracts funded in whole or in part with federal funds in excess of \$2,000 pay their laborers and mechanics not less than the prevailing wage rates and fringe benefits..."

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

The project will be supervised by Vanshika Nachnani and Jennifer Moeller. Vanshika Nachnani, Chief Financial Officer, manages the financial resources of the organization; including accounting, finance, organization-wide budgets, and investments in accordance with generally accepted accounting principles; Vanshika also oversees human resources, information technology, facilities and grounds functions. She has managed many capital projects to ensure compliance with budgets, contracts, and government health and safety standards. Jennifer Moeller, Administrative Manager, oversees administration for NMCS' Wilson Ave and Novato Blvd centers. Her career started at Sonoma University, where for five years she worked as the Office Manager in the Counseling Center and Educational Opportunity Program (EOP) Office. Following this, Jennifer worked in the nonprofit sector for four years as an Operations Assistant performing event planning, vendor management, and overseeing office administration.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

City of Novato permit for the roof

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects:** Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)

n/a

**22. For HOME projects, are you a CHDO?**

**23. 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.)**

Task	Date of Completion
Define scope of work/finish design	Jul 31, 2020
Complete planning and environmental review	Aug 31, 2020
Release bid package	Sep 7, 2020
Select contractor	Oct 16, 2020
Finalize contract	Nov 13, 2020
Obtain building permits	Dec 15, 2020
Start construction	Jan 11, 2021
Complete construction	Feb 26, 2021

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.
  - For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
  - For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.
- B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.



<b>Attach Project Budget</b>	Housing and Capital Service Project Budget.xlsx	<b>Remove</b>
<b>Attach Org Budget</b>	NMCS FY20 Mid-Year Budget.pdf	<b>Remove</b>
<b>Attach Miscellaneous</b>		<b>Remove</b>

**Signer Name** Cheryl Paddack

**Signer Title** CEO

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Cheryl Paddack, certify that all information contained in this application to be true and accurate to the best of my knowledge.  
Signed: Tue Feb 04 2020 16:38:52 GMT-0800 (Pacific Standard Time)

**Capital and Housing Project Budget 2020-22**

<b>Organization Name: North Marin Community Services</b>
<b>Project Title: 680 Wilson Enrichment Project</b>

Date: 02/04/20

INCOME:	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Income
<b><u>Uncommitted</u></b>					
Foundations:			\$ 10,000.00		
Government:					
Corporations:					
Individual Contributions: (list total):					
Earned Income:					
Other (specify):					
Investment Fund			\$ 10,000.00		
<b>Federal Grants Request</b>	\$ 77,345.00	\$ 36,900.00			
Foundations:					
Government:					
Corporations:					
Individual Contributions:					
Other (specify):					
<b>Subtotal, Uncommitted Income</b>	\$ 77,345.00	\$ 36,900.00	\$ 20,000.00	\$ -	\$ 134,245.00
<b>Grand Total Income</b>	\$ 77,345.00	\$ 36,900.00	\$ 20,000.00	\$ -	\$ 134,245.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Direct Project Related Expenses</b>					
<b>Acquisition</b>					
Purchase price					
Title/Recording/Escrow					
<b>Pre-development</b>					
Architecture & engineering					
Phase 1					
Market Study					
Entitlements/Zoning					
<b>General Development</b>					
<b>Roof: Labor</b>	\$ 52,220.00		\$ 10,000.00		
<b>Roof: Materials, excludes permit costs</b>	\$ 24,725.00		\$ 10,000.00		
<b>Roof: permit costs</b>	\$ 400.00				
<b>Gym floor: Labor</b>		\$ 25,830.00			
<b>Gym floor: Materials</b>		\$ 11,070.00			
<b>Subtotal, Direct Project Related Expenses</b>	\$ 77,345.00	\$ 36,900.00	\$ 20,000.00	\$ -	\$ 134,245.00
<b>Developer Fee (specify % in column A below)</b>					
0.00%					\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>					
0.00%					\$ -
<b>Grand Total All Expenses</b>					\$ 134,245.00

**North Marin Community Services**  
**Fiscal year July 1, 2019-June 30, 2020**  
**Agency Operating Budget**



	FY20	
<b><u>Revenue</u></b>		
Program Fees, tuition	\$889,245	21.0%
Foundation grants	\$1,263,323	29.9%
Government grants and contracts	\$993,301	23.5%
Individuals	\$261,684	6.2%
Business, Service Clubs	\$33,000	0.8%
Special Events	\$73,000	1.7%
Misc funding: rental income; interest income	\$78,617	1.9%
Other funding: investment fund (\$164,465), released from prior year restricted (\$474,895)	\$639,360	15.1%
	<b><u>\$4,231,530</u></b>	<b>100%</b>
 <b><u>Expenses</u></b>		
Salaries/Wages	\$2,627,261	62.1%
Taxes and benefits	\$605,847	14.3%
Building Costs, Utilities, Overhead	\$162,496	3.8%
Insurance	\$50,000	1.2%
Postage/Shipping, Print/Copying, Marketing, Advertising	\$33,575	0.8%
Supplies	\$123,564	2.9%
Travel & Transportation	\$40,616	1.0%
Professional Development	\$14,980	0.4%
Professional Services (Clinical Supervisors, evaluation and marketing consultants, janitorial services, IT/IS Consultants)	\$256,669	6.1%
Other Expenditures (admin, rental assistance & other programs,bank fees,misc)	\$316,477	7.5%
	<b><u>\$4,231,484</u></b>	<b>100%</b>
 <b><u>Fundraising/Admin Costs (gross)</u></b>	 <b>25%</b>	



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1921

*" We top them all "*

**MARIN COUNTY ROOFING CO., INC.**

250 Francisco Blvd. West • San Rafael, California 94901 • 453-3511

Approved By: \_\_\_\_\_

DATE: 2/4/2020

# SPITTEI BROTHERS, INC.

3285 CALIFORNIA BLVD.  
NAPA, CA 94558  
707-226-7543 fax 707-226-7583

LICENSE #789961

## ESTIMATE

Customer N Marin Community Services  
Address 680 Wilson Ave.  
Novato, CA 94947  
Phone Jennifer (415)892-1643  
Fax 415-897-7171

Project SAME  
Address  
Phone  
Fax

Contractor  
Address  
Phone  
Fax

### Scope of Work:

Price for refinishing of gym floors. Floors to be sanded, restriped (same as current striping) and finished with four coats Hillyard Gym Finish. Includes patching of 5 boards and logo.

Materials 30%  
Labor 70%

Owner to have electrician hook up and disconnect 3-Phase power for the equipment

Does not include any waivers of subrogation or bonding.

TOTAL

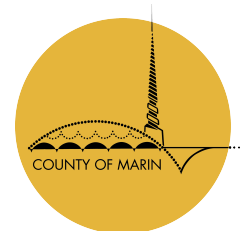
1. All extras and upgrades to be negotiated independent of this estimate.
2. Unless stated above, these prices do not include tear-out, sub-floor prep, patching, white wash, ebony or colored stain, borders, baseboards, trims or their installation.
3. Owner will move any furniture and/or appliances unless arrangements are made and will be charged accordingly.
4. S.B.I. are not responsible for covering any furnishings or cleaning charges from sanding procedures. Unless stated does not include dustless system.
5. S.B.I. can not guarantee any size or grade of hardwood flooring against cupping, water damage, termite, or beetle infestation.
6. S.B.I. carries all General Liability and Workers Compensation Insurance coverage. Certificates available upon request.

Payments to be made as follows: 10% to accompany signed contract, remainder of contract on a progressive billing basis. Balance due upon completion. 1.5% finance charge will be assessed to all past due accounts. \$25.00 minimum fee will be charged for each returned check. In the unlikely event of a dispute regarding this contract, prevailing party will be entitled to any attorney fees and/or collection fees.

Please sign and return one copy for acceptance of estimate

Date

ESTIMATE VALID FOR 30 DAYS



**Housing & Federal Grants Division**

**2020/2021 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 Housing Construction/Acquisition
- CDBG Housing Rehabilitation
- CDBG Public Facilities/Improvements
- HOME Housing Construction/Acquisition
- HOME Housing Rehabilitation

**2. Organization (Fiscal Sponsor) General Information**

<b>Organization/Agency Name</b>	City of San Rafael Department of Public Works									
<b>Mailing Address</b>	111 Morpew St, San Rafael, CA 94901									
<b>Website</b>	<a href="https://www.cityofsanrafael.org/departments/publicworks/">https://www.cityofsanrafael.org/departments/publicworks/</a>									
<b>Organization DUNS#</b>	8	2	4	4	7	4	5	9		
<b>Executive Director/CEO</b>	Bill Guerin, Public Works Director									
<b>Email Address</b>	Bill.Guerin@cityofsanrafael.org									
<b>Phone</b>	415.485.3110									

**3. Project General Information**

<b>Program/Project Name</b>	Canal Area Pump Station Improvements									
<b>Program/Project Site Address</b>	All within Canal area of San Rafael Cayes Pump Station: 17 Narragansett Cv Piombo Pump Station: APN 009-291-05 400 Canal Pump Station: 400 Canal St									
<b>CDBG/HOME Funding Amount Requested</b>	\$505,000									
<b>Application Contact Person</b>	Theo Sanchez									

<b>Title of Contact Person</b>	Associate Civil Engineer
<b>Email Address</b>	Theo.Sanchez@CityofSanRafael.org
<b>Phone</b>	415.458.5326

**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	<input type="text" value="0"/>
San Rafael	<input type="text" value="100"/>
County Other	<input type="text" value="0"/>
<b>Total Percentage</b>	<input type="text" value="100"/>

**5. What other County of Marin funding is your organization receiving for this project?**

Funding Source	Grant Amount	
n/a	\$0	X

**Add Row**

**6. Organizational Overview: Provide a brief description of your organization including mission, programs, number of clients served, etc. (Please limit to 3000 characters.)**

The City of San Rafael Department of Public Works is responsible for improving and maintaining public property, infrastructure, and buildings. These responsibilities include but are not limited to maintenance of parks and opens spaces, roads, bicycle and pedestrian facilities, stormwater systems including pump stations, and community buildings including fire stations, community centers, and child care facilities. The organization is composed of teams, consisting of traffic and land development engineers, capital improvement project engineers, administration/public outreach, parks maintenance, streets maintenance, and fleet maintenance. Working within the budget approved by City Council, the Department of Public Works strives to most efficiently and effectively allocate these resources throughout the City. Through a shared common goal and a strong organization structure, these teams work hand in hand to ensure the City of San Rafael is safe and well maintained for all residents, businesses, and visitors.

**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 limit to 3000 characters.)**

**Pump Station #1: Cayes Pump Station Upgrades**  
 The Department of Public Works has already hired a design consultant to prepare plans for an upgrade of the existing electrical panels, telemetry at this pump station. The existing equipment is outdated and replacement parts are very difficult to acquire when needed. The upgrades will ensure the pump station continues to provide flood protection for this area and allow it to be remotely operated. The attached cost estimate shows that equipment and labor will cost around \$375,000.

**Pump Station #2: Piombo Pump Station Upgrades**  
 This pump station was built around the same time as Cayes Pump Station and has the same problem regarding the electrical panels and lack of telemetry. A design needs to be completed so that this pump station can be upgraded similarly to Cayes Pump Station. We anticipate the design costs to be around \$70,000.

**Pump Station #3: 400 Canal Pump Station**  
 One of the generators at this site needs to be rebuilt. No design is needed and the cost should be around \$60,000.



8. For Public Service projects, which community priority does your project align with? (check as many boxes as applicable)

- Housing Support Services
- Children, Youth and Parent Services
- Basic Health Services

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

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

10. How will this project Affirmatively Further Fair Housing? (Please limit to 3000 characters.)

Affirmatively Further Fair Housing means “taking proactive measures beyond simply combatting discrimination to foster more inclusive communities and access to community assets for all persons protected by the Fair Housing Act.” The upgrades intended for the various pump stations located within the Canal area are important so that this critical drainage infrastructure can continue to provide sufficient flood protection for the residents of this community.

By ensuring the adequate function of these pump stations, residents will have a reduced risk of flood damage to their homes and have less street flooding during storms so that they can travel.

11. Describe how this project will conduct affirmative marketing to members of the Protected Classes under federal fair housing laws. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel. (Please limit to 3000 characters.)

City staff has recently attended meetings held by the MultiCultural Center of Marin to inform residents of projects that the City is actively working on to improve drainage and prepare for sea-level rise. Among the projects discussed were the proposed improvements to the pump stations. These meetings were attended by a variety of community members and had both Spanish & Vietnamese translators who were helping the audience to understand the presentations.

Further efforts using social media, websites, posters and meetings with local community groups, will ensure that all demographics are reached as part of this project.

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

Moderate-Income	<input type="text" value="1,700"/>
Low-Income	<input type="text" value="4,090"/>
Very Low-Income	<input type="text" value="1,580"/>

Extremely Low-  
Income

3,560

13. How does your organization verify client income? (Income verification is required except if the client is presumed benefit by HUD. Presumed benefit applies to abused children, battered spouses, the elderly, adult persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers.) (Please limit to 3000 characters.)

n/a

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

Ethnic Category	Total Number of Persons	Number of Persons Identifying as Hispanic
American Indian or Alaskan Native	150	144
Asian	837	4
Black or African American	305	186
Native Hawaiian or Other Pacific Islander	0	0
White	3,662	2,441
American Indian and White	12	0
Asian and White	121	0
Black and White	0	0
American Indian and Black	0	0
Multi-Racial	296	195
<b>TOTAL</b>	<b>5,383</b>	<b>2,970</b>
Female-Headed Households (out of above total)	692	
Persons with Disabilities (out of above total)	676	

#### PROJECT MANAGEMENT & FINANCIAL DATA

15. If funded previously, list past project goals and accomplishments/activities using CDBG/HOME funds. (Please limit to 3000 characters.)

2018-20 CDBG funding was utilized to make various improvements to the Pickleweed Park playground area. After conducting several public meetings and online polls, DPW staff purchased playground structures that were selected by the community from a list of options. DPW then proceeded to demolish the existing playground while contractors were hired to install the new equipment and wood fiber play surface. The public was ecstatic when the playground opened and many residents expressed appreciation for how these resources benefited their community.

**16. If your agency has remaining CDBG/HOME funds previously approved, please describe the timeline for expending the fund balance. (Please limit to 3000 characters.)**

2019-20 CDBG funds are being used to make further improvements to the Pickleweed Park playground area. As of Feb 6th, 2020, the \$72,900 awarded this fiscal year has been used to buy picnic tables and rehabilitate the BBQ grill. A separate contract has being finalized for the construction of perimeter fencing around the playground. It is anticipated that construction of the fencing will begin in Spring 2020. Any remaining funds may be used for landscape improvements.

**17. Describe your organization's 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? (Please limit to 3000 characters.)**

The San Rafael Department of Public Works regularly receives Federal funding for our construction projects. From projects as small at \$25,000 to as large as \$10 million, DPW staff are well-experienced and qualified in the requirements related to receiving federal funds -- including full compliance with prevailing wages.

**18. Describe who will supervise and manage the project and their past experience with project management. (Please limit to 3000 characters.)**

Theo Sanchez, an Associate Civil Engineer at Public Works, will be managing these projects. He has managed several projects while working at Public Works including several federally-funded projects. The CDBG-funded projects listed in Questions 15 and 16 were managed by Theo so he should be qualified to manage the ones submitted in this application.

**19. For Housing and Capital (construction and renovation) projects, list any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received. (Please limit to 3000 characters.)**

Since the projects scoped for this application will all be within City-owned property and consist of electrical upgrades, no additional authorizations will be needed other than getting City Council to approve the project.

**20. For Housing and Capital (construction and renovation) projects, what stage are you in? Select the current phase of the proposed.**

- Predevelopment
- Planning
- Cost Estimate
- Building

**21. For HOME projects: Please describe how you will meet the 25% funding match requirement? (Please limit to 3000 characters.)**

n/a

**22. For HOME projects, are you a CHDO?**

**23. 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.)**

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

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.

- For Public Service projects: Project budgets should cover a 1-year time period only. Year two funding allocations will be based on the 1-year budget in relation to outcomes achieved and HUD funding levels.
- For Capital/Housing projects: Project budgets should be developed spanning a two-year time period, with specific outcomes and line items associated with each year. If your project has received planning approvals, has an environmental review on file, and is ready to move forward in a 1-year time frame please indicate so.

B. Organizational Budget: Upload your organization or fiscal sponsors annual budget.

<b>Attach Project Budget</b>	Cayes Pump Station Cost Estimate.pdf	<b>Remove</b>
<b>Attach Org Budget</b>	3_Reso 1. Exh 2. FY19-20 Gen Fund Proposed Budget-Exhibit II.pdf	<b>Remove</b>
<b>Attach Miscellaneous</b>	ACS_2015 Census Data.pdf	<b>Remove</b>

**Signer Name** Theo Sanchez

**Signer Title** Associate Civil Engineer

**By checking this box, I hereby certify that the information in this application is true and accurate to the best of my knowledge.**

By checking this box, I, Theo Sanchez, certify that all information contained in this application to be true and accurate to the best of my knowledge.

Signed: Thu Feb 06 2020 11:40:47 GMT-0800 (Pacific Standard Time)

**Capital and Housing Project Budget Template**

**Organization Name:** City of San Rafael Department of Public Works

**Project Title:** Canal Area Pump Station Improvements

**Date:** February 6, 2020

<b>INCOME:</b>	<b>Federal Grants Request Year 1</b>	<b>Federal Grants Request Year 2</b>	<b>Other Funding Sources</b>	<b>In Kind</b>	<b>Total Proposed Project Income</b>
<b><u>Committed</u></b>					
<b>Foundations:</b>					
<i>(Add rows)</i>					
<b>Government:</b>					
<b>City Funds (Design of Cayes Pump Station)</b>			\$ 70,000.00		
<i>(Add rows)</i>					
<b>Corporations:</b>					
<i>(Add rows)</i>					
<b>Individual Contributions: (list total):</b>					
<b>Earned Income:</b>					
<i>(Add rows)</i>					
<b>Other (specify):</b>					
<i>(Add rows)</i>					
<b>Subtotal, Committed Income</b>			\$ 70,000.00	\$ -	\$ 70,000.00
<b><u>Uncommitted</u></b>					
<b>Federal Grants Request</b>	\$ 270,000.00	\$ 235,000.00			
<b>Foundations:</b>					
<i>(Add rows to list other Foundations)</i>					
<b>Government:</b>					
<i>(Add rows to list other Government agencies)</i>					
<b>Corporations:</b>					
<i>(Add rows to list other Corporations)</i>					
<b>Individual Contributions:</b>					
<i>(Add rows to list other Contributions)</i>					
<b>Other (specify):</b>					
<i>(Add rows to list others )</i>					
<b>Subtotal, Uncommitted Income</b>	\$ 270,000.00	\$ 235,000.00	\$ -	\$ -	\$ 505,000.00
<b>Other</b>					
<b>Earned Income:</b>					
<i>(Add rows)</i>					
<b>Subtotal, Earned Income</b>			\$ -	\$ -	\$ -
<b>Grand Total Income</b>	\$ 270,000.00	\$ 235,000.00	\$ 70,000.00	\$ -	\$ 575,000.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request Year 1	Federal Grants Request Year 2	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Direct Project Related Expenses</b>					
<b>Acquisition</b>					
Purchase price					
Title/Recording/Escrow					
<i>(Add rows to list other direct project expenses)</i>					
<b>Pre-development</b>					
Design for Piombo Pump Station Upgrade		\$ 70,000.00			
<b>General Development</b>					
Cayes Pump Station: Equipment	\$ 270,000.00				
Cayes Pump Station: Installation		\$ 105,000.00			
400 Canal Pump Station: Rebuild Generator		\$ 60,000.00			
<b>Subtotal, Direct Project Related Expenses</b>	\$ 270,000.00	\$ 235,000.00	\$ -	\$ -	\$ 505,000.00
<b>Developer Fee (specify % in column A below)</b>					
0.00%					\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>					
0.00%					\$ -
<b>Grand Total All Expenses</b>					\$ 505,000.00

PRELIMINARY - ELECTRICAL CONSTRUCTION COST OPINIONS

**SAN RAFAEL CAYES PUMP STATION ELECTRICAL IMPROVEMENT**  
**Preliminary Electrical construction cost**

UNIT	QTY.	ITEM	UNIT COSTS		EXTENDED COSTS		TOTAL
			MAT.	LABOR	MAT.	LABOR	COSTS
EA	1	PG&E Metering Section & Main Breaker Disconnect	\$9,139	\$13,000	\$9,139	\$13,000	\$22,139.00
EA	1	Main MCC, Load Center, and Walk-in Enclosure	\$118,304	\$25,000	\$118,304	\$25,000	\$143,304.00
LS*	1	Pump Station Controls and SCADA	\$30,000	\$10,000	\$30,000	\$10,000	\$40,000.00
LS	1	Lighting and Control	\$1,500	\$600	\$1,500	\$600	\$2,100.00
LS	1	Receptacles	\$500	\$500	\$500	\$500	\$1,000.00
LS	1	Testing, Start-up, Commissioning	\$5,000	\$2,800	\$5,000	\$2,800	\$7,800.00
EA	2	Branch circuit homeruns power supply for new SCADA equipment	\$150	\$600	\$300	\$1,200	\$1,500.00
LF	150	3/4" conduit and wiring	\$18	\$28	\$2,700	\$4,200	\$6,900.00
EA	8	Pullboxes	\$185	\$250	\$1,480	\$2,000	\$3,480.00
EA	2	Coring of existing concrete Pad/floor	\$1,350	\$750	\$2,700	\$1,500	\$4,200.00
EA	1	Removal of (e) MCC	\$450	\$650	\$450	\$650	\$1,100.00
EA*	2	Sluice Gate Motor and Control Switch	\$2,000	\$1,400	\$4,000	\$2,800	\$6,800.00
LS	1	Clean-up site	\$2,000	\$1,000	\$2,000	\$1,000	\$3,000.00
	1	Programming, Testing , Start-up, Commissioning	\$16,500	\$11,000	\$16,500	\$11,000	\$27,500.00
		<b>SUBTOTAL MATERIAL &amp; LABOR</b>			<b>\$194,573</b>	<b>\$76,250</b>	<b>\$270,823.00</b>
		SALES TAX (8.25%)			\$16,052	\$0	\$16,052.27
		OVERHEAD (8%)			\$15,566	\$6,100	\$21,665.84
		PROFIT (10%)			\$19,457	\$7,625	\$27,082.30
		INSURANCE & BOND (2%)			\$3,891	\$1,525	\$5,416.46
		CONSTRUCTION DIFFICULTY FACTOR (5%)			\$9,729	\$3,813	\$13,541.15
		ELECTRICAL CONSTRUCTION COST TOTAL			\$259,269	\$95,313	\$354,581.02
		CONTINGENCY (5%)					\$17,729.05
		<b>TOTAL COST</b>					<b>\$372,310</b>

**NOTE :** The above cost does not include fire marshal fee, AHJ related fee, associated Owner cost, general contractor mark-up , structural, architectural, and engineering design cost.  
 \* : The indicated cost is a place holder until it can be verified with Telestar and Sluice Gate MFG respectively.



**GENERAL FUND  
PROPOSED BUDGET FY 2019-2020**

EXHIBIT II

**REVENUES & OTHER OPERATIONAL SOURCES**

**Taxes**

Property Tax and related	\$ 20,913,000
Sales Tax	21,589,000
Sales Tax -Measure E	12,233,000
Franchise Tax	3,967,000
Business Tax	2,904,000
Transient Occupancy Tax	3,273,000

**Other Agencies**

CSA #19 Fire Service	2,112,000
VLF Backfill	6,059,000
Other Agencies (Prop 172, Owner Prop Tax, State Mandate, Other agencies)	1,279,000

**Other Revenues**

Permits & Licenses (building, electrical, encroachment, use, alarm)	2,629,170
Fine & Forfeitures (traffic, vehicle, etc.)	383,000
Interest & Rents (investment earnings, rents, etc.)	176,742
Charges for Services (includes dev't fees and plan review)	2,150,000
Other Revenue (damage reimbursements, misc income)	615,000

**Sub-total: Revenues** **\$ 80,282,912**

**TRANSFERS IN**

from Gas Tax	900,000
from Map Fund	401,000
from Parking Services Fund - Admin. cost	486,387
from Measure E for 2018 Lease Revenue Bond	2,235,200
from Employee Retirement Fund - POB debt payment	678,763

**Sub-total: Transfers In** **\$ 4,701,350**

**TOTAL SOURCES**

**\$ 84,984,262**

**EXPENDITURES AND OTHER OPERATIONAL USES**

**Expenditures by Department**

Finance	4,686,176
Non-Departmental	4,144,204
City Manager/City Council	2,692,216
City Clerk	482,646
Digital Services	1,785,913
Mgt Serv: Adm,HR	500,223
City Attorney	1,184,857
Community Development	4,144,195
Police	24,194,338
Fire	18,925,306
Public Works	12,021,259
Library	3,334,075
Economic Development	785,781

**Sub-total: Expenditures** **\$ 78,881,189**

**OPERATIONAL TRANSFERS OUT**

to Recreation Fund - Operating support	2,000,000
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**Sub-total: Transfers Out** **\$ 2,000,000**

Non-Operating Transfers (Measure E / San Rafael Essential Facilities) 4,077,000

Allocation to Emergency and Cash Flow Reserve 130,000

**TOTAL USES**

**\$ 85,088,189**

**NET RESULTS**

**\$ (103,927)**


ACS Demographics used for Question 14

Ethnic Category	Census Tract 1122.01		Census Tract 1122.02		Combined Census Tract Info	
	Identified As Hispanic	Identified As Hispanic	Identified As Hispanic	Identified As Hispanic		
American Indian	150	144	0	0	150	144
Asian alone	282	4	555	0	837	4
African American alone	263	158	42	28	305	186
Native Hawaiian alone	0	0	0	0	0	0
White alone	1,839	1,448	1,823	993	3,662	2,441
Multi-Racial	157	98	139	97	296	195
American Indian & White	6		6		12	
Asian & White	85		36		121	
Black & White	0		0			
American Indian & Black	0		0			
All other combos	33		91			
Some other race alone	5,009	4,717	2,048	1,853	7,057	6,570
<b>Totals</b>	<b>7,700</b>	<b>6,569</b>	<b>4,607</b>	<b>2,971</b>	<b>12,307</b>	<b>9,540</b>
Female-Headed "Selected Social Characteristics in US" With a Disability	374		318		692	
	370		306		676	

Note: Question 14 does not have a space to enter the "Some other race alone" information which represents 7,057 individuals within these census tracts



**Legend**

 Pump Station Location

Pickleweed Park

**Project #3: 400 Canal Pump Station**

- one of the generators needs to be rebuilt
- no design needed
- cost around \$60k

**Project #1: Cayes Pump Station Upgrades**

- design consultant is currently working on finalizing plans and providing a rough cost estimate
- upgrading electrical panels, telemetry
- may cost +\$375k
- possible idea to buy the equipment first year and wait to get additional 2nd year CDBG funds to complete construction

**Project #2: Piombo Pump Station Upgrades**

- has not been designed
- design alone will cost \$70k
- needs the same improvements as Project #1

Google Earth

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4000 ft