

2024-25 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATIONS

Public Services Project Applications

Countywide Projects

Organization Name	Program/Project Name	Page #
Benevolence: A Communication Wellness Cafe *	The BlackStage Xperience	2
Fair Housing Advocates of Northern California	Fair Housing Counseling and Education	13
Front Porch Communities Foundation	Home Match Marin	26
Make It Home	Pilot Furniture Pick-Up and Delivery Program	38
Marin YMCA	Expanding Affordable Childcare through YMCA Elementary Aged Programs	51
Pearl Transit Corp *	Oral health outreach for low-income Marin County residents.	64
Vivalon	Nourish by Vivalon	85
WeeCare, Inc. (DBA Upwards)	BOOST (Business Operation & Optimization Support Tools)	99

County Other Projects

Organization Name	Program/Project Name	Page #
Bridge the Gap	Bridge the Gap Children, Youth, and Parent Support Services: K-8 Year-Round Academic and Enrichment Activities	161
Performing Stars of Marin (PSoM)	Robust Social Services for Southern Marin Residents Including Children, Youth, and Families	174
Planned Parenthood Northern California	Increasing Access to Sexual Reproductive Health Care in Marin County	205
San Geronimo Valley Community Center *	San Geronimo Valley Community Center Food Bank	219
The Hannah Project Partnership for Academic Achievement	Hannah Freedom School/FS2	228
Young Performers International	YPI Young Musicians Scholarship Program	240

Novato Projects

Organization Name	Program/Project Name	Page #
North Bay Children's Center	Child Care Scholarships	253
North Marin Community Services	Nourishing North Marin	265

San Rafael Projects

Organization Name	Program/Project Name	Page #
City of San Rafael	Pickleweed Preschool	276
Mental Health Advocates of Marin/ Fiscally sponsored by Marin Link *	Enterprise Resource Center	320

* Application submitted incomplete

- Planning area designations are subject to change.



Friday, February 16, 2024

Housing and Federal Grants Division 2024 - 2025 Application for Funding Community Development Block Grant Program

This application is for nonprofit organizations and government entities in Marin County, California who would like to apply for federal Community Development Block Grant program funds for Public Services or Community Infrastructure/Capital Improvements. Please refer to the [Application Guidelines](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

Indicate type of project. If your project allows, you may apply under multiple categories. (See Application Guidelines for more information)

Public Services (CDBG)

Public Facilities/Improvements (CDBG)

Organization (Fiscal Sponsor) General Information

Organization (Fiscal Sponsor)/Agency Name

Benevolence: A Communication Wellness Cafe

Mailing Address

1530 Armstrong Ave
Novato, California, 94945

Executive Director/CEO

Latille Phillips

Email Address

latillephillips@gmail.com

Phone Number

(707) 774-2568

Project General Information

Program/Project Name

The BlackStage Xperience

Program/Project Site Address

1530 Armstrong Ave
Novato, California, 94945

CDBG Funding Amount Requested (Minimum request amount: \$15,000)

30000

Application Contact Person

Latille Phillips

Title of Contact Person

Founder & Therapeutic Director

Contact Email Address

latillephillips@gmail.com

Contact Phone Number

(707) 774-2568

To determine if your project is located in a Special Flood Hazard Area as indicated by FEMA, visit [FEMA Flood Map Service Center](#). (Save a copy of the Dynamic Map and upload at the end of this application.)

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

For CDBG Public Facilities/Improvements applications, if the project is located in a **Regulatory Floodway it is not eligible for funding**. Public Facilities/Improvements projects located in a Special Flood Hazard Area require flood insurance to qualify for funding.

Project Specifics

Planning Areas Served: Indicate what geographic area(s) the requested funding will serve.

Novato San Rafael County Other

Is your organization receiving other County of Marin funding for this project?

No

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

Benevolence: A Community Wellness Cafe, is a mobile community wellness cafe that serves families, residents, communities and partners with local agencies, organizations and businesses to support the social, emotional and mental health needs of it's members. Benevolence Wellness Cafe seeks to eradicate the stigma of Mental Health services by being a consistent, visible part of the landscape of Marin County. It it will serve as an additional support system in conjunction with other local agencies to support the current and growing social, cultural, emotional, mental health needs of Wellness.

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.

As health and healing looks different, by diverse lifestyles, cultures and communities, Benevolence Wellness Cafe, will serve up and offer therapeutic and creative showcases and performances, counseling, parent coaching, adult and youth group supports, resources for Therapy and Life supports, engaging seasonal initiatives all while offering a safe place to commune and enjoy light

foods and refreshments together.

Which community priority does your project align with? (See Application Guidelines for descriptions) (check as many boxes as applicable)

Basic Health Services

Children, Youth and Parent Services

Food Security

Describe how your project aligns with these priorities.

Benevolence Wellness Cafe will continue its due diligence to continue to study and learn the demographics and needs of Marin County families residents and community members.

Benevolence Wellness will cultivate and create appropriate materials to offer those seeking community and help. It will be a place to have conversation and dialogue and share one's stories of life, lessons, celebration, love and challenges.

Benevolence Wellness as a deep centering of family and will offer supports to families with children 0 to 5 years of age that may struggle with parenting and child wearing by providing child development supports and parent coaching and the psychodynamics to healthier well-being.

Benevolence Wellness will partner with local farms, food and grocers to always provide light and fresh ready and pre-paired offerings such as tea, water coffee, breads, pastries or fruits to person's that visit, The Benevolence Wellness Cafe.

Select HUD National Objective to be achieve with funding. Check all that apply.

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

Activities benefiting low and moderate area. (LMA)

All projects funded are required to Affirmatively Further Fair Housing (AFFH) which is defined as taking "meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics."

How will this project Affirmatively Further Fair Housing?

The Benevolence Wellness Cafe is mobile and will have its routes in various communities and areas that need access to it's walk-up and sit-down services.

Areas will consist of farmers markets, farm stands, libraries, schools, appropriate local businesses and various residential neighborhoods.

The Benevolence Wellness Cafe is open to partnerships with local social-needs based organizations to better learn and serve together.

All projects funded are required to conduct Affirmative Marketing. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Federally Protected Classes - race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status and disability.

Benevolence Wellness Cafe will partner with local agencies to help translate materials and services so that community members will have access and understanding of what is offered.

The Benevolence Wellness Cafe seeks to hold and share the stories and livelihood of diverse residents of Marin County in its BlackStage Xperience Project, that creates a platform and stage for storytelling and therapeutic performances, and will make these efforts by continuing to be competent in educating its practice in inclusivity in the consistent practice of cultural competency in the makeup of Marin County and the Bay Areas diverse demographics.

He would like to celebrate and highlight important holidays and times in history as well as cultural celebrations and honoring the many gifts and creations of our diverse communities in Marin County.

Refer to the [Current Marin County Income Limits](#) to determine income level for use in the table below.

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.

	Number
Moderate Income	1000
Low Income	500
Very Low Income	500
Extremely Low Income	500
TOTAL	2500

Notes or clarifying information on the unit count:

As Benevolence Wellness Cafe, wishes to partner with a multitude of local businesses, events and programs that will cater to the attendance of hundreds and thousands of attendees it is our wish that the Benevolence Wellness Cafe can serve over 4,000 persons annually through its various initiatives and offerings.

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.

The Benevolence Wellness Cafe does not verify income but will work and research to ensure that folks on lower incomes have access to programs and services. Signage and marketing would be visible to make all feel welcome.

Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project. The total number of beneficiaries should equal the total in the previous questions.

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native	100	
Asian	200	
Black or African American	200	
Native Hawaiian or Other Pacific Islander	200	
White	100	500

	Total Number of Persons	Number Identifying as Hispanic
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	200	
TOTAL	1000	500

Total Number of Persons (Must equal total identified under income level)

1000

Total Number Identifying as Hispanic

500

Female-Headed Households (out of above total)

100

Persons with Disabilities (out of above total)

500

Notes or clarifying information on the unit count:

It is our purpose and goal to reach as many people who are often times invisible and/or disadvantage and beneath the median lines. Our hopes and vision are to serve everyone but to ensure no one is left behind in the creation and in service from the Benevolence Wellness Cafe.

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities.

We received a \$500 Grant to towards some materials needed in the support of The BlackStage Xperience Drama Therapy Initiative in Spring 2023.

Benevolence & The BlackStage Xperience, currently offers Drama Therapy groups to ages 12-18 experiencing mental health and substance use challenges.

The Black Stage Xperience has participated in performing in local community parks, senior homes, memorial services and special events in collaboration with Heartstrings Bridge, a Bay Area Marin County band of singers that heal and connect others through song and music.

Our goals are to curate three groups consisting of 5-8 therapeutic theatrical experiences from members of the community to share with each other and in community as a source of their personal and collective healing, connection and celebration.

The Benevolence Wellness Cafe, seeks to be a part of the local and regular landscape of marine participate in local farmers markets, festivals, concerts and celebrations in community activities.

If your agency has remaining funds previously approved, please describe the timeline for expending the fund balance.

We do not have a surplus of funds.

Describe your organization's experience with administering grants and specifically federal grants.

We are not yet been federally funded and outside of previous individual work in non profit sectors and in personal work we've had.

What experience do you have with complying with Davis-Bacon prevailing wage and procurement requirements?

We do not have experience here.

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

Latille Phillips, has experience in project management in her previous work as a Teacher, Theatre Director and as a Community member and will partner with mental health agencies and continue to utilize consultations0partnerships trainings etc... when extra support and knowledge is needed.

Describe any recent or upcoming leadership transitions.

Reflective CPP Supervisor, SPARK Program, San Francisco, CA 2023-2024

Lead Mental Health Therapist at Westside Community Services, San Francisco, CA 2015-2017

List any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received.

We are currently building cafe to be a more visible and inviting centerpiece in community.

What stage is your project in?

Building

What is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. Examples of program/project objectives: 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.

Mobile Construction on vehicle is taking place March 2024 with building plans approved and designed by Stefan Kaiter.

To be completed for Summer 2024.

Describe any flexibility regarding your projects start/completion date.

Mobile Cafe construction will be completed early Summer 2024. Permits will continue to be evaluated throughout the process. There is flexibility for start dates.

Required Attachments:

Attach 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 request.



Benevolence Wellness Cafe... .docx

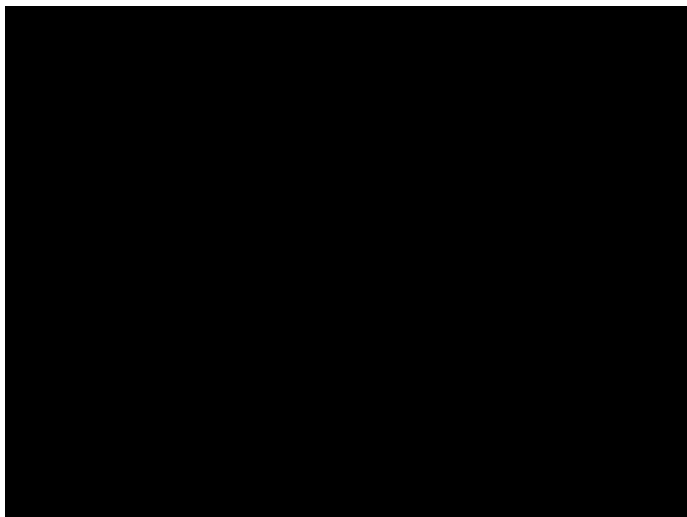
Attach Organization Budget: : Upload your organization or fiscal sponsors annual budget.



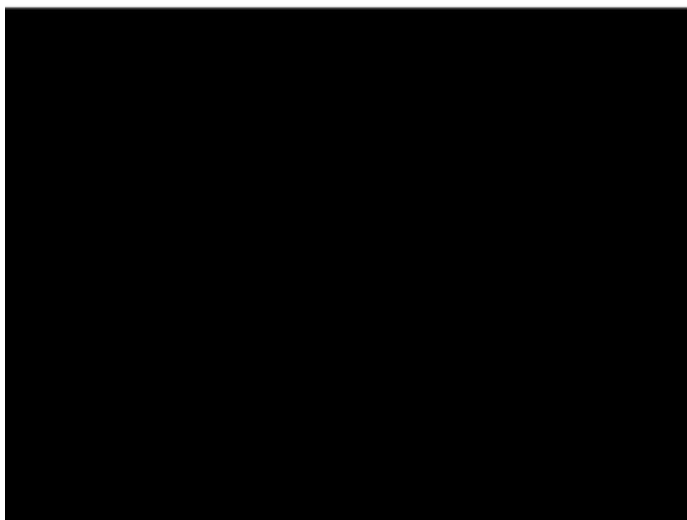
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Attach Dynamic Flood Map

Attach Optional Miscellaneous Documents



Community Wellness Truck
concept 1/22
sketch by [illegible]



Submission

Please review your responses above for accuracy.

Name and Title of person completing this application.

Latille Phillips, Founder & Therapeutic Director

By checking this box

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Benevolence: A Community Wellness Café

Materials		Benevolence Wellness Cafe	
Website & Maintenance		\$1400+	\$60 monthly
Marketing Materials/PR/Photography		\$3995	
Vehicle Construction		\$18,789	
Props Materials/Rentals		\$2,300	
Light Refreshments		\$1200	
Vehicle Maintenance/Upgrades		\$3,500	
Fees/Admissions		\$3,200	

Day 1	Time	Location	Contact Name	Contact Phone
Breakfast				
Technical Workshop				
Lunch				
Client Visit				
Dinner				
Conference Call Meeting				
Other				
Other				
Other				

Notes/Additional Items

Day 2	Time	Location	Contact Name	Contact Phone
Breakfast				
Technical Workshop				
Lunch				
Client Visit				
Dinner				
Conference Call Meeting				
Other				
Other				
Other				

Notes/Additional Items



Thursday, February 15, 2024

Housing and Federal Grants Division 2024 - 2025 Application for Funding Community Development Block Grant Program

This application is for nonprofit organizations and government entities in Marin County, California who would like to apply for federal Community Development Block Grant program funds for Public Services or Community Infrastructure/Capital Improvements. Please refer to the [Application Guidelines](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

Indicate type of project. If your project allows, you may apply under multiple categories. (See Application Guidelines for more information)

Public Services (CDBG)

Organization (Fiscal Sponsor) General Information

Organization (Fiscal Sponsor)/Agency Name

Fair Housing Advocates of Northern California

Mailing Address

1314 Lincoln Avenue, Suite A
San Rafael, California, 94901

Website (if applicable)

<https://www.fairhousingnorcal.org>

Organization DUNS#

362281065

Executive Director/CEO

Caroline Peattie

Email Address

peattie@fairhousingnorcal.org

Phone Number

(415) 483-7552

Project General Information

Program/Project Name

Fair Housing Counseling and Education

Program/Project Site Address

1314 Lincoln Avenue, Suite A
San Rafael, California, 94901

CDBG Funding Amount Requested (Minimum request amount: \$15,000)

85000

Application Contact Person

Caroline Peattie

Title of Contact Person

Executive Director

Contact Email Address

peattie@fairhousingnorcal.org

Contact Phone Number

(415) 483-7552

To determine if your project is located in a Special Flood Hazard Area as indicated by FEMA, visit [FEMA Flood Map Service Center](#). (Save a copy of the Dynamic Map and upload at the end of this application.)

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

For CDBG Public Facilities/Improvements applications, if the project is located in a **Regulatory Floodway it is not eligible for funding**. Public Facilities/Improvements projects located in a Special Flood Hazard Area require flood insurance to qualify for funding.

Project Specifics

Planning Areas Served: Indicate what geographic area(s) the requested funding will serve.

Novato San Rafael County Other

Is your organization receiving other County of Marin funding for this project?

No

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

The mission of Fair Housing Advocates of Northern California (FHANC) is to ensure equal housing opportunity and to educate our communities on the value of diversity in our neighborhoods. FHANC is the only full-service fair housing agency in the area. We are the only agency certified by the U.S. Department of Housing and Urban Development (HUD) to provide foreclosure prevention and pre-purchase counseling/education in Marin, Sonoma, and Solano counties. In FY 2022-23, FHANC served 5,036 persons.

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.

Services proposed: 1) fair housing counseling; 2) intervention and case investigation; 3) referral/representation in administrative complaints; 4) systemic discrimination investigations; 5) fair housing outreach/education; 6) Craigslist monitoring for discriminatory ads; and 7) AFFH consultation available to County as needed.

Benefits of FHANC’s services: expanding fair housing choice, helping residents remain housed, and educating housing providers and residents to understand fair housing laws.

Which community priority does your project align with? (See Application Guidelines for descriptions) (check as many boxes as applicable)

Housing Support Services

Describe how your project aligns with these priorities.

The first part of our mission is “to ensure equal housing opportunity” and virtually all our services are in support of increasing access and opportunity in housing for tenants and homeowners. This includes providing services to all those protected under federal, state, and local fair housing laws. FHANC works to maximize housing opportunities for all persons regardless of race, color, religion, national origin, familial status, disability, gender, marital status, sexual orientation, age, ancestry, source of income, immigration status, or arbitrary reason.

Select HUD National Objective to be achieve with funding. Check all that apply.

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

Activities benefiting low and moderate area. (LMA)

All projects funded are required to Affirmatively Further Fair Housing (AFFH) which is defined as taking "meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics."

How will this project Affirmatively Further Fair Housing?

FHANC affirmatively furthers fair housing (AFFH) by implementing an AFFH plan that identifies/addresses the impediments to fair housing choice in Marin County. FHANC will affirmatively further fair housing by operating a fair housing center experienced in fair housing counseling, investigation/enforcement activities, and fair housing education/outreach. Virtually all clients are members of protected classes, as that is an eligibility requirement to receive fair housing counseling services.

All projects funded are required to conduct Affirmative Marketing. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Federally Protected Classes - race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status and disability.

FHANC conducts affirmative marketing to protected classes by translating literature into 3 or 4 languages; advertising all programs/services in all areas where communities of color are concentrated; maintaining a website with multilingual resources; employing bilingual staff; maintaining a TTY/TDD line; offering translation services in 175 languages, as needed; conducting outreach/education in 2 languages; and collaborating with agencies that serve all protected classes.

Refer to the [Current Marin County Income Limits](#) to determine income level for use in the table below.

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.

	Number
Moderate Income	27
Low Income	34
Very Low Income	47
Extremely Low Income	242
TOTAL	350

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.

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. *

Methods of verification are self-reported (clients have no incentive to give inaccurate information as we provide services regardless of income level), third-party, or recipient of benefit program.

We follow Legal Services Corporation regulations which provide that LSC recipients must make a "reasonable inquiry" into applicant income "in a manner which does not impair the attorney-client relationship." Complying with such regulations addresses concerns about compliance with CDBG guidelines.

Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project. The total number of beneficiaries should equal the total in the previous questions.

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native	4	4
Asian	14	1
Black or African American	39	3
Native Hawaiian or Other Pacific Islander	8	2

	Total Number of Persons	Number Identifying as Hispanic
White	208	22
American Indian and White	1	0
Asian and White	3	0
Black and White	2	0
American Indian and Black	1	1
Multi-Racial	70	37
TOTAL	350	70

Total Number of Persons (Must equal total identified under income level)

350

Total Number Identifying as Hispanic

70

Female-Headed Households (out of above total)

185

Persons with Disabilities (out of above total)

196

Notes or clarifying information on the unit count:

The numbers above are based on historical data.

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities.

In FY2022-23, FHANC counseled 454 tenants/homeowners in Marin, screened for fair housing issues, and provided referrals for non-fair housing clients. Of those counseled, 92 alleged discrimination or required assistance with a reasonable accommodation (RA) and were referred to a housing counselor for assistance. Staff helped with 34 RA requests on behalf of disabled tenants. FHANC filed one source of income case with CRD and settled one case filed in federal court for race discrimination.

If your agency has remaining funds previously approved, please describe the timeline for expending the fund balance.

The funds will be expended by the end of the fiscal year.

Describe your organization's experience with administering grants and specifically federal grants.

FHANC has administered federal grant programs through the Fair Housing Initiatives Program since the 1990's and HUD's Comprehensive Housing Counseling Program since 2009, and Marin County and other jurisdictional CDBG funds (Sonoma County and the cities of Santa Rosa, Fairfield, and Vallejo) for many years. We are familiar with HUD requirements on all aspects of grant administration- personnel matters, billing, financial record-keeping, and reporting.

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

Executive Director, Caroline Peattie, has 37 years of fair housing / project management experience and provides overall grant supervision. Supervising Attorney, Julia Howard-Gibbon, has 15 years of fair housing

/ project management experience administering CDBG and HUD grants and supervising the housing counseling team. Education Director, Adriana Ames, has 30 years of fair housing and project management experience, has managed CDBG and HUD grants, and supervises education/outreach activities.

Describe any recent or upcoming leadership transitions.

There have not been any recent transitions in leadership.

Describe any flexibility regarding your projects start/completion date.

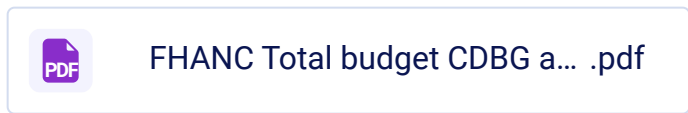
FHANC's services are ongoing. There is some flexibility in project start and completion date, but it is subject to negotiation. There have not been any recent transitions in leadership.

Required Attachments:

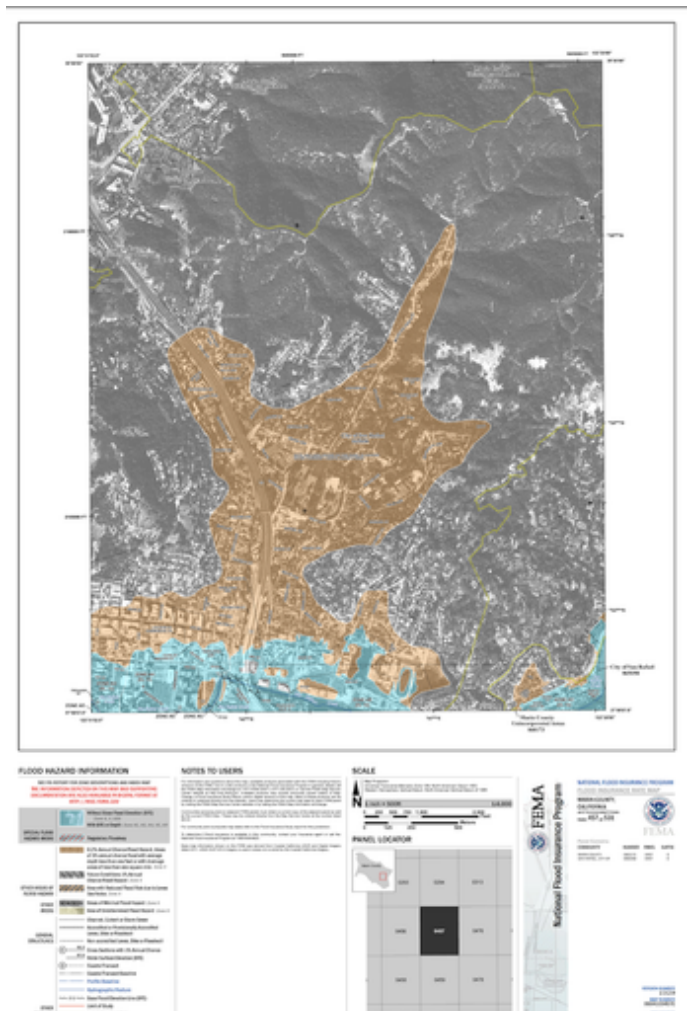
Attach Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG request.

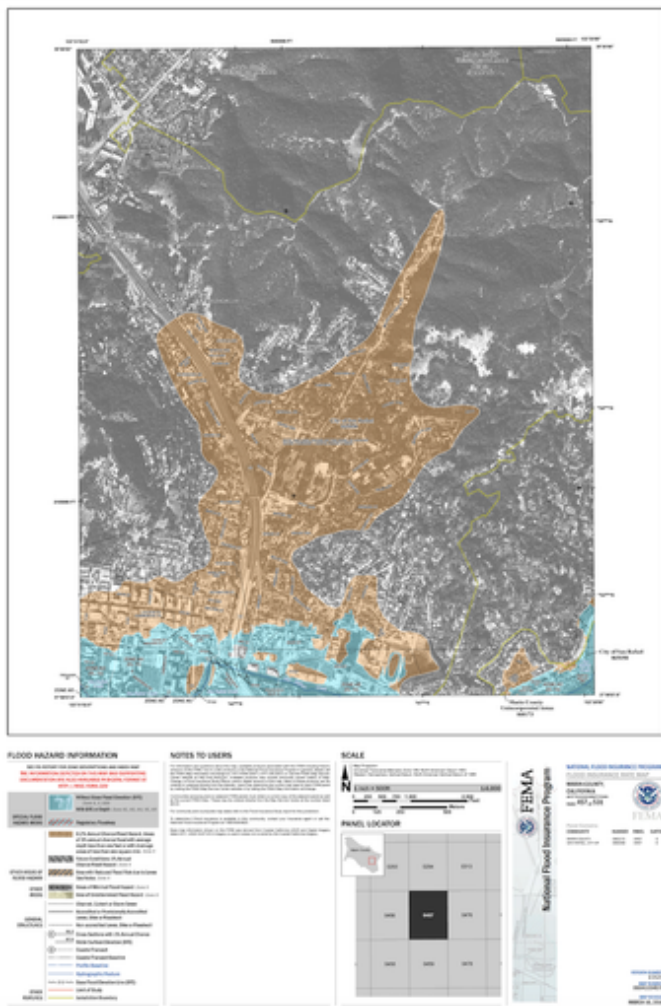


Attach Organization Budget: : Upload your organization or fiscal sponsors annual budget.



Attach Dynamic Flood Map





Attach Optional Miscellaneous Documents

 FHANC-FSandNOAudit-Execu... .pdf

Submission

Please review your responses above for accuracy.

Name and Title of person completing this application.

Caroline Peattie, Executive Director

By checking this box

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Project Budget Template

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

Date: Prepared 2/9/2024

Grant Period: 7/1/2024 - 6/30/2025

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<i>Committed</i>				

Government:				
HUD/Fair Housing Initiatives Program - Enforcement		141,667		141,667
Corporations:				
Individual Contributions: (list total):				
Earned Income:				
Other (specify):				
<i>Subtotal, Committed Income</i>	-	141,667	-	141,667

<i>Uncommitted</i>				
Other (specify):				-
Federal Grants Request				-
Marin County CDBG	85,000			85,000
Foundations:				
Marin Community Foundation		63,000		63,000
Government:				
HUD/Fair Housing Initiatives Program - Education		41,667		41,667
HUD/Fair Housing Initiative Program - Fair Housing Organization Initiative: Enforcement and Systemic Testing Project		56,191		56,191
Other Foundations:				
Corporations:				-
				-

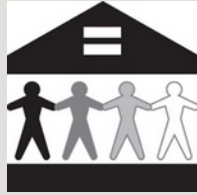
Individual Contributions:					-
Subtotal, Uncommitted Income	85,000	160,857	-	245,857	
Other				-	
Earned Income:				-	
				-	
Subtotal, Earned Income		-		-	
Grand Total Income	85,000	302,524	-	387,524	

EXPENSES	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Executive Director (% FTE: 0.12) CP	16,577	27,932		44,509
Education Director (% FTE: 0.05) AA	5,418	24,443		29,861
Supervising Attorney (% FTE: 0.01) JHG	1,048	31,467		32,515
Investigations Coordinator/Senior Staff Attorney (% FTE: 0.08) UL	6,946	18,560		25,506
Staff Attorney/Housing Counselor (% FTE: 0.06) *TBD*	4,800	14,275		19,075
Staff Attorney/Housing Counselor (% FTE: 0.06) MC	4,631	10,550		15,181
Staff Attorney (% FTE: 0.03) SW	2,460	11,825		14,285
Investigations Coordinator/Bilingual Housing Counselor (% FTE: 0.05) QM	3,299	11,966		15,265
Intake Coordinator (% FTE: 0.12) VC	6,747	6,829		13,576
Bookkeeper/Accountant (% FTE: 0.02) JB	2,261	12,128		14,390
Education Assistant (% FTE: 0.00) EL		8,851		8,851
Data Administrator (% FTE: 0.00) NT		11,005		11,005
Executive Assistant (% FTE: 0.00) JC		6,569		6,569

Benefits (@ %: 17.72)	9,602		32,791		42,394
Subtotal Salaries and Benefits	63,790		229,192	-	292,983
Contracted Services					
Professional Fees (I.T. Support)	1,210		3,930		5,140
Subtotal Contracted Services	1,210		3,930	-	5,140
Direct Project Related Expenses					
Occupancy (Rent, Utilities)	2,902		6,252		9,154
Telephone / Internet	545		1,054		1,599
Computer Software Services	1,095		2,922		4,017
Consumable Office Supplies	480		202		682
Marketing / Advertising			2,905		2,905
Travel			4,932		4,932
Other Direct Costs			12,112		12,112
Subtotal, Direct Project Related Expenses	5,022		30,379	-	35,401
Indirect Expense (specify % in column A below)					
ICR = 23.48%	14,978		39,022		54,000
Fiscal Sponsorship Fee (specify % in column A below)					
					-
Grand Total All Expenses	85,000		302,524	-	387,524

Fair Housing Advocates of Northern California Financial Forecast

	FY23 BUDGET 6/30/23	FY24 BUDGET 6/30/24
REVENUE		
Government Grants	\$ 1,608,320	\$ 1,293,770
Corporate/Foundation Grants	95,000	103,000
Special Events	21,000	25,000
Contributions	13,000	16,938
Other income	2,010	14,694
Fannie Mae Settlement	310,000	897,632
Total Revenue	\$ 2,049,330	\$ 2,351,033
 EXPENDITURES		
Salaries & Wages	\$ 1,152,921	\$ 1,194,680
Payroll Taxes	93,062	91,274
Benefit Expenses	136,732	112,446
Professional Services	32,950	45,972
Software Tools & Services	-	14,429
Office Expenses	57,140	39,194
Staff Development	22,925	21,072
Testing Expense	-	4,667
Pass-through & Subcontractors	-	687,227
Insurance Expenses	6,000	2,967
Occupancy Expenses	54,148	50,112
Charitable Contributions	250	250
Bank & Investment Management Fees	250	8,504
Other Expenses	-	4,384
Total Expenditures	\$ 1,556,378	\$ 2,277,176
Net Operating Revenue	\$ 492,952	\$ 73,856



AN INVESTIGATION OF FAMILIAL STATUS AND NATIONAL ORIGIN DISCRIMINATION IN RENTAL HOUSING

IN MARIN, SONOMA, & SOLANO COUNTIES



FAIR HOUSING ADVOCATES OF NORTHERN CALIFORNIA

1314 Lincoln Ave., Ste. A
San Rafael, CA 94901
www.fairhousingnorcal.org

EXECUTIVE SUMMARY

This report details the results and subsequent recommendations following FHANC's investigation of discrimination against Latinx parents in Marin, Sonoma, and Solano counties ("the tri-county area"). While federal and state fair housing laws have prohibited housing discrimination on the basis of national origin and familial status for decades, research and the results of this audit show that Latinx households with minor children continue to experience discrimination as a barrier to housing choice.

This audit investigated sixty (60) housing providers (landlords) operating rental properties in the tri-county area; with twenty (20) properties investigated in each county. Each "test" or investigation of a particular property consisted of matched paired phone or email^{vi} tests, comparing the experiences of Latinx and white non-Latinx testers posing as mothers with minor children seeking rental housing.

FHANC analyzed the tests to determine whether Latina women with children were treated less favorably than white non-Latina women with children and/or whether housing providers had policies or made statements that were discriminatory on the basis of familial status. FHANC found that 58.2% of the housing providers investigated discriminated on the basis of familial status (39%) and/or national origin (30.4%) and 14.5% discriminated on the basis of both.

Many of the tests revealing discrimination showed that housing providers outright refused to rent to families with children or had policies that disproportionately affected families such as overly restrictive occupancy rules. Additionally, some housing providers that discouraged the Latina tester from renting because she had children made no such discouraging comments to the white non-Latinx tester and/or were willing to make exceptions to occupancy rules for the white tester, revealing evidence of discrimination based on both familial status and national origin.

Housing providers in Marin County were revealed to be the most discriminatory, with 66.7% of tests revealing at least some evidence of discrimination. When isolating the two protected classes, tests conducted in Marin County revealed the most evidence of familial status discrimination (52.6%), 70% of which were based on clear evidence, and tests conducted in Sonoma County revealed the most evidence of national origin discrimination (35%), 20% of which were based on clear evidence. Housing providers in Solano County were the least discriminatory; with 25% of tests revealing evidence of familial status discrimination and 23.5% revealing evidence of national origin discrimination.

Familial status discrimination was detected at a higher rate in email tests than phone tests (41.4% versus 36.7%) and national origin discrimination was detected at a significantly higher rate in phone tests than email tests (40.7% versus 20.7%). The fact that email tests revealed such a high rate of familial status discrimination suggests that discrimination against families with children is so pervasive that housing providers are willing to make discriminatory statements, even in writing. Small and medium sized housing providers were significantly more discriminatory than large providers, particularly as related to familial status discrimination where all discrimination detected occurred at properties with fewer than fifty (50) units. These findings indicate that many landlords, particularly small landlords, are unaware of their obligations under fair housing law and need additional training.

Based on these results, FHANC has proposed a number of recommendations for the housing industry and community at large to help increase housing opportunity for Latinx families with children and address the systemic discrimination these families currently face.



Friday, February 16, 2024

Housing and Federal Grants Division 2024 - 2025 Application for Funding Community Development Block Grant Program

This application is for nonprofit organizations and government entities in Marin County, California who would like to apply for federal Community Development Block Grant program funds for Public Services or Community Infrastructure/Capital Improvements. Please refer to the [Application Guidelines](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

Indicate type of project. If your project allows, you may apply under multiple categories. (See Application Guidelines for more information)

Public Services (CDBG)

Organization (Fiscal Sponsor) General Information

Organization (Fiscal Sponsor)/Agency Name

Front Porch Communities Foundation

Mailing Address

800 North Brand Blvd 19th Floor
Glendale, California, 91203

Website (if applicable)

<https://frontporch.net/philanthropy/>

Organization DUNS#

625351940

Executive Director/CEO

Katharine Miller

Email Address

kmiller@frontporch.net

Phone Number

(818) 254-4096

Project General Information

Program/Project Name

Home Match Marin

Program/Project Site Address

851 Irwin Street Suite 215
San Rafael, California, 94901

CDBG Funding Amount Requested (Minimum request amount: \$15,000)

20000

Application Contact Person

Mary Gregory

Title of Contact Person

Manager of Institutional Funding

Contact Email Address

mgregory@frontporch.net

Contact Phone Number

(415) 412-7772

To determine if your project is located in a Special Flood Hazard Area as indicated by FEMA, visit [FEMA Flood Map Service Center](#). (Save a copy of the Dynamic Map and upload at the end of this application.)

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

For CDBG Public Facilities/Improvements applications, if the project is located in a **Regulatory Floodway it is not eligible for funding**. Public Facilities/Improvements projects located in a Special Flood Hazard Area require flood insurance to qualify for funding.

Project Specifics

Planning Areas Served: Indicate what geographic area(s) the requested funding will serve.

Novato

San Rafael

County Other

Is your organization receiving other County of Marin funding for this project?

Yes

Funding Amount

25000

Date Funding Received

Saturday, October 15, 2022

Organizational Overview: Provide a brief description of your organization including mission,

programs, number of clients served, etc.

Front Porch Communities and Services (Front Porch) is a California not-for-profit owner/operator of older adult retirement and affordable housing communities, supporting 7,500 residents in 54 residences. Front Porch’s mission is to inspire and build community, cultivating meaningful relationships and experiences that respond creatively to changing needs. Anchoring its social accountability investment is its 20+ year-old Community Services division that positively impacts the lives of over 10,000 people annually. Community Services’ six distinct programs address three critical social problems harming older adults: food insecurity, unstable housing, and isolation/loneliness.

Front Porch designs and administers Home Match, an efficient and low-cost tool to help address the affordable housing crisis in four San Francisco Bay Area counties; Alameda, Contra Costa, Marin, and San Francisco. Home sharing is a living arrangement in which two or more unrelated people share a house or apartment in a mutually beneficial situation. Financially vulnerable homeowners or master tenants with open rooms in their homes, “providers”, are matched with low- to moderate-income people seeking affordable housing, “seekers”. Providers gain supplemental income and new social connection, while seekers benefit from affordable rent in a vetted home. Home Match Marin has twelve years’ experience supporting individuals at risk of displacement and has assisted over 310 unduplicated individuals enter a compatible home share in 155 matches. The majority of Marin County participants (60%) over the last 3 years have lived on very low incomes of between 30%-50% of the Area Median Income. 78% of matched home providers are female head of households.

Home Match has well developed practices, materials, protocols, and technology; the program is designed to respond to the needs of diverse individuals. Home Match is a “high touch” program; staff guide applicants through the comprehensive process of matching and living as new home mates. Matches are finalized via a legally binding “Living Together Agreement.” Responding to community need, Home Match Marin initiated a rental subsidy option for matches one year ago.

Home Match Marin is staffed by an experienced Program Director and Program Manager, both of whom are well versed in all aspects of the program. The Director sets program, outreach, and partnership strategy, manages staff and key relationships, and works directly with home providers, matches, and provides mediation.

The Coordinator is responsible for administrative functions, interviewing home seekers, and providing housing, financial and critical resource counseling. Home Match Marin’s growth strategy is overseen by the Director of Strategy for Home Match, who started with Home Match as Home Match Marin’s Program Director two years ago.

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.

Home Match Marin would use funding from Marin County’s Community Development Block Grant to provide home match services for 40 extremely low- to moderate-income households. We expect to work with and match 20 unduplicated home providers. Home sharing benefits the community by helping stabilize housing and prevent homelessness for low-income older adults and helps low income adults such as students, low wage workers and older adults living on low, fixed incomes acquire affordable, stable housing – and mitigate loneliness and social isolation.

Which community priority does your project align with? (See Application Guidelines for descriptions) (check as many boxes as applicable)

Housing Support Services

Describe how your project aligns with these priorities.

Home Match Marin assists extremely low to moderate income individuals in maintaining stable housing via home sharing and assists renters who are priced out of market rate rental units to access affordable housing.

Select HUD National Objective to be achieve with funding. Check all that apply.

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

All projects funded are required to Affirmatively Further Fair Housing (AFFH) which is defined as taking "meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics."

How will this project Affirmatively Further Fair Housing?

Home Match program materials and staff work diligently to educate participants about Fair Housing Law protections wherein race, ethnicity and other classes are protected.

All projects funded are required to conduct Affirmative Marketing. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Federally Protected Classes - race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status and disability.

Home Match Marin uses a multitude of methods to publicize our program and engage with the community such as social media, county publications, partner newsletters, blog posts, and e-mail blasts. Staff attend community resource events community fairs, such as the Marin Senior Fair, Marin Farmer's Market, and events at the Margaret Todd Senior Center. Home Match Marin marketing materials use pictures that paint an inclusive picture of program participants. Home Match Marin sends a monthly "available rooms" catalogue and e-newsletter which is distributed to 360 individuals and social service organizations prioritizing services to extremely-low to low-income older adults.

Refer to the [Current Marin County Income Limits](#) to determine income level for use in the table below.

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.

	Number
Moderate Income	2
Low Income	4
Very Low Income	30
Extremely Low Income	4
TOTAL	40

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.

Staff verify participants' household incomes during their intake appointments. All participants are required to provide proof of income, which may include: most recent tax return, paystubs representative of the past

three months, recent documentation of public benefits (such as a letter from the Social Security Administration), a signed offer letter for upcoming employment along with three months' proof of previous employment, and/or a profit & loss statement with three months' bank statement if self-employed. Staff review these documents to verify income history and status, and to project expected gross income over the next 12 months. This is recorded along with household size and type of household (single versus dual-headed household). For participants in a multi-person household, total household income is verified.

Staff document detailed notes of the proof of income provided, along with the verified gross household income amount, in participants' files. Participants are not referred for match opportunities until income verification is complete; matches are not finalized until staff also check in with participants on any changes to their income since last verified.

Income verification helps ensure lasting matches. Staff provide budget counseling to help seeker participants determine affordable maximum rent budgets based on their incomes and expenses. Verification also ensures we are serving the intended population and accurate program reporting.

Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project. The total number of beneficiaries should equal the total in the previous questions.

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native		
Asian	5	
Black or African American	5	
Native Hawaiian or Other Pacific Islander	0	
White	28	6
American Indian and White		
Asian and White	0	
Black and White	0	
American Indian and Black		
Multi-Racial	2	
TOTAL	40	6

Total Number of Persons (Must equal total identified under income level)

40

Total Number Identifying as Hispanic

6

Female-Headed Households (out of above total)

34

Persons with Disabilities (out of above total)

10

Notes or clarifying information on the unit count:

In 2023, a higher number of applicants than in past years declined to provide their ethnic or racial

information. This trend may continue in 2024.

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities.

Home Match Marin has assisted over 200 extremely low to moderate income households stabilize their housing by creating matches partially funded by Marin County CDBG funds. Home Match Marin has received \$60,000.00 in CDBG funding over 4 cycles.

If your agency has remaining funds previously approved, please describe the timeline for expending the fund balance.

Front Porch Communities Foundation has expended the full funding from the Fiscal Year 2023-2024 award and will invoice for the remaining funds by the final deadline.

Describe your organization's experience with administering grants and specifically federal grants.

The Foundation has successfully administered over 120 grants and 10 CDBG grants since Fiscal Year 2016-2017. The Foundation has held and successfully administered grants from Federal, State of California, Alameda County, Marin County, and San Francisco Counties as well as private and corporate foundations.

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

The Home Match Marin Program Director has held their position for over a year and is successfully meeting current goals and objectives as well as helping Home Match across the entire service area with impact evaluation and reporting.

Describe any recent or upcoming leadership transitions.

Front Porch's CEO Sean Kelly will complete his first year with the organization in March 2024. The CEO is in full support of the Community Services Division and the Home Match program.

Describe any flexibility regarding your projects start/completion date.

Home Match activities are ongoing with approximately 150 active participants at various stages of the matching process or actively matched at any given point in time.

Required Attachments:

Attach 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 request.



FPCF Foundation HM Marinpdf

Attach Organization Budget: : Upload your organization or fiscal sponsors annual budget.



Home Match Marin Operatin... .pdf

Attach Dynamic Flood Map



FEMA Flood Map Service Ce... .pdf

Attach Optional Miscellaneous Documents



San Rafael specific activities... .pdf

Submission

Please review your responses above for accuracy.

Name and Title of person completing this application.

Mary Gregory, Manager of Institutional Giving

By checking this box

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Organization Name: Front Porch Communities Foundation
 Project Title: Home Match Marin

Date: 2/14/2024

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
Committed				
Foundations:		\$125,000.00		
(Add rows)				
Government:		\$32,000.00		
(Add rows)				
Corporations:				
(Add rows)				
Individual Contributions: (list total):				
Earned Income:				
(Add rows)				
Other (specify):				
Front Porch		\$153,000.00		
(Add rows)				
Subtotal, Committed Income		\$310,000.00	0	\$310,000.00
Uncommitted				
Other (specify):				
Federal Grants Request	\$20,000			
Other Foundations:		\$50,000.00		
(Add rows to list other Foundations)				
Government:		\$30,000.00		
(Add rows to list other Government agencies)				
Corporations:				
(Add rows to list other corporations)				
Individual Contributions:				
Subtotal, Uncommitted Income				
Other				
Earned Income:				
(Add rows)				
Subtotal, Earned Income				
Grand Total Income	\$20,000.00	\$390,000.00	\$0.00	\$410,000.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				

Program Director (% FTE: 100)	\$20,000		\$80,980.00		
Program Manager (% FTE: 100)			\$78,000.00		
Program Coordinator (% FTE: 100)			\$75,000.00		
Subtotal			\$233,980.00		
Benefits (@ %:25)			\$58,495.00		
Subtotal Salaries and Benefits	\$20,000.00		\$292,475.00	0	\$312,475.00
Contracted Services					
Professional Fees			\$5,000.00		
<i>(Add rows to list other contracted expenses)</i>					
Subtotal Contracted Services	0		\$5,000.00	0	\$5,000.00
Direct Project Related Expenses					
Rent			\$25,000.00		
Phone			\$2,500.00		
Utilities			\$4,500.00		
Supplies			\$3,000.00		
Travel			\$1,000.00		
Professional Development			\$2,000.00		
Postage			\$1,000.00		
Printing			\$10,000.00		
Marketing			\$6,500.00		
Background screening			\$5,000.00		
Home Readiness			\$3,000.00		
<i>(Add rows to list other direct project expenses)</i>					
Subtotal, Direct Project Related Expenses	0		\$63,500.00	0	\$63,500.00
Indirect Expense (specify % in column A below)					
11.00%					
Fiscal Sponsorship Fee (specify % in column A below)					
					0
Grand Total All Expenses	\$20,000.00		\$360,975.00	0.00	\$380,975.00

**Community Services Budget
Fiscal Year 2024-2025 (April-March)
250-7860 Home Match-Marin**

	Budget FYE 2025
Grants - Donation Income	237,000
Released from Front Porch	153,000
Total Revenue	390,000
Salaries & Wages	253,980
Total Salaries Expense	253,980
PTO Expense	7,020
Medical Insurance Expense	12,767
Dental Insurance Expense	320
Vision Insurance Expense	150
Group Life Insurance Expense	360
403B Match Expense	13,300
Workers Compensation Expense	1,100
FICA Tax Expense	22,428
Unemployment Expense	1,050
Total Benefits Expense	58,495
Professional Fees	5,000
Marketing & Communications	6,500
Total Professional Fees	11,500
Supplies - Office	700
Supplies - Collateral Materials	2,300
Total Supplies	3,000
Printing	10,000
Background Checks	5,000
Travel Expense	1,000
Communication - Cells	2,500
Seminars & Continuing Education	2,000
Office Rent Expense	25,000
Utilities	4,500
Postage	1,000
Home Readiness	3,000
Total Other Expenses	54,000
Total Home Match Marin Program	380,975



FEMA

([//www.fema.gov/](http://www.fema.gov/))

FEMA Flood Map Service Center: Search By Address

Navigation

Search

Enter an address, place, or coordinates: ?

851 Irwin Street San Rafael, CA 94901

Search

Whether you are in a high risk zone or not, you may need [flood insurance](https://www.fema.gov/national-flood-insurance-program) (<https://www.fema.gov/national-flood-insurance-program>) because most homeowners insurance doesn't cover flood damage. If you live in an area with low or moderate flood risk, you are 5 times more likely to experience flood than a fire in your home over the next 30 years. For many, a National Flood Insurance Program's flood insurance policy could cost less than \$400 per year. Call your insurance agent today and protect what you've built.

Learn more about [steps you can take](https://www.fema.gov/what-mitigation) (<https://www.fema.gov/what-mitigation>) to reduce flood risk damage.

MSC Home (</portal/>)

MSC Search by Address (</portal/search>)

MSC Search All Products (</portal/advanceSearch>)

MSC Products and Tools (</portal/resources/products>)

Hazus (</portal/resources/hazus>)

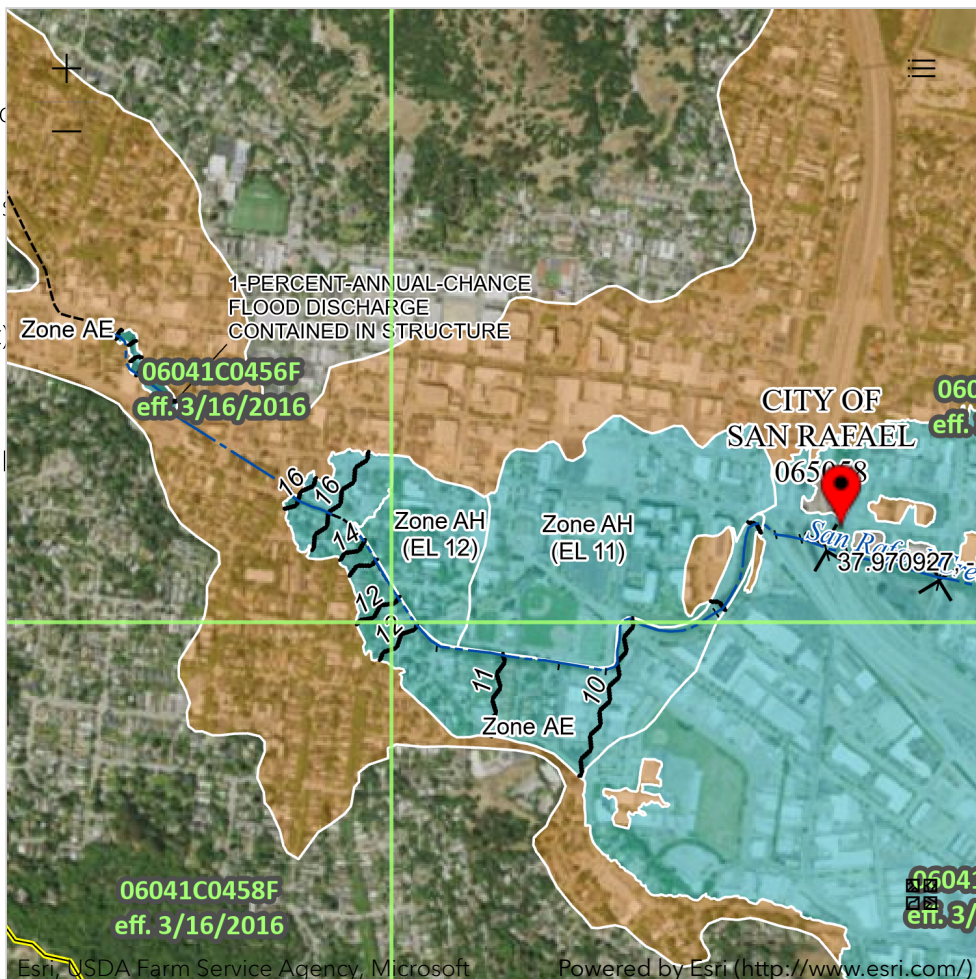
LOMC Batch Files (</portal/resources/lomc>)

Product Availability (</portal/productAvailability>)

MSC Frequently Asked Questions (FAQs) (</portal/resources/faq>)

MSC Email Subscriptions (</portal/subscriptionHome>)

Contact MSC Help (</portal/resources/contact>)



Home Match Marin is seeking an increase of \$5,000 for a total of \$20,000 in Fiscal Year 2024-2025 with the expectation that the program will meet the significant need for home sharing in the City of San Rafael. In Fiscal Year 2023-2024, 35% of matched home providers reside in the City of San Rafael. The program has focused outreach activities in the City of San Rafael, particularly among Spanish speaking residents, and expects to make a minimum of 12 matches where the provider resides in San Rafael.



Housing and Federal Grants Division 2024 - 2025 Application for Funding Community Development Block Grant Program

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The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

Indicate type of project. If your project allows, you may apply under multiple categories. (See Application Guidelines for more information)

Public Services (CDBG)

Organization (Fiscal Sponsor) General Information

Organization (Fiscal Sponsor)/Agency Name

Make It Home

Mailing Address

369-B Third Street, #331
San Rafael, California, 94901

Website (if applicable)

<https://www.makeithomebayarea.org>

Organization DUNS#

119109575

Executive Director/CEO

Carolyn Rebuffel Flannery

Email Address

carolyn@makeithomebayarea.org

Phone Number

(415) 578-3205

Project General Information

Program/Project Name

Pilot Furniture Pick-Up and Delivery Program

Program/Project Site Address

Northgate Mall, 5800 Northgate Drive, Unit 731-10
San Rafael, California, 94903

CDBG Funding Amount Requested (Minimum request amount: \$15,000)

65000

Application Contact Person

Nel Ellwein

Title of Contact Person

Board Member

Contact Email Address

nel@makeithomebayarea.org

Contact Phone Number

(415) 816-3336

To determine if your project is located in a Special Flood Hazard Area as indicated by FEMA, visit [FEMA Flood Map Service Center](#). (Save a copy of the Dynamic Map and upload at the end of this application.)

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

For CDBG Public Facilities/Improvements applications, if the project is located in a **Regulatory Floodway it is not eligible for funding**. Public Facilities/Improvements projects located in a Special Flood Hazard Area require flood insurance to qualify for funding.

Project Specifics

Planning Areas Served: Indicate what geographic area(s) the requested funding will serve.

Novato

San Rafael

County Other

Is your organization receiving other County of Marin funding for this project?

No

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

Make It Home (MIH) collects, repurposes, and curates, gently-used furnishings and household goods (saving them from landfill) and give them to families and individuals without the financial means to furnish a home. Operating out of two warehouses, one in San Rafael and one in Walnut Creek, MIH has furnished 1,667 households and served 3,769 people—including 1,646 children—since its inception in October 2020. In doing so, the organization has also diverted 1,833 tons (3,666,000 pounds) of furniture from landfill. MIH currently serves about 50 - 70 households/ month across 7 Bay Area counties.

In 2023, MIH served 172 Marin County households (with 243 adults and 122 children) to make their new spaces into comfortable homes.

MIH does not work with clients directly, but currently partners with over 150 governmental and social service organizations (including Marin Housing Authority, Marin County Health & Human Services, Marin County Cooperation Team, St. Vincent de Paul, Community Action Marin, Alternative Family Services, and Homeward Bound of Marin) taking their referrals and contracting with a few small local movers to deliver furnishings. Agencies recognize that partnering with MIH has a profound impact on the lives of clients as their clients are far more likely to have a successful placement in their residence if it is fully furnished. MIH is generally able to fully furnish a home in a just a few days (and often faster in emergency situations) at a very low cost relative to the number of items provided.

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.

Make It Home would like to pilot a furniture pick-up and delivery program in Marin and is looking for funding to staff this program (we have already received the funding to purchase a van).

One of the biggest challenges faced by MIH is maintaining sufficient inventory of used high-quality furniture, particularly dressers, small dining tables, and nightstands to meet our constant and growing demand. When low on inventory of these essential items we frequently have to delay delivery until we receive donations of the needed items or we have to only partially fulfill requests which disappoints our clients.

While MIH receives calls and emails regularly from individuals in Marin looking to donate furniture, they are often unwilling to pay to deliver it to our warehouse. We are also aware of many listings for free furniture on Facebook Marketplace and Nextdoor, but MIH does not currently have the staff capacity to pick them up.

To address this issue, MIH would like to pilot a part-time furniture pick-up program to more consistently stock high-demand essential items so we can fully fulfill more of our clients' request lists, do so more quickly. We hope that a pick-up fee will help cover some of the operating costs for the service. Additionally, by having a dedicated van featuring MIH's logo and information, we increase awareness of MIH's service and interest in donating items.

Additionally, we want to use the van to pilot delivery service in Marin for clients moving into smaller apartments (studios/1 bedroom units). Long-term, an in-house delivery service will allow MIH to respond more quickly to emergency service requests and will also allow MIH to offer discounted moving costs to agencies willing to commit to more service orders – which we hope in turn will boost demand for more services.

Specifically, we are hoping that this grant will fund the salaries and benefits of the drivers whom we will need to hire and some of the program management costs. Funding of this pilot program will allow MIH to: 1) test different schedules and pricing models for donation pick-ups; 2) test and assess pricing models for delivery services; 3) determine optimal staffing levels for staff drivers and to handle logistics and outreach; and, 4) identify and work out any kinks in the our delivery of these services before moving to a full-time pickup and delivery service in Marin.

This project is also aligned with Marin's goals to reduce greenhouse gas emissions and help meet its Zero Waste goal. According to the EPA, 19.36 billion pounds of furniture waste went into landfills in the United States in 2018. Carpets and rugs added another almost 5 billion pounds. That represents roughly 5% of everything bought to landfills. MIH has diverted over 3.6 million pounds of furniture and home goods. We believe that the pick-up service will encourage more people to donate their furniture to be reused by MIH and thus reduce the amount of furniture that is sent to Marin County's landfills.

Which community priority does your project align with? (See Application Guidelines for descriptions) (check as many boxes as applicable)

Housing Support Services

Describe how your project aligns with these priorities.

Make It Home distributes furnishings to youth transitioning out of foster care, unhoused individuals and families moving into housing, people experiencing domestic violence, refugees, and others in need. Furniture is one of the most expensive items people on low incomes are likely to purchase and there is virtually no public support for acquiring these items. There is no other organization in the North or East Bay that stocks and provides furniture and curates entire spaces like MIH.

MIHs' work aids renters in maintaining stable housing in multiple ways. In filling each empty dwelling, MIH creates a true home and addresses mental and physical health needs, and financial and social wellbeing for the individuals it serves. With a real bed, a good night's sleep becomes possible. A table allows a family to eat together. A sofa means comfortably hosting friends and case workers, while a desk provides a place to complete homework or other tasks. Not having to pay for or finance these items reduces financial stress allows individuals to spend their limited resources on food and other important necessities.

MIH reduces the likelihood that individuals will re-experience displacement or homelessness and increases their financial stability by freeing up funds for other essential items and to improve their overall social wellbeing. A study in Ohio showed that families leaving shelters without furnished housing have a 20% return rate, but with furnished housing this drops to 5%. The results of MIH's work are pride of place, dignity, confidence, and reduced financial stress which—coupled with other support systems—lead to more stability and healthier outcomes for adults and children.

Select HUD National Objective to be achieved with funding. Check all that apply.

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

All projects funded are required to Affirmatively Further Fair Housing (AFFH) which is defined as taking "meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics."

How will this project Affirmatively Further Fair Housing?

Make It Home's project aligns with the principles of Affirmatively Furthering Fair Housing (AFFH) in several ways:

1. MIH's has an inclusive and non-discriminatory partnership approach: Make It Home partners with a wide range and large number of social service agencies which are committed to promoting fair housing practices and addressing the specific needs of their clients without discrimination. In its partnership approach, Make It Home ensures that its services are accessible to a diverse range of clients. These agencies work directly with individuals facing various challenges, predominantly homelessness, but also disability, domestic violence, and/or economic hardship. This inclusive approach helps address the needs of a broad spectrum of the community.
2. Reduces a cost barrier to housing opportunities: Make It Home's service directly tackles one of the barriers to affording housing – the cost of essential furniture. MIH plays an important role in the successful transition of individuals and families from temporary or emergency housing to permanent residences by making residences livable and reducing financial pressures on these individuals. A furnished home sets the stage for a more seamless transition and by providing this service, MIH helps create more equitable living conditions for individuals and families in need.
3. Promotes inclusive communities: This project fosters inclusivity by ensuring that individuals and families with different backgrounds and needs can all have access to essential furniture of good quality. This can contribute to creating diverse and integrated communities, aligning with the goal of overcoming patterns of segregation and promoting fair housing practices.

All projects funded are required to conduct Affirmative Marketing. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Federally Protected Classes - race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status and disability.

Make It Home does not currently conduct any marketing directly to beneficiaries of its services and does not have current plans to do so. The limited outreach that we do is all directed towards informing government and social service agencies of our services so that they can partner with us to serve their clients.

MIH collaborates with a diverse range of government and social service agencies to ensure that furniture pickup and delivery services reach individuals and families from a wide range backgrounds and communities and that it serves all people regardless of their race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status, and disability. Make It Home believes strongly that ALL people in ALL communities deserve to have a comfortable home and we are striving to eliminate furniture poverty while helping the environment.

Since August 2022, Make It Home has collected data on the recipients of our services to monitor and ensure that the services are reaching a diverse range of individuals and serving individuals with disabilities. In calendar year 2023, MIH served 172 households in communities spread across Marin County. The demographics of their heads of household were as follows:

- 68 White Non-Hispanic/Non-Latino (only)
- 49 White, Hispanic/Latino (only)
- 39 Black or African American (only)
- 2 Asian (only)
- 1 American Indian or Alaska Native (only)
- 2 Native Hawaiian or Other Pacific Islander (only)
- 9 multiple races
- 3 unknown

For those heads of household who specified as to how they identified, 52% identified as female, 46% as male and 2% as non-binary. 21% of recipients had an identified disability.

Refer to the [Current Marin County Income Limits](#) to determine income level for use in the table below.

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.

	Number
Moderate Income	
Low Income	
Very Low Income	50
Extremely Low Income	50
TOTAL	100

Notes or clarifying information on the unit count:

We believe that Make It Home's services currently benefit extremely low and very low income households exclusively (we have presumed benefit by HUD to date - see more details below). However, we have not been verifying income historically (we plan to start verifying income in April 2024 - see below). As a result, for the data requested we have assumed that 50% of households served are Extremely Low Income and 50% Very Low Income.

We currently conservatively estimate that, if funded, our team will make 4 furniture donation pick-ups per week. MIH depends on donations of used furniture and household goods and often finds that we are not able to provide all the furniture and home goods that are requested. Having a donation pick-up program will allow MIH to have a more robust inventory, particularly of high-demand essential furniture items. This means that we can fully fulfill more of our clients' request lists and do so more quickly and also be able to do more outreach to agencies to make them aware of our services. This means that this service will impact many of the households we serve.

We also conservatively expect to deliver services to at least 2 - 3 households per week with our new delivery service the vast majority of which will be in Marin County. In 2023 of the 172 households MIH served in Marin, 107 of these were for units that one bedroom or smaller.

Demand for Make It Home's services are growing and we have budgeted to serve 600 households across the Bay Area in fiscal year 2024 (vs. 568 in FY 2023) and are currently on track to significantly exceed that number. We are estimating that considering the two aspects of the pilot program (pick-up service and delivery service), the addition of this service will impact at least 100 households.

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.

Make It Home does not currently verify client income. All of MIH's clients are referred by social service agencies who pay the service fee and for the moving costs.

Of the 172 Marin households served by MIH in 2023, the primary reason for their referrals to Make It Home were as follows: 94 were referred due to homelessness, 16 were current or former foster youth, 8 for domestic violence, 3 for Emergency Loss (Fire/Water/Natural Disaster) and 1 was a refugee. (Some of these households were referred for more than one of these reasons, but we have categorized any that were homeless and also had other reasons for referral as homeless). 28 of the households we serviced were not homeless, but were living in squalid conditions and were being provided accommodations in FEMA trailers.

MIH currently primarily serves clients who are presumed benefit by HUD, but plans to begin verifying income in April 2024 by requiring the referring agency to report household income.

Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project. The total number of beneficiaries should equal the total in the previous questions.

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native	1	1
Asian	1	
Black or African American	23	1
Native Hawaiian or Other Pacific Islander	2	1
White	68	28

	Total Number of Persons	Number Identifying as Hispanic
American Indian and White		
Asian and White		
Black and White	1	
American Indian and Black	1	
Multi-Racial	3	
TOTAL	100	31

Total Number of Persons (Must equal total identified under income level)

100

Total Number Identifying as Hispanic

31

Female-Headed Households (out of above total)

52

Persons with Disabilities (out of above total)

21

Notes or clarifying information on the unit count:

The numbers above reflect the demographics of Make It Home's service count for Marin County in calendar year 2023.

Our data for female-headed households reflects only those households for whom the social worker chooses to report the data when making a service request (we only have this data for 60% of service request for 2023).

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities.

Not applicable

If your agency has remaining funds previously approved, please describe the timeline for expending the fund balance.

Not applicable

Describe your organization's experience with administering grants and specifically federal grants.

Since inception in October 2020, Make It Home has received foundation and government grants to support our operations and specific programs equalling \$435,250. While MIH has not yet received or administered a federal grant, we have received grants from Stop Waste (a public agency reducing waste in Alameda County), and from the County of Marin (both the Nonprofit Community Partners Program and Community Service Fund) and provided reporting for these grants.

Make It Home hired a COO in July 2023 and she has focused on developing effective and efficient operations, programs, and systems. Make It Home is now eminently capable of tracking and administering programs and grants. See more information regarding our COO Susie Doyle in the answer to the next question.

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

management.

Susie Doyle, Make It Home's COO, will supervise the project. Susie is an energetic and decisive, operational leader with 20+ years of experience among some of the most respected retail and service brands in the home space (Williams-Sonoma, One Kings Lane and Decorist/Bed Bath & Beyond). She has extensive experience improving processes, optimizing organizational structures, crystallizing problems with metrics, distilling learnings, and developing strategies and has a passion for developing technology-aided solutions. Susie is also passionate about Make It Home's mission and focused on ensuring the organization's success.

Susie will oversee the project and will be assisted by several staff members in the San Rafael Warehouse. These are: Jennifer Venne, the Warehouse Operations and Logistics Manager who will oversee the new van drivers and their logistics and coordinate and manage outbound deliveries; Kim Mariscal, the Partnerships and Sustainability Strategist, who will be conducting outreach for furniture donations and coordinating with donors; and, Mia Etem our Warehouse Operations and Volunteer Coordinator who will oversee the efficient and organized movement and placement of furniture donations as they arrive and are selected and prepared for delivery.

Describe any recent or upcoming leadership transitions.

Not applicable

Describe any flexibility regarding your projects start/completion date.

Make It Home is looking to fund this project at the beginning of the next fiscal year (July 2024). We already have committed funding for the van and are looking for funding for staff to initiate this pilot program.

Required Attachments:

Attach 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 request.



2024-25 Budget for Make Itxlsx

Attach Organization Budget: : Upload your organization or fiscal sponsors annual budget.



2024-25 Organization Budget... .pdf

Attach Dynamic Flood Map



2024-25 Dynamic Flood Map... .pdf

Submission

Please review your responses above for accuracy.

Name and Title of person completing this application.

Nel Ellwein

By checking this box

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Project Budget Template

Organization Name: Make It Home
Project Title: Pilot Furniture Pick-up and Delivery Program

Date: 2/6/24

INCOME:	County NOFA Request	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>				
Foundations:				
		\$ 15,000		\$ 15,000
<i>(Add rows)</i>				
Government:				
<i>(Add rows)</i>				
Corporations:				
<i>(Add rows)</i>				
Individual Contributions: (list total):		\$ 62,150		\$ 62,150
Earned Income:				
<i>(Add rows)</i>				
Other (specify):				
<i>(Add rows)</i>				
Subtotal, Committed Income		\$ 77,150	\$ -	\$ 77,150
<u>Uncommitted</u>				
Other (specify):				
Federal Grants Request	\$ 65,000			\$ 65,000
Other Foundations:				
<i>(Add rows to list other Foundations)</i>				
Government:				
<i>(Add rows to list other Government agencies)</i>				
Corporations:				
<i>(Add rows to list other corporations)</i>				
Individual Contributions:				
Subtotal, Uncommitted Income		\$ -	\$ -	\$ -
Other				
Earned Income:				
Donation Pickups		\$ 19,200		\$ 19,200
Service Deliveries		\$ 28,200		\$ 28,200
<i>(Add rows)</i>				
Subtotal, Earned Income		\$ 47,400		\$ 47,400
Grand Total Income	\$ 65,000	\$ 124,550	\$ -	\$ 189,550

EXPENSES (Add rows to list other expenses)	County NOFA Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Chief Operating Officer (% FTE: 2%)		\$ 2,580		
Warehouse Operations and Logistics Manager (% FTE: 10%)	\$ 5,480	\$ 1,819		\$ 7,299
Warehouse Operations and Volunteer Coordinator (% FTE: 8%)		\$ 3,370		
Partnerships & Sustainability Strategist (% FTE: 8%)		\$ 4,992		\$ 4,992
2 Part-time drivers	\$ 48,000			\$ 48,000
Benefits COO (@%: 30%)		\$ 774		
Benefits Warehouse Operations and Logistics Manager (@%: 30%)		\$ 546		
Benefits Warehouse Operations and Volunteer Coordinator (@%: 20%)		\$ 674		
Benefits Partnerships & Sustainability Strategist (% FTE: 20%)		\$ 998		
Benefits for Drivers(@ %: 20%)	\$ 11,520			\$ 11,520
Subtotal Salaries and Benefits	\$ 65,000	\$ 15,752	\$ -	\$ 80,752
Direct Project Related Expenses				
Rent				
Utilities				
Supplies - Gas		\$ 8,640		\$ 8,640
Equipment		\$ 62,235		\$ 62,235
Travel				
Professional Development				
Marketing				
Insurance		\$ 6,000		\$ 6,000
Van Maintenance		\$ 2,000		\$ 2,000
Custom Vehicle Wrap for Van		\$ 9,000		\$ 9,000
Subtotal, Direct Project Related Expenses	\$ -	\$ 87,875	\$ -	\$ 87,875
Indirect Expense - specify % in column A below (must be HUD approved)				
				\$ -
Fiscal Sponsorship Fee (specify % in column A below)				
				\$ -
Grand Total All Expenses	\$ 65,000	\$ 103,627	\$ -	\$ 168,627

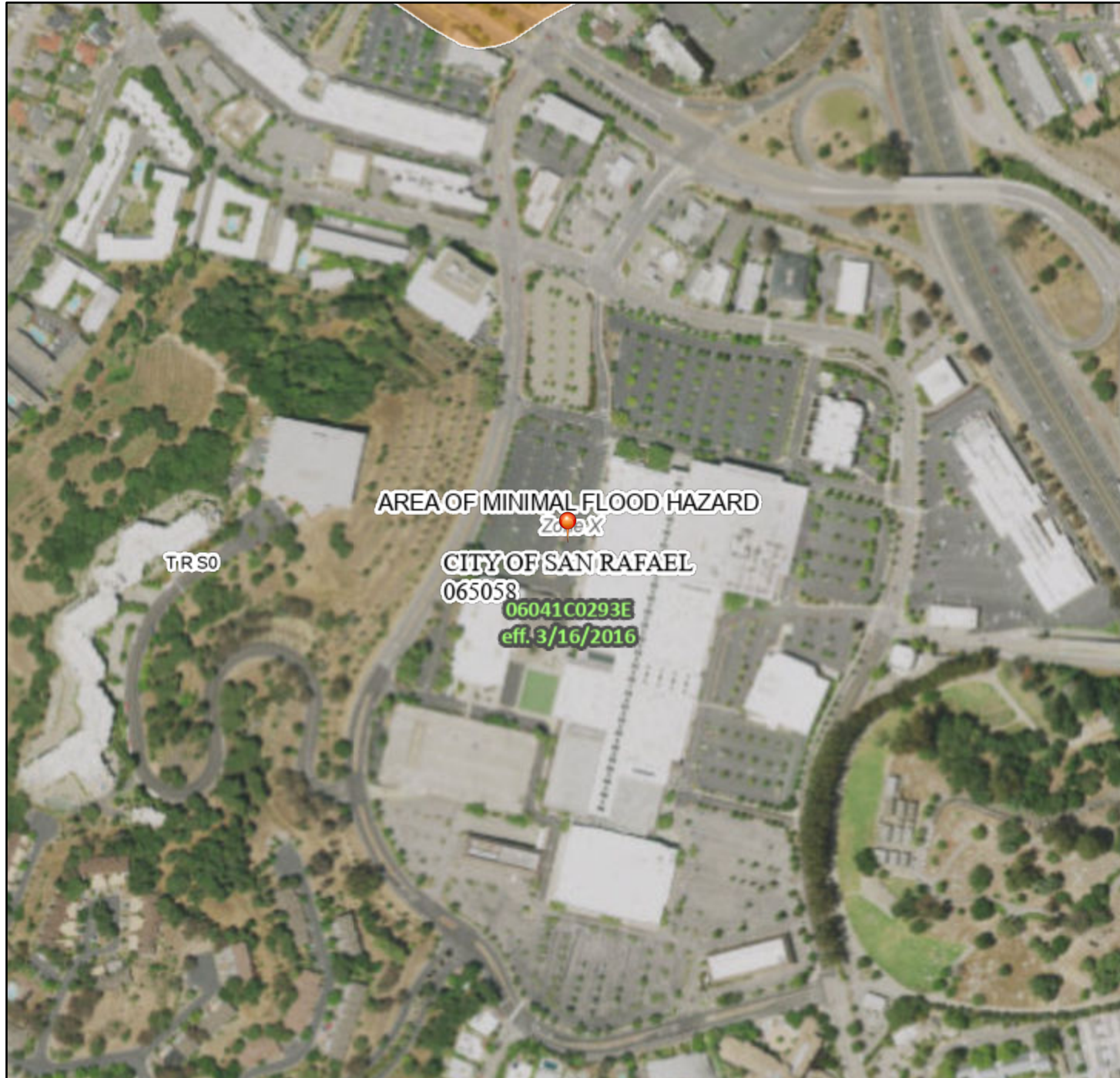
Make It Home
Projected Statement of Operations
For The Year Ending June 30, 2024

Households Served	<u>600</u>
Revenue	
Donations	
Individual Contributions	\$ 520,000
Corporate Contributions	40,000
Grants	280,000
In-Kind Donations	<u>843,785</u>
Total Donations	<u>1,683,785</u>
Program Income	
Service Fees	150,000
Moving Fees	148,800
Wholesale and Retail Sales of Donated Furniture	68,000
Other	<u>-</u>
Total Program Income	<u>366,800</u>
Total Income	<u>2,050,585</u>
Expense	
Program Expenses	
Donated Furniture Distributed & Sold	550,002
Cost of Purchased Distributed Mattresses	97,800
Cost of Purchased Distributed Other Items	33,000
Pickup Expense	14,000
Moving Expense	148,800
Payroll, Taxes, and Benefits	372,082
Lease and Utilities	196,040
Other Program Expenses	<u>240,299</u>
Total Program Expenses	<u>1,652,023</u>
Fundraising Expenses	<u>113,400</u>
Administrative Expenses	
Payroll, Taxes, and Benefits	119,573
Lease and Utilities	12,960
Other Administrative Expenses	<u>11,857</u>
Total Administrative Expenses	<u>144,390</u>
Total Expenses	<u>1,909,813</u>
 Revenue Less Expense	 <u><u>\$ 140,772</u></u>

National Flood Hazard Layer FIRMMette



122°33'1"W 38°0'30"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS	Without Base Flood Elevation (BFE) Zone A, V, A99	With BFE or Depth Zone AE, AO, AH, VE, AR	Regulatory Floodway

		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D

OTHER AREAS OF FLOOD HAZARD	NO SCREEN	Area of Minimal Flood Hazard Zone X
		Effective LOMRs
		Area of Undetermined Flood Hazard Zone D

OTHER AREAS	GENERAL STRUCTURES	
		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall

		20.2 Cross Sections with 1% Annual Chance
		17.5 Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature

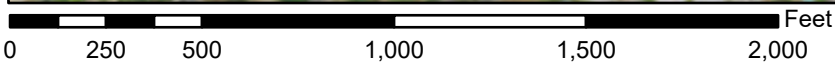
OTHER FEATURES	MAP PANELS	
		Digital Data Available
		No Digital Data Available
		Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 2/7/2024 at 9:00 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



1:6,000

122°32'23"W 38°0'2"N



Housing and Federal Grants Division 2024 - 2025 Application for Funding Community Development Block Grant Program

This application is for nonprofit organizations and government entities in Marin County, California who would like to apply for federal Community Development Block Grant program funds for Public Services or Community Infrastructure/Capital Improvements. Please refer to the [Application Guidelines](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

Indicate type of project. If your project allows, you may apply under multiple categories. (See Application Guidelines for more information)

Public Services (CDBG)

Organization (Fiscal Sponsor) General Information

Organization (Fiscal Sponsor)/Agency Name

Marin YMCA

Mailing Address

1500 Los Gamos Drive
San Rafael, California, 94903

Website (if applicable)

<https://www.ymcasf.org/locations/marin-ymca>

Executive Director/CEO

Andrew Ward

Email Address

award@ymcasf.org

Phone Number

(415) 446-2101

Project General Information

Program/Project Name

Expanding Affordable Childcare through YMCA Elementary Aged Programs

Program/Project Site Address

1500 Los Gamos Drive
San Rafael, California, 94903

CDBG Funding Amount Requested (Minimum request amount: \$15,000)

30000

Application Contact Person

Andrew Ward

Title of Contact Person

Senior Executive Director

Contact Email Address

award@ymcasf.org

Contact Phone Number

(415) 446-2101

To determine if your project is located in a Special Flood Hazard Area as indicated by FEMA, visit [FEMA Flood Map Service Center](#). (Save a copy of the Dynamic Map and upload at the end of this application.)

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

For CDBG Public Facilities/Improvements applications, if the project is located in a **Regulatory Floodway it is not eligible for funding**. Public Facilities/Improvements projects located in a Special Flood Hazard Area require flood insurance to qualify for funding.

Project Specifics

Planning Areas Served: Indicate what geographic area(s) the requested funding will serve.

Novato San Rafael County Other

Is your organization receiving other County of Marin funding for this project?

No

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

As part of the YMCA of San Francisco, the Marin YMCA 2030 Vision is to build strong communities, where you can be, belong, and become. Our Mission is to build healthy, sustainable, and equitable communities for all generations. Our strategic priorities are to champion an accessible, connected, resilient, and just Bay Area; enhance individual, staff, family, and community health & wellbeing; open pathways to social and economic mobility; expand opportunities at all ages and life stages; and advance a safe, collaborative, and sustainable future.

In Marin County, the Y is currently focused on addressing two county wide priorities. The priority and the focus of this application is affordable elementary aged childcare through after-school and summer programs. The second priority that the Y is focused on is providing physical and social well-being

supports, programs and services for all ages and populations. in Marin County. Over 33% of 4,750 members of the Y facility on Los Gamos Drive qualify for financial assistance meeting our internal low-income verification metrics. Public perception often thinks of the Y as a gym, which is true and limiting. The Marin Y is a comprehensive community health resource that removes financial barriers to physical wellbeing supports as well as combats social isolation and enhances emotional and mental well-being. Exercise and community are at the heart of our campus on Los Gamos Drive. Older adults and Latinx populations are two of the largest demographics making up our membership. We also actively teach youth in Marin to swim through swim lessons and water safety programming.

The focus of this grant request is addressing affordable childcare. The Marin Y does this through programs that exist on 16 public school or community-based locations throughout the county. YMCA childcare programs are in West Marin, Novato, San Rafael, San Anselmo, and Fairfax. The afterschool and summer camp programs in Tomales, Pt. Reyes Station, and the Canal are 100% subsidized and thus free to qualifying families based on income criteria.

1,140 elementary aged students are currently enrolled in a YMCA childcare program this school year in Marin County. That number is expected to increase to over 1,500 daily next school year due to community childcare needs. During summer months 450-500 elementary aged youth are in summer camp programs at they that provide full day childcare for their families. In Novato, a total of 500 elementary aged students are currently in the school year program. 107 or 21% qualify for fully subsidized care based on income. In San Rafael, a total of 153 elementary aged students are enrolled in a YMCA after school childcare program. 80 or 52% of these students qualify for fully subsidized care. Specifically, the YMCA childcare operating out of the Al Boro Community center in the Canal has 70 students who qualify for fully subsidized enrollment. In West Marin, 21 students are currently receiving fully subsidized childcare at the YMCA programs at Tomales Elementary and West Marin Elementary.

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.

This project will create up to 50 new fully- subsidized enrollment spots for elementary students identified by principles and community advocates to enroll in YMCA school year and summer childcare camp programs primarily in Novato, the Canal neighborhood, and other parts of San Rafael and West Marin. These families will be identified by our local public-school partners and by community advocates and school principles. There are currently 75 existing elementary age students on the waitlist for these programs, primarily in Novato and San Rafael.

The Marin YMCA has expanded access for low-income families to affordable, year-round childcare across Marin County in the past 4 years. During summer months we provide 6 summer camp/childcare programs for all day care in Tomales, Pt. Reyes Station, the Canal, Novato, and San Anselmo. In partnership with our school districts in each area, 80% of the 500 youth in the summer camps receive fully subsidized access. This means free childcare for low- income families for 6 weeks during the summer. Beyond childcare, these elementary aged students are participating in an enrichment and emotional learning- based summer camp that is recreational, educational, and experience rich.

During the school year, we currently have 1,140 students receiving childcare after school serving working families between the hours of 7:00 AM until school starts and then again from 2:00 pm through 6:00 pm. These programs are across all the previously named districts of Marin County. The Y is a leading national expert and trusted community partner for this work. Many other counties and cities provide extensive support through funding so that families have access to affordable childcare. Public funding for affordable childcare is scarce in Marin County.

There are numerous community benefits for low-income families having access to affordable childcare during the summer. For the county, a continuation of local economic sustainability is related to affordable childcare including the following industries: agricultural, restaurant, hospitality, and retail jobs. Parental wellbeing is nurtured when safe and developmentally focused care of their children is available. Summer Learning Loss is reduced when elementary age students are engaged in year-round learning. Social skills and emotional development continue during the summer. Summer camps are affordable childcare solutions, and the Y is the leading provider of this solution across Marin County. Our camps are local, and equity driven, available in the communities on campuses that are accessible to those who need them the most. Tomales, Pt. Reyes, Novato and the Canal are 4 of the summer camp locations. There will also be a

camp location in the Ross Valley School District.

Which community priority does your project align with? (See Application Guidelines for descriptions) (check as many boxes as applicable)

Children, Youth and Parent Services

Describe how your project aligns with these priorities.

This project directly aligns with the Children, Youth and Parent Services priority of this grant opportunity. The Y will create 50 new subsidized enrollment spots for elementary students identified by principles and community advocates to enroll in YMCA school year and summer childcare camp programs in Tomales, Pt. Reyes Station, Novato, the Canal neighborhood, and Ross Valley. These families will be identified by our local public-school partners and by community advocates and school principles. West Marin and the Canal are two of the most clearly identified areas of need and the need exists in pockets of Novato and Ross Valley where the Y programs exist. Investment in this project allows Marin County to directly improve access to affordable childcare through a sustainable and proven non-profit responding directly to inequities in Marin. The Marin YMCA existing infrastructure and funding means there is little direct expense related to this new 30K request. Money from this grant will go directly to reducing the waitlist for childcare in West Marin, Novato, and San Rafael.

Select HUD National Objective to be achieved with funding. Check all that apply.

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

Activities benefiting low and moderate area. (LMA)

All projects funded are required to Affirmatively Further Fair Housing (AFFH) which is defined as taking "meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics."

How will this project Affirmatively Further Fair Housing?

This project increases subsidized childcare for families who live and work in low-income areas of Marin County. Affordable childcare allows parents and families to prioritize using their limited income for rent and housing instead of childcare. The type of programs this funding opens access to have traditionally only been available to more affluent homeowner areas of Marin County. The location of the Marin YMCA elementary aged childcare centers increases access to the low income areas of West Marin, Novato and San Rafael. Specifically Tomales Elementary School and West Marin Elementary School. In Novato, Lu Sutton, Hamilton, and Loma Verde Elementary Schools and in San Rafael, the Canal Neighborhood where the Al Boro Community Center where YMCA childcare program exists.

All projects funded are required to conduct Affirmative Marketing. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Federally Protected Classes - race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status and disability.

The Marin YMCA already practices and delivers on criteria for Affirmative Marketing Plans. We translate communications currently in English and Spanish. This means emails, flyers, and other written communication is accessible for Spanish speaking communities. We collaborate directly with our school

partners via community advocates and school administrations to communicate and enroll students in these programs. We have bilingual staff in all these areas for direct verbal communication on school campuses. We have bilingual staff available for phone call communication.

Refer to the [Current Marin County Income Limits](#) to determine income level for use in the table below.

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.

	Number
Moderate Income	
Low Income	
Very Low Income	
Extremely Low Income	50
TOTAL	50

Notes or clarifying information on the unit count:

This program will provide subsidized childcare to families who qualify for free and reduced lunch programs in the Marin County Elementary school system.

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.

We have an established income verification process that is monitored and audited by various stakeholders. Free and reduced lunch qualifying families are the priority for the 100% subsidized spots and additional financial assistance is made available for low-income families who do not meet the free and reduced lunch criteria. This portion of clients referred to us directly through the school district and local school leadership partners.

The Marin YMCA income internal verification process includes three primary steps. The first step is a case-by-case conversation to identify need. The second step is a review of income qualification documents which may include and is not limited to: bank statements, tax returns, social security, disability documentation, letters of verification or support, and other values-based tools based on trust and truth telling. We recognize documenting income can be a vulnerable experience for undocumented communities and we have tools to support this. Our internal scale for determining financial assistance is based on living wage income for San Francisco. This regularly means that more families can qualify compared to other statistical cost of living measures. The third step is a random quarterly audit in which individuals and families may be asked to complete as an additional verification step.

Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project. The total number of beneficiaries should equal the total in the previous questions.

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native		
Asian	2	
Black or African American	5	

	Total Number of Persons	Number Identifying as Hispanic
Native Hawaiian or Other Pacific Islander		
White	7	
American Indian and White		
Asian and White	1	
Black and White		
American Indian and Black		
Multi-Racial	35	30
TOTAL	50	30

Total Number of Persons (Must equal total identified under income level)

50

Total Number Identifying as Hispanic

30

Female-Headed Households (out of above total)

25

Persons with Disabilities (out of above total)

10

Notes or clarifying information on the unit count:

Based on limited existing demographic data for existing YMCA youth program enrollment.

PROJECT MANAGEMENT & FINANCIAL DATA

Describe your organization's experience with administering grants and specifically federal grants.

The Marin YMCA is a branch of YMCA of San Francisco which has held, administered, and implemented more than 200 government contracts for the last three fiscal years. Most are with the City and County of San Francisco. Others are with San Mateo County and Marin County. San Francisco contracts are held with the Human Services Agency, First 5, the San Francisco Department of Public Health (DPH), Department of Children Youth & Families (DCYF), San Francisco Unified School District (SFUSD), San Francisco Mayor's Office for Housing and Community Development (MOHCD), and the San Francisco Office of Economic & Workforce Development (OEWD). Services provided for the City and County of San Francisco encompass the breath of programming for the Y, including active older adults, family support, youth development, workforce development, service connection, and wellness programming at HOPE SF sites. Our state funding from the California Department of Community Services and Development is the CDBG funding provided us as San Francisco's Community Action Agency, tasked with alleviating poverty. City and County contracts are relevant since we offer referrals and linkages for wrap-around social services as needed to other Y programs or those offered by other neighborhood organizations.

The YMCA of San Francisco has and continues to execute public and private contracts successfully. The YMCA of San Francisco has not neither failed nor refused to complete any contracts. The YMCA is in full compliance with program and fiscal monitoring. There is no litigation pending in connection with any contract or grant.

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

This program is supervised and managed by a proven and tenured team of Youth Development professionals at the Marin YMCA. This team is led by Andrew Ward and Torrey Kelly. Andrew is a 19 year non-profit professional who currently serves as the Senior Executive Director of the Marin YMCA. He is a mostly life-long Marin resident who has led and executed similar projects in San Francisco. Torrey Kelly is a 16 year non-profit professional who has led youth programs in Marin County during her entire career with the YMCA. Torrey is the primary relationship and contract holder for the Y's partnerships with the various school districts in Marin County. Torrey developed and led many Covid era emergency response childcare initiatives both for the Y and the County that opened the sustainable pathways for affordable childcare that currently exist. Both leaders are highly experienced with project management, grant fidelity, and outcome based programs.

Describe any recent or upcoming leadership transitions.


No current leadership transitions at the Marin YMCA. No significant changes are expected.

Describe any flexibility regarding your projects start/completion date.

This project aims to utilize the funds starting the summer of 2024 and/or the school year and summer of 2025 depending on when they are made available to operationalize. These funds will be channeled to support existing childcare waitlist demands and thus spent quickly once received. The only potential hinderance would be limited staffing to meet waitlist demands. Current staffing gaps are solved within 6-8 weeks on average.

Required Attachments:

Attach 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 request.

 Project Budget.xlsx

Attach Organization Budget: : Upload your organization or fiscal sponsors annual budget.

 Marin YMCA Budget.xlsx

Attach Dynamic Flood Map

 FIRMETTE_1412de5c-32c5-4... .pdf

Attach Optional Miscellaneous Documents

 Full Childcare Department B... .xlsx

Submission

Please review your responses above for accuracy.

Name and Title of person completing this application.

Andrew Ward, Senior Executive Director

By checking this box

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Project Budget Template

Organization Name: Marin YMCA
Project Title: Expand Scholarship Funding for Affordable Childcare

Date:

INCOME:	County NOFA Request	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>				
Foundations:		11000		11,000
<i>(Add rows)</i>				
Government:				
<i>(Add rows)</i>				
Corporations:				
<i>(Add rows)</i>				
Individual Contributions: (list total):		5000		5,000
Earned Income:				
<i>(Add rows)</i>				
Other (specify):				
<i>(Add rows)</i>				
Subtotal, Committed Income		16000	0	16000
<u>Uncommitted</u>				
Other (specify):				
Federal Grants Request	30,000			30,000
Other Foundations:				
<i>(Add rows to list other Foundations)</i>				
Government:		30000		30,000
<i>(Add rows to list other Government agencies)</i>				
Corporations:				
<i>(Add rows to list other corporations)</i>				
Individual Contributions:				
Subtotal, Uncommitted Income		30000	0	30000
Other				
Earned Income:				
<i>(Add rows)</i>				
Subtotal, Earned Income		0		0
Grand Total Income	30000	46000	0	76000

EXPENSES (Add rows to list other expenses)	County NOFA Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Executive Director (% FTE: ____)			650	
Program Director (% FTE: ____)	783			
<i>Program Staff</i>	1182		1182	
Benefits (@ %: ____)			350	
Subtotal Salaries and Benefits	1965	0	2182	4147
Contracted Services				
Professional Fees				
Project Consultant				
<i>(Add rows to list other contracted expenses)</i>				
Subtotal Contracted Services	0	0	0	0
Direct Project Related Expenses				
Rent				
Utilities				
Supplies	2500			
Equipment				
Travel				
Professional Development				
Marketing	250		250	
<i>(Add rows to list other direct project expenses)</i>				
Subtotal, Direct Project Related Expenses	2750	0	250	3000
General Development				
Electrical				
Plumbing				
Roof Replacement				
Painting				
General Construction Labor				
Materials	\$ -			\$0
<i>(Add rows to list other specific project expenses)</i>				0
Subtotal, Direct Project Related Expenses	0	0	0	0
Indirect Expense - specify % in column A below (must be HUD approved)				
				0
Fiscal Sponsorship Fee (specify % in column A below)				
				0
Grand Total All Expenses	\$ 4,715.00	\$ -	\$ 2,432.00	\$ 7,147.00

Note: The majority of the project costs are covered by existing revenue streams already present in our childcare operations. The staffing expense for this grant are blended with other funds for sustainability. The majority of funds will go directly to the scholarship fund that pays for the childcare costs for the families that qualify based on income.

Marin YMCA Operating Budget July 2023-June 2024

Branch ↑	Revenue/Expense ↑	Account Summary Group ↑	Budget
76 Marin	Revenue	01 - Contributions	\$145,850.00
		10 - Grants	\$1,585,242.67
		11 - Membership Dues	\$4,406,480.98
		13 - Program Fees	\$3,895,594.08
		14 - Member Services	\$8,000.00
		15 - Investment Returns	\$0.00
		16 - Miscellaneous	\$0.00
		19 - Other Changes in Net Assets	\$53,399.52
		Subtotal	\$10,094,567.25
	Expense	21 - Salaries and Wages	-\$4,399,755.38
		22 - Employee Benefits	-\$625,601.24
		23 - Payroll Taxes	-\$466,537.55
		24 - Professional Services	-\$67,145.22
		25 - Supplies	-\$535,764.43
		26 - Telecommunications	-\$96,020.30
		27 - Postage	-\$1,550.00
		28 - Occupancy	-\$793,371.58
		29 - Equipment	-\$63,044.06
		31 - Printing, Promotions	-\$1,000.00
		32 - Travel, Transportation	-\$64,186.33
		33 - Conferences, Training	-\$25,001.00
		34 - Campaign Expenses	-\$1,000.00
		35 - Membership Dues Expense	-\$51,650.40
		37 - Financing Costs	-\$119,900.76
		38 - Insurance	-\$55,634.28
		39 - Miscellaneous Expense	-\$39,221.00
		48 - Intra-Y Cost Allocations	-\$1,500,772.89
		53 - Current Budgeted Assets	-\$10,453.64
		54 - Intercompany accounts	-\$1,026,496.96
		Subtotal	-\$9,944,107.02
Subtotal	\$150,460.23		
Total	\$150,460.23		

Marin YMCA Year Round Childcare Operations (School and Summer Months) Budget

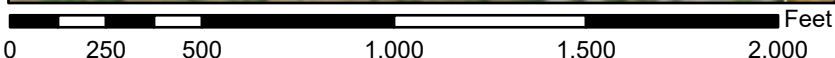
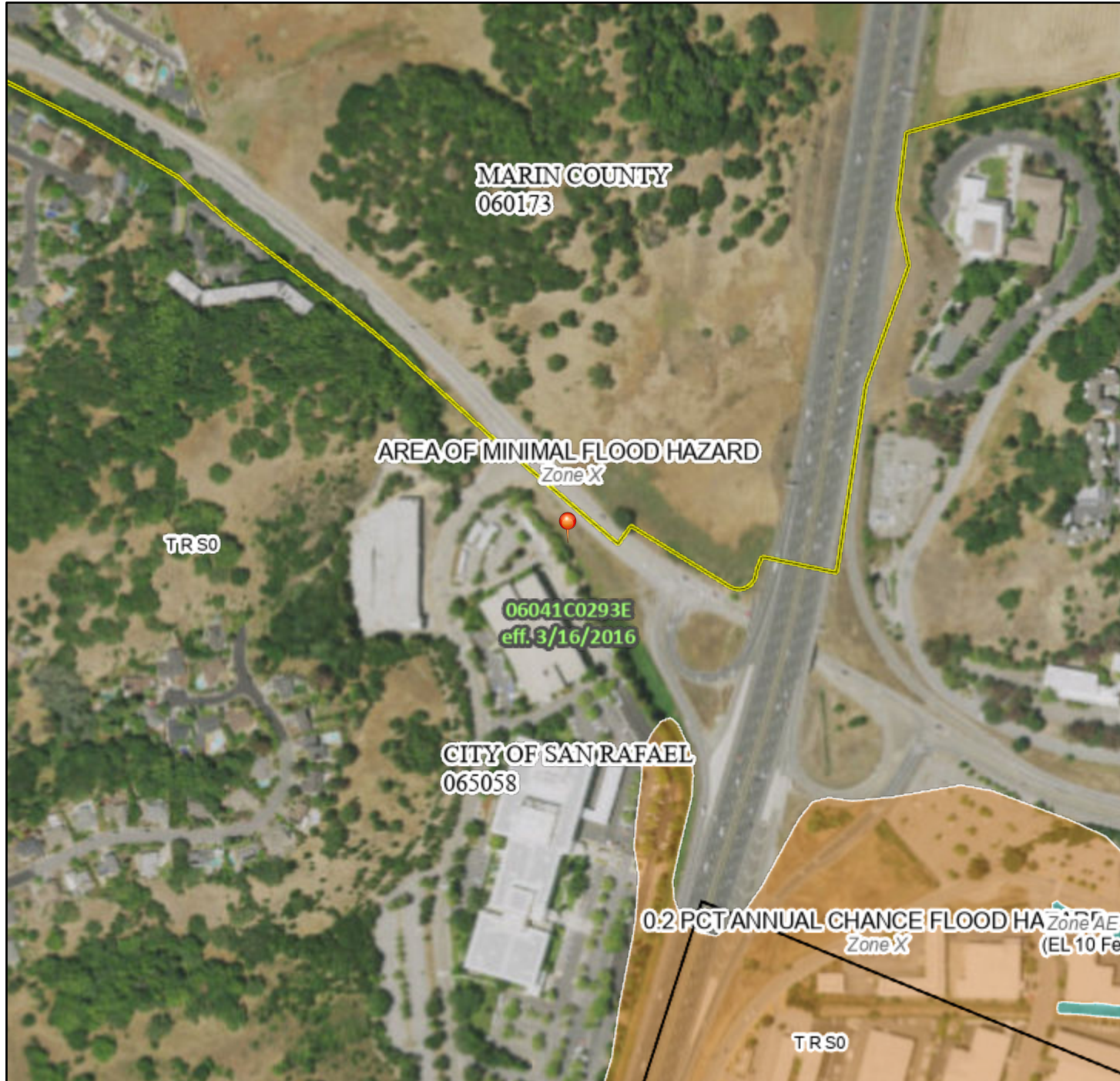
Revenue/Expense ↑	Account Summary Group ↑	Sum of Net Total Budget
Revenue	Contributions	\$5,000.00
	Grants	\$1,585,242.67
	Program Fees	\$3,523,887.62
	Camp Endowment	\$11,000.00
Subtotal		\$5,125,130.29
Expense	Salaries and Wages	-\$2,786,569.51
	Employee Benefits	-\$443,027.38
	Payroll Taxes	-\$298,765.36
	Professional Services	-\$12,148.87
	Supplies	-\$232,884.87
	Telecommunications	-\$88,641.14
	Postage	-\$1,500.00
	Occupancy	-\$235,699.37
	Equipment	-\$4,313.16
	Printing, Promotions	\$2,000.00
	Travel, Transportation	-\$63,836.33
	Conferences, Training	-\$11,025.00
	Contributions and Grants	\$0.00
	Insurance	-\$55,634.28
	Miscellaneous Expense	-\$39,221.00
	Depreciation	\$0.00
	Intra-Y Cost Allocations	-\$622,479.87
Intercompany accounts	-\$203,497.00	
Subtotal		-\$5,097,243.14
Total		\$27,887.15

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National Flood Hazard Layer FIRMMette



122°32'47"W 38°1'33"N



1:6,000 122°32'9"W 38°1'5"N

Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

- | | | |
|------------------------------------|--|--|
| SPECIAL FLOOD HAZARD AREAS | | Without Base Flood Elevation (BFE)
<i>Zone A, V, A99</i> |
| | | With BFE or Depth <i>Zone AE, AO, AH, VE, AR</i> |
| | | Regulatory Floodway |
| OTHER AREAS OF FLOOD HAZARD | | 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile <i>Zone X</i> |
| | | Future Conditions 1% Annual Chance Flood Hazard <i>Zone X</i> |
| | | Area with Reduced Flood Risk due to Levee. See Notes. <i>Zone X</i> |
| | | Area with Flood Risk due to Levee <i>Zone D</i> |
| OTHER AREAS | | NO SCREEN Area of Minimal Flood Hazard <i>Zone X</i> |
| | | Effective LOMRs |
| GENERAL STRUCTURES | | Area of Undetermined Flood Hazard <i>Zone D</i> |
| | | Channel, Culvert, or Storm Sewer |
| OTHER FEATURES | | Levee, Dike, or Floodwall |
| | | 20.2 Cross Sections with 1% Annual Chance Water Surface Elevation |
| MAP PANELS | | 17.5 Coastal Transect |
| | | Base Flood Elevation Line (BFE) |
| | | Limit of Study |
| | | Jurisdiction Boundary |
| | | Coastal Transect Baseline |
| | | Profile Baseline |
| | | Hydrographic Feature |
| | | Digital Data Available |
| | | No Digital Data Available |
| | | Unmapped |



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 2/7/2024 at 2:15 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



Housing and Federal Grants Division 2024 - 2025 Application for Funding Community Development Block Grant Program

This application is for nonprofit organizations and government entities in Marin County, California who would like to apply for federal Community Development Block Grant program funds for Public Services or Community Infrastructure/Capital Improvements. Please refer to the [Application Guidelines](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

Indicate type of project. If your project allows, you may apply under multiple categories. (See Application Guidelines for more information)

Public Services (CDBG)

Organization (Fiscal Sponsor) General Information

Organization (Fiscal Sponsor)/Agency Name

Pearl Transit Corp

Mailing Address

525 Route 73 North, Suite 104
Marlton, New Jersey, 08053

Website (if applicable)

www.pearltransit.org

Organization DUNS#

022644355

Executive Director/CEO

Rose Dunnin

Email Address

RD@PearlTransit.org

Phone Number

(888) 976-9944

Project General Information

Program/Project Name

Oral health outreach for low income Marin County residents.

Program/Project Site Address

306 Sir Francis Drake Blvd.
San Anselmo, California, 94060

CDBG Funding Amount Requested (Minimum request amount: \$15,000)

60000

Application Contact Person

Jael Watts

Title of Contact Person

Operations Manager

Contact Email Address

jw@pearltransit.org

Contact Phone Number

(888) 976-9944

To determine if your project is located in a Special Flood Hazard Area as indicated by FEMA, visit [FEMA Flood Map Service Center](#). (Save a copy of the Dynamic Map and upload at the end of this application.)

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

For CDBG Public Facilities/Improvements applications, if the project is located in a **Regulatory Floodway it is not eligible for funding**. Public Facilities/Improvements projects located in a Special Flood Hazard Area require flood insurance to qualify for funding.

Project Specifics

Planning Areas Served: Indicate what geographic area(s) the requested funding will serve.

Novato San Rafael County Other

Is your organization receiving other County of Marin funding for this project?

No

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

Pearl Transit’s mission is to assist every person to break the cycle of homelessness and poverty, to alleviate the underlying causes of poverty, and to enable all of us to attain our fullest potential as individuals and as members of the broader society. We accomplish this mission by providing charitable services ranging from street outreach and non-perishable food box delivery to demand response transportation, oral health outreach, and travel planning services.

Pearl Transit is a 501(c)(3) entity that currently supplies charitable services ranging from street outreach and non-perishable food box delivery to demand response transportation and travel planning services.

As a federal subrecipient, Pearl Transit has worked with state departments of transportation to implement transit and trip planning services through 5310, as well as the Job Access Reverse Commute (5316) and New Freedom (5317) programs, as well as the Community Development Block Grant Program and the Emergency Solutions Grants Program.

In 2023, Pearl Transit supplied more than 7,500,000 rides that connected seniors, consumer participation with disabilities, consumer participation from low income households, and other transit disadvantaged persons with important destinations within their own communities and beyond. Pearl Transit utilized tax deductible charitable donations from employers, businesses, and members of the community to supply more than 4,000,000 reduced and no-fare rides in 2023.

In 2023, Pearl Transit served:

- More than 4,800 consumers whose household income is 200% of Federal Poverty Guidelines or lower
- More than 2,200 people 65 years of age and older, and more than 5,000 disadvantaged people under 65 years of age.

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.

Pearl Transit has partnered with Oracle Dental Laboratories Inc. ("Oracle Dental") to supply no cost full and partial dentures to low income persons in Marin County, including persons experiencing or at risk of homelessness.

Through providing both in home service, as well as street outreach services to unhoused individuals with the use of a mobile, van based dental scanning space, Pearl Transit and Oracle Dental supply no-cost, custom fit dentures that provide the following benefits for our consumers: (1) improving personal appearance, speech, and confidence, (2) providing a restorative option that offers minimal person to person contact and no dentist office visit, (3) encouraging better health by allowing the denture user a range of nutritive foods that they can consume, (4) improving overall oral health by reducing the risk of periodontal disease and tooth decay associated with missing teeth.

Pearl Transit and Oracle Dental's partnered service requires consumers to register for assistance and provide proof of in-state residency in a low income household. Once registered, consumers are scheduled for an in-home or mobile oral scan.

The 3d images captured by Oracle's dental technician during the mobile visit are processed by scanning software, which then generates an accurate 3D surface model showing the teeth and gingiva's geometry.

Under the direction of a licensed dentist, a confidential, secure, individualized consumer file and treatment plan are developed for each consumer, which include the 3d image of the consumer's mouth, as well as consumer demographic information. In accordance with this plan, Oracle Dental custom fabricates complete or partial dentures by means of computer aided design (CAD) and manufacturing (CAM).

Finally, Pearl Transit staff follow up with each consumer helps ensure the best possible long term consumer outcomes, as Pearl Transit staff provide: (1) written and verbal denture and oral care reminders, (2) assess and record remaining consumer needs via standardized questionnaire, (3) provide referrals to a range of community services, including

mental health, educational and vocational services providers, as well as low cost dental clinics that will assist each consumer to achieve the best long term oral health.

Which community priority does your project align with? (See Application Guidelines for descriptions) (check as many boxes as applicable)

Basic Health Services

Describe how your project aligns with these priorities.

Pearl Transit has partnered with Oracle Dental Laboratories Inc. ("Oracle Dental") to supply no cost full and partial dentures to low income persons in Marin County, including persons experiencing or at risk of homelessness.

Through providing both in home service, as well as street outreach services to unhoused individuals with the use of a mobile, van based dental scanning space, Pearl Transit and Oracle Dental supply no-cost, custom fit dentures that provide the following benefits for our consumers: (1) improving personal appearance, speech, and confidence, (2) providing a restorative option that offers minimal person to person contact and no dentist office visit, (3) encouraging better health by allowing the denture user a range of nutritive foods that they can consume, (4) improving overall oral health by reducing the risk of periodontal disease and tooth decay associated with missing teeth.

Select HUD National Objective to be achieved with funding. Check all that apply.

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

All projects funded are required to Affirmatively Further Fair Housing (AFFH) which is defined as taking "meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics."

How will this project Affirmatively Further Fair Housing?

Poor oral health disproportionately affects homeless adults. A staggering 89% of homeless adults have missing teeth, and only 27% have had a dental visit in the preceding year (Gelberg et al., 1988; Kaste and Bolden, 1995).

Furthermore, "... oral disease poses as significant a barrier to employment and self-sufficiency as do problems with general or mental health." Hyde S, Satariano WA, Weintraub JA. Welfare dental intervention improves employment and quality of life. Journal of dental research. 2006;85(1):79-84.

Through providing both in home service, as well as street outreach services to unhoused individuals with the use of a mobile, van based dental scanning space, Pearl Transit and Oracle Dental supply no-cost, custom fit dentures that provide both health and aesthetic benefits for our consumers.

The partnered services of Pearl Transit and Oracle Dental employ state of the art digital technology to address oral health access barriers by eliminating the need for in office care, and making custom denture units available at no cost to those at risk of, or experiencing, homelessness..

Those who are most vulnerable to become homeless, including transportation disadvantaged individuals, people with disabilities, seniors and other groups for whom in office visits had been geographically and financially inaccessible receive custom fabricated denture units, manufactured in accordance with an individual treatment plan, as well as referrals to long term oral health resources.

All projects funded are required to conduct Affirmative Marketing. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Federally Protected Classes - race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status and disability.

Pearl Transit has implemented the following measures to ensure that all low income Marin County residents will have equal access to its services: (1) mandatory pre-hire and quarterly ethnic, religious, and disability sensitivity and awareness training for all personnel, (2) notices, application forms, and program literature available in alternate formats, including multi-lingual, ASL, and low vision, (3) bilingual and diverse staff recruitment and retention practices, (4) regular monitoring of compliance with civil rights mandates, including the Americans with Disabilities Act, as well as the implementation of corrective action measures where needed.

Pearl Transit has a policy of non-discrimination in hiring, service delivery, and overall administration. In addition to providing a clear procedure for staff, volunteers, and consumers to report discrimination, and providing a process for resolving discrimination claims by impartial panel, and without the possibility of recrimination, Pearl Transit also provides reasonable accommodations at its facilities, in printed literature, and in its application processes to ensure that potential physical, attitudinal, and learning barriers to participation are removed. Every consumer is notified at intake of their right to equal access, as well as procedures for reporting claims of discrimination. Pearl Transit's printed materials are reviewed by its Board of Director's cultural sensitivity panel to ensure that they are free from implicit bias, and are available in a variety of formats, including those for persons with limited english proficiency, persons with vision difficulties, and persons of color.

Pearl Transit observes inclusive hiring practices, and encourages minority applicants to apply through active outreach via diverse recruitment channels. Pearl Transit recruits a diverse staff, which includes staff members that have fluency in Spanish, English, as well as any other language that is spoken by 10% or more of the population being served, and makes all written information available in these formats. Pearl Transit provides language assistance through use of competent bilingual staff and staff interpreters. All staff are provided notice of its language accessibility policy and procedures, and staff that may have direct contact with LEP individuals are trained in effective communication techniques, including the effective use of an interpreter.

Refer to the [Current Marin County Income Limits](#) to determine income level for use in the table below.

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.

	Number
Moderate Income	
Low Income	200
Very Low Income	1500
Extremely Low Income	900
TOTAL	2600

Notes or clarifying information on the unit count:

Consumers will be required to supply one of the following forms of income proof, establishing household income equal to or less than 50% of the area median household income (AMI):

- Written documentation of head of household’s: (1) enrollment in a workforce investment act program, (2) receipt of public assistance benefits, or (3) receipt of Supplemental Security Income (SSI) benefits, OR
- Three consecutive payroll or unemployment check stubs, for every member of the household, showing average monthly income equal to or less than 50% of AMI, OR
- Previous year W-2 form(s), for every member of the household, showing prior year annual income equal to or less than 50% of AMI.

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.

Consumers will be required to supply one of the following forms of income proof, establishing household income equal to or less than 50% of the area median household income (AMI):

- Written documentation of head of household’s: (1) enrollment in a workforce investment act program, (2) receipt of public assistance benefits, or (3) receipt of Supplemental Security Income (SSI) benefits, OR
- Three consecutive payroll or unemployment check stubs, for every member of the household, showing average monthly income equal to or less than 50% of AMI, OR
- Previous year W-2 form(s), for every member of the household, showing prior year annual income equal to or less than 50% of AMI.

Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project. The total number of beneficiaries should equal the total in the previous questions.

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native	10	
Asian	10	
Black or African American	400	5
Native Hawaiian or Other Pacific Islander	10	
White	1910	20
American Indian and White	5	
Asian and White	10	
Black and White	150	60
American Indian and Black	5	
Multi-Racial	90	25
TOTAL	2600	110

Total Number of Persons (Must equal total identified under income level)

2600

Total Number Identifying as Hispanic

110

Female-Headed Households (out of above total)

1400

Persons with Disabilities (out of above total)

150

PROJECT MANAGEMENT & FINANCIAL DATA**If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities.**

Not Applicable

If your agency has remaining funds previously approved, please describe the timeline for expending the fund balance.

Not Applicable

Describe your organization's experience with administering grants and specifically federal grants.

Pearl Transit is a 501(c)(3) charitable organization organized specifically to improve the mobility, quality of life, and community engagement of low income persons. Pearl Transit began operating in 2005, as a federal subrecipient for NJ Transit, the state transit provider in Southern New Jersey, and initially focused on improving rural transit options through the operation of 24 hour transit services, which connected riders with neighboring urban communities where riders could access a broader range of work, learning and child care opportunities.

We continue, as a federal subrecipient for the CDBG, ESG, and 5310 programs, to provide 24/7 demand response transportation, food delivery, travel planning, and street outreach services in New Jersey, the Atlanta region, Southwestern Florida, California, and Michigan.

We operate our federally funded programs in compliance with the record keeping, fiscal management, and customer data management standards applicable to each federal funding source. We submit service statistics, as well as reimbursement requests to our government partners on a monthly basis, make all service related records available for review by our government partners at any time, and undergo annual fiscal audits by an independent accounting firm.

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

In order to ensure our responsiveness to customer needs, and facilitate a process of continuous improvement, Pearl Transit has implemented a comprehensive staffing management plan, which includes:

On-site Manager. Our operations in every community we serve is overseen by an on-site manager. Regional Vice President (RVP). Michael Fleming, our Regional Vice President, is responsible for mentoring the local management team.

Operations Manager (OM). Jael Watts, our Operations Manager, is responsible for overseeing all aspects of Pearl Transit's operations, including overall operations, technology, sales and marketing, human resources, legal, finance, and accounting.

Operations Staff. We will appoint a local team of seasoned professionals, driving performance excellence by enhancing system efficiency and effectiveness.

On Site Manager, Morgen McClelland

Morgen McClelland contributes more than 28 years of industry experience.

Prior to his current role with Pearl Transit, Morgen served as Area General Manager with an international transit operator. In that position, Morgen oversaw regional transit operations for that provider in California, and managed 17 operations and 33 revenue contracts, 1700 Drivers, 125 Technicians, and 200 Staff and Managers.

Regional Vice President, Michael Fleming

Our Regional Vice President, Michael Fleming, has had more than two decades of transit management experience. In addition to leadership, Michael's experience includes consultancy in such areas as operations, safety and risk management. Michael has served as Pearl Transit's Regional Vice President since 2010.

Operations Manager, Jael Watts

Our Operations Manager, Jael Watts, was one of Pearl Transit's original founders when it began in 2005 as a local demand response transit provider. Jael's experience includes executive level management and supervisory responsibility in administration, operations, projects, policy and procedure development, budget preparation management and analysis, personnel recruitment, scheduling and development, customer service, maintenance oversight, facility management, safety principles management and troubleshooting. Jael's responsibility for this operation will be to assist and provide necessary support to the Regional Vice President and On Site Manager.

Describe any recent or upcoming leadership transitions.

Not Applicable.

Describe any flexibility regarding your projects start/completion date.

We are currently implementing the proposed service and plan to continue operations beyond the end of the funding period.

Required Attachments:

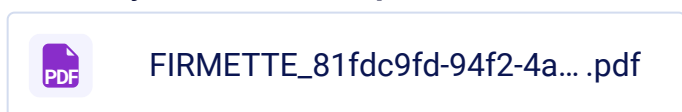
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Attach Organization Budget: : Upload your organization or fiscal sponsors annual budget.



Attach Dynamic Flood Map



Submission

Please review your responses above for accuracy.

Name and Title of person completing this application.

Ryan Miller, Operations Assistant

By checking this box

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

BUDGET

October 1, 2024 – Sept. 30, 2025

EXPENSES

Salaries and Fringe	2,427,000	
Repairs and Maintenance	46,550	
Insurance	33,190	
Lease and Utilities	15,600	
Office Supplies	12,401	
Marketing	13,600	
Administrative Contract Services	26,825	
Consumable Supplies	93,000	
		(\$2,668,166)

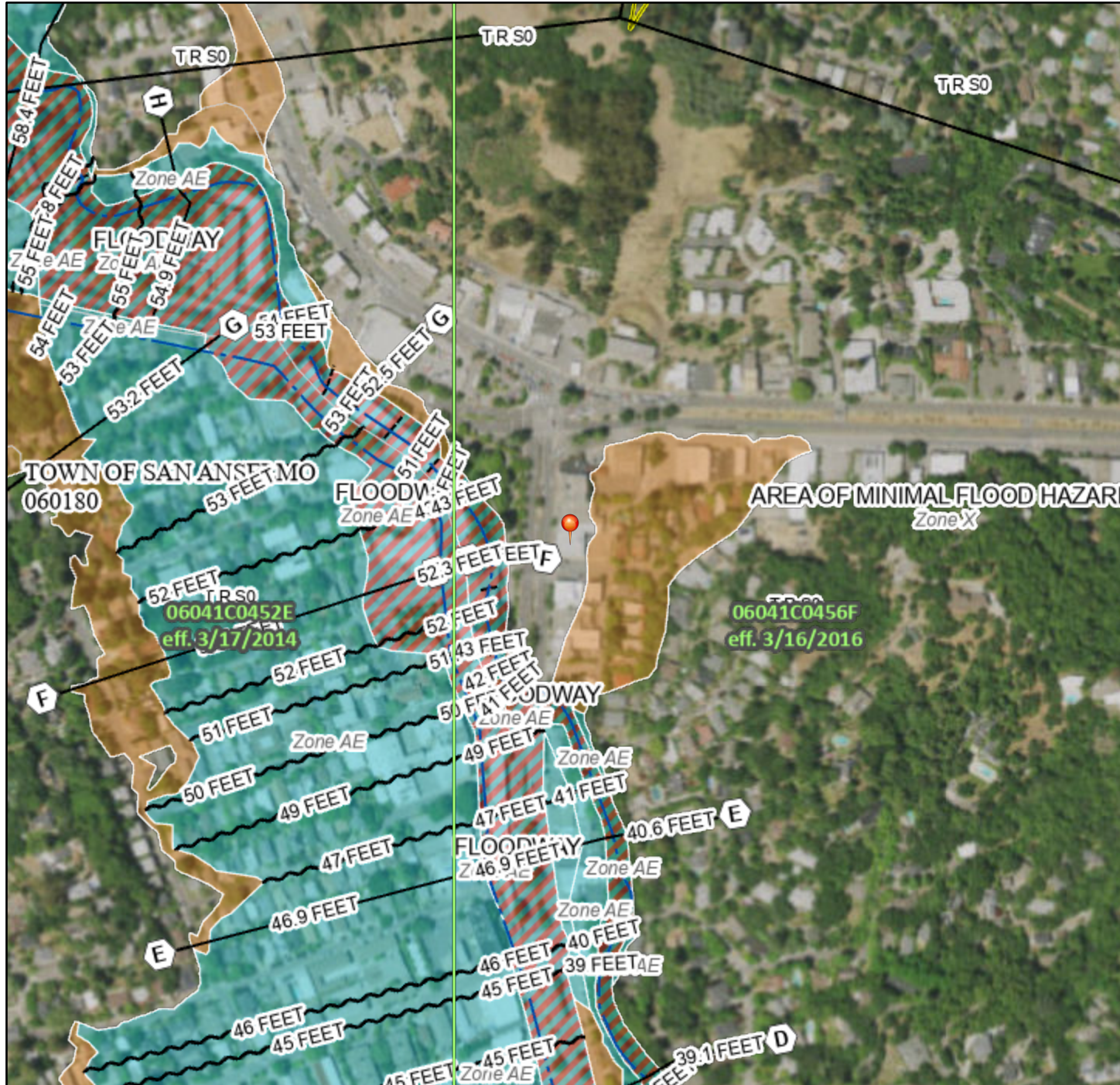
REVENUE

CDBG	40,000	
Donations, Grants, Contracts, and Member Contributions	2,608,166	

National Flood Hazard Layer FIRMMette



122°34'W 37°58'46"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D

OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
		Area of Undetermined Flood Hazard Zone D
GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall

OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance
		17.5 Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
OTHER FEATURES		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature

MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped
		The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards.

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **2/14/2024 at 11:05 AM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

PEARL TRANSIT CORP.

FINANCIAL STATEMENTS AND REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

December 31, 2022 AND 2021

FRYE & ASSOC. LLP

Newark, NJ

(973) 629-1801 (p)

(973) 629-1808 (f)

PEARL TRANSIT CORP.

TABLE OF CONTENTS

	<u>Page</u>
REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS	1
FINANCIAL STATEMENTS	
<i>Statement of Financial Position,</i> December 31, 2022 and 2021	2
<i>Statement of Activities and Changes in Net Assets,</i> Year ended December 31, 2022 with Summarized Information for 2021	3
<i>Statement of Functional Expenses,</i> Year ended December 31, 2022 with Summarized Information for 2021	4
<i>Statement of Cash Flows,</i> Years ended December 31, 2022 and 2021	5
<i>Notes to Financial Statements</i>	6

REPORT OF INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

**To the Board of Directors of
Pearl Transit Corp.
Alloway, New Jersey**

We have audited the accompanying statement of financial position of Pearl Transit Corp. (the "Organization") as of December 31, 2022, and the related statements of activities, functional expenses and cash flows for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Pearl Transit Corp. at December 31, 2022, and the results of its activities and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Frye & Assoc. LLP

**Frye & Assoc. LLP
Newark, New Jersey
January 30, 2023**

PEARL TRANSIT CORP.

STATEMENT OF FINANCIAL POSITION

December 31, 2022 and 2021

	<u>2022</u>	<u>2021</u>
ASSETS		
Cash	\$ 3,672,890	\$ 3,109,476
Investments	3,511,067	3,422,861
Accounts receivable and other assets	1,229,830	1,220,361
Prepaid expenses	316,407	310,819
Equipment, net of accumulated depreciation	82,940	76,814
Total assets	<u>\$8,813,134</u>	<u>\$8,140,331</u>
LIABILITIES		
Accounts payable and other accrued expenses	<u>\$396,422</u>	<u>\$416,219</u>
NET ASSETS		
Unrestricted	8,311,917	7,619,317
Temporarily restricted	72,640	72,640
Permanently restricted	32,155	32,155
Total net assets	<u>8,416,712</u>	<u>7,724,112</u>
Total liabilities and net assets	<u>\$8,813,134</u>	<u>\$8,140,331</u>

See accompanying notes to financial statements.

PEARL TRANSIT CORP.

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

For the year ended December 31, 2022 with Summarized Information for 2021

	Unrestricted	Temporarily Restricted	Permanently Restricted	2022	2021
REVENUES					
Miscellaneous Grants	2,130,644	-	-	2,130,644	1,974,926
Corporate Contributions	276,820	-	-	276,820	234,962
Government Contracts	783,669	-	-	783,669	718,219
Investment Income (Loss)	1,774,011	-	-	1,774,011	1,949,207
Total Revenues	4,965,144	-	-	4,965,144	4,877,314
EXPENSES					
Program Services	3,120,996	-	-	3,120,996	3,016,366
General and Management	503,820	-	-	503,820	494,216
Fundraising	363,506	-	-	363,506	453,518
Total Expenses	3,988,322	-	-	3,988,322	3,964,100
Change in Net Assets	976,822	-	-	976,822	913,214
Net Assets, Beginning of Year	7,619,317	72,640	32,155	7,724,112	6,810,898
Net Assets, End of Year	\$ 8,596,139	72,640	32,155	8,700,934	7,724,112

See accompanying notes to financial statements

PEARL TRANSIT CORP.

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended December 31, 2022 with Summarized Information for 2021

		2022			2021	
	Program Services	General And Management	Fundraising	Total	Total	Total
Salaries and Employee Benefits	\$ 1,763,605	363,049	103,076	2,229,730		2,669,906
Consumables	902,381	0	0	902,381		647,270
Consultant/Third Party Services	16,176	0	0	16,176		10,392
Occupancy	99,817	0	0	99,817		69,664
Telephone	33,535	12,903	48,569	95,007		35,103
Printing/Postage	16,025	10,680	41,954	68,659		53,142
Office Supplies and Equipment	17,682	4,877	33,918	56,477		41,766
Travel and Conferences	4,133	11,472	44,262	59,867		11,814
Professional Fees	521	9,329	0	9,850		5,760
Fundraising Events	31,152	6,502	87,671	125,325		63,706
Advertising	30,160	0	4,057	34,217		68,637
Insurance	189,405	73,914	0	263,319		202,365
Computer Expenses	1,918	2,347	0	4,265		9,878
Staff Development	12,914	8,748	0	21,662		14,762
Miscellaneous	1,573	0	0	1,573		59,935
Bad Debt Expense	0	0	0	0		0
Total Functional Expenses	3,120,997	503,821	363,507	3,988,325		3,964,100

See accompanying notes to financial statements.

PEARL TRANSIT CORP.

STATEMENT OF CASH FLOWS

December 31, 2022 and 2021

CASH FLOWS FROM OPERATING ACTIVITIES	2022	2021
Increase (decrease) in net assets	\$ 811,644	791,233
Adjustments to reconcile increase (decrease) in net assets to net cash provided (used) by operating activities:		
Depreciation	82,664	77,819
Receivables	507,920	459,618
Prepays, deposits, and other assets	(88,633)	(80,216)
Increase (decrease) in accounts payable and accrued expenses	(331,251)	(331,632)
Net cash provided by (used in) operating activities	982,344	916,822
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property and equipment	568,865	518,629
Net change in investments	(1,078,239)	(1,022,378)
Net cash provided or (used) by investing activities	(509,374)	(503,749)
Net increase (decrease) in cash	472,970	413,073
CASH		
Beginning of year	3,109,476	2,696,403
End of year	\$ 3,582,446	3,109,476

See accompanying notes to financial statements.

PEARL TRANSIT CORP.

NOTES TO FINANCIAL STATEMENTS

December 31, 2022 and 2021

(1) ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

ORGANIZATION

Pearl Transit Corp. (the “*Organization*”) provides free and low-cost travel planning, mobility management, non-perishable food assistance, street outreach, and transportation services to improve quality of life for disadvantaged persons and assure these individuals are able to fully realize their potential as individuals, parents and citizens.

TAX EXEMPT STATUS

The Organization is incorporated as a not-for-profit organization, and is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from state and local taxes under comparable laws.

(2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

ACCRUAL BASIS OF ACCOUNTING

The accompanying consolidated financial statements of the Organization have been prepared on the accrual basis of accounting and conform to generally accepted accounting principles as applicable to not-for-profit organizations. The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958 dated August 2016, and the provisions of the American Institute of Certified Public Accountants (AICPA) “Audit and Accounting Guide for Not-For-Profit Organizations” (the “Guide”). (ASC) 958-205 was effective January 1, 2021.

ACCOUNTING ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues and expenses, as well as the disclosure of contingent assets and liabilities. Actual results could differ from those estimates.

On August 18, 2016, FASB issued ASU 2016-14, Not-For-Profit Entities (Topic 958) – Presentation of Financial Statements for Not-for-Profit Entities. The update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. The ASU has been applied retrospectively to all periods presented.

SUBSEQUENT EVENTS

Subsequent events after the balance sheet date through the date that the financial statements were available for issuance have been evaluated in the preparation of the financial statements.

ALLOCATION OF EXPENSES

The costs of providing the various programs and supporting services have been summarized on a functional basis in the accompanying consolidated statement of activities. Accordingly, certain costs

have been allocated among the programs and supporting services in reasonable ratios determined by management.

CONCENTRATION OF CREDIT RISK

The Organization maintains deposits in excess of federally insured limits. Accounting Standards Codification (“ASC”) 825, “*Financial Instruments*”, formerly known as Statement of Financial Accounting Standards No. 107, identifies these items as a concentration of credit risk requiring disclosure, regardless of the degree of risk. The risk is managed by monitoring the financial institutions in which deposits are made.

NET ASSETS

The net assets of the Organization and changes therein are classified and reported as follows:

- § ***Unrestricted:*** Unrestricted assets include the net assets that are associated with the principal mission of the Organization.
- § ***Unrestricted – Designated for Investment:*** Endowment income designated by the Board of Directors for long-term investments (quasi-endowment net assets) and a reserve for the start-up of a charitable gift annuity fund.
- § ***Temporarily Restricted:*** Temporarily restricted assets include contributions and other assets received with donor stipulations that limit the use of the donated asset. When a donor restriction is satisfied, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as “*net assets released from restrictions.*”
- § ***Permanently Restricted:*** Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. The donors of these assets permit the Organization to use all or part of the income earned on related investments for general or specific purposes.

CONTRIBUTIONS

All unconditional contributions to the Organization are recorded as revenue when received. Conditional contributions are recognized as revenue when the conditions on which they depend have been substantially met. All contributions are considered available for unrestricted use unless specifically restricted by the donor. The Organization records contributions as temporarily restricted if they are received with donor stipulations that limit their use either through purpose or time restrictions. The Organization records unconditional promises to give (pledges) as a receivable and revenue in the year pledged. As of December 31, 2022 and 2021, all pledges are due within one year.

GOVERNMENT GRANTS AND OTHER CONTRACTS

The Organization records revenue from government and other contracts as expenses are incurred.

INVESTMENTS

Investments are reported at their fair values, with gains and losses, included in the accompanying statements of activities. Net investment income is recorded as unrestricted unless specifically restricted by the donors. Contributions of marketable securities are recorded at their market values at the dates of donation.

EQUIPMENT

Equipment is recorded at cost less accumulated depreciation. Depreciation is provided on the straight-line basis over the estimated useful lives of the assets, generally five years.

PEARL TRANSIT CORP.

NOTES TO FINANCIAL STATEMENTS – (Continued)

December 31, 2022 and 2021

(3) INVESTMENTS

The following is a summary of the Organization's investments at December 31, 2022 and 2021.

		2022	2021
Interest and dividend income	\$	1,683,006	1,601,998
Realized gain (loss)		(772,226)	(494,564)
Unrealized gain (loss)		863,231	841,773
Net investment income (loss)	\$	1,774,011	1,949,207

The following represents the original cost basis, unrealized gains and (losses) and fair value of investments as of December 31, 2022 and 2021. The fair value of investments is determined based upon quoted market prices.

		<u>2022</u>		<u>2021</u>	
		<u>Cost</u>	<u>Market</u>	<u>Cost</u>	<u>Market</u>
Equity	\$	691,860	724,255	675,322	696,161
Mutual Funds		824,903	901,633	819,629	890,722
Corporate Bonds		244,630	297,452	230,425	274,316
Exchange Traded Funds		958,900	886,377	935,684	866,844
Certificate of Deposits		91,423	91,423	82,319	82,319
Money Market/Cash		789,433	789,433	612,499	612,499
Total Investments	\$	<u>3,601,149</u>	<u>3,690,573</u>	<u>3,355,878</u>	<u>3,422,861</u>

(4) LEASE COMMITMENTS

The Organization has a lease expiring on December 31, 2025 with an option to renew the lease for an additional five years through December 31, 2030. In addition, the Organization leases certain office equipment under a lease agreement expiring on December 31, 2024

FRYE & ASSOC. LLP

Certified Public Accountants Newark, New Jersey



Friday, February 16, 2024

Housing and Federal Grants Division 2024 - 2025 Application for Funding Community Development Block Grant Program

This application is for nonprofit organizations and government entities in Marin County, California who would like to apply for federal Community Development Block Grant program funds for Public Services or Community Infrastructure/Capital Improvements. Please refer to the [Application Guidelines](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

Indicate type of project. If your project allows, you may apply under multiple categories. (See Application Guidelines for more information)

Public Services (CDBG)

Organization (Fiscal Sponsor) General Information

Organization (Fiscal Sponsor)/Agency Name

Vivalon

Mailing Address

930 Tamalpais Ave.
San Rafael, California, 94901

Website (if applicable)

<https://vivalon.org/>

Organization DUNS#

030969356

Executive Director/CEO

Anne Grey

Email Address

agrey@vivalon.org

Phone Number

(415) 456-9062

Project General Information

Program/Project Name

Nourish by Vivalon

Program/Project Site Address

648 Lindaro St
San Rafael, California, 94901

CDBG Funding Amount Requested (Minimum request amount: \$15,000)

55000

Application Contact Person

Paige Pedri

Title of Contact Person

Development Manager

Contact Email Address

ppedri@vivalon.org

Contact Phone Number

(415) 456-9062

To determine if your project is located in a Special Flood Hazard Area as indicated by FEMA, visit [FEMA Flood Map Service Center](#). (Save a copy of the Dynamic Map and upload at the end of this application.)

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

Yes

For CDBG Public Facilities/Improvements applications, if the project is located in a **Regulatory Floodway it is not eligible for funding**. Public Facilities/Improvements projects located in a Special Flood Hazard Area require flood insurance to qualify for funding.

Project Specifics

Planning Areas Served: Indicate what geographic area(s) the requested funding will serve.

Novato San Rafael County Other

Is your organization receiving other County of Marin funding for this project?

No

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

In 1954, a grassroots group formed to ensure that Marin’s community elders were not forgotten. In 1968, they launched their first volunteer-based ride service with one vehicle and a commitment to help others. This simple act of kindness blossomed – now, Vivalon is the largest nonprofit serving older adults in Marin County, providing a lifeline to Marin’s older adults and those with disabilities who may struggle with isolation, lack of nutrition, and income. Vivalon annually serves an average of 9,500 primarily low-income adults aged 60 and over.

Vivalon's mission is to advance independence, health, and quality of life for older adults and people living with disabilities. Vivalon believes that the power of human connection is the central ingredient for quality of life and that healthy aging is a community responsibility.

Vivalon's programs target some of the most pressing challenges faced by older adults, especially those experiencing loneliness, isolation, and food insecurity. We believe that Marin's elders should have equitable access to whatever resources, connections, and services they need to age gracefully.

Through a comprehensive, integrated program of active aging services and activities, Vivalon provides specialized transportation, home delivered meals, nutrition programs, classes, and other means of social connection to help reduce isolation and loneliness, increase health, and help people navigate the ageing process. Our model includes the following:

RIDES: Specialized transportation and medical rides that serve nearly 4,500 people with nearly 178,000 rides annually.

MEALS: To ensure that homebound elders and those with chronic and life-threatening illnesses have access to nutritious food, Vivalon delivers healthy prepared meals through Meals on Wheels and our own Nourish program. Along with our Café and weekly food pantry, Vivalon serves nearly 225,000 meals annually.

HEALTHY AGING PROGRAMS: Vivalon's classes are designed to help aging adults stay engaged, healthy, educated, entertained, and vibrant. From technology to falls prevention, health and wellness to arts, Vivalon's classes help people stay socially connected and healthy and make new friends. Last year, 2,195 adults enjoyed Vivalon's healthy aging programs.

CARE & ADVICE: Vivalon offers friendly phone calls and in-person visits for homebound people.

By providing these critical safety net services that embrace vibrant living, movement, intellectual stimulation while fostering a strong sense of community, Vivalon is redefining aging for older adults.

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.

Nourish by Vivalon launched in 2014 to provide home delivered meals to chronically ill adults not qualifying for Meals on Wheels. Nourish mirrors Vivalon's Meals on Wheels program ensuring that no person in need is overlooked, receiving adequate nutrition delivered with care and compassion.

Nourish delivers an average of 1,400 meals month to adults disabled by life-threatening or chronic conditions. Nourish operates in unison with Meals on Wheels, which serves an average of 400 homebound older adults with approximately 150,000 meals annually.

Until recently, Vivalon secured enough free meals to deliver seven packaged meals each week to its 50 current Nourish clients. However, due to reduced availability of complimentary meals, Vivalon must now purchase the 350 weekly meals at \$4.93/meal (an increase of \$1.33/meal over FY22). Meals are purchased from Council on Aging which provides the same meals for Meals on Wheels. The weekly food cost for Nourish is \$1,725.50.

Meals are delivered to Vivalon's meal delivery hub at 648 Lindaro Street in San Rafael, stored in commercial refrigerators until it is time to pack them into coolers, separated into service routes for delivery.

Seven days' worth of meals are delivered three days/week. Drivers arrive at Lindaro Steet to receive their pre-planned route, client names, special delivery notes, and packaged food.

Following their routes, drivers return to the program office to drop off coolers and provide a report on any special circumstances or client needs. Because the meal delivery drivers are often the only person the client may see all week, drivers take the time to converse with them, ask how they are doing, and make a cursory assessment of their situation. The driver advises the Nutrition Services Program Manager, who

contacts the clients and coordinates any special arrangements that may be needed.

Each delivery day the Nutrition Services Program Manager inputs the number of clients receiving meals, number of meals delivered, and other relevant data into the CRM system, Salesforce, to track trends, and produce reports.

Annually, Nourish by Vivalon clients are asked to complete a survey detailing their satisfaction with the program to provide insight on how best to improve delivery and outcomes.

The health of our elderly and disabled is a community concern. In-depth studies show that access to regular, nutritious meals contributes to reduced rates of depression, gum disease, asthma, diabetes, congestive heart failure and heart attacks. Further, regular meals are shown to reduce malnourishment, falls and hospitalizations, and helps people stay living independently longer. The health risks resulting from lack of nutrition result in significant care costs for seniors, Medicare, taxpayers and the health care industry as a whole. The growing population of Marin residents over age 60, rising health care costs, and inflation make it more important than ever to address the escalating crisis surrounding food access and loneliness.

CDBG funds will be used exclusively to purchase meals for Nourish by Vivalon to augment the shortfall in funds. Additional funds come from private donations.

Which community priority does your project align with? (See Application Guidelines for descriptions) (check as many boxes as applicable)

Food Security

Describe how your project aligns with these priorities.

Food security is especially critical for low-income people suffering from disabilities. Management of their health is contingent upon their ability to access healthy meals. Food insecurity creates additional fears and stressors, resulting in further negative outcomes for the client’s health. The added lack of social connections can further impede a person’s ability to heal.

Mirroring the Meals on Wheels program, Nourish offers a proven, evidence-based solution to hunger and social isolation for our disabled community members who do not qualify for the National program, primarily due to their age.

Vivalon’s Nourish clients are all low- and extremely low-income with limited access to healthy meals, shopping, and preparing properly nutritious meals. Nourish clients can be any age adult with a chronic or life-threatening illness (diabetes, heart disease, HIV, cancer, etc.). By providing one appropriately prepared nutritious meal each day, participants feel more secure about their ability to eat.

Based on studies conducted on the National level by Meals on Wheels, the County’s surveys, and Vivalon’s own surveys, we know that home-delivered meals offer the following benefits to recipients and the community to align with HUD’s priorities:

REDUCED USE OF COSTLY HEALTH CARE SERVICES. Several studies found that program participants needed fewer visits to the emergency room or saw fewer hospital stays or readmissions.

REDUCED NURSING HOME USE AND INCREASED ABILITY TO AGE IN PLACE. Nearly all (92%) home-delivered meal participants state that the meals help them continue to live independently.

REDUCED HEALTH CARE COSTS ATTRIBUTED TO REDUCED HOSPITAL AND NURSING HOME SPENDING. Program participants generally report that they spend less on health care.

INCREASED FOOD SECURITY. Several studies concluded that home-delivered meal participants worried less about having enough to eat.

IMPROVED DIET QUALITY. Participants overwhelmingly report that meal delivery helps them eat healthier, more nourishing foods.

REDUCED SOCIAL ISOLATION AND LONELINESS. Several studies found a link between home-delivered meals and reduced social isolation or loneliness, particularly among participants who lived alone. Client surveys validate that result.

REDUCED FALLS AND INCREASED HOME SAFETY. Several studies found home meal delivery participants experienced fewer falls and minimized exposure to hazards in the home, outcomes attributable to safety checks provided at meal delivery and a reduced need to cook in the kitchen.

Select HUD National Objective to be achieved with funding. Check all that apply.

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

All projects funded are required to Affirmatively Further Fair Housing (AFFH) which is defined as taking "meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics."

How will this project Affirmatively Further Fair Housing?

Nourish by Vivalon furthers nutritional access to those most in need by providing complimentary, home-delivered, wholesome meals to individuals with low or very-low incomes facing debilitating, chronic, or life-threatening disabilities, and do not meet the criteria for Meals on Wheels assistance. Our clientele often comes through referrals from local clinics and hospitals by social workers who recognize the critical need for additional nutritional support among their patients, who lack the resources to procure and prepare nourishing meals upon returning home.

Our overarching objective at Vivalon is to ensure that no elderly person or individual grappling with health challenges in Marin County experiences food insecurity or lacks access to nutritious meals. We strive to raise awareness of the nutritional resources we offer, aiming to alleviate food insecurity throughout the region.

To achieve this, we have established strategic partnerships with local organizations focusing on underserved communities in Marin County, including Marin City and the San Rafael Canal District, and key areas in Novato. We actively disseminate information about all Vivalon programs in these communities. When possible, we translate materials into the languages spoken by our target audience.

However, in light of the ongoing crisis, Vivalon's current challenge is reduced, and soon to be no access to complimentary packaged meals. Securing funding is imperative to ensure that our existing clients continue to receive the nourishment they require as we stabilize our resources and funding. Ultimately, our vision is to expand our program, extending support to more low-income individuals and marginalized communities throughout the county.

All projects funded are required to conduct Affirmative Marketing. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Federally Protected Classes - race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status and disability.

Vivalon is dedicated to fostering inclusivity and accessibility within underserved communities. Through proactive engagement and strategic partnerships with local organizations, we aim to expand awareness and trust in our programs. In targeting underserved populations in Marin County, we leverage existing collaborations with community-based entities while employing a multifaceted marketing approach.

Currently, Vivalon collaborates with organizations in Marin City and the San Rafael Canal District, catering to the predominantly Black and Hispanic communities in these regions. Leveraging these alliances, we disseminate marketing materials such as printed fliers and newsletters directly to community members. Additionally, we ensure linguistic inclusivity by translating materials into the languages spoken by our target audience.

Drawing on insights from community partners and thorough research, Vivalon identifies reputable publications and advertising channels to effectively reach our target demographics. By understanding the preferred sources of information among potential clients—be it social media platforms or traditional newspapers—we tailor our outreach strategies accordingly.

Our comprehensive marketing plan encompasses a diverse array of materials, including printed and digital fliers, paid advertisements, newsletter listings, and active engagement on social media platforms. Through these initiatives, Vivalon endeavors to bridge gaps and foster meaningful connections within underserved communities, ensuring equitable access to our Nourish and other programs.

Refer to the [Current Marin County Income Limits](#) to determine income level for use in the table below.

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.

	Number
Moderate Income	
Low Income	
Very Low Income	5
Extremely Low Income	45
TOTAL	50

Notes or clarifying information on the unit count:

N/A

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.

Vivalon does not have income limits for participation in Nourish and is not required to verify income since the population served are adults with serious disabilities, However, clients are asked to self-report their income range during intake assessments. It's worth noting that all clients served by Vivalon's Nourish program consistently fall within the low-to-extremely low-income bracket, ensuring that the support provided directly addresses the critical needs of economically vulnerable individuals.

Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project. The total number of beneficiaries should equal the total in the previous questions.

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native		

	Total Number of Persons	Number Identifying as Hispanic
Asian	1	
Black or African American	5	
Native Hawaiian or Other Pacific Islander	1	
White	43	5
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial		
TOTAL	50	5

Total Number of Persons (Must equal total identified under income level)

50

Total Number Identifying as Hispanic

5

Female-Headed Households (out of above total)

30

Persons with Disabilities (out of above total)

50

Notes or clarifying information on the unit count:

N/A

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities.

Vivalon has not previously received CDBG Funding.

If your agency has remaining funds previously approved, please describe the timeline for expending the fund balance.

N/A

Describe your organization's experience with administering grants and specifically federal grants.

For 70 years Vivalon had been providing services for low-income older adults and those with disabilities. Vivalon has the infrastructure and the inner-departmental communications processes in place to effectively administer government grants and contracts.

The Finance, Human Resources (HR), and Programs teams work together to ensure that expenses and appropriate salary percentages are verified, documented, and tracked for proper cost allocations and submission for reimbursement within the grant or contract requirements. Vivalon utilizes sophisticated general ledger software allowing revenues and costs to be allocated to four levels of classification for easier financial tracking and reporting. Additionally, Vivalon has implemented Salesforce to support its

operational flows and track/report key metrics and statistics for reporting and data evaluation needs.

Vivalon's Finance team includes a Chief Financial Officer, Accounting Manager, Accounts Payable Clerk, an Accounts Receivable Clerk, as well as a Financial Analyst. Programs team includes a Chief Programs Officer, a Programs Manager, a Programs Supervisor, and Administrators and Coordinators overseeing a set of programs, and the Nutrition Services Program Manager for Meals on Wheels and Nourish. Finance and Programs work closely with HR to ensure that salaries are properly allocated and applied to the appropriate grants or contracts.

For at least the last ten years, Vivalon has been a grant recipient of the bi-annual Federal Transportation Section 5310 Funds for Enhanced Mobility of Seniors and Individuals with Disabilities. Upon satisfactory administration and completion of the funds, Vivalon consistently has received additional two-year awards. The grant is administered by the Metropolitan Transportation Commission and provides funds to purchase buses, vans and vehicles to operate Vivalon's transportation program, and its CarePool volunteer driver program, requiring extensive monthly financial and outcome reporting for reimbursement.

In addition to the 5310 Funds, Vivalon has been the provider of Meals on Wheels since 2012, a federally funded grant through the Older Americans Act and administered through the County. In addition, last fiscal year Vivalon managed seven County contracts supporting programming. Six of the contracts are still active and some continue into FY25. Because of Vivalon's program results and ability to meet all compliance requirements, it has received additional/extra funds from the County on several occasions. Vivalon also served as a fiscal sponsor for the County's Aging Action Initiative for many years.

Typically, program staff designs program content and develops the budget needed working with Finance. The Programs team tracks and reports expenses monthly to the Finance and HR team. When required, the Accounts Receivable Clerk prepares and submits an invoice to the appropriate department for reimbursement.

To track and monitor defined programmatic outcomes and results, Program staff uses Salesforce to maintain detailed records and produce funder reports. These reports are used to cross-reference expenses submitted for reimbursement.

Many County contracts require monthly or annual auditing and Vivalon conducts an annual audit of all its financial documentation by an independent auditor and has always had clean opinions and no management recommendations.

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

Both Nourish and Meals on Wheels have been operating under the leadership of Nutrition Services Program Manager, Erika Vaughn, since 2013. Erika oversees and manages all aspects of the program, including working with program participants (clients), training and supervising 61 paid and volunteer delivery drivers, developing or fine-tuning at least 90 delivery routes each week, ensuring food safety and program compliance, and monitoring and tracking program outcomes. While the two programs serve different populations, they share volunteers, routes, and operational resources to ensure optimum efficiency and maximum reach.

Because program clients drop off and new ones are added to the Meals on Wheels program based on eligibility, and drivers get sick or need time off, Erika must plan, organize, and fine-tune each route for each driver, for each delivery day. Food safety is a primary concern, so refrigeration and food handling practices are continuously monitored. Ongoing driver training is needed for both new and seasoned drivers. Finally, maintaining accurate records, monitoring, and reporting results is another key aspect of Erika's role.

Erika also serves as the primary contact for the National Meals on Wheels program and oversees the administration of the Meals on Wheels contract through the County of Marin. This involves constant communication with county representatives to update clients as they are added, paused, or removed from the service. Erika also distributes the county Meals on Wheels emergency food boxes with shelf-stable meals, satisfaction surveys, monthly informational packets, and discontinuation letters on behalf of the county. Additionally, Erika acts as the liaison between county representatives and the clients for matters regarding nutritional support.

The Meals on Wheels and Nourish programs are supervised by Chief Program Officer Stephanie McNally. Stephanie has over 20 years of experience in the private and nonprofit sector managing projects ranging from administering and managing a \$100,000 Federal Grant to conduct COVID-19 outreach with the Canal Alliance, planning and overseeing the migration of data to Salesforce and other platforms, and most recently assisting in the project management of the final phases of construction of Vivalon's new Healthy Aging Campus in downtown San Rafael. She also planned and managed the entire move of Vivalon's programs and program staff to the new campus.

For the last two years, Stephanie has been managing the administration of seven County-funded grants and contracts, plus the Meals on Wheels contract federally funded in part by the Older Americans Act, administered locally by the Marin County Department of Health and Human Services, Aging and Adult Services. Stephanie develops and oversees the budgets, approves expenses, ensures compliance, verifies reports, and works with the program auditors. Additionally, she and her team are responsible for distributing client satisfaction surveys on behalf of the county that are included in the biannual program monitoring process.

Describe any recent or upcoming leadership transitions.

As part of its overall strategic plan, last year Vivalon made the decision to slightly revise its executive leadership structure to more efficiently conduct operations and better serve its constituents: older Marin County adults and those with disabilities.

Eliminating its Chief Operations Officer position, the organization promoted its Transportation General Manager to Chief Transportation Officer and its Program Director to Chief Programs Officer from their previous Director roles. Having these two positions in leadership ensures that the voice of Vivalon's constituents is at the table and ensures that the organization remains mission-driven. To maximize fundraising and marketing efforts, departments were restructured, and a Chief of Development and Marketing was added to oversee them.

Vivalon's CEO has been at the helm since 2021. The current leadership team includes the Chief of Finance (since 2018), the Chief People Officer (since 2013), the Chief Program Officer, who joined the team in 2021 and was promoted in 2023, the Chief Transportation Officer (since 2019, promoted in 2023), and the Chief Development & Marketing Officer, who joined in March 2023 to round out the team.

There are no expected or planned transitions in leadership in the future.

Describe any flexibility regarding your projects start/completion date.

This program operates 365 days a year.

Required Attachments:

Attach 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 request.



Attach Organization Budget: : Upload your organization or fiscal sponsors annual budget.



Attach Dynamic Flood Map



Vivalon Flood Map FIRMETT... .pdf

Submission

Please review your responses above for accuracy.

Name and Title of person completing this application.

Paige Pedri

By checking this box

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Project Budget Template

Organization Name: Vivalon
Project Title: Nourish by Vivalon

Date: 02/16/2024

INCOME:	County NOFA Request	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>				
Foundations:				
Heffernan Foundation		\$ 8,000.00		
Outdoor Art Club		\$ 7,000.00		
United Way of the Bay Area		\$ 5,000.00		
<i>(Add rows)</i>				
Government:				
<i>(Add rows)</i>				
Corporations:				
<i>(Add rows)</i>				
Individual Contributions: (list total):				
Earned Income:				
<i>(Add rows)</i>				
Other (specify):				
<i>(Add rows)</i>				
Subtotal, Committed Income		\$ 20,000.00	\$ -	\$ 20,000.00
<u>Uncommitted</u>				
Other (specify):				
Federal Grants Request	\$ 55,000.00			
Other Foundations:				
Normaan Raab Foundation		\$ 25,000.00		
<i>(Add rows to list other Foundations)</i>				
Government:				
<i>(Add rows to list other Government agencies)</i>				
Corporations:				
<i>(Add rows to list other corporations)</i>				
Individual Donations:		\$ 25,000.00		
Subtotal, Uncommitted Income		\$ 50,000.00	0	\$ 50,000.00
Other				
Earned Income:				
<i>(Add rows)</i>				
Subtotal, Earned Income		0		0
Grand Total Income	\$ 55,000.00	\$ 70,000.00	\$ -	\$ 125,000.00

EXPENSES (Add rows to list other expenses)	County NOFA Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				

Chief Program Officer (% FTE: _5_)		\$7,444.95		\$7,444.95
Nutrition Services Program Manager (% FTE: _10_)		\$8,141.00		\$8,141.00
Home Delivered Meals Administrator (% FTE - 27/hr)		\$5,616.00		\$5,616.00
Paid Drivers -10% of annual budget		\$5,860.00		\$5,860.00
Benefits (@ %:varies - calculated at each persons 10% of actual)		\$2,663.00		\$2,663.00
Subtotal Salaries and Benefits	0	\$29,724.95	0	\$29,724.95
Contracted Services				
Professional Fees				
Project Consultant				
(Add rows to list other contracted expenses)	0			
Subtotal Contracted Services	0	0	0	0
Direct Project Related Expenses - ALL EXPENSES ARE BUDGETED at 10% of TOTAL MEAL DELIVERY BUDGET Unless otherwise noted				
Rent				
Utilities		\$1,992.00		\$ 1,992.00
Supplies		\$540.00		\$ 540.00
Equipment				
Travel				
Professional Development				
Marketing		\$500.00		\$ 500.00
Nourish Meals Purchase (100%)		\$89,726.00		\$ 89,726.00
Petfood Meals Purchase		\$18,000.00		\$ 18,000.00
Vehicle		\$3,580.00		\$ 3,580.00
Insurance/Maint/gas/etc				
Property &Liability Insurance		\$777.00		\$ 777.00
Building Repair, Maintenance & Supplies		\$660.00		\$ 660.00
Software Lic & Maint		\$300.00		\$ 300.00
Misc		\$30.00		\$ 30.00
(Add rows to list other direct project expenses)				
Subtotal, Direct Project Related Expenses	0	\$116,105.00	0	\$ 116,105.00
General Development				
Electrical				
Plumbing				
Roof Replacement				
Painting				
General Construction Labor				
Materials				
(Add rows to list other specific project expenses)				
Subtotal, Direct Project Related Expenses	0	0	0	0
Indirect Expense - specify % in column A below (must be HUD approved)				
				0
Fiscal Sponsorship Fee (specify % in column A below)				
				0
Grand Total All Expenses	\$ -	\$ 145,829.95	\$ -	\$ 145,829.95



RIDES MEALS CLASSES CARE ADVICE

Vivalon FY24 Operating Budget

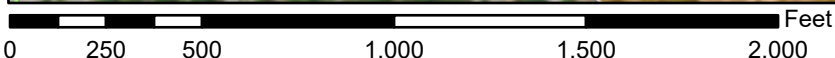
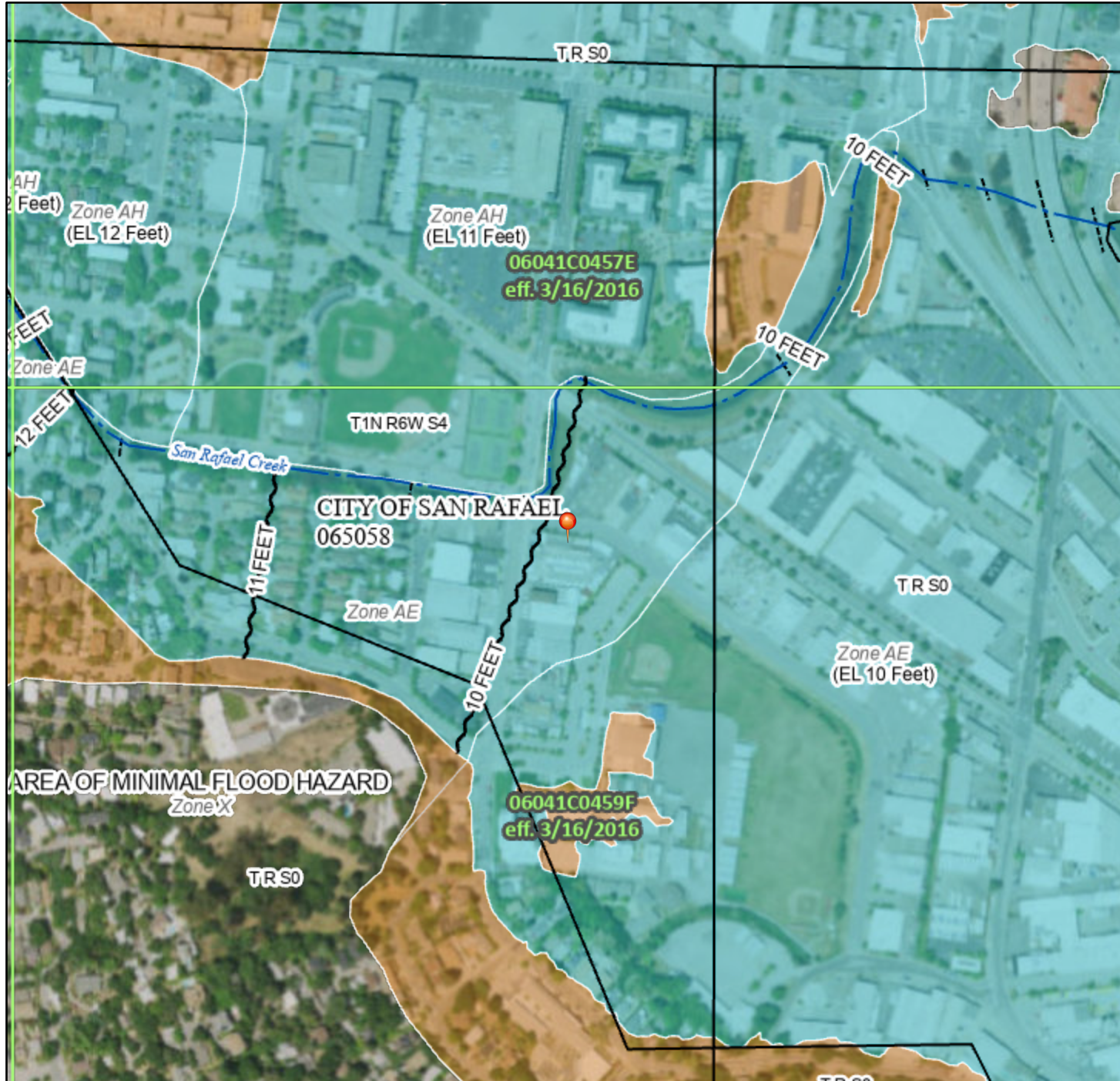
approved by Board 7/25/23

	FY24 Operating Budget
Revenue	
Fundraising Revenue	\$ 1,882,645
Transportation Services	\$15,093,848
Senior Center Services	\$ 612,549
Café Services	\$ 111,000
In - home Services	\$ 403,164
Total Services Revenue	\$18,103,206
Other Income	\$ 12,750
Investment Income	\$ 36,000
Total Revenue	\$18,151,956
Expense	
Wages & Salaries	\$ 9,223,421
Taxes, Benefits, & Staff Expense	\$ 2,234,566
Consultants	\$ 410,729
Kitchen & Food	\$ 100,010
Insurance	\$ 141,100
Vehicle Operating Expense	\$ 1,527,635
Vehicle Leasing & Insurance	\$ 778,007
Occupancy	\$ 1,253,525
Mktg & Public Education	\$ 284,973
Office Expense & Other	\$ 428,169
Total Direct Expenses	\$16,382,135
Operating Income	\$ 1,769,821
Depreciation Expense	\$ 642,308
Surplus / (Deficit)	\$ 1,127,513

National Flood Hazard Layer FIRMMette



122°31'53"W 37°58'18"N



1:6,000 122°31'15"W 37°57'49"N

Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
		Area of Undetermined Flood Hazard Zone D
GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance
		17.5 Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 2/13/2024 at 3:59 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



Monday, February 5, 2024

Housing and Federal Grants Division 2024 - 2025 Application for Funding Community Development Block Grant Program

This application is for nonprofit organizations and government entities in Marin County, California who would like to apply for federal Community Development Block Grant program funds for Public Services or Community Infrastructure/Capital Improvements. Please refer to the [Application Guidelines](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

Indicate type of project. If your project allows, you may apply under multiple categories. (See Application Guidelines for more information)

Public Services (CDBG)

Organization (Fiscal Sponsor) General Information

Organization (Fiscal Sponsor)/Agency Name

WeeCare, Inc. (DBA Upwards)

Mailing Address

12130 Millennium Dr, Office 03-127
Los Angeles, California, 90094

Website (if applicable)

upwards.com

Organization DUNS#

066840966

Executive Director/CEO

Jessica Chang

Email Address

jessica@upwards.com

Phone Number

(310) 710-2833

Project General Information

Program/Project Name

BOOST (Business Operation & Optimization Support Tools)

Program/Project Site Address

30 locations in Marin County
Marin County, California, 94976

CDBG Funding Amount Requested (Minimum request amount: \$15,000)

240000

Application Contact Person

Kat Fuentes

Title of Contact Person

Community Impact Senior Manager

Contact Email Address

kat@upwards.com

Contact Phone Number

(626) 722-7995

To determine if your project is located in a Special Flood Hazard Area as indicated by FEMA, visit [FEMA Flood Map Service Center](#). (Save a copy of the Dynamic Map and upload at the end of this application.)

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

For CDBG Public Facilities/Improvements applications, if the project is located in a **Regulatory Floodway it is not eligible for funding**. Public Facilities/Improvements projects located in a Special Flood Hazard Area require flood insurance to qualify for funding.

Project Specifics

Planning Areas Served: Indicate what geographic area(s) the requested funding will serve.

Novato

San Rafael

County Other

Is your organization receiving other County of Marin funding for this project?

No

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

Upwards, the largest network of licensed home-based childcare providers in the United States, operates as a tech-powered early-learning childcare marketplace with a mission to address childcare needs comprehensively. Recognized for its growth and accolades, including ranking within the top 6% of the Inc. 5000 List of Fastest-Growing Companies in America, Upwards emphasizes its commitment to creating a world where every family has access to child care, and caregivers thrive.

As an organization, Upwards partners with key stakeholders, including childcare providers, families, private businesses, and public government entities. For child care providers, Upwards offers backend tools and matching services to enhance efficiency, financial stability, job satisfaction, and longevity. The real-time matchmaking technology significantly increases successful enrollments, resulting in providers earning two to three times more income and saving over ten hours per week on administrative tasks. Over 200,000 childcare providers, spanning home-based childcare, centers, and private in-home caregivers, utilize Upwards' software.

Upwards also serves as a marketplace providing flexible care options for families, ensuring coverage 365 days a year, including non-traditional hours, overnight care, and emergency backup care services. The organization has successfully matched over 2 million families with high-quality childcare providers in all 50 states. Corporate services are extended to employers like Amazon, Chobani, and JCPenney, offering childcare benefit programs to thousands of employees, promoting wellness, reducing absenteeism, and aiding in recruitment and retention.

The organization collaborates with federal, state, and local governments to implement programs targeting underserved populations. Initiatives such as WeeSubsidy, BOOST, Back2Work, and Weekend Warrior demonstrate Upwards' innovative solutions addressing specific needs, ranging from subsidizing childcare for low-income families to coaching struggling childcare providers and supporting unemployed parents.

Upwards, with almost 100 employees across various teams, operates in a competitive childcare space but distinguishes itself through flexibility and unmatched scalability. An independent assessment in 2020 revealed Upwards' superior funding efficiency compared to rivals, highlighting its ability to serve more children with less funding.

The organization has demonstrated resilience during the COVID-19 pandemic, maintaining funding efficiency, keeping over 97% of childcare facilities in its network open and healthy compared to the national average of 32-65%. Upwards undertook initiatives such as creating an AI-based health screening tool called FeverFree and partnering with the City of Los Angeles to provide free childcare services to essential workers.

Upwards has extensive experience in working with government partners and administering federal funds, managing over \$40 million in government-funded programs by 2024. It operates at the federal, state, and local levels, facilitating childcare tuition payments for Army and Army National Guard Reservists, administering childcare subsidies in California, and running community programs like BOOST in various cities and counties.

The BOOST Program, designed to support low-to-moderate income microenterprise childcare providers, provides business support services, digital tools, and job creation components. Upwards seeks funding to run BOOST for one year, benefiting LMI daycare owners, potentially creating LMI jobs, and supporting LMI families seeking childcare. The program ensures year-round access to services for participants, ranging from marketing support to technical assistance.

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.

Upwards' Business Operation & Optimization Support Tools (BOOST) Program provides personalized business support and critical technical assistance to childcare providers operating in-home daycares. These facilities employ fewer than 5 employees and serve children ages 0-5 and up to age 13 with before and after school care. BOOST individually coaches providers over 12 months, providing professional guidance and digital tooling that allows these microenterprise businesses to build sustainable operational models.

The goal of the program is to expand economic opportunities for local childcare entrepreneurs by equipping them with the tools and training needed to efficiently manage and grow their facilities. The program would expand economic opportunities for daycare providers by training them to use essential tools to make their operations more efficient. This enables them to reach their full revenue potential and stabilize their jobs in the childcare industry. BOOST delivers personalized coaching and introduces

providers to best practices for stabilizing revenues, controlling costs, and sustaining quality care operations over the long term. Services also include: marketing support, family matching services, enrollment automation, attendance tracking, electronic billing and payment administration, curriculum management, and more. These childcare businesses play a vital role in supporting many LMI families who depend significantly on their services for stable employment and housing. BOOST also directly contributes to the retention and creation of LMI jobs by keeping existing childcare providers in operation and enabling them to hire additional staff to expand their capacity.

The BOOST Program identifies the following measurable outcomes:

Outcome 1: 30% of Program Participants Will Report 20% More Gross Revenue

The BOOST Program will result in 30% of Program Participants reporting 20% more gross revenue by the close of the program year. The BOOST Program provides targeted marketing support that enables Program Participants to expand their capacity and earn more revenue by reaching maximum capacity.

Outcome 2: 30 LMI Jobs Retained & 9 LMI Jobs Created

The BOOST Program will result in 80% of Participating Childcare Providers remaining open throughout the program year and 30% of Participating Childcare Providers hiring a Teaching Assistant. That is 9 LMI childcare jobs created as a result of the business and technical support provided to Participating Providers to help them expand their facility capacity and digitize their operations.

Outcome 3: 30% of Program Participants Will Report Increasing the Total Number of Childcare Slots in Their Facility

The goal of the BOOST Program is to help Program Participants hire a Teaching Assistant to maximize their facility capacity so they can earn more and support more children in the community.

BOOST will measure and track its participants' various demographic and population characteristics to ensure accurate reporting and to measure the program's effectiveness. Microenterprise participants are required to report their income and household size to determine their LMI eligibility. If reports indicate that the desired populations are not being reached and/or served, Upwards will adjust its outreach strategy to make the program more accessible and equitable to LMI providers and families in need.

Which community priority does your project align with? (See Application Guidelines for descriptions) (check as many boxes as applicable)

Housing Support Services

Describe how your project aligns with these priorities.

For families with children, reliable childcare is a means of survival and the difference between housing stability and homelessness. According to U.S. Census data, there are about 5,346 households with a child under six years old in Marin County (U.S. Census, 2021). Unfortunately, the County has a significant childcare capacity gap for children ages 0-5, meaning most of these households do not have access to quality, affordable childcare. Single-headed households and renter households with low income and significant childcare costs are at an even higher risk of becoming homeless due to lack of childcare (National Alliance to End Homelessness, 2022). Providing improved access to childcare for these vulnerable populations can prevent homelessness, eliminate generational poverty, improve housing affordability, and promote upward economic mobility. Programs that decrease the cost of childcare are sorely needed to support job and housing stability in the County. In addition to the direct benefits this program provides childcare providers and children, the program will also increase access to quality, affordable childcare for the County's highest at-risk populations by expanding services in areas where they are needed most and decreasing the cost of care through provider capacity building.

Select HUD National Objective to be achieved with funding. Check all that apply.

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

All projects funded are required to Affirmatively Further Fair Housing (AFFH) which is defined as taking "meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics."

How will this project Affirmatively Further Fair Housing?

The BOOST program is meticulously designed to affirmatively further fair housing (AFFH) by implementing meaningful actions that extend beyond combating discrimination, addressing patterns of segregation, and fostering inclusive communities without barriers based on protected characteristics. This objective is achieved through several key strategies:

Targeted Outreach: By utilizing zip code demographic information, our marketing strategies conduct specialized recruitment to ensure that information is accessible to childcare providers in marginalized communities, thereby promoting inclusiveness and equal opportunities.

Ongoing Representation Tracking: We collect comprehensive data on providers' race, household size, and income. This data collection enables us to ensure equitable participation among diverse subgroups by tailoring our engagement strategies to address and adjust for any disparities, reinforcing our commitment to overcoming barriers to opportunity.

Language Accessibility: Recognizing the diversity of our community, all program materials and assistance are provided in the preferred languages of the providers. Our multilingual staff and translation services are pivotal in breaking down language barriers, ensuring that our program is accessible to all, irrespective of their linguistic background.

Localized Partnerships: By forming active networks with community organizations that have direct connections with women, minorities, and immigrant-led business owners, we ensure that eligible candidates are linked to program opportunities. These partnerships are crucial in bridging the gap between potential providers and the resources needed to thrive, thus promoting fair housing principles by supporting economic empowerment and inclusion.

Usage Pattern Analytics: Through the analysis of software data, we identify and address utilization differences and adoption obstacles. This approach includes providing assistance with complex business licensing processes, thereby enhancing accessibility and ensuring that all providers have equal opportunities to benefit from our program.

Post-Graduation Evaluation: By surveying alumni, we gather valuable feedback to identify and address any implicit biases that may have affected participants' experiences and success. This feedback mechanism allows for continuous improvement and the implementation of procedural changes to prevent the recurrence of such biases in subsequent cohorts.

Through these strategies, the BOOST program not only ensures representation and inclusion at all stages of implementation but also underscores the importance of affordable quality childcare as a cornerstone of neighborhood infrastructure that benefits communities equitably. By uplifting childcare providers, we support families in building foundations for advancement, thereby affirmatively furthering fair housing by creating communities free from barriers that restrict access to opportunities based on protected characteristics.

All projects funded are required to conduct Affirmative Marketing. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Federally Protected Classes - race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status and disability.

To ensure equitable access to the BOOST program, Upwards undertakes comprehensive and inclusive outreach to inform all eligible family child care providers and families needing care. Our public announcement and marketing strategies leverage both broad-reach and targeted channels including:

- BOOST program website
- Social media campaigns
- Local newspaper ads
- Announcements through community organizations with relationships to providers

A marketing campaign will also launch to make LMI families who need child care aware of the open spots available at participating locations. Upwards will take out paid advertisements in key locations such as grocery stores, bus stops, clinics, WIC offices, and other locations where a need has been identified. These advertisements will educate families on how to determine their own child care needs and how to enroll with a participating daycare provider.

Upwards proactively partners with diverse providers representing the cultures and languages of the communities they serve. We translate all verbal guidance and written program materials into providers' preferred languages. Our bilingual staff helps break down any language barriers using our enterprise translation services. We prepare culturally relevant curricula and activities reflective of program areas.

We collaborate closely with local leaders on grassroots, on-the-ground outreach. Our marketing team produces customized campaigns in relevant languages across digital, print, and interpersonal channels ensuring all eligible providers and families receive information and equal opportunity to participate in BOOST services. Upwards leverages detailed engagement data to monitor outreach effectiveness to marginalized groups in real time. We continuously refine strategies and messages until successful two-way communication is achieved across groups. Our goal is proportional program participation representative of the region's diversity.

Refer to the [Current Marin County Income Limits](#) to determine income level for use in the table below.

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.

	Number
Moderate Income	
Low Income	23
Very Low Income	6
Extremely Low Income	1
TOTAL	30

Notes or clarifying information on the unit count:

The program is limited to serving low/moderate-income microenterprise childcare providers.

Providers must submit an application with household size and income details to confirm eligibility.

Income is initially self-certified with tax/income documentation as verification.

We estimate the above categorical LMI breakdown of 30 beneficiaries based on serving a higher proportion of low-income providers, with smaller groups meeting the very low and extremely low-income thresholds.

The proportion of low-income participants generally aligns with typical profiles of participating home-based childcare operators in the region.

We anticipate that 100% of enrolled providers will fall under the overall low/moderate income criteria.

The total number served depends on the final funding amount awarded, with each allocation allowing for support to additional teaching enterprises.

We will collect extensive demographic data from all participants and can adjust engagement strategies if representation gaps emerge to guarantee equitable access. Our priority is assisting providers facing the greatest financial obstacles first.

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.

The program is limited to a specific target population, microenterprise daycare owners, and documentation of their income is recorded to ensure at least 51% of participants meet the income threshold. The household size and annual income of each program participant are documented in the application they are required to fill out. Upon intake, income is determined by self-certification by all participants. Source documentation like a W2 and/or bank statements will be collected from participants as suggested by HUD's CDBG guidelines. We anticipate that 100% of participants will have LMI-qualifying income.

Upon implementation of the program, a thorough Provider Profile is created for each childcare provider, including proof of active license, comprehensive background check, copies of any licensing citations and clearances, and inspection reports. Upwards' providers are licensed and background-checked before being onboarded to our platform. Care coaches will review ratio schedules, activity plans, personnel rosters, environmental rating scales, and an individual intake profile. The environmental intake profile will include equipment inventory records and descriptions, written policies for providing meals and snacks, and a ranking score after a full assessment. If a facility does not meet Upwards' standards, Care coaches will provide resources to improve the quality of their facility.

All providers will receive an orientation and training on how to use the app, how to set up their website listing, and training on how to market themselves. This includes guidance on how to take effective photos, how to write a compelling business description, and tips on which business characteristics to define and improve upon for potential customers. Initial training also covers best practices for financial management, conducting tours, and communication with families.

Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project. The total number of beneficiaries should equal the total in the previous questions.

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native		
Asian	2	
Black or African American	5	
Native Hawaiian or Other Pacific Islander		
White	17	
American Indian and White		
Asian and White		

	Total Number of Persons	Number Identifying as Hispanic
Black and White		
American Indian and Black		
Multi-Racial	3	3
TOTAL	27	3

Total Number of Persons (Must equal total identified under income level)

27

Total Number Identifying as Hispanic

3

Female-Headed Households (out of above total)

30

Persons with Disabilities (out of above total)

5

Notes or clarifying information on the unit count:

As a program serving microenterprise childcare providers, beneficiaries are primarily female heads of households operating home-based teaching facilities.

We estimate roughly 90-95% of participants will be female-led households based on typical childcare worker demographics.

The racial/ethnicity forecasted mix aims to align with subgroup representation and U.S. Census data in the broader community through targeted outreach efforts.

If awarded, we will collect extensive demographic details from all participants and continuously monitor representation levels by subgroup.

Our application and enrollment methodology can be adjusted to guarantee equitable access if gaps emerge in reaching underrepresented populations among interested eligible providers.

Our priority is equitable access and assistance for all providers facing systemic obstacles to economic opportunity, with extra outreach where demographic disparities arise. We welcome coordinating with the County on any needed community-specific adjustments.

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities.

Over the past three years, BOOST has been dedicated to empowering low- and moderate-income (LMI) women and minority childcare business owners, has demonstrated significant progress in achieving and, in some instances, surpassing our performance goals and outcomes.

In 2022, with funding of \$138,500 from Cathedral City, our project reached completion, setting ambitious goals for 30% of program participants to report a 20% increase in gross revenue, alongside the retention of 17 LMI jobs and the creation of 5 new LMI positions. We also aimed for a 30% increase in the total number of childcare slots provided by our participants. Our actual accomplishments exceeded these goals. The BOOST project delivered specialized guidance and software tools to 25 participants, enabling 10 of the 18 existing providers to surpass their revenue and enrollment objectives, thus enhancing quality childcare access for local families. Furthermore, we supported 22 new teachers in starting their own home daycare businesses from the ground up, resulting in an average revenue increase of \$10,600 across participants

during the period.

For the year 2023, we embarked on two separate CDBG projects with other jurisdictions with funding amounts of \$258,000 and \$96,000, respectively. Both projects are currently underway, with the same goal for 30% of participants to achieve a 20% increase in gross revenue. The first project aims to retain 32 LMI jobs and create 10 new ones, with an additional goal to increase the total number of childcare slots available. The second project, with its more targeted funding, aims to retain 12 LMI jobs and create 4 new ones, with similar objectives regarding childcare slots. While these projects are still in progress, they reflect our organization's ongoing commitment to supporting childcare providers in expanding their services and improving their economic outcomes, thus contributing to the broader goal of enhancing childcare access and quality in underserved communities.

If your agency has remaining funds previously approved, please describe the timeline for expending the fund balance.

N/A

Describe your organization's experience with administering grants and specifically federal grants.

Upwards boasts a successful track record of collaboration with government partners and effective administration of federal funds. Our extensive operations cover Federal, State, and Local programs, and we are adept at adhering to government compliance, monitoring, and reporting requirements.

This year, Upwards is poised to oversee multiple government-funded programs. At the local level, our ongoing initiative is the CDBG BOOST program, operational in various cities and counties across California, Florida, Washington, and beyond. We have partnered with Cathedral City, CA, as a sub-recipient of CDBG, implementing similar programs with CDBG funding. In Cathedral City, our programs encompass BOOST for childcare providers, CASE childcare benefits for small enterprises, and Back2Work for unemployed/LMI families. The initial program year received \$138,500 of CDBG dollars, with federal block grant funds allocated to support services, business, and technical assistance (BOOST Program), childcare benefits, assistance for small enterprises (CASE), and backup childcare tuition credits for individuals seeking employment (Back2Work).

Through the BOOST in Cathedral City, we assisted 25 women and minority-owned home daycares with business training and software, catalyzing higher revenues, new jobs and expanded capacity still benefitting families today. Our grant management rigor ensured 100% timely compliance with required expense documentation, demographic reporting, and progress updates.

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

The project will be supervised and managed by Judy Ahumada, who currently serves as the Program Director. Judy brings a wealth of experience in managing government-funded projects, with a strong track record of directing municipal partnership initiatives to ensure regulatory compliance. Since 2021, she has successfully overseen several government-funded projects, highlighting her expertise in managing complex programs within the public sector. Her background as a former business owner in early education further underscores her capabilities in overseeing initiatives that require meticulous attention to compliance and quality standards.

In her current role, Judy is responsible for the strategic oversight of the BOOST program, focusing on refining processes and providing continuous support to external partners. She plays a crucial role in monitoring, data collection, and reporting, ensuring that all program activities align with regulatory requirements.

Before her current position at Upwards since 2023, Judy also gained significant experience as an Assistant Director at arc: After School & Experiential Education from 2009 to 2015, where she honed her skills in project management and stakeholder engagement. This diverse experience makes Judy Ahumada exceptionally qualified to lead and manage the project, ensuring its successful execution and compliance with all necessary guidelines.

Describe any recent or upcoming leadership transitions.

N/A

Describe any flexibility regarding your projects start/completion date.

Upwards' BOOST program is typically delivered over a 12-month period to furnish providers adequate time to absorb key operational skills and guidance before transitioning to self-sufficiency. However, we offer tremendous flexibility adapting our start date and overall timeline to suit community needs.

Required Attachments:

Attach 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 request.


Marin County BOOST Budget.pdf


Attach Organization Budget: : Upload your organization or fiscal sponsors annual budget.



Upwards Financial Statement...pdf

Attach Dynamic Flood Map


Dynamic Flood Map.pdf

Attach Optional Miscellaneous Documents


Upwards BOOST Staff Resum....pdf


Upwards Good Standing_Arti... .pdf

Submission

Please review your responses above for accuracy.

Name and Title of person completing this application.

Kat Fuentes, Community Impact Senior Manager

By checking this box

I hereby certify that the information in this application is true and accurate to the best of my knowledge.


BOOST Program Budget

Program Budget	Source		Program
	CDBG	Upwards	Total
Personnel			
Salary	\$ 236,400		\$ 236,400
Fringe	\$ 3,600	\$ -	\$ 3,600
Personnel Total	\$ 240,000	\$ -	\$240,000
Non-Personnel			
Training Materials	\$ -	\$ 16,407	\$ 16,407
Equipment	\$ -	\$ 10,938	\$ 10,938
Marketing for Providers	\$ -	\$ 13,194	\$ 13,194
Marketing for Families for Providers	\$ -	\$ 2,735	\$ 2,735
Cost of Payments	\$ -	\$ 12,671	\$ 12,671
Technology Cost	\$ -	\$ 1,710	\$ 1,710
Office Supplies - Program	\$ -	\$ 557	\$ 557
Non-Personnel Total	\$ -	\$ 58,212	\$58,212
Grand Total	\$240,000	\$58,212	\$298,212
	CDBG	Upwards	Total



Upwards Annual Organizational Budget Explanation

Requirement Not Applicable.

Due to Upwards' for-profit status, the Organizational Budget has been omitted from this application and we have instead included an annual Balance Sheet and Profit & Loss (P&L) Statement attached below. We appreciate your consideration of our proposal and would like to address the confidentiality of this information and why it should be treated as such:

- **Competitive Advantage:** Our operating budget contains sensitive financial data, including revenue projections, cost structures, and strategic allocation of resources. Disclosure of this information to competitors could provide them with a significant competitive advantage, potentially compromising our ability to compete effectively in the marketplace.
- **Protection of Trade Secrets:** The operating budget may contain proprietary information and trade secrets that are critical to our business operations. Revealing this information to external parties could jeopardize our ability to maintain our competitive edge and protect our intellectual property.
- **Financial Security:** The operating budget includes details of our financial health, cash flow, and investment plans. Disclosure of this data could pose financial security risks, including potential exploitation by malicious actors who seek to exploit vulnerabilities in our financial structure.
- **Market Sensitivity:** The budget may also contain market research, pricing strategies, and other sensitive information that, if exposed, could disrupt market dynamics and negatively impact our company and the markets we serve.

We want to emphasize that our commitment to confidentiality does not impede our willingness to cooperate fully with your agency's evaluation process and to potentially provide alternative documentation that will aid in the thorough review of our proposal. To that end, we have included a Balance Sheet and P&L Statement attached below.

We appreciate your understanding of our concerns and your attention to the protection of our sensitive, proprietary information.

Management Report

WeeCare, Inc.

For the period ended June 30, 2023

Prepared on

July 31, 2023

Table of Contents

Profit and Loss3

Balance Sheet.....5

Statement of Cash Flows.....7

Profit and Loss

June 2023

	Total
INCOME	
Corporate Benefit revenue	179,873.12
Fever Free Revenue	0.00
Programs Service Income	68,129.00
Service Fee - Income	868,524.90
z-Chargebacks	-542.22
Total Income	1,115,984.80
COST OF GOODS SOLD	
Background Checks	3,000.69
Cost of Goods Sold	6,137.10
Daycare Insurance Costs	230.00
Merchant Account Fees	3,959.56
Stipend payout - CB	45,152.11
Tuition Payout	838,404.17
Total Cost of Goods Sold	896,883.63
GROSS PROFIT	219,101.17
EXPENSES	
Advertising/Promotional	771.82
Bank Charges & Fees	1,229.84
Dues & subscriptions	6,608.30
Employee Benefits	35,828.96
Employer Taxes	45,832.47
Gifts	98.65
HR service fees	8,881.82
Insurance	7,868.73
Legal & Professional Services	994.95
Meals	2,959.84
Office Expenses	10,952.74
Office Supplies & Software	1,186.28
Outside Services	51,006.70
Postage and Delivery	21.25
Professional Development	303.65
Rent & Lease	4,955.99
Taxes & Licenses	428.41
Technology services	49,633.14
Travel	4,602.58
Wages and Salaries	643,279.67
Total Expenses	877,445.79
NET OPERATING INCOME	-658,344.62
OTHER INCOME	
Gain or (Loss) on Disposal of Assets	-1,768.02

	Total
Interest Income	3,629.96
Total Other Income	1,861.94
OTHER EXPENSES	
Amortization	1,402.52
Depreciation	1,107.30
Total Other Expenses	2,509.82
NET OTHER INCOME	-647.88
NET INCOME	\$ -658,992.50

Balance Sheet

As of June 30, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
Chase - Checking 6756	0.00
First Republic - Checking 8054	980,969.38
First Republic - MM 0211	7,236.18
FRB- ICS Sweep Account	2,875,125.24
Stripe	284,815.36
Total Bank Accounts	4,148,146.16
Accounts Receivable	
Accounts Receivable (A/R)	449,318.53
Total Accounts Receivable	449,318.53
Other Current Assets	
Accrued Revenue	168,766.00
Clearing Account - Admin	0.00
Deferred Taxes - R & D Credit	87,681.00
Escrow Accounts - Backup Credits	347,697.30
Payroll Clearing	3,613.92
Prepaid Expenses	102,571.26
Refundable Taxes	35,330.64
Subsidiary Receivable	161,859.60
Uncategorized Asset	0.00
Undeposited Funds	26,500.00
Total Other Current Assets	934,019.72
Total Current Assets	5,531,484.41
Fixed Assets	
Computers	175,500.96
Furniture & Fixtures	0.00
Office Equipment	0.00
z-Accumulated Depreciation	-41,078.32
Total Fixed Assets	134,422.64
Other Assets	
Deposits	12,100.00
Intangible Assets	129,347.87
Total Other Assets	141,447.87
TOTAL ASSETS	\$5,807,354.92

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

	Total
Accounts Payable	
Accounts Payable (A/P)	34,157.00
Total Accounts Payable	34,157.00
Credit Cards	
Brex	4,388.18
Jesse Forrest 1237	0.00
Jessica Chang 7487	872.80
Matt Reilly 2750	181.75
Total Credit Cards	5,442.73
Other Current Liabilities	
Accrued Expenses	203,246.98
Deferred Income	1,296,131.57
Due to Employees	208.53
Due to MainStreet - R & D Credit	0.00
Employer Benefit Liabilities	0.00
Payroll Tax Payable	86.86
Tax deferral	0.00
Total Other Current Liabilities	1,499,673.94
Total Current Liabilities	1,539,273.67
Long-Term Liabilities	
SAFE 2 NOTE	0.00
SAFE Notes Payable	0.00
SBA PPP Loan	0.00
Total Long-Term Liabilities	0.00
Total Liabilities	1,539,273.67
Equity	
Common Stock	5,230.54
Opening Balance Equity	0.00
Owner's Pay & Personal Expenses	0.00
Preferred Stock	22,131,491.46
Prior Period Adjustment	451,700.62
Retained Earnings	-14,768,186.66
Net Income	-3,552,154.71
Total Equity	4,268,081.25
TOTAL LIABILITIES AND EQUITY	\$5,807,354.92

Statement of Cash Flows

June 2023

	Total
OPERATING ACTIVITIES	
Net Income	-658,992.50
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accounts Receivable (A/R)	-112,330.78
Accrued Revenue	-68,129.00
Escrow Accounts - Backup Credits	-23,365.62
Payroll Clearing	-3,613.92
Prepaid Expenses	3,174.68
Subsidiary Receivable	-63,578.92
z-Accumulated Depreciation	327.92
Intangible Assets:z-Accumulated Amortization	1,402.52
Accounts Payable (A/P)	-43,020.59
Brex	-4,675.78
Jessica Chang 7487	593.37
Matt Reilly 2750	41.76
Accrued Expenses	-2,944.64
Accrued Expenses:Accrued Payroll	-221,637.67
Deferred Income:Corp Benefits Advance Payments	96,354.62
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	-441,402.05
Net cash provided by operating activities	-1,100,394.55
INVESTING ACTIVITIES	
Computers	-2,490.05
Net cash provided by investing activities	-2,490.05
FINANCING ACTIVITIES	
Common Stock	393.66
Prior Period Adjustment	-2,554.38
Net cash provided by financing activities	-2,160.72
NET CASH INCREASE FOR PERIOD	-1,105,045.32
Cash at beginning of period	5,279,691.48

	Total
CASH AT END OF PERIOD	\$4,174,646.16

As the proposed BOOST program involves no capital improvement projects or physical sites, a dynamic flood map does not apply for our planned activities focused on individualized childcare business training, support services and software access. However, we understand the need to furnish such documentation were we ever undertaking covered construction efforts using CDBG funding in flood hazard zones. We remain fully committed to guaranteeing compliance with all pertinent regulations as a community partner.

Delaware

The First State

I, JEFFREY W. BULLOCK, SECRETARY OF STATE OF THE STATE OF DELAWARE, DO HEREBY CERTIFY "WEECARE, INC." IS DULY INCORPORATED UNDER THE LAWS OF THE STATE OF DELAWARE AND IS IN GOOD STANDING AND HAS A LEGAL CORPORATE EXISTENCE SO FAR AS THE RECORDS OF THIS OFFICE SHOW, AS OF THE SECOND DAY OF MARCH, A.D. 2023.

AND I DO HEREBY FURTHER CERTIFY THAT THE ANNUAL REPORTS HAVE BEEN FILED TO DATE.

AND I DO HEREBY FURTHER CERTIFY THAT THE SAID "WEECARE, INC." WAS INCORPORATED ON THE FIRST DAY OF AUGUST, A.D. 2017.

AND I DO HEREBY FURTHER CERTIFY THAT THE FRANCHISE TAXES HAVE BEEN PAID TO DATE.



6498925 8300

SR# 20230845184

You may verify this certificate online at corp.delaware.gov/authver.shtml

A handwritten signature in black ink, appearing to read "JBULLOCK", is written over a horizontal line. Below the line, the text "Jeffrey W. Bullock, Secretary of State" is printed.

Authentication: 202822516

Date: 03-02-23

**AMENDED AND RESTATED
CERTIFICATE OF INCORPORATION
OF
WEECARE, INC.**

(Pursuant to Sections 242 and 245 of the
General Corporation Law of the State of Delaware)

WeeCare, Inc., a corporation organized and existing under and by virtue of the provisions of the General Corporation Law of the State of Delaware (the “*General Corporation Law*”),

DOES HEREBY CERTIFY:

1. That the name of this corporation is WeeCare, Inc., and that this corporation was originally incorporated pursuant to the General Corporation Law on August 1, 2017.

2. That the Board of Directors duly adopted resolutions proposing to amend and restate the Certificate of Incorporation of this corporation, declaring said amendment and restatement to be advisable and in the best interests of this corporation and its stockholders, and authorizing the appropriate officers of this corporation to solicit the consent of the stockholders therefor, which resolution setting forth the proposed amendment and restatement is as follows:

RESOLVED, that the Certificate of Incorporation of this corporation be amended and restated in its entirety to read as follows:

FIRST: The name of this corporation (the “*Corporation*”) is WeeCare, Inc.

SECOND: The address of the registered office of the Corporation in the State of Delaware is 2140 S. Dupont HWY the City of Camden, County of Kent, Delaware 19934. The name of its registered agent at such address is Paracorp Incorporated.

THIRD: The nature of the business or purposes to be conducted or promoted is to engage in any lawful act or activity for which corporations may be organized under the General Corporation Law.

FOURTH: The total number of shares of all classes of stock which the Corporation shall have authority to issue is (i) 42,358,000 shares of Common Stock, \$0.0001 par value per share (“*Common Stock*”) and (ii) 22,440,587 shares of Preferred Stock, \$0.0001 par value per share (“*Preferred Stock*”). As of the effective date of this Amended and Restated Certificate of Incorporation, 8,674,643 shares of the authorized Preferred Stock of the Corporation are hereby designated “*Series Seed Preferred Stock*”, 9,822,920 shares of the authorized Preferred Stock of the Corporation are hereby designated “*Series A-1 Preferred Stock*”, 760,571 shares of the authorized Preferred Stock of the corporation are hereby designated “*Series A-2 Preferred Stock*”, and 3,182,453 shares of the authorized Preferred Stock of the corporation are hereby designated “*Series A-3 Preferred Stock*” (together with the Series A-1 Preferred Stock and Series A-2 Preferred Stock, the “*Series A Preferred Stock*”), in each case with the following rights, preferences, powers, privileges and restrictions, qualifications and limitations. Unless otherwise indicated, references to “sections” or “subsections” in this Part B of this Article Fourth refer to sections and subsections of Part B of this Article Fourth.

The following is a statement of the designations and the powers, privileges and rights, and the qualifications, limitations or restrictions thereof in respect of each class of capital stock of the Corporation.

A. COMMON STOCK

1. **General.** The voting, dividend and liquidation rights of the holders of the Common Stock are subject to and qualified by the rights, powers and preferences of the holders of the Preferred Stock set forth herein.

2. **Voting.** The holders of the Common Stock are entitled to one vote for each share of Common Stock held at all meetings of stockholders (and written actions in lieu of meetings). There shall be no cumulative voting. The number of authorized shares of Common Stock may be increased or decreased (but not below the number of shares thereof then outstanding) by (in addition to any vote of the holders of one or more series of Preferred Stock that may be required by the terms of this Amended and Restated Certificate of Incorporation) the affirmative vote of the holders of shares of capital stock of the Corporation representing a majority of the votes represented by all outstanding shares of capital stock of the Corporation entitled to vote, irrespective of the provisions of Section 242(b)(2) of the General Corporation Law and without a separate class vote of the holders of the Common Stock.

B. PREFERRED STOCK

1. **Dividends.** The Corporation shall not declare, pay or set aside any dividends on shares of any other class or series of capital stock of the Corporation (other than dividends on shares of Common Stock payable in shares of Common Stock) unless (in addition to the obtaining of any consents required elsewhere in this Amended and Restated Certificate of Incorporation) the holders of the Preferred Stock then outstanding shall first receive, or simultaneously receive, a dividend on each outstanding share of Preferred Stock in an amount at least equal to (i) in the case of a dividend on Common Stock or any class or series that is convertible into Common Stock, that dividend per share of Preferred Stock as would equal the product of (A) the dividend payable on each share of such class or series determined, if applicable, as if all shares of such class or series had been converted into Common Stock and (B) the number of shares of Common Stock issuable upon conversion of a share of Preferred Stock, in each case calculated on the record date for determination of holders entitled to receive such dividend or (ii) in the case of a dividend on any class or series that is not convertible into Common Stock, at a rate per share of Preferred Stock determined by (A) dividing the amount of the dividend payable on each share of such class or series of capital stock by the original issuance price of such class or series of capital stock (subject to appropriate adjustment in the event of any stock dividend, stock split, combination or other similar recapitalization with respect to such class or series) and (B) multiplying such fraction by an amount equal to the Original Issue Price (as defined below) for the Preferred Stock; *provided* that, if the Corporation declares, pays or sets aside, on the same date, a dividend on shares of more than one class or series of capital stock of the Corporation, the dividend payable to the holders of Preferred Stock pursuant to this Section 1 shall be calculated based upon the dividend on the class or series of capital stock that would result in the highest Preferred Stock dividend. The “*Original Issue Price*” shall mean \$0.7263 per share with respect to the Series Seed Preferred Stock, \$1.4909 per share with respect to the Series A-1 Preferred Stock, \$0.6574 per share with respect to the Series A-2 Preferred Stock and \$0.6284 per share with respect to the Series A-3 Preferred Stock, in each case, subject to appropriate adjustment in the event of any stock dividend, stock split, combination or other similar recapitalization with respect to such series of Preferred Stock.

2. **Liquidation, Dissolution or Winding Up; Certain Mergers, Consolidations and Asset Sales.**

2.1 **Preferential Payments to Holders of Preferred Stock.** In the event of any voluntary or involuntary liquidation, dissolution or winding up of the Corporation, the holders of shares of each series of Preferred Stock then outstanding shall be entitled to be paid out of the assets of the Corporation available for distribution to its stockholders, and in the event of a Deemed Liquidation Event

(as defined below), the holders of shares of each series of Preferred Stock then outstanding shall be entitled to be paid out of the consideration payable to stockholders in such Deemed Liquidation Event or out of the Available Proceeds (as defined below), as applicable, before any payment shall be made to the holders of Common Stock by reason of their ownership thereof, an amount per share equal to the greater of (i) the Original Issue Price of such series of Preferred Stock, plus any dividends declared but unpaid thereon, or (ii) such amount per share as would have been payable had all shares of such Preferred Stock been converted into Common Stock pursuant to Section 4 immediately prior to such liquidation, dissolution, winding up or Deemed Liquidation Event (the amount payable pursuant to this sentence being hereinafter referred to as the “**Liquidation Amount**” for such series of Preferred Stock). If, upon any such liquidation, dissolution or winding up of the Corporation or Deemed Liquidation Event, the assets of the Corporation available for distribution to its stockholders shall be insufficient to pay the holders of shares of Preferred Stock the full amount to which they shall be entitled under this Section 2.1, the holders of such shares shall share ratably in any distribution of the assets available for distribution in proportion to the respective amounts which would otherwise be payable in respect of the shares held by them upon such distribution if all amounts payable on or with respect to such shares were paid in full.

2.2 Payments to Holders of Common Stock. In the event of any voluntary or involuntary liquidation, dissolution or winding up of the Corporation, after the payment in full of all Liquidation Amounts required to be paid to the holders of shares of Preferred Stock, the remaining assets of the Corporation available for distribution to its stockholders or, in the case of a Deemed Liquidation Event, the consideration not payable to the holders of shares of Preferred Stock pursuant to Section 2.1 or the remaining Available Proceeds, as the case may be, shall be distributed among the holders of shares of Common Stock, pro rata based on the number of shares held by each such holder.

2.3 Deemed Liquidation Events.

2.3.1 Definition. Each of the following events shall be considered a “**Deemed Liquidation Event**” unless the holders of a majority of the outstanding shares of Preferred Stock, including a majority of the Series A Preferred Stock, voting together as a single class on an as converted basis (the “**Requisite Holders**”), elect otherwise by written notice sent to the Corporation at least 10 days prior to the effective date of any such event:

- (a) a merger or consolidation in which
 - (i) the Corporation is a constituent party or
 - (ii) a subsidiary of the Corporation is a constituent party and the Corporation issues shares of its capital stock pursuant to such merger or consolidation,

except any such merger or consolidation involving the Corporation or a subsidiary in which the shares of capital stock of the Corporation outstanding immediately prior to such merger or consolidation continue to represent, or are converted into or exchanged for shares of capital stock that represent, immediately following such merger or consolidation, at least a majority, by voting power, of the capital stock of (1) the surviving or resulting corporation; or (2) if the surviving or resulting corporation is a wholly owned subsidiary of another corporation immediately following such merger or consolidation, the parent corporation of such surviving or resulting corporation;

- (b) the sale, lease, transfer, exclusive license or other disposition, in a single transaction or series of related transactions, by the Corporation or any subsidiary of the Corporation of all or substantially all the assets of the Corporation and its subsidiaries taken as a whole or the sale or disposition (whether by merger, consolidation or otherwise, and whether in a single transaction

or a series of related transactions) of one or more subsidiaries of the Corporation if substantially all of the assets of the Corporation and its subsidiaries taken as a whole are held by such subsidiary or subsidiaries, except where such sale, lease, transfer, exclusive license or other disposition is to a wholly owned subsidiary of the Corporation;

(c) the closing of the transfer (whether by merger, consolidation or otherwise), in a single transaction or series of related transactions in which the Corporation is a constituent party, to a person or group of affiliated persons (other than an underwriter of the Corporation's securities), of the Corporation's securities if, after such closing, such person or group of affiliated persons would hold 50% or more of the outstanding voting stock of the Corporation (or the surviving or acquiring entity); provided that the sale of the Corporation's securities in a bona fide financing transaction shall not be a Deemed Liquidation Event; or

(d) the grant to a single entity (or group of affiliated entities) of an exclusive, irrevocable license to all or substantially all of this Corporation's intellectual property that is used to generate all or substantially all of this Corporation's revenues.

2.3.2 Effecting a Deemed Liquidation Event.

(a) The Corporation shall not have the power to effect a Deemed Liquidation Event referred to in Section 2.3.1 (a)(i) unless the agreement or plan of merger or consolidation for such transaction (the "**Merger Agreement**") provides that the consideration payable to the stockholders of the Corporation in such Deemed Liquidation Event shall be allocated among the holders of capital stock of the Corporation in accordance with Sections 2.1 and 2.2.

(b) In the event of a Deemed Liquidation Event referred to in Section 2.3.1(a)(ii) or 2.3.1(b), if the Corporation does not effect a dissolution of the Corporation under the General Corporation Law within ninety (90) days after such Deemed Liquidation Event, then (i) the Corporation shall send a written notice to each holder of Preferred Stock no later than the ninetieth (90th) day after the Deemed Liquidation Event advising such holders of their right (and the requirements to be met to secure such right) pursuant to the terms of the following clause, (ii) to require the redemption of such shares of Preferred Stock, and (iii) if the holders of a majority of the then outstanding shares of Preferred Stock so request in a written instrument delivered to the Corporation not later than one hundred twenty (120) days after such Deemed Liquidation Event, the Corporation shall use the consideration received by the Corporation for such Deemed Liquidation Event (net of any retained liabilities associated with the assets sold or technology licensed, as determined in good faith by the Board of Directors of the Corporation (the "**Board**")), together with any other assets of the Corporation available for distribution to its stockholders, all to the extent permitted by Delaware law governing distributions to stockholders (the "**Available Proceeds**"), on the one hundred fiftieth (150th) day after such Deemed Liquidation Event, to redeem all outstanding shares of each series of Preferred Stock at a price per share equal to the Liquidation Amount for such series. Notwithstanding the foregoing, in the event of a redemption pursuant to the preceding sentence, if the Available Proceeds are not sufficient to redeem all outstanding shares of Preferred Stock, the Corporation shall redeem a pro rata portion of each holder's shares of Preferred Stock to the fullest extent of such Available Proceeds, based on the respective amounts which would otherwise be payable in respect of the shares to be redeemed if the Available Proceeds were sufficient to redeem all such shares each holder's shares of Preferred Stock to the fullest extent of such Available Proceeds, and shall redeem the remaining shares as soon as it may lawfully do so under Delaware law governing distributions to stockholders; in such event, (i) all series of Preferred Stock shall be redeemed in equal proportions, and (ii) the number of shares of any series of Preferred Stock to be redeemed from each holder shall be determined pro rata based on the number of shares held by such holder in proportion to the number of shares of such series remaining outstanding. Prior to the distribution or redemption provided for in this Section

2.3.2(b), the Corporation shall not expend or dissipate the consideration received for such Deemed Liquidation Event, except to discharge expenses incurred in connection with such Deemed Liquidation Event or in the ordinary course of business. The following provisions shall apply to any redemption of the Preferred Stock pursuant to this Section 2.3.2(b):

(i) Within a reasonable time prior to any date shares of Preferred Stock are to be redeemed (each a “*Redemption Date*”), the Corporation shall send written notice of redemption (the “*Redemption Notice*”) to each holder of record of Preferred Stock. Each Redemption Notice shall state (A) the number of shares of each series of Preferred Stock held by the holder that the Corporation shall redeem on the Redemption Date and (B) for holders of shares in certificated form, that the holder is to surrender to the Corporation, in the manner and at the place designated, his, her or its certificate or certificates representing the shares of Preferred Stock to be redeemed.

(ii) On or before the applicable Redemption Date, each holder of shares of Preferred Stock to be redeemed on such Redemption Date shall, if a holder of shares in certificated form, surrender the certificate or certificates representing such shares (or, if such registered holder alleges that such certificate has been lost, stolen or destroyed, a lost certificate affidavit and agreement reasonably acceptable to the Corporation to indemnify the Corporation against any claim that may be made against the Corporation on account of the alleged loss, theft or destruction of such certificate) to the Corporation, in the manner and at the place designated in the Redemption Notice, and thereupon the amount payable to such holder of shares of Preferred Stock pursuant to Section 2.3.2(b) above (the “*Redemption Price*”) for such shares shall be payable to the order of the person whose name appears on such certificate or certificates as the owner thereof. In the event less than all of the shares of Preferred Stock represented by a certificate are redeemed, a new certificate, instrument, or book entry representing the unredeemed shares of Preferred Stock shall promptly be issued to such holder.

(iii) If the Redemption Notice shall have been duly given, and if on the applicable Redemption Date the Redemption Price payable upon redemption of the shares of Preferred Stock to be redeemed on such Redemption Date is paid or tendered for payment or deposited with an independent payment agent so as to be available therefor in a timely manner, then notwithstanding that any certificates evidencing any of the shares of Preferred Stock so called for redemption shall not have been surrendered, all rights with respect to such shares shall forthwith after the Redemption Date terminate, except only the right of the holders to receive the Redemption Price without interest upon surrender of any such certificate or certificates therefor.

2.3.3 Amount Deemed Paid or Distributed. The amount deemed paid or distributed to the holders of capital stock of the Corporation upon any such merger, consolidation, sale, transfer, exclusive license, other disposition or redemption shall be the cash or the value of the property, rights or securities to be paid or distributed to such holders pursuant to such Deemed Liquidation Event. The value of such property, rights or securities shall be determined in good faith by the Board of Directors of the Corporation, including the approval of at least one Preferred Director (as defined herein, and for long as a Preferred Director is then-sitting on the Board).

2.3.4 Allocation of Escrow and Contingent Consideration. In the event of a Deemed Liquidation Event pursuant to Section 2.3.1(a)(i), if any portion of the consideration payable to the stockholders of the Corporation is payable only upon satisfaction of contingencies (the “*Additional Consideration*”), the Merger Agreement shall provide that (a) the portion of such consideration that is not Additional Consideration (such portion, the “*Initial Consideration*”) shall be allocated among the holders of capital stock of the Corporation in accordance with Sections 2.1 and 2.2 as if the Initial Consideration were the only consideration payable in connection with such Deemed Liquidation Event, and (b) any Additional Consideration which becomes payable to the stockholders of the Corporation upon

satisfaction of such contingencies shall be allocated among the holders of capital stock of the Corporation in accordance with Sections 2.1 and 2.2 after taking into account the previous payment of the Initial Consideration as part of the same transaction. For the purposes of this Section 2.3.4, consideration placed into escrow or retained as a holdback to be available for satisfaction of indemnification or similar obligations in connection with such Deemed Liquidation Event shall be deemed to be Additional Consideration.

3. Voting.

3.1 General. On any matter presented to the stockholders of the Corporation for their action or consideration at any meeting of stockholders of the Corporation (or by written consent of stockholders in lieu of meeting), each holder of outstanding shares of Preferred Stock shall be entitled to cast the number of votes equal to the number of whole shares of Common Stock into which the shares of Preferred Stock held by such holder are convertible as of the record date for determining stockholders entitled to vote on such matter. Except as provided by law or by the other provisions of this Amended and Restated Certificate of Incorporation, holders of Preferred Stock shall vote together with the holders of Common Stock as a single class and on an as-converted to Common Stock basis.

3.2 Election of Directors. The holders of record of the shares of Series A Preferred Stock, exclusively and as a separate class, shall be entitled to elect two (2) directors of the Corporation (the “*Preferred Directors*”); *provided, however*, for administrative convenience, the initial Preferred Directors may also be appointed by the Board in connection with the approval of the initial issuance of Series A Preferred Stock without a separate action by the holders of Series A Preferred Stock. The holders of record of the shares of Common Stock, exclusively and as a separate class, shall be entitled to elect two (2) directors of the Corporation. Any director elected as provided in the preceding sentence may be removed without cause by, and only by, the affirmative vote of the holders of the shares of the class or series of capital stock entitled to elect such director or directors, given either at a special meeting of such stockholders duly called for that purpose or pursuant to a written consent of stockholders. If the holders of shares of Preferred Stock or Common Stock, as the case may be, fail to elect a sufficient number of directors to fill all directorships for which they are entitled to elect directors, voting exclusively and as a separate class, pursuant to the first sentence of this Section 3.2, then any directorship not so filled shall remain vacant until such time as the holders of the Preferred Stock or Common Stock, as the case may be, elect a person to fill such directorship by vote or written consent in lieu of a meeting; and no such directorship may be filled by stockholders of the Corporation other than by the stockholders of the Corporation that are entitled to elect a person to fill such directorship, voting exclusively and as a separate class. The holders of record of the shares of Common Stock and of any other class or series of voting stock (including the Preferred Stock), exclusively and voting together as a single class, shall be entitled to elect the balance of the total number of directors of the Corporation (the “*Remaining Directors*”). At any meeting held for the purpose of electing a director, the presence in person or by proxy of the holders of a majority of the outstanding shares of the class or series entitled to elect such director shall constitute a quorum for the purpose of electing such director. Except as otherwise provided in this Section 3.2, a vacancy in any directorship filled by the holders of any class or series shall be filled only by vote or written consent in lieu of a meeting of the holders of such class or series or by any remaining director or directors elected by the holders of such class or series pursuant to this Section 3.2. The rights of the holders of the Series A Preferred Stock under the first sentence of this Section 3.2 shall terminate on the first date following the Original Issue Date (as defined below) for the Series A Preferred Stock on which there are issued and outstanding fewer than 3,417,171 shares of Series A Preferred Stock (subject to appropriate adjustment in the event of any stock dividend, stock split, combination, or other similar recapitalization with respect to the Series Seed Preferred Stock).

3.3 Protective Provisions. At any time when at least 11,171,665 shares of Preferred Stock (subject to appropriate adjustment in the event of any stock dividend, stock split, combination or other similar recapitalization with respect to the Preferred Stock) are outstanding, the Corporation shall not, either directly or indirectly by amendment, merger, consolidation, recapitalization, reclassification, or otherwise, do any of the following without (in addition to any other vote required by law or this Amended and Restated Certificate of Incorporation) the written consent or affirmative vote of the Requisite Holders, given in writing or by vote at a meeting, consenting or voting (as the case may be) separately as a class, and any such act or transaction entered into without such consent or vote shall be null and void *ab initio*, and of no force or effect:

3.3.1 liquidate, dissolve or wind-up the business and affairs of the Corporation, effect any merger or consolidation or any other Deemed Liquidation Event, or consent to any of the foregoing;

3.3.2 amend, alter or repeal any provision of the Certificate of Incorporation or Bylaws of the Corporation;

3.3.3 create, or authorize the creation of, any additional class or series of capital stock unless the same ranks junior to the Preferred Stock with respect to the distribution of assets on the liquidation, dissolution or winding up of the Corporation, the payment of dividends and rights of redemption, or increase the authorized number of shares of Preferred Stock or increase the authorized number of shares of any additional class or series of capital stock of the Corporation unless the same ranks junior to the Preferred Stock with respect to the distribution of assets on the liquidation, dissolution or winding up of the Corporation, the payment of dividends and rights of redemption;

3.3.4 (i) reclassify, alter or amend any existing security of the Corporation that is *pari passu* with the Series A Preferred Stock or Series Seed Preferred Stock in respect of the distribution of assets on the liquidation, dissolution or winding up of the Corporation, the payment of dividends or rights of redemption, if such classification, alteration or amendment would render such other security senior to the Series A Preferred Stock or Series Seed Preferred Stock in respect of any such right, preference, or privilege or (ii) reclassify, alter or amend any existing security of the Corporation that is junior to the Series A Preferred Stock in respect of the distribution of assets on the liquidation, dissolution, or winding up of the Corporation, the payment of dividends or rights of redemption, if such reclassification, alteration or amendment would render such other security senior to or *pari passu* with the Series A Preferred Stock in respect of any such right, preference or privilege;

3.3.5 purchase or redeem (or permit any subsidiary to purchase or redeem) or pay or declare any dividend or make any distribution on, any shares of capital stock of the Corporation other than (i) redemptions of or dividends or distributions on the Preferred Stock as expressly authorized herein, (ii) dividends or other distributions payable on the Common Stock solely in the form of additional shares of Common Stock, (iii) repurchases of stock from former employees, officers, directors, consultants or other persons who performed services for the Corporation or any subsidiary in connection with the cessation of such employment or service at no greater than the original purchase price thereof, (iv) exercises of contractual rights of first refusal upon a proposed sale of shares of capital stock to a third party, or (v) as approved by the Board of Directors, including the approval of the Preferred Directors, if any are then-sitting on the Board;

3.3.6 create or authorize the creation of any debt security if the Corporation's aggregate indebtedness would exceed \$500,000, other than equipment leases, bank lines of credit, existing indebtedness or a revenue-based credit facility, unless such debt security has received the

prior approval of the Board, including the approval of the Preferred Directors, if any are then-sitting on the Board;

3.3.7 create or hold capital stock in any subsidiary that is not a wholly owned subsidiary or dispose of any subsidiary stock or all or substantially all of any subsidiary assets; or

3.3.8 increase or decrease the authorized number of directors constituting the Board of Directors.

4. Optional Conversion. The holders of the Preferred Stock shall have conversion rights as follows (the “*Conversion Rights*”):

4.1 Right to Convert.

4.1.1 Conversion Ratio. Each share of a series of Preferred Stock shall be convertible, at the option of the holder thereof, at any time and from time to time, and without the payment of additional consideration by the holder thereof, into such number of fully paid and non-assessable shares of Common Stock as is determined by dividing the Original Issue Price of such series by the Conversion Price (as defined below) in effect for such series at the time of conversion. The “*Conversion Price*” for each series of Preferred Stock shall initially be equal to the applicable Original Issue Price for such series of Preferred Stock. Such initial Conversion Price, and the rate at which shares of each series of Preferred Stock may be converted into shares of Common Stock, shall be subject to adjustment as provided below.

4.1.2 Termination of Conversion Rights. In the event of a liquidation, dissolution or winding up of the Corporation or a Deemed Liquidation Event, the Conversion Rights shall terminate at the close of business on the last full day preceding the date fixed for the payment of any such amounts distributable on such event to the holders of Preferred Stock.

4.2 Fractional Shares. No fractional shares of Common Stock shall be issued upon conversion of the Preferred Stock. In lieu of any fractional shares to which the holder would otherwise be entitled, the Corporation shall pay cash equal to such fraction multiplied by the fair market value of a share of Common Stock as determined in good faith by the Board of Directors of the Corporation. Whether or not fractional shares would be issuable upon such conversion shall be determined on the basis of the total number of shares of Preferred Stock the holder is at the time converting into Common Stock and the aggregate number of shares of Common Stock issuable upon such conversion.

4.3 Mechanics of Conversion.

4.3.1 Notice of Conversion. In order for a holder of Preferred Stock to voluntarily convert shares of Preferred Stock into shares of Common Stock, such holder shall (a) provide written notice to the Corporation’s transfer agent at the office of the transfer agent for the Preferred Stock (or at the principal office of the Corporation if the Corporation serves as its own transfer agent) that such holder elects to convert all or any number of such holder’s shares of Preferred Stock and, if applicable, any event on which such conversion is contingent and (b) if such holder’s shares are certificated, surrender the certificate or certificates for such shares of Preferred Stock (or, if such registered holder alleges that such certificate has been lost, stolen or destroyed, a lost certificate affidavit and agreement reasonably acceptable to the Corporation to indemnify the Corporation against any claim that may be made against the Corporation on account of the alleged loss, theft or destruction of such certificate), at the office of the transfer agent for the Preferred Stock (or at the principal office of the Corporation if the Corporation serves as its own transfer agent). Such notice shall state such holder’s name or the names of the nominees in which such holder wishes

the shares of Common Stock to be issued. If required by the Corporation, any certificates surrendered for conversion shall be endorsed or accompanied by a written instrument or instruments of transfer, in form satisfactory to the Corporation, duly executed by the registered holder or his, her or its attorney duly authorized in writing. The close of business on the date of receipt by the transfer agent (or by the Corporation if the Corporation serves as its own transfer agent) of such notice and, if applicable, certificates (or lost certificate affidavit and agreement) shall be the time of conversion (the “*Conversion Time*”), and the shares of Common Stock issuable upon conversion of the specified shares shall be deemed to be outstanding of record as of such date. The Corporation shall, as soon as practicable after the Conversion Time (i) issue and deliver to such holder of Preferred Stock, or to his, her or its nominees, a certificate or certificates for the number of full shares of Common Stock issuable upon such conversion in accordance with the provisions hereof, or, in the case of uncertificated shares, a notice of issuance of uncertificated shares, and a certificate or notice, as the case may be, for the number (if any) of the shares of Preferred Stock represented by the surrendered certificate that were not converted into Common Stock, (ii) pay in cash such amount as provided in Section 4.2 in lieu of any fraction of a share of Common Stock otherwise issuable upon such conversion and (iii) pay all declared but unpaid dividends on the shares of Preferred Stock converted.

4.3.2 Reservation of Shares. The Corporation shall, at all times when the Preferred Stock shall be outstanding, reserve and keep available out of its authorized but unissued capital stock, for the purpose of effecting the conversion of the Preferred Stock, such number of its duly authorized shares of Common Stock as shall from time to time be sufficient to effect the conversion of all outstanding Preferred Stock; and if at any time the number of authorized but unissued shares of Common Stock shall not be sufficient to effect the conversion of all then outstanding shares of the Preferred Stock, the Corporation shall take such corporate action as may be necessary to increase its authorized but unissued shares of Common Stock to such number of shares as shall be sufficient for such purposes, including, without limitation, engaging in best efforts to obtain the requisite stockholder approval of any necessary amendment to the Certificate of Incorporation. Before taking any action which would cause an adjustment reducing the Conversion Price of a series of Preferred Stock below the then par value of the shares of Common Stock issuable upon conversion of such Preferred Stock, the Corporation will take any corporate action which may, in the opinion of its counsel, be necessary in order that the Corporation may validly and legally issue fully paid and non-assessable shares of Common Stock at such adjusted Conversion Price.

4.3.3 Effect of Conversion. Any shares of Preferred Stock that shall have been surrendered for conversion as herein provided shall no longer be deemed to be outstanding and all rights with respect to such shares shall immediately cease and terminate at the Conversion Time, except only the right of the holders thereof to receive shares of Common Stock in exchange therefor, to receive payment in lieu of any fraction of a share otherwise issuable upon such conversion as provided in Section 4.2 and to receive payment of any dividends declared but unpaid thereon. Any shares of Preferred Stock so converted shall be retired and cancelled and may not be reissued as shares of such series, and the Corporation may thereafter take such appropriate action (without the need for stockholder action) as may be necessary to reduce the authorized number of shares of each applicable series of Preferred Stock accordingly.

4.3.4 No Further Adjustment. Upon any such conversion, no adjustment to the Conversion Price of a series of Preferred Stock shall be made for any declared but unpaid dividends on the Preferred Stock surrendered for conversion or on the Common Stock delivered upon conversion.

4.3.5 Taxes. The Corporation shall pay any and all issue and other similar taxes that may be payable in respect of any issuance or delivery of shares of Common Stock upon conversion of shares of Preferred Stock pursuant to this Section 4. The Corporation shall not, however, be

required to pay any tax which may be payable in respect of any transfer involved in the issuance and delivery of shares of Common Stock in a name other than that in which the shares of Preferred Stock so converted were registered, and no such issuance or delivery shall be made unless and until the person or entity requesting such issuance has paid to the Corporation the amount of any such tax or has established, to the satisfaction of the Corporation, that such tax has been paid.

4.4 Adjustments to Conversion Price for Diluting Issues.

4.4.1 Special Definitions. For purposes of this Article Fourth, the following definitions shall apply:

(a) “*Option*” shall mean rights, options or warrants to subscribe for, purchase or otherwise acquire Common Stock or Convertible Securities.

(b) “*Original Issue Date*” for a series of Preferred Stock shall mean the date on which the first share of such series was issued.

(c) “*Convertible Securities*” shall mean any evidences of indebtedness, shares or other securities directly or indirectly convertible into or exchangeable for Common Stock, but excluding Options.

(d) “*Additional Shares of Common Stock*” shall mean, a to any series of Preferred Stock, all shares of Common Stock issued (or, pursuant to Section 4.4.3 below, deemed to be issued) by the Corporation after the Original Issue Date for such series, other than certain securities consisting of (1) the following shares of Common Stock and (2) shares of Common Stock deemed issued pursuant to the following Options and Convertible Securities (any securities referred to in clauses (I) and (2) being referred to herein as “*Exempted Securities*”):

(i) shares of Common Stock, Options or Convertible Securities issued as a dividend or distribution on Preferred Stock;

(ii) shares of Common Stock, Options or Convertible Securities issued by reason of a dividend, stock split, split-up or other distribution on shares of Common Stock that is covered by Section 4.5, 4.6, 4.7 or 4.8;

(iii) shares of Common Stock or Options issued to employees or directors of, or consultants or advisors to, the Corporation or any of its subsidiaries pursuant to a plan, agreement or arrangement approved by the Board of Directors of the Corporation;

(iv) shares of Common Stock or Convertible Securities actually issued upon the exercise of Options or shares of Common Stock actually issued upon the conversion or exchange of Convertible Securities, in each case provided such issuance is pursuant to the terms of such Option or Convertible Security;

(v) shares of Common Stock, Options or Convertible Securities issued to banks, equipment lessors or other financial institutions, or to real property lessors, pursuant to a debt financing, equipment leasing or real property leasing transaction approved by the Board of Directors of the Corporation, including the approval of at least one Preferred Director, if any are then-sitting on the Board;

(vi) shares of Common Stock, Options or Convertible Securities issued to suppliers or third party service providers in connection with the provision of goods or services pursuant to transactions approved by the Board of Directors of the Corporation, including the approval of at least one Preferred Director, if any are then-sitting on the Board;

(vii) shares of Common Stock, Options or Convertible Securities issued as acquisition consideration pursuant to the acquisition of another entity by the Corporation by merger, purchase of substantially all of the assets or other reorganization or to a joint venture agreement, *provided* that such issuances are approved by the Board of Directors of the Corporation, including the approval of at least one Preferred Director, if any are then-sitting on the Board; or

(viii) shares of Common Stock, Options or Convertible Securities issued in connection with sponsored research, collaboration, technology license, development, OEM, marketing or other similar agreements or strategic partnerships approved by the Board of Directors of the Corporation, including the approval of at least one Preferred Director, if any are then-sitting on the Board.

4.4.2 No Adjustment of Conversion Price. No adjustment in the Conversion Price for a series of Preferred Stock shall be made as the result of the issuance or deemed issuance of Additional Shares of Common Stock if the Corporation receives written notice from the Requisite Holders agreeing that no such adjustment shall be made as the result of the issuance or deemed issuance of such Additional Shares of Common Stock.

4.4.3 Deemed Issue of Additional Shares of Common Stock.

(a) If the Corporation at any time or from time to time after the Original Issue Date for a series of Preferred Stock shall issue any Options or Convertible Securities (excluding Options or Convertible Securities which are themselves Exempted Securities) or shall fix a record date for the determination of holders of any class of securities entitled to receive any such Options or Convertible Securities, then the maximum number of shares of Common Stock (as set forth in the instrument relating thereto, assuming the satisfaction of any conditions to exercisability, convertibility or exchangeability but without regard to any provision contained therein for a subsequent adjustment of such number) issuable upon the exercise of such Options or, in the case of Convertible Securities and Options therefor, the conversion or exchange of such Convertible Securities, shall be deemed to be Additional Shares of Common Stock issued as of the time of such issue or, in case such a record date shall have been fixed, as of the close of business on such record date.

(b) If the terms of any Option or Convertible Security, the issuance of which resulted in an adjustment to any Conversion Price pursuant to the terms of Section 4.4.4, are revised as a result of an amendment to such terms or any other adjustment pursuant to the provisions of such Option or Convertible Security (but excluding automatic adjustments to such terms pursuant to anti-dilution or similar provisions of such Option or Convertible Security) to provide for either (1) any increase or decrease in the number of shares of Common Stock issuable upon the exercise, conversion and/or exchange of any such Option or Convertible Security or (2) any increase or decrease in the consideration payable to the Corporation upon such exercise, conversion and/or exchange, then, effective upon such increase or decrease becoming effective, the Conversion Price computed upon the original issue of such Option or Convertible Security (or upon the occurrence of a record date with respect thereto) shall be readjusted to such Conversion Price as would have obtained had such revised terms been in effect upon the original date of issuance of such Option or Convertible Security. Notwithstanding the foregoing, no readjustment pursuant to this clause (b) shall have the effect of increasing such Conversion Price to an amount which exceeds the lower of (i) the Conversion Price in effect immediately prior to the original

adjustment made as a result of the issuance of such Option or Convertible Security or (ii) the Conversion Price that would have resulted from any issuances of Additional Shares of Common Stock (other than deemed issuances of Additional Shares of Common Stock as a result of the issuance of such Option or Convertible Security) between the original adjustment date and such readjustment date.

(c) If the terms of any Option or Convertible Security (excluding Options or Convertible Securities which are themselves Exempted Securities), the issuance of which did not result in an adjustment to the Conversion Price for a given series of Preferred Stock pursuant to the terms of Section 4.4.4 (either because the consideration per share of the Additional Shares of Common Stock subject thereto, determined pursuant to Section 4.4.5, was equal to or greater than the Conversion Price then in effect for such series, or because such Option or Convertible Security was issued before the Original Issue Date for such series), are revised after such Original Issue Date as a result of an amendment to such terms or any other adjustment pursuant to the provisions of such Option or Convertible Security (but excluding automatic adjustments to such terms pursuant to anti-dilution or similar provisions of such Option or Convertible Security) to provide for either (1) any increase in the number of shares of Common Stock issuable upon the exercise, conversion or exchange of any such Option or Convertible Security or (2) any decrease in the consideration payable to the Corporation upon such exercise, conversion or exchange, then such Option or Convertible Security, as so amended or adjusted, and the Additional Shares of Common Stock subject thereto (determined in the manner provided in Section 4.4.3(a)) shall be deemed to have been issued effective upon such increase or decrease becoming effective.

(d) Upon the expiration or termination of any unexercised Option or unconverted or unexchanged Convertible Security (or portion thereof) that resulted (either upon its original issuance or upon a revision of its terms) in an adjustment to the Conversion Price of a series of Preferred Stock pursuant to the terms of Section 4.4.4, the Conversion Price shall be readjusted to such Conversion Price as would have obtained had such Option or Convertible Security (or portion thereof) never been issued.

(e) If the number of shares of Common Stock issuable upon the exercise, conversion and/or exchange of any Option or Convertible Security, or the consideration payable to the Corporation upon such exercise, conversion and/or exchange, is calculable at the time such Option or Convertible Security is issued or amended but is subject to adjustment based upon subsequent events, any adjustment to the Conversion Price for a series of Preferred Stock provided for in this Section 4.4.3 shall be effected at the time of such issuance or amendment based on such number of shares or amount of consideration without regard to any provisions for subsequent adjustments (and any subsequent adjustments shall be treated as provided in clauses (b) and (c) of this Section 4.4.3). If the number of shares of Common Stock issuable upon the exercise, conversion and/or exchange of any Option or Convertible Security, or the consideration payable to the Corporation upon such exercise, conversion and/or exchange, cannot be calculated at all at the time such Option or Convertible Security is issued or amended, any adjustment to the Conversion Price that would result under the terms of this Section 4.4.3 at the time of such issuance or amendment shall instead be effected at the time such number of shares and/or amount of consideration is first calculable (even if subject to subsequent adjustments), assuming for purposes of calculating such adjustment to the Conversion Price that such issuance or amendment took place at the time such calculation can first be made.

4.4.4 Adjustment of Conversion Price Upon Issuance of Additional Shares of Common Stock. In the event the Corporation shall at any time after the Original Issue Date for a series of Preferred Stock issue Additional Shares of Common Stock (including Additional Shares of Common Stock deemed to be issued pursuant to Section 4.4.3), without consideration or for a consideration per share less than the Conversion Price for such series in effect immediately prior to such issuance or deemed issuance, then such Conversion Price shall be reduced, concurrently with such issuance or deemed

issuance, to a price (calculated to the nearest one-hundredth of a cent) determined in accordance with the following formula:

$$CP_2 = CP_1 * (A + B) \div (A + C)$$

For purposes of the foregoing formula, the following definitions shall apply:

(a) “CP₂” shall mean the Conversion Price in effect immediately after such issuance or deemed issuance of Additional Shares of Common Stock

(b) “CP₁” shall mean the Conversion Price in effect immediately prior to such issuance or deemed issuance of Additional Shares of Common Stock;

(c) “A” shall mean the number of shares of Common Stock outstanding immediately prior to such issuance or deemed issuance of Additional Shares of Common Stock (treating as outstanding for this purpose all shares of Common Stock issuable upon exercise of Options outstanding immediately prior to such issuance or deemed issuance or upon conversion or exchange of Convertible Securities, including Preferred Stock, outstanding immediately prior to such issue, assuming exercise of any outstanding Options therefor);

(d) “B” shall mean the number of shares of Common Stock that would have been issued or deemed issued if such Additional Shares of Common Stock had been issued at a price per share equal to CP₁ (determined by dividing the aggregate consideration received by the Corporation in respect of such issue by CP); and

(e) “C” shall mean the number of such Additional Shares of Common Stock issued in such transaction.

4.4.5 Determination of Consideration. For purposes of this Section 4.4, the consideration received by the Corporation for the issuance or deemed issuance of any Additional Shares of Common Stock shall be computed as follows:

(a) **Cash and Property.** Such consideration shall:

(i) insofar as it consists of cash, be computed at the aggregate amount of cash received by the Corporation, excluding amounts paid or payable for accrued interest;

(ii) insofar as it consists of property other than cash, be computed at the fair market value thereof at the time of such issue, as determined in good faith by the Board of Directors of the Corporation, including the approval of at least one Preferred Director, if any are then-sitting on the Board; and

(iii) in the event Additional Shares of Common Stock are issued together with other shares or securities or other assets of the Corporation for consideration which covers both, be the proportion of such consideration so received, computed as provided in clauses (i) and (ii) above, as determined in good faith by the Board of Directors of the Corporation, including the approval of at least one Preferred Director, if any are then-sitting on the Board.

(b) Options and Convertible Securities. The consideration per share received by the Corporation for Additional Shares of Common Stock deemed to have been issued pursuant to Section 4.4.3, relating to Options and Convertible Securities, shall be determined by dividing:

(i) the total amount, if any, received or receivable by the Corporation as consideration for the issue of such Options or Convertible Securities, plus the minimum aggregate amount of additional consideration (as set forth in the instruments relating thereto, without regard to any provision contained therein for a subsequent adjustment of such consideration) payable to the Corporation upon the exercise of such Options or the conversion or exchange of such Convertible Securities, or in the case of Options for Convertible Securities, the exercise of such Options for Convertible Securities and the conversion or exchange of such Convertible Securities, by

(ii) the maximum number of shares of Common Stock (as set forth in the instruments relating thereto, without regard to any provision contained therein for a subsequent adjustment of such number) issuable upon the exercise of such Options or the conversion or exchange of such Convertible Securities, or in the case of Options for Convertible Securities, the exercise of such Options for Convertible Securities and the conversion or exchange of such Convertible Securities.

4.4.6 Multiple Closing Dates. In the event the Corporation shall issue on more than one date Additional Shares of Common Stock that are a part of one transaction or a series of related transactions and that would result in an adjustment to the Conversion Price of any series of Preferred Stock pursuant to the terms of Section 4.4.4, then, upon the final such issuance, the Conversion Price shall be readjusted to give effect to all such issuances as if they occurred on the date of the first such issuance (and without giving effect to any additional adjustments as a result of any such subsequent issuances within such period).

4.5 Adjustment for Stock Splits and Combinations. If the Corporation shall at any time or from time to time after the Original Issue Date for a series of Preferred Stock effect a subdivision of the outstanding Common Stock, the Conversion Price in effect immediately before that subdivision shall be proportionately decreased so that the number of shares of Common Stock issuable on conversion of each share of such series shall be increased in proportion to such increase in the aggregate number of shares of Common Stock outstanding. If the Corporation shall at any time or from time to time after such Original Issue Date combine the outstanding shares of Common Stock, the Conversion Price of such series in effect immediately before the combination shall be proportionately increased so that the number of shares of Common Stock issuable on conversion of each share of such series shall be decreased in proportion to such decrease in the aggregate number of shares of Common Stock outstanding. Any adjustment under this subsection shall become effective at the close of business on the date the subdivision or combination becomes effective.

4.6 Adjustment for Certain Dividends and Distributions. In the event the Corporation at any time or from time to time after the Original Issue Date for a series of Preferred Stock shall make or issue, or fix a record date for the determination of holders of Common Stock entitled to receive, a dividend or other distribution payable on the Common Stock in additional shares of Common Stock, then and in each such event the Conversion Price of such series in effect immediately before such event shall be decreased as of the time of such issuance or, in the event such a record date shall have been fixed, as of the close of business on such record date, by multiplying the Conversion Price then in effect by a fraction:

(1) the numerator of which shall be the total number of shares of Common Stock issued and outstanding immediately prior to the time of such issuance or the close of business on such record date, and

(2) the denominator of which shall be the total number of shares of Common Stock issued and outstanding immediately prior to the time of such issuance or the close of business on such record date plus the number of shares of Common Stock issuable in payment of such dividend or distribution.

Notwithstanding the foregoing, (a) if such record date shall have been fixed and such dividend is not fully paid or if such distribution is not fully made on the date fixed therefor, the Conversion Price shall be recomputed accordingly as of the close of business on such record date and thereafter the Conversion Price shall be adjusted pursuant to this subsection as of the time of actual payment of such dividends or distributions, and (b) no such adjustment shall be made if the holders of such series of Preferred Stock simultaneously receive a dividend or other distribution of shares of Common Stock in a number equal to the number of shares of Common Stock that they would have received if all outstanding shares of such Preferred Stock had been converted into Common Stock on the date of such event.

4.7 Adjustments for Other Dividends and Distributions. In the event the Corporation at any time or from time to time after the Original Issue Date for a series of Preferred Stock shall make or issue, or fix a record date for the determination of holders of Common Stock entitled to receive, a dividend or other distribution payable in securities of the Corporation (other than a distribution of shares of Common Stock in respect of outstanding shares of Common Stock) or in other property and the provisions of Section 1 do not apply to such dividend or distribution, then and in each such event the holders of such series shall receive, simultaneously with the distribution to the holders of Common Stock, a dividend or other distribution of such securities or other property in an amount equal to the amount of such securities or other property they would have received if all outstanding shares of such Preferred Stock had been converted into Common Stock on the date of such event.

4.8 Adjustment for Merger or Reorganization, Etc. Subject to the provisions of Section 2.3, as to any series of Preferred Stock, if there shall occur any reorganization, recapitalization, reclassification, consolidation or merger involving the Corporation in which the Common Stock (but not such Preferred Stock) is converted into or exchanged for securities, cash or other property (other than a transaction covered by Sections 4.4, 4.6 or 4.7), then, following any such reorganization, recapitalization, reclassification, consolidation or merger, each share of such series of Preferred Stock shall thereafter be convertible, in lieu of the Common Stock into which it was convertible prior to such event, into the kind and amount of securities, cash or other property that a holder of the number of shares of Common Stock of the Corporation issuable upon conversion of one share of such Preferred Stock immediately prior to such reorganization, recapitalization, reclassification, consolidation or merger would have been entitled to receive pursuant to such transaction; and, in such case, appropriate adjustment (as determined in good faith by the Board of Directors of the Corporation) shall be made in the application of the provisions in this Section 4 with respect to the rights and interests thereafter of the holders of such series of Preferred Stock, to the end that the provisions set forth in this Section 4 (including provisions with respect to changes in and other adjustments of the Conversion Price of such series) shall thereafter be applicable, as nearly as reasonably may be, in relation to any securities or other property thereafter deliverable upon the conversion of such Preferred Stock.

4.9 Certificate as to Adjustments. Upon the occurrence of each adjustment or readjustment of the Conversion Price of a series of Preferred Stock pursuant to this Section 4, the Corporation at its expense shall, as promptly as reasonably practicable but in any event not later than ten (10) days thereafter, compute such adjustment or readjustment in accordance with the terms hereof and furnish to each holder of such series a certificate setting forth such adjustment or readjustment (including the kind and amount of securities, cash or other property into which shares of such series are convertible) and showing in detail the facts upon which such adjustment or readjustment is based. The Corporation shall, as promptly as reasonably practicable after the written request at any time of any holder of a series of

Preferred Stock (but in any event not later than ten (10) days thereafter), furnish or cause to be furnished to such holder a certificate setting forth (i) the Conversion Price of such series then in effect, and (ii) the number of shares of Common Stock and the amount, if any, of other securities, cash or property which then would be received upon the conversion of shares of such series.

4.10 Notice of Record Date. In the event:

(a) the Corporation shall take a record of the holders of its Common Stock (or other capital stock or securities at the time issuable upon conversion of the Preferred Stock) for the purpose of entitling or enabling them to receive any dividend or other distribution, or to receive any right to subscribe for or purchase any shares of capital stock of any class or any other securities, or to receive any other security; or

(b) of any capital reorganization of the Corporation, any reclassification of the Common Stock of the Corporation, or any Deemed Liquidation Event; or

(c) of the voluntary or involuntary dissolution, liquidation or winding-up of the Corporation,

then, and in each such case, the Corporation will send or cause to be sent to the holders of Preferred Stock a notice specifying, as the case may be, (i) the record date for such dividend, distribution or right, and the amount and character of such dividend, distribution or right, or (ii) the effective date on which such reorganization, reclassification, consolidation, merger, transfer, dissolution, liquidation or winding-up is proposed to take place, and the time, if any is to be fixed, as of which the holders of record of Common Stock (or such other capital stock or securities at the time issuable upon the conversion of the Preferred Stock) shall be entitled to exchange their shares of Common Stock (or such other capital stock or securities) for securities or other property deliverable upon such reorganization, reclassification, consolidation, merger, transfer, dissolution, liquidation or winding-up, and the amount per share and character of such exchange applicable to each series of Preferred Stock and the Common Stock. Such notice shall be sent at least ten (10) days prior to the record date or effective date for the event specified in such notice.

5. Mandatory Conversion.

5.1 Trigger Events. Upon either (a) the closing of the sale of shares of Common Stock to the public in a firm-commitment underwritten public offering pursuant to an effective registration statement under the Securities Act of 1933, as amended, resulting in at least \$50,000,000 of gross proceeds to the Corporation, and, in connection with such offering is listed for trading on a national securities exchange, or (b) the date and time, or the occurrence of an event, specified by vote or written consent of the Requisite Holders (the time of such closing or the date and time specified or the time of the event specified in such vote or written consent is referred to herein as the “*Mandatory Conversion Time*”), then (i) all outstanding shares of Preferred Stock shall automatically be converted into shares of Common Stock, at the then effective conversion rate as calculated pursuant to Section 4.1.1, and (ii) such shares may not be reissued by the Corporation.

5.2 Procedural Requirements. All holders of record of shares of Preferred Stock shall be sent written notice of the Mandatory Conversion Time and the place designated for mandatory conversion of all such shares of Preferred Stock pursuant to this Section 5. Such notice need not be sent in advance of the occurrence of the Mandatory Conversion Time. Upon receipt of such notice, each holder of shares of Preferred Stock in certificated form shall surrender his, her or its certificate or certificates for all such shares (or, if such holder alleges that such certificate has been lost, stolen or destroyed, a lost certificate affidavit and agreement reasonably acceptable to the Corporation to indemnify the Corporation

against any claim that may be made against the Corporation on account of the alleged loss, theft or destruction of such certificate) to the Corporation at the place designated in such notice. If so required by the Corporation, any certificates surrendered for conversion shall be endorsed or accompanied by written instrument or instruments of transfer, in form satisfactory to the Corporation, duly executed by the registered holder or his, her or its attorney duly authorized in writing. All rights with respect to the Preferred Stock converted pursuant to Section 5.1, including the rights, if any, to receive notices and vote (other than as a holder of Common Stock), will terminate at the Mandatory Conversion Time (notwithstanding the failure of the holder or holders thereof to surrender any certificates at or prior to such time), except only the rights of the holders thereof, upon surrender of any certificate or certificates (or lost certificate affidavit and agreement) therefor, to receive the items provided for in the next sentence of this Section 5.2. As soon as practicable after the Mandatory Conversion Time and, if applicable, the surrender of any certificate or certificates (or lost certificate affidavit and agreement) for Preferred Stock, the Corporation shall (a) issue and deliver to such holder, or to his, her or its nominees, a certificate or certificates for the number of full shares of Common Stock issuable on such conversion in accordance with the provisions hereof, or, in the case of uncertificated shares, a notice of issuance of uncertificated shares unless a certificate is requested in writing, and (b) pay cash as provided in Section 4.2 in lieu of any fraction of a share of Common Stock otherwise issuable upon such conversion and the payment of any declared but unpaid dividends on the shares of Preferred Stock converted. Such converted Preferred Stock shall be retired and cancelled and may not be reissued as shares of such series, and the Corporation may thereafter take such appropriate action (without the need for stockholder action) as may be necessary to reduce the authorized number of shares of Preferred Stock accordingly.

6. Redeemed or Otherwise Acquired Shares. Any shares of Preferred Stock that are redeemed or otherwise acquired by the Corporation or any of its subsidiaries shall be automatically and immediately cancelled and retired and shall not be reissued, sold or transferred. Neither the Corporation nor any of its subsidiaries may exercise any voting or other rights granted to the holders of Preferred Stock following redemption.

7. Waiver. Except as otherwise set forth herein, (a) any of the rights, powers, preferences and other terms of a series of the Preferred Stock that are set forth herein may be waived on behalf of all holders of such series of Preferred Stock by the affirmative written consent or vote of the holders of a majority of the shares of such series of Preferred Stock that are then outstanding, and (b) any of the rights, powers, preferences and other terms of the Preferred Stock as a class that are set forth herein may be waived on behalf of all holders of the Preferred Stock as a single class by the affirmative written consent or vote of the Requisite Holders.

8. Notices. Any notice required or permitted by the provisions of this Article Fourth to be given to a holder of shares of Preferred Stock shall be mailed, postage prepaid, to the post office address last shown on the records of the Corporation, or given by electronic communication in compliance with the provisions of the General Corporation Law, and shall be deemed sent upon such mailing or electronic transmission.

FIFTH: Subject to any additional vote required by this Amended and Restated Certificate of Incorporation or Bylaws, in furtherance and not in limitation of the powers conferred by statute, the Board of Directors is expressly authorized to make, repeal, alter, amend and rescind any or all of the Bylaws of the Corporation.

SIXTH: Subject to any additional vote required by this Amended and Restated Certificate of Incorporation, the number of directors of the Corporation shall be determined in the manner set forth in the Bylaws of the Corporation.

SEVENTH: Elections of directors need not be by written ballot unless the Bylaws of the Corporation shall so provide.

EIGHTH: Meetings of stockholders may be held within or without the State of Delaware, as the Bylaws of the Corporation may provide. The books of the Corporation may be kept outside the State of Delaware at such place or places as may be designated from time to time by the Board of Directors or in the Bylaws of the Corporation.

NINTH: To the fullest extent permitted by law, a director of the Corporation shall not be personally liable to the Corporation or its stockholders for monetary damages for breach of fiduciary duty as a director. If the General Corporation Law or any other law of the State of Delaware is amended after approval by the stockholders of this Article Ninth to authorize corporate action further eliminating or limiting the personal liability of directors, then the liability of a director of the Corporation shall be eliminated or limited to the fullest extent permitted by the General Corporation Law as so amended.

Any repeal or modification of the foregoing provisions of this Article Ninth by the stockholders of the Corporation shall not adversely affect any right or protection of a director of the Corporation existing at the time of, or increase the liability of any director of the Corporation with respect to any acts or omissions of such director occurring prior to, such repeal or modification.

TENTH: To the fullest extent permitted by applicable law, the Corporation is authorized to provide indemnification of (and advancement of expenses to) directors, officers and agents of the Corporation (and any other persons to which General Corporation Law permits the Corporation to provide indemnification) through Bylaw provisions, agreements with such agents or other persons, vote of stockholders or disinterested directors or otherwise, in excess of the indemnification and advancement otherwise permitted by Section 145 of the General Corporation Law.

Any amendment, repeal or modification of the foregoing provisions of this Article Tenth shall not (a) adversely affect any right or protection of any director, officer or other agent of the Corporation existing at the time of such amendment, repeal or modification or (b) increase the liability of any director of the Corporation with respect to any acts or omissions of such director, officer or agent occurring prior to, such amendment, repeal or modification.

ELEVENTH: The Corporation renounces, to the fullest extent permitted by law, any interest or expectancy of the Corporation in, or in being offered an opportunity to participate in, any Excluded Opportunity. An “*Excluded Opportunity*” is any matter, transaction or interest that is presented to, or acquired, created or developed by, or which otherwise comes into the possession of (i) any director of the Corporation who is not an employee of the Corporation or any of its subsidiaries, or (ii) any holder of Preferred Stock or any partner, member, director, stockholder, employee, affiliate or agent of any such holder, other than someone who is an employee of the Corporation or any of its subsidiaries (collectively, the persons referred to in clauses (i) and (ii) are “**Covered Persons**”), unless such matter, transaction or interest is presented to, or acquired, created or developed by, or otherwise comes into the possession of, a Covered Person expressly and solely in such Covered Person’s capacity as a director of the Corporation while such Covered Person is performing services in such capacity. Any repeal or modification of this Article Eleventh will only be prospective and will not affect the rights under this Article Eleventh in effect at the time of the occurrence of any actions or omissions to act giving rise to liability. Notwithstanding anything to the contrary contained elsewhere in this Amended and Restated Certificate of Incorporation, the affirmative vote of the holders of a majority of the shares of Preferred Stock outstanding will be required to amend or repeal, or to adopt any provisions inconsistent with this Article Eleventh.

TWELFTH: Unless the Corporation consents in writing to the selection of an alternative forum, the Court of Chancery in the State of Delaware shall be the sole and exclusive forum for any stockholder (including a beneficial owner) to bring (i) any derivative action or proceeding brought on behalf of the Corporation, (ii) any action asserting a claim of breach of fiduciary duty owed by any director, officer or other employee of the Corporation to the Corporation or the Corporation's stockholders, (iii) any action asserting a claim against the Corporation, its directors, officers or employees arising pursuant to any provision of the Delaware General Corporation Law or the Corporation's Certificate of Incorporation or bylaws or (iv) any action asserting a claim against the Corporation, its directors, officers or employees governed by the internal affairs doctrine, except for, as to each of (i) through (iv) above, any claim as to which the Court of Chancery determines that there is an indispensable party not subject to the jurisdiction of the Court of Chancery (and the indispensable party does not consent to the personal jurisdiction of the Court of Chancery within ten days following such determination), which is vested in the exclusive jurisdiction of a court or forum other than the Court of Chancery, or for which the Court of Chancery does not have subject matter jurisdiction. If any provision or provisions of this Article Twelfth shall be held to be invalid, illegal or unenforceable as applied to any person or entity or circumstance for any reason whatsoever, then, to the fullest extent permitted by law, the validity, legality and enforceability of such provisions in any other circumstance and of the remaining provisions of this Article Twelfth (including, without limitation, each portion of any sentence of this Article Twelfth containing any such provision held to be invalid, illegal or unenforceable that is not itself held to be invalid, illegal or unenforceable) and the application of such provision to other persons or entities and circumstances shall not in any way be affected or impaired thereby.

THIRTEENTH: For purposes of Section 500 of the California Corporations Code (to the extent applicable), in connection with any repurchase of shares of Common Stock permitted under this Amended and Restated Certificate of Incorporation from employees, officers, directors or consultants of the Corporation in connection with a termination of employment or services pursuant to agreements or arrangements approved by the Board of Directors (in addition to any other consent required under this Amended and Restated Certificate of Incorporation), such repurchase may be made without regard to any "preferential dividends arrears amount" or "preferential rights amount" (as those terms are defined in Section 500 of the California Corporations Code). Accordingly, for purposes of making any calculation under California Corporations Code Section 500 in connection with such repurchase, the amount of any "preferential dividends arrears amount" or "preferential rights amount" (as those terms are defined therein) shall be deemed to be zero (0).

* * *

3. That the foregoing amendment and restatement was approved by the holders of the requisite number of shares of this corporation in accordance with Section 228 of the General Corporation Law.

4. That this Amended and Restated Certificate of Incorporation, which restates and integrates and further amends the provisions of this Corporation's Certificate of Incorporation, has been duly adopted in accordance with Sections 242 and 245 of the General Corporation Law.

IN WITNESS WHEREOF, this Amended and Restated Certificate of Incorporation has been executed by a duly authorized officer of this Corporation on this 4th day of February, 2022.

WEECARE, INC.

By: /s/ Jessica Chang
Jessica Chang
President and Chief Executive Officer

WEECARE, INC.

a Delaware corporation

AMENDED AND RESTATED BYLAWS

As Adopted August 15, 2017

As Amended and Restated February 4, 2022

WEECARE, INC.

a Delaware corporation

AMENDED AND RESTATED BYLAWS

As Adopted August 17, 2017

As Amended and Restated February 4, 2022

ARTICLE I: STOCKHOLDERS

Section 1.1: Annual Meetings. Unless members of the Board of Directors of the Corporation (the “*Board*”) are elected by written consent in lieu of an annual meeting, as permitted by Section 211 of the Delaware General Corporation Law (the “*DGCL*”) and these Bylaws, an annual meeting of stockholders shall be held for the election of directors at such date and time as the Board shall each year fix. The meeting may be held either at a place, within or without the State of Delaware, or by means of remote communication as the Board in its sole discretion may determine. Any proper business may be transacted at the annual meeting.

Section 1.2: Special Meetings. Special meetings of stockholders for any purpose or purposes may be called at any time by the Chairperson of the Board, the Chief Executive Officer, the President, the holders of shares of the Corporation that are entitled to cast not less than ten percent (10%) of the total number of votes entitled to be cast by all stockholders at such meeting, or by a majority of the “*Whole Board*,” which shall mean the total number of authorized directors, whether or not there exist any vacancies in previously authorized directorships. Special meetings may not be called by any other person or persons. If a special meeting of stockholders is called by any person or persons other than by a majority of the members of the Board, then such person or persons shall request such meeting by delivering a written request to call such meeting to each member of the Board, and the Board shall then determine the time and date of such special meeting, which shall be held not more than one hundred twenty (120) days nor less than thirty-five (35) days after the written request to call such special meeting was delivered to each member of the Board. The special meeting may be held either at a place, within or without the State of Delaware, or by means of remote communication as the Board in its sole discretion may determine.

Section 1.3: Notice of Meetings. Notice of all meetings of stockholders shall be given in writing or by electronic transmission in the manner provided by law (including, without limitation, as set forth in Section 7.1.1 of these Bylaws) stating the date, time and place, if any, of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called. Unless otherwise required by applicable law or the Certificate of Incorporation of the Corporation (as the same may be amended and/or restated from time to time, the “*Certificate of Incorporation*”), such notice shall be given not less than ten (10), nor more than sixty (60), days before the date of the meeting to each stockholder of record entitled to vote at such meeting.

Section 1.4: Adjournments. The chairperson of the meeting shall have the power to adjourn the meeting to another time, date and place (if any). Any meeting of stockholders may adjourn from time to time, and notice need not be given of any such adjourned meeting if the time, date and place (if any) thereof and the means of remote communications (if any) by which stockholders and proxy holders may be deemed to be present in person and vote at such adjourned

meeting are announced at the meeting at which the adjournment is taken; *provided, however*, that if the adjournment is for more than thirty (30) days, or if a new record date is fixed for the adjourned meeting, then a notice of the adjourned meeting shall be given to each stockholder of record entitled to vote at the meeting. At the adjourned meeting the Corporation may transact any business that might have been transacted at the original meeting. To the fullest extent permitted by law, the Board may cancel, postpone or reschedule any previously scheduled special or annual meeting of stockholders before it is to be held, in which case notice shall be provided to the stockholders of the new date, time and place, if any, of the meeting as provided in Section 1.3 above.

Section 1.5: Quorum. At each meeting of stockholders the holders of a majority of the voting power of the shares of stock entitled to vote at the meeting, present in person or represented by proxy, shall constitute a quorum for the transaction of business, unless otherwise required by applicable law, the Certificate of Incorporation or these Bylaws. If a quorum shall fail to attend any meeting, the chairperson of the meeting or the holders of a majority of the voting power of the shares entitled to vote who are present, in person or by proxy, at the meeting may adjourn the meeting. Shares of the Corporation's stock belonging to the Corporation (or to another corporation, if a majority of the shares entitled to vote in the election of directors of such other corporation are held, directly or indirectly, by the Corporation), shall neither be entitled to vote nor be counted for quorum purposes; *provided, however*, that the foregoing shall not limit the right of the Corporation or any other corporation to vote any shares of the Corporation's stock held by it in a fiduciary capacity and to count such shares for purposes of determining a quorum.

Section 1.6: Organization. Meetings of stockholders shall be presided over by such person as the Board may designate, or, in the absence of such a person, the Chairperson of the Board, or, in the absence of such person, the President of the Corporation, or, in the absence of such person, such person as may be chosen by the holders of a majority of the voting power of the shares entitled to vote who are present, in person or by proxy, at the meeting. Such person shall be chairperson of the meeting and, subject to Section 1.11 hereof, shall determine the order of business and the procedure at the meeting, including such regulation of the manner of voting and the conduct of discussion as seems to him or her to be in order. The Secretary of the Corporation shall act as secretary of the meeting, but in such person's absence the chairperson of the meeting may appoint any person to act as secretary of the meeting.

Section 1.7: Voting; Proxies. Each stockholder entitled to vote at a meeting of stockholders, or to take corporate action by written consent without a meeting, may authorize another person or persons to act for such stockholder by proxy. Such a proxy may be prepared, transmitted and delivered in any manner permitted by applicable law. Except as may be required in the Certificate of Incorporation, directors shall be elected by a plurality of the votes of the shares present in person or represented by proxy at the meeting and entitled to vote on the election of directors. Unless otherwise provided by applicable law, the Certificate of Incorporation or these Bylaws, every matter other than the election of directors shall be decided by the affirmative vote of the holders of a majority of the voting power of the shares of stock entitled to vote on such matter that are present in person or represented by proxy at the meeting and are voted for or against the matter.

Section 1.8: Fixing Date for Determination of Stockholders of Record.

1.8.1 Meeting of Stockholders. In order that the Corporation may determine the stockholders entitled to notice of any meeting of stockholders or any adjournment thereof, the Board may fix a record date, which record date shall not precede the date upon which the resolution fixing the record date is adopted by the Board, and which record date shall, unless otherwise required by law, not be more than sixty (60) nor less than ten (10) days before the date of such meeting. If the Board so fixes a date, such date shall also be the record date for determining the stockholders entitled to vote at such meeting unless the Board determines, at the time it fixes such record date, that a later date on or before the date of the meeting shall be the date for making such determination. If no record date is fixed by the Board, the record date for determining stockholders entitled to notice of or to vote at a meeting of stockholders shall be at the close of business on the day next preceding the day on which notice is given, or, if notice is waived, at the close of business on the day next preceding the day on which the meeting is held. A determination of stockholders of record entitled to notice of or to vote at a meeting of stockholders shall apply to any adjournment of the meeting; provided, however, that the Board may fix a new record date for determination of stockholders entitled to vote at the adjourned meeting, and in such case shall also fix as the record date for stockholders entitled to notice of such adjourned meeting the same or an earlier date as that fixed for determination of stockholders entitled to vote in accordance herewith at the adjourned meeting.

1.8.2 Payment of Dividends; Other Lawful Action. In order that the Corporation may determine the stockholders entitled to receive payment of any dividend or other distribution or allotment of any rights, or entitled to exercise any rights in respect of any change, conversion or exchange of stock or for the purpose of any other lawful action, the Board may fix a record date, which record date shall not precede the date upon which the resolution fixing the record date is adopted, and which record date shall not be more than sixty (60) days prior to such action. If no such record date is fixed, the record date for determining stockholders for any such purpose shall be at the close of business on the day on which the Board adopts the resolution relating thereto.

1.8.3 Action by Written Consent. Unless otherwise restricted by the Certificate of Incorporation, in order that the Corporation may determine the stockholders entitled to express consent to corporate action in writing without a meeting, the Board may fix a record date, which record date shall not precede the date upon which the resolution fixing the record date is adopted by the Board, and which record date shall not be more than ten (10) days after the date upon which the resolution fixing the record date is adopted by the Board. If no record date for determining stockholders entitled to express consent to corporate action in writing without a meeting is fixed by the Board, (i) when no prior action of the Board is required by law, the record date for such purpose shall be the first date on which a signed written consent setting forth the action taken or proposed to be taken is delivered to the Corporation in accordance with applicable law, and (ii) if prior action by the Board is required by law, the record date for such purpose shall be at the close of business on the day on which the Board adopts the resolution taking such prior action.

Section 1.9: List of Stockholders Entitled to Vote. The Corporation shall prepare, at least ten (10) days before every meeting of stockholders, a complete list of stockholders entitled to vote at the meeting (provided, however, if the record date for determining the stockholders entitled to vote is less than ten (10) days before the date of the meeting, the list shall reflect the stockholders entitled to vote as of the tenth day before the meeting date), arranged in alphabetical

order and showing the address of each stockholder and the number of shares registered in the name of each stockholder. Such list shall be open to the examination of any stockholder, for any purpose germane to the meeting, for a period of at least ten (10) days prior to the meeting, either on a reasonably accessible electronic network as permitted by law (provided that the information required to gain access to the list is provided with the notice of the meeting) or during ordinary business hours at the principal place of business of the Corporation. If the meeting is held at a location where stockholders may attend in person, the list shall also be produced and kept at the time and place of the meeting during the whole time thereof and may be inspected by any stockholder who is present at the meeting. If the meeting is held solely by means of remote communication, then the list shall be open to the examination of any stockholder during the whole time of the meeting on a reasonably accessible electronic network, and the information required to access the list shall be provided with the notice of the meeting.

Section 1.10: Action by Written Consent of Stockholders.

1.10.1 Procedure. Unless otherwise provided by the Certificate of Incorporation, any action required or permitted to be taken at any annual or special meeting of the stockholders may be taken without a meeting, without prior notice and without a vote, if a consent or consents in writing, setting forth the action so taken, shall be signed in the manner permitted by law by the holders of outstanding stock having not less than the number of votes that would be necessary to authorize or take such action at a meeting at which all shares entitled to vote thereon were present and voted and shall be delivered to the Corporation by delivery to its registered office in the State of Delaware, to its principal place of business or to an officer or agent of the Corporation having custody of the book in which proceedings of meetings of stockholders are recorded. Delivery made to the agent of the Corporation's registered office in the State of Delaware shall be by hand or by certified or registered mail, return receipt requested. Written stockholder consents shall bear the date of signature of each stockholder who signs the consent in the manner permitted by law and shall be delivered to the Corporation as provided in Section 1.10.2 below. No written consent shall be effective to take the action set forth therein unless, within sixty (60) days of the earliest dated consent delivered to the Corporation in the manner required by law, written consents signed by a sufficient number of stockholders to take the action set forth therein are delivered to the Corporation in the manner required by law.

1.10.2 Form of Consent A telegram, cablegram or other electronic transmission consenting to an action to be taken and transmitted by a stockholder or proxy holder, or a person or persons authorized to act for a stockholder or proxy holder, shall be deemed to be written, signed and dated for the purposes of this section, provided that any such telegram, cablegram or other electronic transmission sets forth or is delivered with information from which the Corporation can determine (a) that the telegram, cablegram or other electronic transmission was transmitted by the stockholder or proxy holder or by a person or persons authorized to act for the stockholder or proxy holder and (b) the date on which such stockholder or proxy holder or authorized person or persons transmitted such telegram, cablegram or electronic transmission. The date on which such telegram, cablegram or electronic transmission is transmitted shall be deemed to be the date on which such consent was signed. No consent given by telegram, cablegram or other electronic transmission shall be deemed to have been delivered until such consent is reproduced in paper form and until such paper form shall be delivered to the Corporation by delivery to its registered office in the State of Delaware, its principal place of business or an officer or agent of the Corporation having custody of the book in which proceedings of meetings of stockholders are

recorded. Delivery made to a Corporation's registered office shall be made by hand or by certified or registered mail, return receipt requested. Notwithstanding the foregoing limitations on delivery, consents given by telegram, cablegram or other electronic transmission may be otherwise delivered to the principal place of business of the Corporation or to an officer or agent of the Corporation having custody of the book in which proceedings of meetings of stockholders are recorded if, to the extent and in the manner provided by resolution of the Board. Any copy, facsimile or other reliable reproduction of a consent in writing may be substituted or used in lieu of the original writing for any and all purposes for which the original writing could be used, provided that such copy, facsimile or other reproduction shall be a complete reproduction of the entire original writing.

1.10.3 Notice of Consent. Prompt notice of the taking of corporate action by stockholders without a meeting by less than unanimous written consent of the stockholders shall be given to those stockholders who have not consented thereto in writing and, who, if the action had been taken at a meeting, would have been entitled to notice of the meeting, if the record date for such meeting had been the date that written consents signed by a sufficient number of holders to take the action were delivered to the Corporation as required by law. If the action which is consented to is such as would have required the filing of a certificate under the DGCL if such action had been voted on by stockholders at a meeting thereof, then if the DGCL so requires, the certificate so filed shall state, in lieu of any statement required by the DGCL concerning any vote of stockholders, that written stockholder consent has been given in accordance with Section 228 of the DGCL.

Section 1.11: Inspectors of Elections.

1.11.1 Applicability. Unless otherwise required by the Certificate of Incorporation or by the DGCL, the following provisions of this Section 1.11 shall apply only if and when the Corporation has a class of voting stock that is: (a) listed on a national securities exchange; (b) authorized for quotation on an interdealer quotation system of a registered national securities association; or (c) held of record by more than two thousand (2,000) stockholders. In all other cases, observance of the provisions of this Section 1.11 shall be optional, and at the discretion of the Board.

1.11.2 Appointment. The Corporation shall, in advance of any meeting of stockholders, appoint one or more inspectors of election to act at the meeting and make a written report thereof. The Corporation may designate one or more persons as alternate inspectors to replace any inspector who fails to act. If no inspector or alternate is able to act at a meeting of stockholders, the person presiding at the meeting shall appoint one or more inspectors to act at the meeting.

1.11.3 Inspector's Oath. Each inspector of election, before entering upon the discharge of his duties, shall take and sign an oath faithfully to execute the duties of inspector with strict impartiality and according to the best of such inspector's ability.

1.11.4 Duties of Inspectors. At a meeting of stockholders, the inspectors of election shall (a) ascertain the number of shares outstanding and the voting power of each share, (b) determine the shares represented at a meeting and the validity of proxies and ballots, (c) count all votes and ballots, (d) determine and retain for a reasonable period of time a record of the disposition of any challenges made to any determination by the inspectors, and (e) certify their determination of the number of shares represented at the meeting, and their count of all votes and ballots. The

inspectors may appoint or retain other persons or entities to assist the inspectors in the performance of the duties of the inspectors.

1.11.5 Opening and Closing of Polls. The date and time of the opening and the closing of the polls for each matter upon which the stockholders will vote at a meeting shall be announced by the chairperson of the meeting at the meeting. No ballot, proxies or votes, nor any revocations thereof or changes thereto, shall be accepted by the inspectors after the closing of the polls unless the Court of Chancery upon application by a stockholder shall determine otherwise.

1.11.6 Determinations. In determining the validity and counting of proxies and ballots, the inspectors shall be limited to an examination of the proxies, any envelopes submitted with those proxies, any information provided in connection with proxies in accordance with any information provided pursuant to Section 211(a)(2)(B)(i) of the DGCL, or Sections 211(e) or 212(c)(2) of the DGCL, ballots and the regular books and records of the Corporation, except that the inspectors may consider other reliable information for the limited purpose of reconciling proxies and ballots submitted by or on behalf of banks, brokers, their nominees or similar persons which represent more votes than the holder of a proxy is authorized by the record owner to cast or more votes than the stockholder holds of record. If the inspectors consider other reliable information for the limited purpose permitted herein, the inspectors at the time they make their certification of their determinations pursuant to this Section 1.11 shall specify the precise information considered by them, including the person or persons from whom they obtained the information, when the information was obtained, the means by which the information was obtained and the basis for the inspectors' belief that such information is accurate and reliable.

ARTICLE II: BOARD OF DIRECTORS

Section 2.1: Number; Qualifications. The Board shall consist of one or more members. Unless otherwise required by law or the Certificate of Incorporation, the number of directors shall be fixed from time to time by resolution of a majority of the Whole Board or the stockholders of the Corporation holding at least a majority of the voting power of the Corporation's outstanding stock then entitled to vote at an election of directors. No decrease in the authorized number of directors constituting the Board shall shorten the term of any incumbent director. Directors need not be stockholders of the Corporation.

Section 2.2: Election; Resignation; Removal; Vacancies. The Board shall initially consist of the person or persons elected by the incorporator or named in the Corporation's initial Certificate of Incorporation. Unless otherwise provided by the Certificate of Incorporation, each director shall hold office until the next annual meeting of stockholders and until such director's successor is duly elected and qualified, or until such director's earlier death, resignation or removal. Any director may resign at any time upon written notice or notice by electronic transmission to the Corporation. Except as otherwise provided by the Certificate of Incorporation or applicable law, (a) any director or the entire Board may be removed, with or without cause, by the holders of a majority of the shares then entitled to vote at an election of directors and (b) any vacancy occurring in the Board for any reason, and any newly created directorship resulting from any increase in the authorized number of directors to be elected by all stockholders having the right to vote as a single class, may be filled by the stockholders or by a majority of the directors then in office, although less than a quorum, or by a sole remaining director.

Section 2.3: Regular Meetings. Regular meetings of the Board may be held at such places, within or without the State of Delaware, and at such times as the Board may from time to time determine. Notice of regular meetings need not be given if the date, times and places thereof are fixed by resolution of the Board.

Section 2.4: Special Meetings. Special meetings of the Board may be called by the Chairperson of the Board, the President or a majority of the members of the Board then in office and may be held at any time, date or place, within or without the State of Delaware, as the person or persons calling the meeting shall fix. Notice of the time, date and place of such meeting shall be given, orally, in writing or by electronic transmission (including electronic mail), by the person or persons calling the meeting to all directors at least four (4) days before the meeting if the notice is mailed, or at least twenty-four (24) hours before the meeting if such notice is given by telephone, hand delivery, telegram, telex, mailgram, facsimile, electronic mail or other means of electronic transmission. Unless otherwise indicated in the notice, any and all business may be transacted at a special meeting.

Section 2.5: Remote Meetings Permitted. Members of the Board, or any committee of the Board, may participate in a meeting of the Board or such committee by means of conference telephone or other communications equipment by means of which all persons participating in the meeting can hear each other, and participation in a meeting pursuant to conference telephone or other communications equipment shall constitute presence in person at such meeting.

Section 2.6: Quorum; Vote Required for Action. Subject to Section 2.2 above regarding the ability of the members of the Board to fill a vacancy or newly-created directorship on the Board, at all meetings of the Board, the presence a majority of the then current members of the Board shall constitute a quorum for the transaction of business; provided, however, that such majority shall constitute at least one-third (1/3) of the Whole Board. If a quorum shall fail to attend any meeting, a majority of those present may adjourn the meeting to another place, date or time without further notice thereof. Except as otherwise provided herein or in the Certificate of Incorporation, or required by law, the vote of a majority of the directors present at a meeting at which a quorum is present shall be the act of the Board.

Section 2.7: Organization. Meetings of the Board shall be presided over by the Chairperson of the Board, or in such person's absence by the President, or in such person's absence by a chairperson chosen at the meeting. The Secretary shall act as secretary of the meeting, but in such person's absence the chairperson of the meeting may appoint any person to act as secretary of the meeting.

Section 2.8: Written Action by Directors. Any action required or permitted to be taken at any meeting of the Board, or of any committee thereof, may be taken without a meeting if all members of the Board or such committee, as the case may be, consent thereto in writing or by electronic transmission, and the writing or writings or electronic transmission or transmissions are filed with the minutes of proceedings of the Board or committee, respectively, in the minute books of the Corporation. Such filing shall be in paper form if the minutes are maintained in paper form and shall be in electronic form if the minutes are maintained in electronic form.

Section 2.9: Powers. The Board may, except as otherwise required by law or the Certificate of Incorporation, exercise all such powers and manage and direct all such acts and things as may be exercised or done by the Corporation.

Section 2.10: Compensation of Directors. Members of the Board, as such, may receive, pursuant to a resolution of the Board, fees and other compensation for their services as directors, including without limitation their services as members of committees of the Board.

ARTICLE III: COMMITTEES

Section 3.1: Committees. The Board may designate one or more committees, each committee to consist of one or more of the directors of the Corporation. The Board may designate one or more directors as alternate members of any committee, who may replace any absent or disqualified member at any meeting of the committee. In the absence or disqualification of a member of the committee, the member or members thereof present at any meeting of such committee who are not disqualified from voting, whether or not such member or members constitute a quorum, may unanimously appoint another member of the Board to act at the meeting in place of any such absent or disqualified member. Any such committee, to the extent provided in a resolution of the Board, shall have and may exercise all the powers and authority of the Board in the management of the business and affairs of the Corporation and may authorize the seal of the Corporation to be affixed to all papers that may require it; but no such committee shall have the power or authority in reference to the following matters: (a) approving, adopting, or recommending to the stockholders any action or matter (other than the election or removal of members of the Board) expressly required by the DGCL to be submitted to stockholders for approval or (b) adopting, amending or repealing any bylaw of the Corporation.

Section 3.2: Committee Rules. Unless the Board otherwise provides, each committee designated by the Board may make, alter and repeal rules for the conduct of its business. In the absence of such rules each committee shall conduct its business in the same manner as the Board conducts its business pursuant to Article II of these Bylaws.

ARTICLE IV: OFFICERS

Section 4.1: Generally. The officers of the Corporation shall consist of a Chief Executive Officer (who may be the Chairperson of the Board or the President), a Secretary and a Treasurer and may consist of such other officers, including a Chief Financial Officer, Chief Technology Officer and one or more Vice Presidents, as may from time to time be appointed by the Board. All officers shall be elected by the Board; *provided, however,* that the Board may empower the Chief Executive Officer of the Corporation to appoint any officer other than the Chairperson of the Board, the Chief Executive Officer, the President, the Chief Financial Officer or the Treasurer. Each officer shall hold office until such person's successor is appointed or until such person's earlier resignation, death or removal. Any number of offices may be held by the same person. Any officer may resign at any time upon written notice to the Corporation. Any vacancy occurring in any office of the Corporation by death, resignation, removal or otherwise may be filled by the Board.

Section 4.2: Chief Executive Officer. Subject to the control of the Board and such supervisory powers, if any, as may be given by the Board, the powers and duties of the Chief Executive Officer of the Corporation are:

- (a) To act as the general manager and, subject to the control of the Board, to have general supervision, direction and control of the business and affairs of the Corporation;
- (b) Subject to Article I, Section 1.6, to preside at all meetings of the stockholders;
- (c) Subject to Article I, Section 1.2, to call special meetings of the stockholders to be held at such times and, subject to the limitations prescribed by law or by these Bylaws, at such places as he or she shall deem proper; and
- (d) To affix the signature of the Corporation to all deeds, conveyances, mortgages, guarantees, leases, obligations, bonds, certificates and other papers and instruments in writing which have been authorized by the Board or which, in the judgment of the Chief Executive Officer, should be executed on behalf of the Corporation; to sign certificates for shares of stock of the Corporation; and, subject to the direction of the Board, to have general charge of the property of the Corporation and to supervise and control all officers, agents and employees of the Corporation.

The President shall be the Chief Executive Officer of the Corporation unless the Board shall designate another officer to be the Chief Executive Officer. If there is no President, and the Board has not designated any other officer to be the Chief Executive Officer, then the Chairperson of the Board shall be the Chief Executive Officer.

Section 4.3: Chairperson of the Board. The Chairperson of the Board shall be chosen from among the members of the Board and shall have the power to preside at all meetings of the Board and shall have such other powers and duties as provided in these Bylaws and as the Board may from time to time prescribe.

Section 4.4: President. The Chief Executive Officer shall be the President of the Corporation unless the Board shall have designated one individual as the President and a different individual as the Chief Executive Officer of the Corporation. Subject to the provisions of these Bylaws and to the direction of the Board, and subject to the supervisory powers of the Chief Executive Officer (if the Chief Executive Officer is an officer other than the President), and subject to such supervisory powers and authority as may be given by the Board to the Chairperson of the Board, and/or to any other officer, the President shall have the responsibility for the general management and control of the business and affairs of the Corporation and the general supervision and direction of all of the officers, employees and agents of the Corporation (other than the Chief Executive Officer, if the Chief Executive Officer is an officer other than the President) and shall perform all duties and have all powers that are commonly incident to the office of President or that are delegated to the President by the Board.

Section 4.5: Vice President. Each Vice President shall have all such powers and duties as are commonly incident to the office of Vice President, or that are delegated to him or her by the Board or the Chief Executive Officer. A Vice President may be designated by the Board to perform

the duties and exercise the powers of the Chief Executive Officer in the event of the Chief Executive Officer's absence or disability.

Section 4.6: Chief Financial Officer. The Chief Financial Officer shall be the Treasurer of the Corporation unless the Board shall have designated another officer as the Treasurer of the Corporation. Subject to the direction of the Board and the Chief Executive Officer, the Chief Financial Officer shall perform all duties and have all powers that are commonly incident to the office of Chief Financial Officer.

Section 4.7: Treasurer. The Treasurer shall have custody of all moneys and securities of the Corporation. The Treasurer shall make such disbursements of the funds of the Corporation as are authorized and shall render from time to time an account of all such transactions. The Treasurer shall also perform such other duties and have such other powers as are commonly incident to the office of Treasurer, or as the Board or the Chief Executive Officer may from time to time prescribe.

Section 4.8: Chief Technology Officer. The Chief Technology Officer shall have responsibility for the general research and development activities of the Corporation, for supervision of the Corporation's research and development personnel, for new product development and product improvements, for overseeing the development and direction of the Corporation's intellectual property development and such other responsibilities as may be given to the Chief Technology Officer by the Board, subject to: (a) the provisions of these Bylaws; (b) the direction of the Board; (c) the supervisory powers of the Chief Executive Officer of the Corporation; and (d) those supervisory powers that may be given by the Board to the Chairperson or Vice Chairperson of the Board.

Section 4.9: Secretary. The Secretary shall issue or cause to be issued all authorized notices for, and shall keep, or cause to be kept, minutes of all meetings of the stockholders and the Board. The Secretary shall have charge of the corporate minute books and similar records and shall perform such other duties and have such other powers as are commonly incident to the office of Secretary, or as the Board or the Chief Executive Officer may from time to time prescribe.

Section 4.10: Delegation of Authority. The Board may from time to time delegate the powers or duties of any officer to any other officers or agents, notwithstanding any provision hereof.

Section 4.11: Removal. Any officer of the Corporation shall serve at the pleasure of the Board and may be removed at any time, with or without cause, by the Board; provided that if the Board has empowered the Chief Executive Officer to appoint any Vice Presidents of the Corporation, then such Vice Presidents may be removed by the Chief Executive Officer. Such removal shall be without prejudice to the contractual rights of such officer, if any, with the Corporation.

ARTICLE V: STOCK

Section 5.1: Certificates. The shares of capital stock of the Corporation shall be represented by certificates; *provided, however*, that the Board may provide by resolution or resolutions that some or all of any or all classes or series of its stock may be uncertificated shares. Any such resolution shall not apply to shares represented by a certificate until such certificate is surrendered

to the Corporation (or the transfer agent or registrar, as the case may be). Notwithstanding the adoption of such resolution by the Board, every holder of stock that is represented by a certificate shall be entitled to have a certificate signed by or in the name of the Corporation by any two authorized officers representing the number of shares owned by such stockholder in the Corporation registered in certificate form. Any or all of the signatures on the certificate may be a facsimile. In case any officer, transfer agent or registrar who has signed or whose facsimile signature has been placed upon a certificate shall have ceased to be such officer, transfer agent or registrar before such certificate is issued, it may be issued by the Corporation with the same effect as if such person were an officer, transfer agent or registrar at the date of issue.

Section 5.2: Lost, Stolen or Destroyed Stock Certificates; Issuance of New Certificates or Uncertificated Shares. The Corporation may issue a new certificate of stock, or uncertificated shares, in the place of any certificate previously issued by it, alleged to have been lost, stolen or destroyed, upon the making of an affidavit of that fact by the person claiming the certificate of stock to be lost, stolen or destroyed, and the Corporation may require the owner of the lost, stolen or destroyed certificate, or such owner's legal representative, to agree to indemnify the Corporation and/or to give the Corporation a bond sufficient to indemnify it, against any claim that may be made against it on account of the alleged loss, theft or destruction of any such certificate or the issuance of such new certificate or uncertificated shares.

Section 5.3: Other Regulations. The issue, transfer, conversion and registration of stock certificates and uncertificated securities shall be governed by such other regulations as the Board may establish.

ARTICLE VI: INDEMNIFICATION

Section 6.1: Indemnification of Officers and Directors. Each person who was or is made a party to, or is threatened to be made a party to, or is involved in any action, suit or proceeding, whether civil, criminal, administrative or investigative (a "***Proceeding***"), by reason of the fact that such person (or a person of whom such person is the legal representative), is or was a member of the Board or officer of the Corporation or a Reincorporated Predecessor (as defined below) or is or was serving at the request of the Corporation or a Reincorporated Predecessor as a member of the board of directors, officer or trustee of another corporation, or of a partnership, joint venture, trust or other enterprise, including service with respect to employee benefit plans (for purposes of this Article VI, an "***Indemnitee***"), shall be indemnified and held harmless by the Corporation to the fullest extent permitted by applicable law, as the same exists or may hereafter be amended (but, in the case of any such amendment, only to the extent that such amendment permits the Corporation to provide broader indemnification rights than such law permitted the Corporation to provide prior to such amendment), against all expenses, liability and loss (including attorneys' fees, judgments, fines, ERISA excise taxes and penalties and amounts paid or to be paid in settlement) reasonably incurred or suffered by such Indemnitee in connection therewith, provided such Indemnitee acted in good faith and in a manner that the Indemnitee reasonably believed to be in or not opposed to the best interests of the Corporation, and, with respect to any criminal action or Proceeding, had no reasonable cause to believe the Indemnitee's conduct was unlawful. Such indemnification shall continue as to an Indemnitee who has ceased to be a director or officer and shall inure to the benefit of such Indemnitees' heirs, executors and administrators. Notwithstanding the foregoing, the Corporation shall indemnify any such Indemnitee seeking indemnity in connection with a Proceeding (or part thereof) initiated by such Indemnitee only if

such Proceeding (or part thereof) was authorized by the Board or such indemnification is authorized by an agreement approved by the Board. As used herein, the term the “***Reincorporated Predecessor***” means a corporation that is merged with and into the Corporation in a statutory merger where (a) the Corporation is the surviving corporation of such merger and (b) the primary purpose of such merger is to change the corporate domicile of the Reincorporated Predecessor to Delaware.

Section 6.2: Advance of Expenses. The Corporation shall pay all expenses (including attorneys’ fees) incurred by such an Indemnitee in defending any such Proceeding as they are incurred in advance of its final disposition; *provided, however,* that (a) if the DGCL then so requires, the payment of such expenses incurred by such an Indemnitee in advance of the final disposition of such Proceeding shall be made only upon delivery to the Corporation of an undertaking, by or on behalf of such Indemnitee, to repay all amounts so advanced if it should be determined ultimately by final judicial decision from which there is no appeal that such Indemnitee is not entitled to be indemnified under this Article VI or otherwise; and (b) the Corporation shall not be required to advance any expenses to a person against whom the Corporation directly brings a claim, in a Proceeding, alleging that such person has breached such person’s duty of loyalty to the Corporation, committed an act or omission not in good faith or that involves intentional misconduct or a knowing violation of law, or derived an improper personal benefit from a transaction.

Section 6.3: Non-Exclusivity of Rights. The rights conferred on any person in this Article VI shall not be exclusive of any other right that such person may have or hereafter acquire under any statute, provision of the Certificate of Incorporation, Bylaw, agreement, vote or consent of stockholders or disinterested directors, or otherwise. Additionally, nothing in this Article VI shall limit the ability of the Corporation, in its discretion, to indemnify or advance expenses to persons whom the Corporation is not obligated to indemnify or advance expenses pursuant to this Article VI.

Section 6.4: Indemnification Contracts. The Board is authorized to cause the Corporation to enter into indemnification contracts with any director, officer, employee or agent of the Corporation, or any person serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, including employee benefit plans, providing indemnification or advancement rights to such person. Such rights may be greater than those provided in this Article VI.

Section 6.5: Right of Indemnitee to Bring Suit. The following shall apply to the extent not in conflict with any indemnification contract provided for in Section 6.4 above.

6.5.1 **Right to Bring Suit.** If a claim under Section 6.1 or 6.2 of this Article VI is not paid in full by the Corporation within sixty (60) days after a written claim has been received by the Corporation, except in the case of a claim for an advancement of expenses, in which case the applicable period shall be twenty (20) days, the Indemnitee may at any time thereafter bring suit against the Corporation to recover the unpaid amount of the claim. If successful in whole or in part in any such suit, or in a suit brought by the Corporation to recover an advancement of expenses pursuant to the terms of an undertaking, the Indemnitee shall be entitled to be paid also the expense of prosecuting or defending such suit. In (a) any suit brought by the Indemnitee to enforce a right to indemnification hereunder (but not in a suit brought by the Indemnitee to enforce a right to an

advancement of expenses) it shall be a defense that, and (b) in any suit brought by the Corporation to recover an advancement of expenses pursuant to the terms of an undertaking, the Corporation shall be entitled to recover such expenses upon a final adjudication that, the Indemnitee has not met any applicable standard for indemnification set forth in applicable law.

6.5.2 Effect of Determination. Neither the failure of the Corporation (including its directors who are not parties to such action, a committee of such directors, independent legal counsel or its stockholders) to have made a determination prior to the commencement of such suit that indemnification of the Indemnitee is proper in the circumstances because the Indemnitee has met the applicable standard of conduct set forth in applicable law, nor an actual determination by the Corporation (including its directors who are not parties to such action, a committee of such directors, independent legal counsel or its stockholders) that the Indemnitee has not met such applicable standard of conduct, shall create a presumption that the Indemnitee has not met the applicable standard of conduct or, in the case of such a suit brought by the Indemnitee, be a defense to such suit.

6.5.3 Burden of Proof. In any suit brought by the Indemnitee to enforce a right to indemnification or to an advancement of expenses hereunder, or brought by the Corporation to recover an advancement of expenses pursuant to the terms of an undertaking, the burden of proving that the Indemnitee is not entitled to be indemnified, or to such advancement of expenses, under this Article VI, or otherwise, shall be on the Corporation.

Section 6.6: Nature of Rights. The rights conferred upon Indemnitees in this Article VI shall be contract rights and such rights shall continue as to an Indemnitee who has ceased to be a director, officer or trustee and shall inure to the benefit of the Indemnitee's heirs, executors and administrators. Any amendment, repeal or modification of any provision of this Article VI that adversely affects any right of an Indemnitee or an Indemnitee's successors shall be prospective only, and shall not adversely affect any right or protection conferred on a person pursuant to this Article VI and existing at the time of such amendment, repeal or modification.

ARTICLE VII: NOTICES

Section 7.1: Notice.

7.1.1 Form and Delivery. Except as otherwise specifically required in these Bylaws (including, without limitation, Section 7.1.2 below) or by law, all notices required to be given pursuant to these Bylaws shall be in writing and may, (a) in every instance in connection with any delivery to a member of the Board, be effectively given by hand delivery (including use of a delivery service), by depositing such notice in the mail, postage prepaid, or by sending such notice by prepaid telegram, cablegram, overnight express courier, facsimile, electronic mail or other form of electronic transmission and (b) be effectively be delivered to a stockholder when given by hand delivery, by depositing such notice in the mail, postage prepaid or, if specifically consented to by the stockholder as described in Section 7.1.2 of this Article VII by sending such notice by telegram, cablegram, facsimile, electronic mail or other form of electronic transmission. Any such notice shall be addressed to the person to whom notice is to be given at such person's address as it appears on the records of the Corporation. The notice shall be deemed given (a) in the case of hand delivery, when received by the person to whom notice is to be given or by any person accepting such notice on behalf of such person, (b) in the case of delivery by mail, upon deposit in the mail,

(c) in the case of delivery by overnight express courier, when dispatched, and (d) in the case of delivery via telegram, cablegram, facsimile, electronic mail or other form of electronic transmission, when dispatched.

7.1.2 Electronic Transmission. Without limiting the manner by which notice otherwise may be given effectively to stockholders, any notice to stockholders given by the Corporation under any provision of the DGCL, the Certificate of Incorporation, or these Bylaws shall be effective if given by a form of electronic transmission consented to by the stockholder to whom the notice is given in accordance with Section 232 of the DGCL. Any such consent shall be revocable by the stockholder by written notice to the Corporation. Any such consent shall be deemed revoked if (a) the Corporation is unable to deliver by electronic transmission two consecutive notices given by the Corporation in accordance with such consent and (b) such inability becomes known to the Secretary or an Assistant Secretary of the Corporation or to the transfer agent, or other person responsible for the giving of notice; *provided, however,* the inadvertent failure to treat such inability as a revocation shall not invalidate any meeting or other action. Notice given pursuant to this Section 7.1.2 shall be deemed given: (i) if by facsimile telecommunication, when directed to a number at which the stockholder has consented to receive notice; (ii) if by electronic mail, when directed to an electronic mail address at which the stockholder has consented to receive notice; (iii) if by a posting on an electronic network together with separate notice to the stockholder of such specific posting, upon the later of such posting and the giving of such separate notice; and (iv) if by any other form of electronic transmission, when directed to the stockholder.

7.1.3 Affidavit of Giving Notice. An affidavit of the Secretary or an Assistant Secretary or of the transfer agent or other agent of the Corporation that the notice has been given in writing or by a form of electronic transmission shall, in the absence of fraud, be prima facie evidence of the facts stated therein.

Section 7.2: Waiver of Notice. Whenever notice is required to be given under any provision of the DGCL, the Certificate of Incorporation or these Bylaws, a written waiver of notice, signed by the person entitled to notice, or waiver by electronic transmission by such person, whether before or after the time stated therein, shall be deemed equivalent to notice. Attendance of a person at a meeting shall constitute a waiver of notice of such meeting, except when the person attends a meeting for the express purpose of objecting at the beginning of the meeting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the stockholders, directors or members of a committee of directors need be specified in any waiver of notice.

ARTICLE VIII: INTERESTED DIRECTORS

Section 8.1: Interested Directors. No contract or transaction between the Corporation and one or more of its members of the Board or officers, or between the Corporation and any other corporation, partnership, association or other organization in which one or more of its directors or officers are members of the board of directors or officers, or have a financial interest, shall be void or voidable solely for this reason, or solely because the director or officer is present at or participates in the meeting of the Board or committee thereof that authorizes the contract or transaction, or solely because his, her or their votes are counted for such purpose, if: (a) the material facts as to his, her or their relationship or interest and as to the contract or transaction are disclosed

or are known to the Board or the committee, and the Board or committee in good faith authorizes the contract or transaction by the affirmative votes of a majority of the disinterested directors, even though the disinterested directors be less than a quorum; (b) the material facts as to his, her or their relationship or interest and as to the contract or transaction are disclosed or are known to the stockholders entitled to vote thereon, and the contract or transaction is specifically approved in good faith by vote of the stockholders; or (c) the contract or transaction is fair as to the Corporation as of the time it is authorized, approved or ratified by the Board, a committee thereof, or the stockholders.

Section 8.2: Quorum. Interested directors may be counted in determining the presence of a quorum at a meeting of the Board or of a committee which authorizes the contract or transaction.

ARTICLE IX: MISCELLANEOUS

Section 9.1: Annual Report. During such time or times that the Corporation is subject to Section 1501 of the California General Corporation Law, if and so long as there are fewer than one hundred (100) holders of record of the Corporation's shares, the requirement of sending of an annual report to the stockholders of the Corporation is hereby expressly waived.

Section 9.2: Fiscal Year. The fiscal year of the Corporation shall be determined by resolution of the Board.

Section 9.3: Seal. The Board may provide for a corporate seal, which may have the name of the Corporation inscribed thereon and shall otherwise be in such form as may be approved from time to time by the Board.

Section 9.4: Form of Records. Any records maintained by the Corporation in the regular course of its business, including its stock ledger, books of account and minute books, may be kept on or by means of, or be in the form of, diskettes, CDs, or any other information storage device or method, provided that the records so kept can be converted into clearly legible paper form within a reasonable time. The Corporation shall so convert any records so kept upon the request of any person entitled to inspect such records pursuant to any provision of the DGCL.

Section 9.5: Reliance upon Books and Records. A member of the Board, or a member of any committee designated by the Board shall, in the performance of such person's duties, be fully protected in relying in good faith upon records of the Corporation and upon such information, opinions, reports or statements presented to the Corporation by any of the Corporation's officers or employees, or committees of the Board, or by any other person as to matters the member reasonably believes are within such other person's professional or expert competence and who has been selected with reasonable care by or on behalf of the Corporation.

Section 9.6: Certificate of Incorporation Governs. In the event of any conflict between the provisions of the Certificate of Incorporation and Bylaws, the provisions of the Certificate of Incorporation shall govern.

Section 9.7: Severability. If any provision of these Bylaws shall be held to be invalid, illegal, unenforceable or in conflict with the provisions of the Certificate of Incorporation, then such provision shall nonetheless be enforced to the maximum extent possible consistent with such

holding and the remaining provisions of these Bylaws (including without limitation, all portions of any section of these Bylaws containing any such provision held to be invalid, illegal, unenforceable or in conflict with the Certificate of Incorporation, that are not themselves invalid, illegal, unenforceable or in conflict with the Certificate of Incorporation) shall remain in full force and effect.

ARTICLE X: FORUM SELECTION

Unless the Corporation consents in writing to the selection of an alternative forum, to the fullest extent permitted by law, the federal district courts of the United States shall be the exclusive forum for the resolution of any complaint asserting a cause of action arising under the United States Securities Act of 1933, as amended, and the rules and regulations promulgated by the Securities and Exchange Commission thereunder. Any person or entity purchasing or otherwise acquiring or holding any interest in any security of the Corporation shall be deemed to have notice of and consented to the provisions of this Article X.

ARTICLE XI: AMENDMENT


Unless otherwise required by the Certificate of Incorporation, stockholders of the Corporation holding at least a majority of the voting power of the Corporation's outstanding voting stock then entitled to vote at an election of directors shall have the power to adopt, amend or repeal Bylaws. To the extent provided in the Certificate of Incorporation, the Board shall also have the power to adopt, amend or repeal Bylaws of the Corporation.

**CERTIFICATION OF AMENDED AND RESTATED BYLAWS
OF
WEECARE, INC.**

a Delaware corporation

I, Jessica Chang, certify that I am Secretary of WeeCare, Inc., a Delaware corporation (the “*Corporation*”), that I am duly authorized to make and deliver this certification, that the attached Amended and Restated Bylaws are a true and complete copy of the Amended and Restated Bylaws of the Corporation in effect as of the date of this certificate.

Dated: February 4, 2022



Jessica Chang, Secretary

Program Staff and Job Descriptions

Program Director

Oversees the successful implementation of the BOOST program, including process refinement and ongoing support to external partners. Responsible for monitoring, data collection, and reporting within compliance with program requirements.

Staff: **Judy Ahumada**

Experience:

- Program Director, Upwards (2023-Present)
 - Assistant Director, arc: After School & Experiential Education (2009-2015)
-

Care Specialist

Focus on quality improvement and provider support. Closely monitor quality and safety, conduct assessments, and assist with resources and training.

Staff: **Starlynn Perez**

Experience:

- Care Specialist, Upwards (2023-Present)
 - Owner/Operator, Pat-a-Cake Preschool (2019-2023)
 - Early Intervention Specialist, About The Kids, (2018-2019)
-

Care Specialist

Focus on quality improvement and provider support. Closely monitor quality and safety, conduct assessments, and assist with resources and training. Bilingual in English and Spanish.

Staff: **Evelyn Alvarez**

Experience:

- Care Specialist, Upwards (2023-Present)
 - Director, Enchanted Castle Inglewood Montessori (2021-2023)
-

Billing Manager: Responsible for verifying and processing transactions and records and analyzing financial information. Assist with daily, monthly, and annual financial reports.

Staff: **Amanda Smith**

Experience:

- Billing Manager, Upwards (2019- Present)
 - Medical Billing Specialist, Patient Care Medical (2017-2019)
-

Product Manager: Responsible for successful product launches, and continuous enhancement of mobile app offerings.

Staff: **Kevin Pedronan**

Experience:

- Product Manager, Upwards (2017- Present)
 - Software Engineer, Tradesy (2015-2017)
-

Head of Marketplace, Supply: Responsible for verifying program participants and assisting with recruitment

Staff: **Kenny Liao**

Experience:

- Head of Marketplace, Upwards (2023- Present)
 - Regional Director, Wonolo (2019-2023)
-

Director of Marketing: Responsible for strategizing and executing marketing campaigns on the BOOST program.

Staff: **Saphira Howell**

Experience:

- Director of Marketing, Upwards (2019-Present)
 - Digital Marketing Coordinator, Gem (2018-2019)
-

Technical Support: Handles all support requests during off-hours to ensure families and providers.

Staff: **Alex Livenson**

Experience:

- Upwards (2017 - Present)
 - iOS Developer, Tradesy (2015-2017)
-

Head of Fiscal Responsibility: Ensures the fiscal integrity of the program. Responsible for reviewing quality improvement expenditure plans, annual budget reports, and tracking unspent funding. Ensures compliance with funding laws and regulations.

Staff: **Johnny Chan**

Experience:

- Upwards (2023-Present)
- COO, Coaching.com (2019-2022)
- CFO & COO, Perception Biosystems (2019-2020)



Housing and Federal Grants Division 2024 - 2025 Application for Funding Community Development Block Grant Program

This application is for nonprofit organizations and government entities in Marin County, California who would like to apply for federal Community Development Block Grant program funds for Public Services or Community Infrastructure/Capital Improvements. Please refer to the [Application Guidelines](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

Indicate type of project. If your project allows, you may apply under multiple categories. (See Application Guidelines for more information)

Public Services (CDBG)

Organization (Fiscal Sponsor) General Information

Organization (Fiscal Sponsor)/Agency Name

Bridge the Gap

Mailing Address

2330 Marinship Way # 302
Sausalito, California, 94965

Website (if applicable)

<https://btgcollegeprep.org/>

Organization DUNS#

113823241

Executive Director/CEO

Lisa Raffel

Email Address

lisaraffel@btgcollegeprep.org

Phone Number

(510) 872-0808

Project General Information

Program/Project Name

Bridge the Gap Children, Youth, and Parent Support Services: K-8 Year-Round Academic and Enrichment Activities

Program/Project Site Address

200 Phillips Drive
Marin City, California, 94965

CDBG Funding Amount Requested (Minimum request amount: \$15,000)

35000

Application Contact Person

Lisa Raffel

Title of Contact Person

Executive Director

Contact Email Address

lisaraffel@btgcollegeprep.org

Contact Phone Number

(510) 872-0808

To determine if your project is located in a Special Flood Hazard Area as indicated by FEMA, visit [FEMA Flood Map Service Center](#). (Save a copy of the Dynamic Map and upload at the end of this application.)

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

For CDBG Public Facilities/Improvements applications, if the project is located in a **Regulatory Floodway it is not eligible for funding**. Public Facilities/Improvements projects located in a Special Flood Hazard Area require flood insurance to qualify for funding.

Project Specifics

Planning Areas Served: Indicate what geographic area(s) the requested funding will serve.

County Other

Is your organization receiving other County of Marin funding for this project?

No

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

Bridge the Gap is a non-profit committed to empowering under-resourced students in Marin City and Southern Marin, with the academic, social, and emotional tools necessary to thrive in college and beyond. Our vision is for all students to achieve their greatest potential through equitable access to opportunities and empower them with a choice to determine their future.

Founded in 1995, Bridge the Gap (BTG) has grown from a small volunteer program to a robust, multi-

program organization working with underserved students from Marin City and Southern Marin County, TK-through College. Today, BTG advances our mission by providing more intensive support over a longer period than any other local organization. BTG is overseen by a 13-member Board, a six-person senior leadership team, and a staff of 30 teachers, tutors, and advisors. For 28 years, Bridge the Gap has been a partner to families, students, and local school districts to ensure students receive equity-based support and opportunities to achieve their full potential.

In Marin City, a serious and ongoing problem exists - the lack of educational equity for all children. Schools are not equally resourced. Inadequate funding, facilities, and teacher shortages are often the norm in low-income communities. Highly qualified teachers are not evenly distributed across communities; low-income communities often have the least qualified teachers. In some schools, students of color often find themselves disproportionately targeted by discipline policies. For students of color and students from low income communities, their teachers often do not represent nor understand their lived experiences.

At the same time there are enormous resource and opportunity gaps affecting low income students and students of color. For students living in poverty there are many challenges to school success. For many students living in poverty, their school may itself be a 'high-poverty school', which means the school is also overwhelmed by many challenges.

From the National Association of Secondary School Principals: "Nearly one-fifth of students nationwide are either living in poverty, attending a high-poverty school, or both. Poverty negatively impacts students in a variety of ways within K-12 education and beyond. This can be through a variety of different factors that are often symptoms of poverty, like health issues stemming from a non nutritional diet, homelessness, lack of food, or the inability to receive medical treatment for illnesses. These factors often place more stress on a student, which can negatively impact the student's ability to succeed in a school.

Students living in poverty often have fewer resources at home to complete homework, study, or engage in activities that help equip them for success during the school day. Parents of these families often work longer hours or multiple jobs, meaning they may not be available to assist their children with their schoolwork."

Adverse Childhood Experiences also affect student learning, behavior, attendance, and overall likelihood of school success. Bridge the Gap is responding to our country's failure to educate all children equitably, because of an unequal distribution of resources, opportunities and access to all that a child and family needs to thrive.

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.

This project request is for BTG's work with K-8 youth through an intensive collaboration with Sausalito Marin City School District At Bridge the Gap, our approach is comprehensive, holistic, and enduring. We guide students on their educational journey from early years through college, offering tailored academic support, a wealth of enriching experiences, and vital social-emotional learning, all delivered in a culturally responsive manner. We are able to reach the greatest number of students, offering in-school academic and socio emotional support, empowering them with the skills and experiences necessary for college and post-secondary success.

Academic Intervention Program During the School Day Specially trained, credentialed teachers collaborate closely with SMCS D faculty to provide support to elementary school students who are performing below their grade level. Students are organized into small, focused groups as part of an intensive program designed to enhance their academic skills. Each student undergoes individualized assessments using diverse methods, such as observation during reading and math activities, to precisely identify their specific needs. By the conclusion of the school year, 64% of elementary students who participated in the program achieved grade-level proficiency in reading, a notable improvement from the 11% who began the year at grade level. (2022-2023). Students enrolled in the BTG academic program exhibited significantly accelerated progress in their standardized test reading scores compared to students not in the BTG program.

Extended Day (After School, Vacation, Summer) Program. On-site at the school, BTG provides a welcoming environment after school until 6pm to 100 students a day and 150 students a week. Academic support is offered daily. In addition, a wide spectrum of enrichment activities include: bike safety and riding, studio art, music, modern dance, cooking, gardening, library and literacy, beat-boxing, break dancing, West African dance, theater, sewing, soccer, steel drums and more.

Evening Program includes a warm dinner, learning activities and time for play. Located at Dr. MLK Academy Middle School, BTG pairs students with volunteers to build a consistent one-to-one partnership to reach goals. Students report a more positive view of their future and an improvement in school attendance.

Which community priority does your project align with? (See Application Guidelines for descriptions) (check as many boxes as applicable)

Children, Youth and Parent Services

Describe how your project aligns with these priorities.

Bridge Gap is supporting low-income children, youth and families to address disparities. This proposal is describing three distinct ways BTG is carrying out this work for K-8 youth and their families: 1) math and reading school-day interventions; 2) evening support that focuses on academics and enriching activities; 3) after-school programs that provide academic support and extracurricular activities. All these support low-income working families by providing the highest quality programming during hours where families need support the most.

Grade level reading and math skills are critical for success in high school, college, and employment. Our reading and math specialists focus on elementary school students who are working below grade level. Small groups of students meet with the BTG teachers for an intensive program to help them improve their decoding skills, comprehension and fluency. The specialists are integrated into the faculty of the elementary school and communicate regularly with teachers and administrators to ensure alignment between our program and the school.

For students needing additional support and attention, we offer 1:1 support in the evening. Students are paired with a volunteer tutor for twice weekly sessions throughout the school year. We work closely with the school-day teachers to understand skill gaps and provide additional support in academic assignments. Students focus on reading, writing and math. In this program we are supporting academic growth, while at the same time honoring the power of personal connection to create meaningful relationships and boost confidence. The program is held at the Dr. Martin Luther King Academy Middle School Campus, Monday through Thursday evenings and includes dinner.

We are proud to be the chosen provider to manage the Sausalito Marin City School District's after school program. We focus on building community, providing opportunity, cultivating learning, academic skill building, homework support and enrichment. We help students begin to find their voice and develop self-advocacy skills, which are crucial aspects of social-emotional learning and academic success. Academics include project based learning, homework help, reading, writing and math. Enrichment activities are abundant and include cooking, gardening, art, music, biking, PE games, and dance. The program is offered on both the elementary and middle school campuses daily until 6 pm and during school vacations.

Select HUD National Objective to be achieved with funding. Check all that apply.

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

All projects funded are required to Affirmatively Further Fair Housing (AFFH) which is defined as taking "meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics."

How will this project Affirmatively Further Fair Housing?

Bridge the Gap works with large numbers of youth who reside in subsidized or public housing in Marin. Bridge the Gap believes that education is the greatest equalizer in closing opportunity and achievement gaps. Our work in Marin is solving a widespread, serious and ongoing problem - the lack of educational equity for all children. We believe the BTG project will affirmatively further fair housing by providing access to opportunities and by transforming racially and ethnically concentrated areas of poverty into areas of opportunity.

Schools are not equally resourced. Inadequate funding, facilities, and teacher shortages are often the norm in low-income communities. In some schools, students of color often find themselves disproportionately targeted by discipline policies. For students of color and students from low income communities, their teachers often do not represent nor understand their lived experiences.

All projects funded are required to conduct Affirmative Marketing. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Federally Protected Classes - race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status and disability.

Bridge the Gap has read and understands the Affirmative Fair Housing Marketing (AFMP) Public Services requirements and will work directly with the School District to ensure that any needed outreach to a particular population group is carried out successfully and in a manner that can be sustained. BTG has a deep partnership with the School District and together youth are identified, primarily youth of color, who disproportionately are not succeeding in school.

Refer to the [Current Marin County Income Limits](#) to determine income level for use in the table below.

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.

	Number
Moderate Income	65
Low Income	90
Very Low Income	70
Extremely Low Income	60
TOTAL	285

Notes or clarifying information on the unit count:

Bridge the Gap works with 285 youth in the K-8 program and all youth are enrolled with the organization. Bridge the Gap works closely with the Sausalito Marin City School District and our programs are on-site at the School District sites. Based on whether the student lives in subsidized housing and other information from the school district administration, we are able to identify which students are low-income, very low income and extremely low income. Some Bridge the Gap programs include an income verification process that provides annual income information while for some programs we receive information from the Sausalito Marin City School District.

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.

Bridge the Gap works closely with the Sausalito Marin City School District and our programs are on-site at the School District sites. Based on whether the student lives in subsidized housing and other information from the school district administration, we are able to identify which students are low-income, very low income and extremely low income. Some Bridge the Gap programs include an income verification process that provides annual income information while some programs we receive information from the Sausalito Marin City School District.

Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project. The total number of beneficiaries should equal the total in the previous questions.

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native		
Asian	26	
Black or African American	72	
Native Hawaiian or Other Pacific Islander		
White	71	29
American Indian and White		
Asian and White		
Black and White	86	31
American Indian and Black		
Multi-Racial	30	26
TOTAL	285	86

Total Number of Persons (Must equal total identified under income level)

285

Total Number Identifying as Hispanic

86

Female-Headed Households (out of above total)

192

Persons with Disabilities (out of above total)

38

Notes or clarifying information on the unit count:

Bridge the Gap understands the message from the Office of Management and Budget 1997 standards establishing that "Hispanic" is not a race category, but an ethnic category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or a multi-race may also be counted as being of Hispanic ethnicity. If this grant is awarded to Bridge the Gap, we will work with the Unified School District to have participating households state not only race but also whether they are of Hispanic ethnicity.

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities.

n/a

If your agency has remaining funds previously approved, please describe the timeline for expending the fund balance.

n/a

Describe your organization's experience with administering grants and specifically federal grants.

BTG has extensive experience in administering grants with a seasoned grants and finance team that will ensure compliance and meeting grant objectives. The Bridge the Gap program team is made up of accomplished professionals with track records of carrying out work that is supported by grants. The Executive Director is also highly experienced in administering government grants with high success in meeting or exceeding agreed-upon objectives.

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

Lisa Raffel, Executive Director of Bridge the Gap, will be the project lead along with the team that is on-site at the elementary and middle school. The team consists of Literacy and Math Specialists as well as highly qualified site leadership. Lisa has more than 30 years of experience in a wide variety of educational settings and is uniquely qualified for project management for this grant. Most recently, she was Head of Lower School at Black Pine Circle in Berkeley, where she led a student body of 130 kindergarten through fifth graders and a faculty of 25 teachers, specialists, and other staff. Previously she was a division director for education at Catholic Charities of the East Bay focusing on college entry and success for first-generation students and building multi-service collaboratives in Contra Costa County.

Lisa has also been involved with WestEd, a San Francisco-based nonprofit working to promote educational excellence as a trainer in the areas of early numeracy and family-school partnerships. Mrs. Raffel recently finished her five-year term as a Koshland Fellow with the San Francisco Foundation. She has a B.A. in Peace and Conflict Studies, a California teaching credential, and an M.A. in education from UC Berkeley, and administrative credential from St. Mary's College.

Describe any recent or upcoming leadership transitions.

none

Describe any flexibility regarding your projects start/completion date.

Bridge the Gap is a year-round program that serves youth and families during the school year and during summer months. Because of the year-round model, there is great flexibility in start and completion dates. There are natural breaks at the beginning of the fall semester, beginning of the spring semester and beginning of summer programming.

Required Attachments:

Attach 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 request.



K-8 Project Budget - FY24 - G... .pdf

Attach Organization Budget: : Upload your organization or fiscal sponsors annual budget.

 BTG Budget FY24 Approved.pdf
Attach Dynamic Flood Map



Dynamic Flood Map BTG.pdf

Attach Optional Miscellaneous Documents



Impact Highlights BTG.pdf

Submission

Please review your responses above for accuracy.

Name and Title of person completing this application.

Joni Lachman, Grant Writer

By checking this box

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Intervention & EP Programs Budget Expense Allocations	FY24 Costs	Total	
Compensation			
Program Director (.70)	\$ 63,000.00		
Reading Specialist	\$ 88,000.00		
Math Specialist	\$ 88,000.00		
Summer Teachers (5)	\$ 32,000.00		\$50/hr, 4hrs/day, 4 days/week
Total Compensation		\$ 271,000.00	
In-School Tutoring Program Costs			
Professional Development	\$ 7,500.00		
Supplies	\$ 6,000.00		
Retirement Plan Costs	\$ 10,000.00		
Health Insurance	\$ 16,000.00		
Administration	\$ 107,640.00		
Database Management	\$ 24,700.00		
Total In-School Tutoring Program Costs		\$ 171,840.00	
Total Intervention Program		\$ 442,840.00	
Evening Program			
Compensation			
EP Manager	\$ 73,000.00		
Program Director (.30)	\$ 27,000.00		
Tutor (4 hours/week)	\$ 8,000.00		
Tutor (4 hours/week)	\$ 7,500.00		
Total Compensation		\$ 115,500.00	
Supplies	\$ 5,000.00		
Food	\$ 11,000.00		
Program Events and Celebrations	\$ 3,600.00		
Professional Development	\$ 2,500.00		
Administration	\$ 107,640.00		
Database Management	\$ 24,700.00		
Volunteer Management	\$ 1,000.00		
Total Evening Program Costs		\$ 155,440.00	
Total Evening Program		\$ 270,940.00	
		\$ 713,780.00	Total Intervention & EP Costs

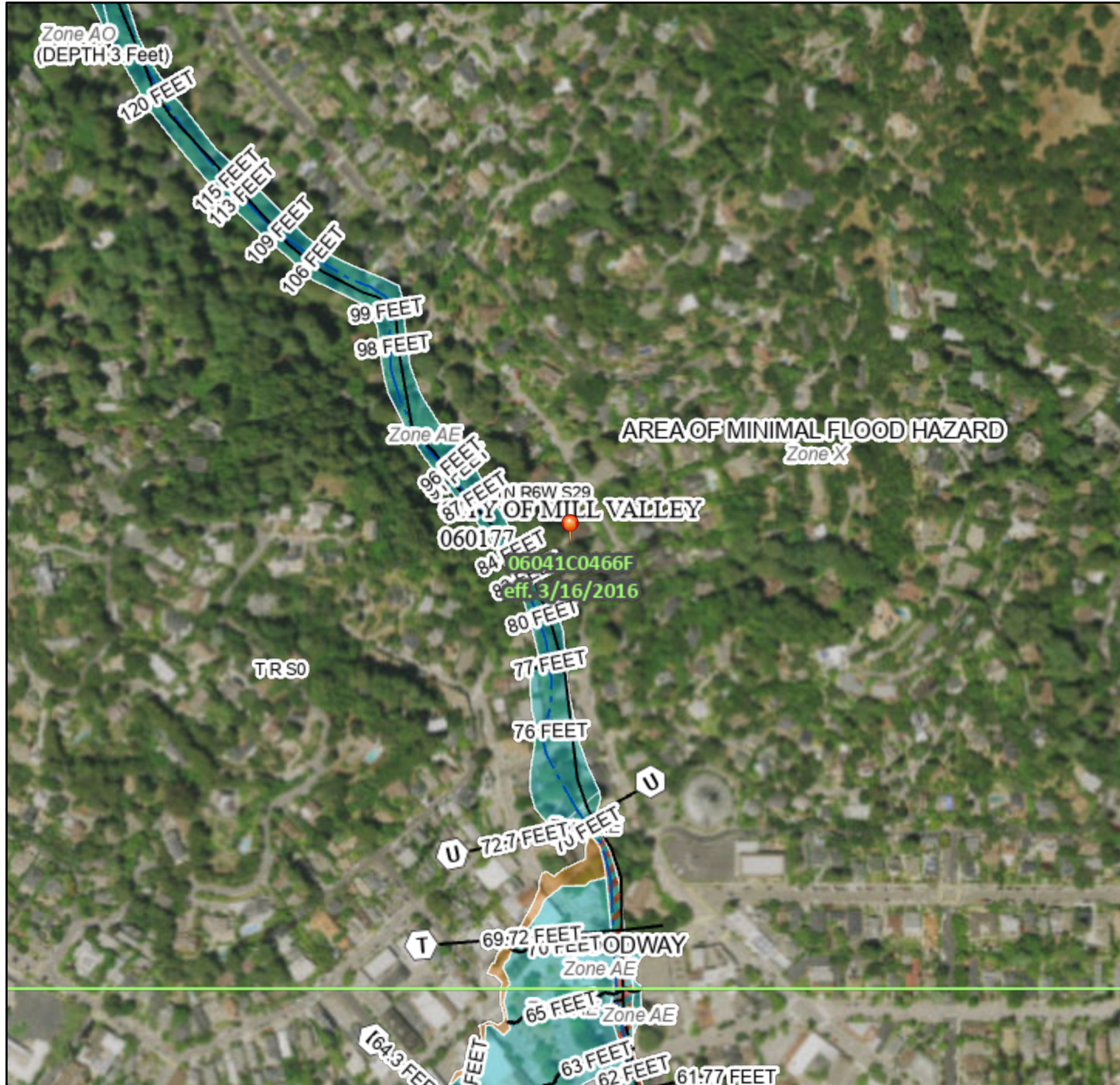
		Total		
	Budget FY23	Actual FY23	Budget FY24	
Income				
4100 Contributions and Grants				
4110 Private Donations	755,000.00	716,759.34	1,236,250.00	includes \$589500 for V&V
4120 Board Donations	165,000.00	53,310.00		
4130 Foundation Grants	575,000.00	850,487.50	760,000.00	
4140 Corporate/Business Donations	75,000.00	19,588.00	100,500.00	includes \$65500 for V&V
4150 Government Grants	30,000.00	23,680.00	20,000.00	
Total 4100 Contributions and Grants	\$1,600,000.00	\$1,663,824.84	\$2,116,750.00	
4200 School District Program Fees				
4210 School District Program Fees	395,000.00	454,100.84	895,000.00	
Total 4200 School District Program Fees	395,000.00	454,100.84	895,000.00	
4300 Event Revenue				
4310 Event Contributions	545,000.00	613,710.10		For FY24 included in acct #4110 and 4140
4330 Event Expense	-55,000.00	-72,660.71		
Total 4300 Event Revenue	\$490,000.00	\$541,049.39	\$0.00	
4400 Releases from Restriction				
4410 Contribution-Restricted Scholarship Funds	75,000.00	0.00	50,000.00	
Total 4400 Releases from Restriction	\$75,000.00	\$0.00	\$50,000.00	
4610 Interest Income	-	2.00	-	
Total 4600 Investment Income	-	2.00	-	
4700 Other Income				
4730 Other Income	-	36.39	-	
Total 4700 Other Income	-	36.39	-	
Total Income	\$2,560,000.00	\$2,659,013.46	\$3,061,750.00	
Gross Profit	\$2,560,000.00	\$2,659,013.46	\$3,061,750.00	
Expenses				

Total 5100 Scholarships and Grants	50,000.00	\$194,101.00	100,000.00	
Total 5200 Compensation	\$2,007,300.00	\$1,816,525.88	\$2,315,201.00	includes \$ 50,250 in COLA costs
Total 5300 Contractors	\$187,540.00	\$212,621.91	\$156,000.00	
Total 5400 Occupancy Expenses	\$6,000.00	\$21,771.67	\$47,500.00	
Total 5500 Insurance	\$27,500.00	\$17,815.29	\$22,000.00	
Total 5600 Program Expense	\$173,500.00	\$220,347.79	\$227,500.00	
Administrative	\$37,100.00	\$45,433.09	\$39,000.00	
Total 6300 Development	\$18,950.00	\$45,600.17	\$18,500.00	
Total 4330 Event Expense			\$80,000.00	
Total 6900 Uncategorized Expense	0.00	0.00	0.00	
Total Expenses	\$2,507,890.00	\$2,574,216.80	3,005,701.00	
Net Operating Income	\$52,110.00	\$84,796.66	\$56,049.00	
Net Income	\$52,110.00	\$84,796.66	\$56,049.00	

National Flood Hazard Layer FIRMMette



122°33'10"W 37°54'48"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) <i>Zone A, V, A99</i>
		With BFE or Depth <i>Zone AE, AO, AH, VE, AR</i>
		Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile <i>Zone X</i>
		Future Conditions 1% Annual Chance Flood Hazard <i>Zone X</i>
		Area with Reduced Flood Risk due to Levee. See Notes. <i>Zone X</i>
		Area with Flood Risk due to Levee <i>Zone D</i>

OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard <i>Zone X</i>
		Effective LOMRs
		Area of Undetermined Flood Hazard <i>Zone D</i>

GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall

OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance
		17.5 Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature

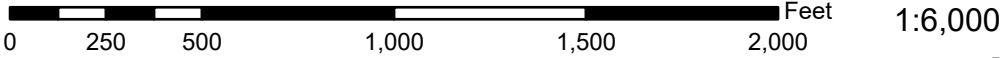
MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped
		The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.



This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **2/10/2024 at 1:55 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



122°32'33"W 37°54'20"N



bridge
GA the **P**

THANK YOU

for being a part of a community that believes in every student's potential to do great things from kindergarten through college and other post secondary pathways.

“

BTG is a safe space, a good place for me, a place for me and my friends. It's great to be around people who support me with academics and my mental health. I feel like I can be myself. And I can do my work!”

- Lauren, Sophomore at Tamalpais High School



BECAUSE OF YOU



430
students served annually

100%
of high school seniors graduated



90%
of high school students report that they have a trusted adult at BTG

64%
of participating elementary students were reading at grade level by the end of the school year (as compared to 11% at the start of the year)

100%
of middle school students passed all of their classes

96%
of seniors have started at college this year

82%
of BTG college students persisted in college vs the national college persistence of 76%

\$200,000
in scholarships distributed to college students

WHO WE SERVE

Bridge the Gap serves students from Marin City and Southern Marin. Through intensive collaboration with the Sausalito Marin City School District (SMCSD) and Tamalpais Union High School District we are able to reach 200 of the 286 students in SMCSD and 100 high school students at Tam High School.

OUR STUDENTS ATTEND

- Berkeley City College
- California State University, Fullerton
- College of Marin
- Dillard University
- Foothill College
- Howard University
- Indiana University Bloomington
- LA Film School
- Missouri Valley College
- Montana State University
- North Carolina State University
- Sacramento State University
- San Diego State University
- San Jose State University
- San Francisco State University
- Santa Rosa Junior College
- The San Francisco Institute of Esthetics and Cosmetology
- Sonoma State University
- Southern New Hampshire University
- Southern University and A & M College
- UC Berkeley
- UCLA
- UC Merced
- UC Riverside
- University of Southern California
- Woodland community college
- Xavier University of Louisiana



85%
of students in BTG are low-income.



Friday, February 16, 2024

Housing and Federal Grants Division 2024 - 2025 Application for Funding Community Development Block Grant Program

This application is for nonprofit organizations and government entities in Marin County, California who would like to apply for federal Community Development Block Grant program funds for Public Services or Community Infrastructure/Capital Improvements. Please refer to the [Application Guidelines](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

Indicate type of project. If your project allows, you may apply under multiple categories. (See Application Guidelines for more information)

Public Services (CDBG)

Organization (Fiscal Sponsor) General Information

Organization (Fiscal Sponsor)/Agency Name

Performing Stars of Marin (PSoM)

Mailing Address

271 Drake Avenue
Marin City, California, 94965

Website (if applicable)

performingstars.org

Executive Director/CEO

Felecia Gaston

Email Address

performingstars@sbcglobal.net

Phone Number

(415) 637-0563

Project General Information

Program/Project Name

Robust Social Services for Southern Marin Residents Including Children, Youth, and Families

Program/Project Site Address

271 Drake Avenue
Marin City, California, 94965

CDBG Funding Amount Requested (Minimum request amount: \$15,000)

15000

Application Contact Person

Felecia Gaston

Title of Contact Person

Executive Director

Contact Email Address

performingstars@sbcglobal.net

Contact Phone Number

(415) 637-0563

To determine if your project is located in a Special Flood Hazard Area as indicated by FEMA, visit [FEMA Flood Map Service Center](#). (Save a copy of the Dynamic Map and upload at the end of this application.)

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

Yes

For CDBG Public Facilities/Improvements applications, if the project is located in a **Regulatory Floodway it is not eligible for funding**. Public Facilities/Improvements projects located in a Special Flood Hazard Area require flood insurance to qualify for funding.

Project Specifics

Planning Areas Served: Indicate what geographic area(s) the requested funding will serve.

County Other

Is your organization receiving other County of Marin funding for this project?

Yes

Funding Amount

98000

Date Funding Received

Monday, July 1, 2024

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

Mission - Performing Stars of Marin (PSoM) transforms the lives of low-income, multicultural children and adults in communities across Marin. PSoM launched in 1990 with the belief that everyone, regardless of age, race, or income, deserves an opportunity to "reach for the stars" by acquiring new skills, developing

self-esteem, and building confidence. Through our programs and services, we expose young people to arts training and performances, enhance academic and professional readiness, teach good work habits and positive social skills, provide leadership development opportunities, cultivate community capacity, including by investing residents in Marin City's history, and develop participants critical thinking and communications skills to support individuals in lifting themselves out of poverty and into a bright future. The collaborative Phoenix Project, led by PSoM, helps people work through their hardships and build on their strengths to achieve stability. Phoenix guides at-risk Marin City residents to develop personal, social, and economic skills, in order to navigate the world around them.

History and Programs - Founded to provide arts enrichment opportunities to underserved youth, PSoM has extended our reach significantly. In 2018, we established the Social Justice Youth Initiative, expanding teen and young adult development efforts, including training in organizing and advocacy skills; civic education programs such as get-out-the-vote and census efforts, community advocacy and outreach, and partnering with the Probation Department's Youth Working for a Change paid internship program. Since 2009, PSoM has spearheaded the Phoenix Project to provide support and life skills development to young men with, or at risk of, criminal justice involvement. Phoenix has led to a significant drop in adult and juvenile Marin City men on probation. Now open to women as well, Phoenix provides critical safety net services, including:

- *Mentoring, Case Management & Direct Service, including helping members secure basic necessities

- *Emergency Aid Provision

- *Support for Victims of Intimate Partner Violence

- *Vocational Development, including job placement & oversight.

- * Life Skills Training, including soft skills workshops on comportment & communications, and intervention courses to help young men make life changes to avoid incarceration.

PSoM has played a central role in many community issues (e.g., educating residents on the housing redevelopment process, organizing neighborhood clean-ups, and improving law enforcement community relations). PSoM drove community COVID-19 response, distributing basic needs essentials, promoting mask-wearing and distributing masks, promoting testing, and extensive outreach to encourage vaccinations; creating alternative enrichment activities (e.g., outdoor drive-in movie nights and the garden art projects), and channeling \$400,000+ emergency cash grants for safety net services for families, the majority of GGV residents.

PSoM is Marin City's primary culture keeper, partnering with Dominican University to archive decades of news coverage and oral histories, and storing artifacts donated by residents. PSoM is establishing the Marin City Historical Preservation Society, partnering with the Marin County Office of Education, Marin County Free Library, and Dominican University on a K-12 Marin City History curriculum.

PSoM, including Phoenix, serves all Marin City and Southern Marin low-income residents and projects, specifically serving at least 125 residents with CDBG-funded projects.

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.

Performing Stars of Marin (PSoM) seeks funding to continue to provide a broad array of children, youth and parent support services as we have in recent years. Programming to be offered will include:

Youth enrichment - A core of PSoM's offering, PSoM will continue to offer enrichment opportunities including afterschool arts classes (e.g., baton twirling, dance, etc.), music classes for young children in partnership with the Magic Flute music store, the Marin City Victory garden project giving students gardening and crafting experiences, and scholarship facilitation and transportation to enrichment program partners primarily during the summer but also during the year on a case-by-case basis such as facilitating group music lessons.

PSoM will also involve older Marin City youth in our Social Justice Youth Initiative. Sample activities may include get-out-the-vote efforts and door-to-door education and advocacy efforts) and will participate in many aspects of the Marin City Historical & Preservation Society helping create awareness, support events and archival efforts.

Safety Net Services - Case Management - With support from the Marin Community Foundation, PSoM has expanded our safety net services program to provide both financial and case management support. PSoM

now has a formal intake process in which we assess client's short-term needs and acts immediately to provide one-time support to address time-sensitive issues creating an inflection point for Marin City residents (e.g., phone or utilities about to be cut off, car payment to avoid repossession, traffic fines, etc.). Importantly, PSoM has also added Case Managers for both men and women who support residents to navigate situations of hardship (e.g. domestic abuse, custody issues, housing and food insecurity, etc.). PSoM supports residents and connects them to other available services throughout the County.

Parents Power Up - Parental Support and Advocacy - Based on observed community need in recent years, PSoM will be launching Parents Power Up Parents Power Up to meet with parents on an individual basis who are in need of advocacy for their child at the school. PSoM will focus on social behavior and other support needed in the classroom. We will work in partnership with all stakeholders, advocating on behalf of parents and students and, importantly, teaching and supporting them in doing so for themselves.

Emergent Community Needs - Food & Health - PSoM will continue to serve as a conduit for food donations for the population (ExtraFood, and others) and will continue to actively support COVID-19 response and assistance efforts as the need continues to show up in the community.

Which community priority does your project align with? (See Application Guidelines for descriptions) (check as many boxes as applicable)

Basic Health Services

Children, Youth and Parent Services

Food Security

Describe how your project aligns with these priorities.

Performing Stars of Marin (PSoM) offers an array of services primarily meeting "Children, Youth and Parent Services" through youth enrichment programs as well as safety net support and case management for parents, and now the Parents Power Up advocacy program referenced above.

To a lesser extent, PSoM's work aligns with "Basic Health Services" specifically in the context of COVID-19 with our support of testing, and our work to educate about vaccination and facilitate vaccination in the community as much as possible, as well as our distribution of masks and other needed supplies. PSoM will continue to meet COVID-19 emerging needs as long as variants remain a problem.

Finally, while it is not the core of our services, increasingly PSoM has played a role in supporting Food Security in Marin City as a trusted partner to both Extra Food and formerly with Target. Extra Food continues to donate food to PSoM and we periodically receive outreach from other organizations looking to distribute donated food, as PSoM has a strong reputation for getting food distributed out into the community.

Also, regarding the HUD objectives, while not mentioned elsewhere in the proposal due to space constraints, PSoM addresses community blight by running periodic community cleanups in which our Social Justice Youth Initiative (SJYI youth) play a major role, developing community pride and stewardship.

Select HUD National Objective to be achieved with funding. Check all that apply.

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

Activities benefiting low and moderate area. (LMA)

All projects funded are required to Affirmatively Further Fair Housing (AFFH) which is defined as taking "meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics."

How will this project Affirmatively Further Fair Housing?

While not focused on “fair housing,” Performing Stars of Marin (PSoM) is located with Golden Gate Village, Marin City’s primary public housing community, and the majority of people served come from affordable/public housing within the low-income enclave nestled between two much higher-income communities (Mill Valley and Sausalito).

By providing access to arts, sports and technology enrichment, as well as to cultural events both within and beyond Marin City, Performing Stars affirmatively furthers fair housing by “providing access to opportunities” and by “transforming racially and ethnically concentrated areas of poverty [primarily Marin City and the Canal] into are opportunity.”

All projects funded are required to conduct Affirmative Marketing. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Federally Protected Classes - race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status and disability.

Performing Stars conducts extensive marketing throughout Marin City and other low-income areas in Marin. (Shelter Hill - Mill Valley, Hilarita-Tiburon, Hamilton-Novato). In addition to flyers and Facebook posts, Performing Stars recruits directly from schools and from within Golden Gate Village based on our on-site presence and prominent role in the community. PSoM is truly a community anchor, well known to all. A great deal of our participants across programs come to us by word-of-mouth and from our many partnerships with Marin City and local organizations. Having been in the community for so long, we now also benefit from children of program alumni attending our programs.

Refer to the [Current Marin County Income Limits](#) to determine income level for use in the table below.

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.

	Number
Moderate Income	
Low Income	25
Very Low Income	50
Extremely Low Income	50
TOTAL	125

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.

Performing Stars of Marin (PSoM) does not have a formal process for verifying client income. However, as a community-based organization, PSoM staff knows most of the families served and has a sense for their financial status. PSoM is also aware of many students’ free-and-reduced-priced lunch status, which is a

metric of financial situation.

Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project. The total number of beneficiaries should equal the total in the previous questions.

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native		
Asian	1	
Black or African American	64	
Native Hawaiian or Other Pacific Islander		
White	50	38
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	10	
TOTAL	125	38

Total Number of Persons (Must equal total identified under income level)

125

Total Number Identifying as Hispanic

38

Female-Headed Households (out of above total)

94

Persons with Disabilities (out of above total)

19

Notes or clarifying information on the unit count:

Estimates based on past years.

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities.

Performing Stars continued to provide robust Youth Enrichment. Highlights included:

2022-23

PSoM partnered with Bridge the Gap to offer an array of afterschool arts enrichment classes to elementary school students. These included:

- >Magic Flute music classes
- >Dance Arts Dance classes
- >Sewing class

- >Garden recycled arts projects
- >Praise dancing
- >Creative movement dance class

Performances

Students from these classes participated in various community performances including the MLK Day Celebration, Black History Month celebrations at local churches, and the Marin County Fair. County Fair

Summer 2023

PSoM facilitated young people's participation in arts and outdoor recreation camps and programs:

K.A.M.P. at Tam High

Marin Green Play

Camp Create - St. Stephens at Angel Island

Marin Shakespeare

Horseriding Camp

Individual scholarships for students to take swim lessons at Mill Valley Rec.,

Marin Ballet weeklong class

Stapelton Performing School of the ARTs

Bookpassage - Authors Club

Coastal Club

Sailing Education Adventures

Teen media arts program with Marin Community Television

2023-24

This academic year, PSoM's youth enrichment has focused on offering:

Mind Your Manners - This etiquette and behavior class works one-on-one and in small groups with students to develop proper etiquette and improve their behavior. Using a rewards-based curriculum, this class helped students develop needed social skills and culminated in an October awards ceremony recognizing students' individual progress.

Social Justice Youth Initiative Civil Rights History Tour - PSoM took 15 Marin City young people, 8th grade-college to tour Alabama Civil Rights locations to better understand the movement, supporting young people in their journey toward community advocacy and political engagement.

Lion King Field Trip - PSoM continued our tradition of arts exposure, bringing 40 Marin City young people to see the Lion King and eat at a restaurant. This also was part of the Mind Your Manners programming, including students' thank you notes!

PSoM also returned to offering regular holiday community activities for youth including the Santa Sea Plane and our annual Toy Drive.

Through Phoenix case management, we have continued to keep Marin City probation numbers quite low. Women's and senior requests for safety net support have increased significantly. We are actively referring to other providers and following up to ensure the referrals go through.

Transportation - The School District didn't end up requiring PS support for 2022-23 or 2023-24 because they contracted with Michael's Transportation.

Emergent Community Needs - PSoM distributed 17,557 pounds of food from ExtraFood. Target is no longer distributing extra food. We continue to distribute Covid tests.

Emergency Response/Disaster Response - PSoM continues to increase emergency/disaster preparedness, in part with funding from the Marin Community Foundation. This includes backup battery supplies and provisions to provide community support in case of need. Additionally, PSoM has recently led the formation of the MC Neighborhood Response Group for Disaster Planning, bringing together 40 people from various organizations, including churches, shopping center representatives, and the Fire and Sheriff's departments to create an emergency plan that can be communicated to the entire community. PSoM looks forward to partnering with the County on this effort.

If your agency has remaining funds previously approved, please describe the timeline for expending the fund balance.

PSoM has no remaining funding from last year.

Describe your organization's experience with administering grants and specifically federal grants.

Performing Stars has successfully administered Marin County CDBG funding for the last 30 years and complies with all prevailing wage requirements.

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

All programming will be overseen by Felecia Gaston, Performing Stars' Founder and Executive Director, who has been actively managing PSoM and its expansion since its inception. To expand organizational capacity, Felecia has brought on several staff members, all current or former Marin City residents, to assist with programmatic and administrative activities. Felecia has the support of highly experienced organizational development and grants consultants and regularly utilizes probono services from Catchafire.

Describe any recent or upcoming leadership transitions.

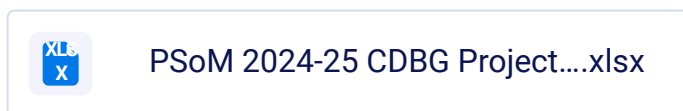
Not applicable.

Describe any flexibility regarding your projects start/completion date.

PSoM's programming is ongoing, year-round so start and completion dates do not apply.

Required Attachments:

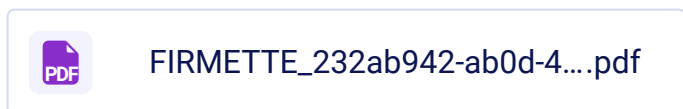
Attach Project Budget: Complete the project budget template provided and submit along with application. If you have a project budget that provides the information requested in the template, you may submit that in-lieu of the template. Please note: the project budget should reflect the total cost of the project NOT just the CDBG request.



Attach Organization Budget: : Upload your organization or fiscal sponsors annual budget.



Attach Dynamic Flood Map



Attach Optional Miscellaneous Documents



Case Management and Safe... .xlsx



Photo highlights from 2023 P... .pdf

Submission

Please review your responses above for accuracy.

Name and Title of person completing this application.

Felecia Gaston

By checking this box

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Project Budget Template

Marin Performing Stars
Project Title:

2/16/2024

INCOME:	County NOFA Request	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>				
Foundations:				
Marin Community Foundation		125,000.00		
San Francisco Foundation		75,000.00		
Marin Charitable Foundation		5,000.00		
Dodge & Cox Foundation		15,000.00		
Sato Foundation		20,000.00		
Outdoor Arts		7,300.00		
Milagro Foundation		20,000.00		
Tipping Point		10,000.00		
TomKat Foundation		30,000.00		
Bill Graham Foundation		5,000.00		
<i>(Add rows)</i>				
Government:				
Marin County Probation Dept		92,242.00		
<i>(Add rows)</i>				
Corporations:				
Wells Fargo Bank		5,000.00		
Comcast		2,500.00		
Individual Contributions:		15,000.00		
(list total):				
Earned Income:				
<i>(Add rows)</i>				
Other (specify):				
<i>(Add rows)</i>				
Subtotal, Committed Income		427,042.00	-	427,042.00
<u>Uncommitted</u>				
Other (specify):				
Federal Grants Request				
Other Foundations:				
<i>(Add rows to list other Foundations)</i>				
Government:				
CDBG	15,000.00			
<i>(Add rows to list other Government agencies)</i>				
Corporations:				
<i>(Add rows to list other corporations)</i>				
Individual Contributions:				
Subtotal, Uncommitted Income		-	-	-
Other				
Earned Income:				
<i>(Add rows)</i>				
Subtotal, Earned Income		-	-	-
Grand Total Income	15,000.00	427,042.00	-	442,042.00

EXPENSES (Add rows to list other expenses)	County NOFA Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Executive Director (% FTE: 35)	5,000.00	45,000.00		
Program Coordinator (% FTE: 85)	3,000.00	30,600.00		
Operations Manager (% FTE: 75)		29,500.00		
Program Support - Driver (% FTE: 55)		3,000.00		
(Add rows)				
Benefits (@ %: 28.5)	1,000.00	28,000.00		
Subtotal Salaries and Benefits	9,000.00	136,100.00	-	145,100.00
Contracted Services				
Professional Fees - legal & Accounting		31,290.00		
Event Labor		12,000.00		
Outreach Workers	2,000.00	18,000.00		
Communications, Grant Writer, Graphics		35,000.00		
Subtotal Contracted Services	2,000.00	96,290.00	-	98,290.00
Direct Project Related Expenses				
Rent	2,000.00	2,200.00		
Utilities		3,570.00		
Supplies		30,000.00		
Equipment		2,050.00		
Travel				
Postage, Shipping, Printing		2,275.00		
Books & Subscriptions		3,050.00		
Nutritious meals & snacks	1,000.00	1,205.00		
Insurance - Auto		2,305.00		
Transportation- Vehicle maintenance	1,000.00	3,200.00		
Insurance - liability		3,325.00		
Marketing & Advertising		1,750.00		
Staff & Board Development		3,500.00		
Business Expense		35.00		
Safety Net Emergency Grants		50,000.00		
Bus Transportation costs		25,000.00		
Food & Supply Distribution			15,000.00	
Subtotal, Direct Project Related Expenses	4,000.00	133,465.00	15,000.00	152,465.00
General Development				
Electrical				
Plumbing				
Roof Replacement				
Painting		3,000.00		
General Construction Labor		2,000.00		
Materials				
Subtotal, Direct Project Related Expenses	-	5,000.00	-	5,000.00
Indirect Expense - specify % in column A below (must be HUD approved)				
				-
Fiscal Sponsorship Fee (specify % in column A below)				
				-
Grand Total All Expenses	15,000.00	370,855.00	15,000.00	400,855.00

PERFORMING STARS

Thriving Kids, Parents and Communities™

2023 - 2024
Budget

Ordinary Income/Expense

Income

4000 · Direct Public Contributions	
4010 · Individ, Business Contributions	95,000
4020 · Corporate Contributions	-
Total 4000 · Direct Public Contributions	95,000
4200 · Non-Government Grants	-
4210 · Corporate / Busuiness Grants	26,500
4230 · Foundation/Trust Grants	671,300
Total 4200 · Non-Government Grants	697,800
4500 · Government Grants	-
4520 · Local Grants	127,242
Total 4500 · Government Grants	127,242
Total in-kind revenue	15,000
Other Revenue	15,000
5300 · Erned Income - Investments	
5310 · Interest-Savings, Short-term CD	-
5300 · Erned Income - Investments - Other	10,000
Total 5300 · Erned Income - Investments	10,000
Total Income	960,042

Expense

7000 · Grants & Contract Expense	
7040 · Awards & Scholarships	15,000
7020 Grants	-
7050 · Specific Assistance- Individual	10,000
7000 · Grants & Contract Expense - Other	-
Total 7000 · Grants & Contract Expense	25,000
7200 · Staff Salary & Benefits	
7210 · Executive Director Fees	100,000
7220 Salaries & Wages	-
7221 - Operations Manager	34,500
Admin	30,000
7222 - Program Coordinator	66,000
7240 · Benefits	47,752
7250 · Payroll Taxes - Employer	23,876
Total 7200 · Staff Salary & Benefits	302,128
7500 · Contract Services	
7510 · Fundraising labor	-
7520 · Bookkeeping / Accounting	
7521 · Payroll Processing Fees	1,782
7520 · Bookkeeping / Accounting - Other	20,000
Total 7520 · Bookkeeping / Accounting	21,782
7540 · Professional Fees	-

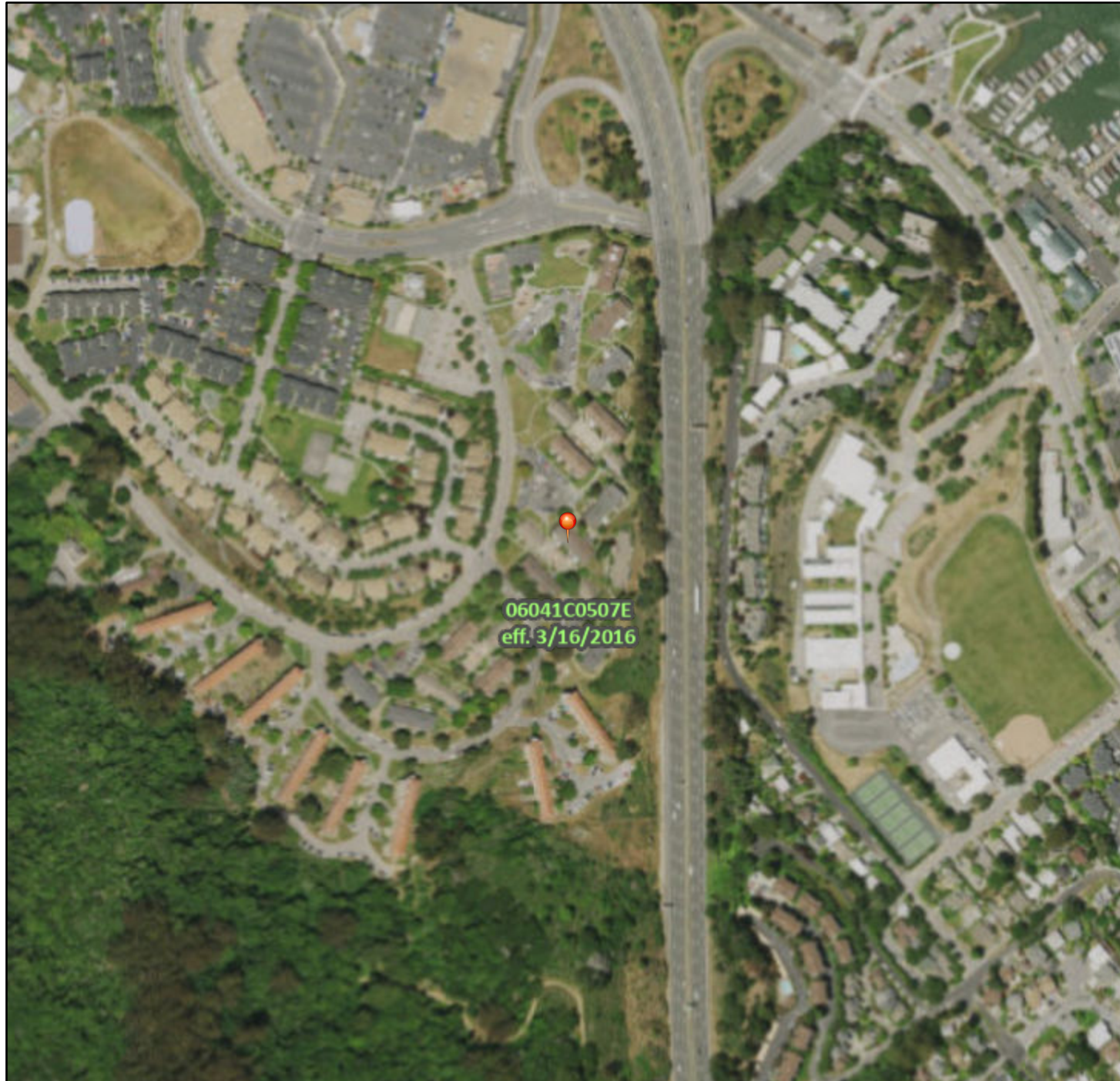
7541 · Administration	10,000
7542 · Facility Maintenance labor	2,500
7543 · Driver labor	4,016
7546 · Project Planning / Grant Writer	15,000
7547 · Communicatns Graphics Web Video	25,000
7548 · Instructors & Chaparones	39,000
7549 · Consulting	75,000
Total 7540 · Professional Fees	170,516
7580 · Temporary Help - Contract	16,958
7500 · Contract Services - Other	8,874
Total 7500 · Contract Services	218,130
8100 · Non Personnel Expenses	-
8110 · Supplies	
8111 · Office Supplies	5,664
8112 · Events/FT & Program Supplies	200,000
8113 · Software & Web Supplies	1,000
8115 · Office Equipment Purchase	2,000
8110 · Supplies - Other	1,000
Total 8110 · Supplies	209,664
8130 · Telephone & Internet	10,000
8140 · Postage, Mailing Service	700
8170 · Printing and Copying	15,905
8180 · Books, Subscriptions	1,500
8190 · Nutrition	6,300
Total 8100 · Non Personnel Expenses	244,070
8200 · Facilities and Equipment	-
8220 · Utilities	3,000
8240 · Tax - Property	75
8261 · Equip Rental and Maintenance	1,000
8262 · Repair & Maintenance - Property	1,200
Total 8200 · Facilities and Equipment	5,275
8300 · Travel and Meetings	-
8310 · Transportation	
8312 · Gas	8,000
8313 · Vehicle Maintenance & Reg	10,000
8314 · Bus/Airporter/Shuttle/Taxi etc	1,754
8315 · Airfare	15,000
8316 · Parking / Tolls	700
Total 8310 · Transportation	35,454
8320 · Conference Conventions Meetings	-
8350 · Meals & Entertainment	1,400
8360 · Lodging	16,000
Total 8300 · Travel and Meetings	52,853
8500 · Other Types of Expenses	-
8520 · Insurance - Non Employee	
8521 · Exec Director Insurance	3,000
8522 · Property, Liability Insurane	7,000
8523 · Vehicle Insurance	6,000
Total 8520 · Insurance - Non Employee	16,000
8540 · Staff Meetings / Development	-
8541 · In House Meeting Supplies	5,000
Total 8540 · Staff Meetings / Development	5,000

8570 · Advertising	5,000
Total 8500 · Other Types of Expenses	26,000
8600 · Business Operations	-
8605 · Bank / Merchant Charges	250
8650 · Tax - State	15
Total 8600 · Business Operations	265
8999 · Phoenix Project	-
90001 · 2016 -2017 Past Event Cost	-
Total Expense	873,721
Net Ordinary Income	86,321
	86,321

National Flood Hazard Layer FIRMette



122°30'48"W 37°52'24"N



122°30'11"W 37°51'55"N

Basemap: USGS National Map: Orthoimagery: Data refreshed October, 2020

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) <i>Zone A, V, A99</i>
		With BFE or Depth <i>Zone AE, AO, AH, VE, AR</i>
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile <i>Zone X</i>
		Future Conditions 1% Annual Chance Flood Hazard <i>Zone X</i>
		Area with Reduced Flood Risk due to Levee. See Notes. <i>Zone X</i>
		Area with Flood Risk due to Levee <i>Zone D</i>
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard <i>Zone X</i>
		Effective LOMRs
		Area of Undetermined Flood Hazard <i>Zone D</i>
GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance
		17.5 Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped
		The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

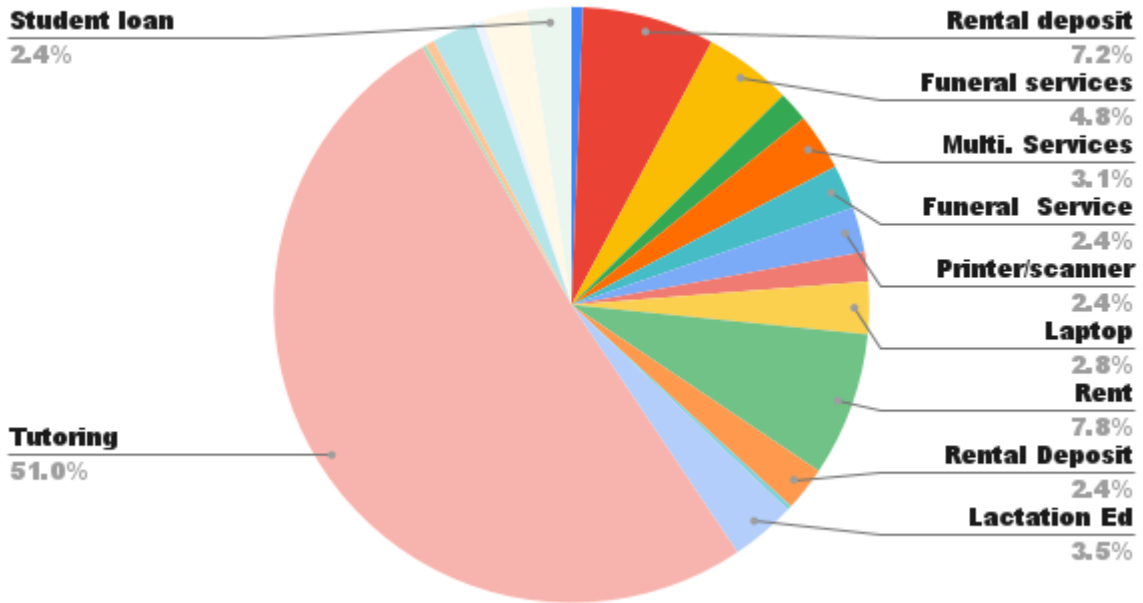


This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

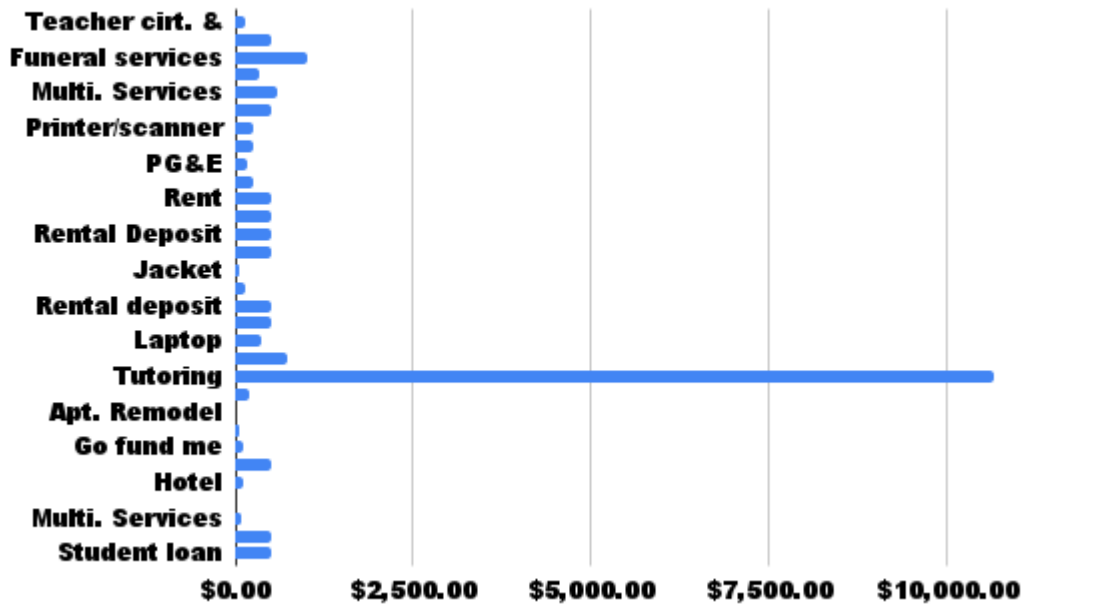
The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **1/24/2022 at 5:20 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

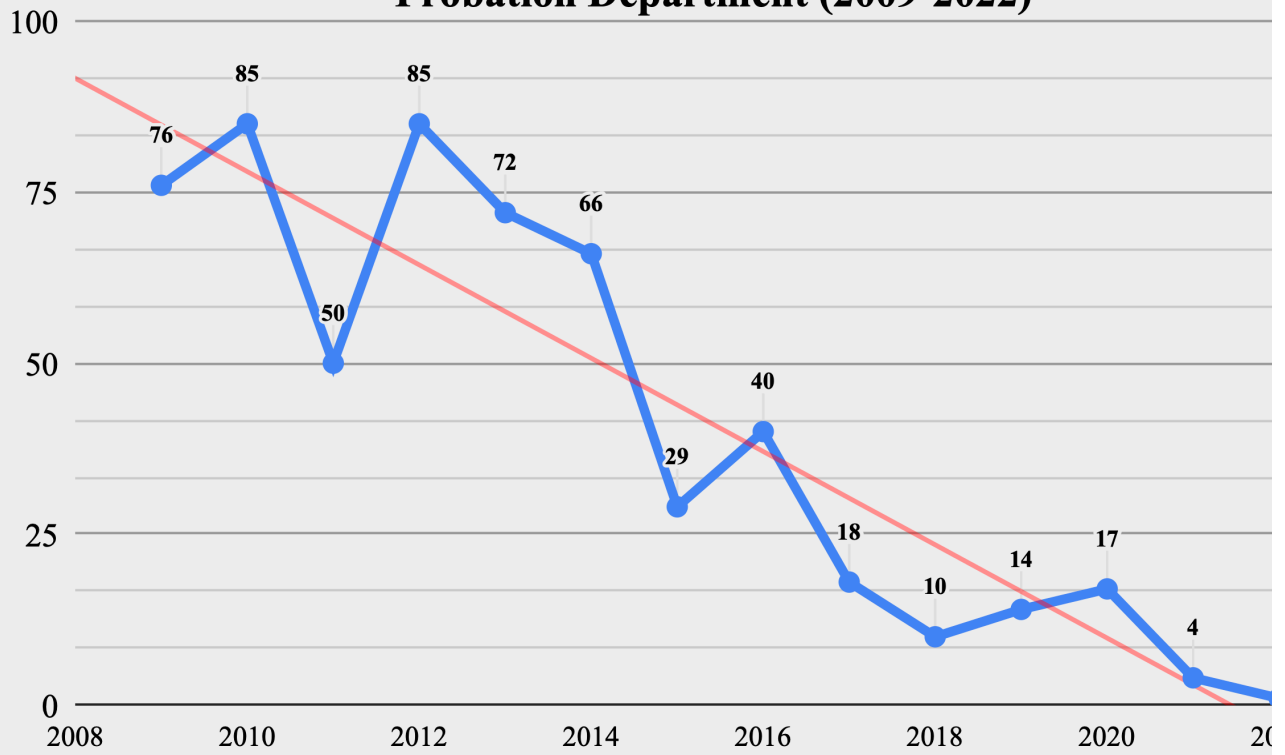
PX Women's Safety Reason for Request



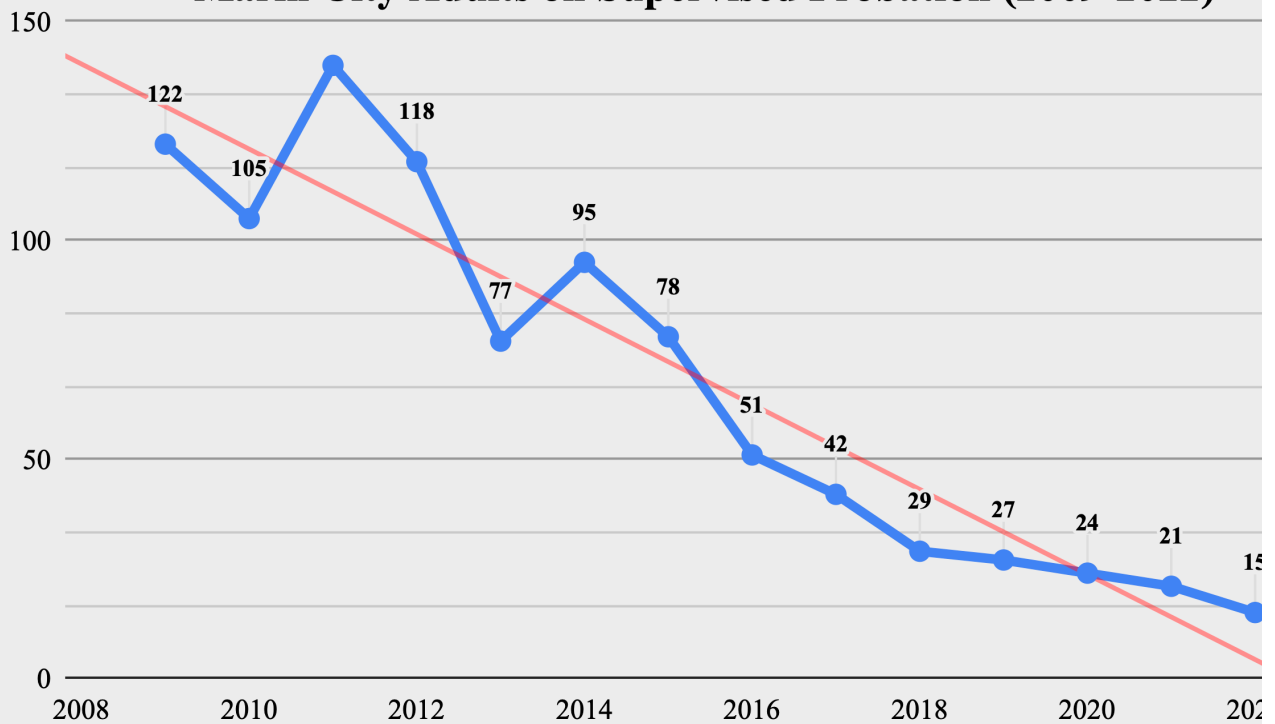
PX Women's Safety Amount Per Request Tye



Marin City Referrals to the Juvenile Division of the Marin County Probation Department (2009-2022)



Marin City Adults on Supervised Probation (2009-2022)



ity



1
022

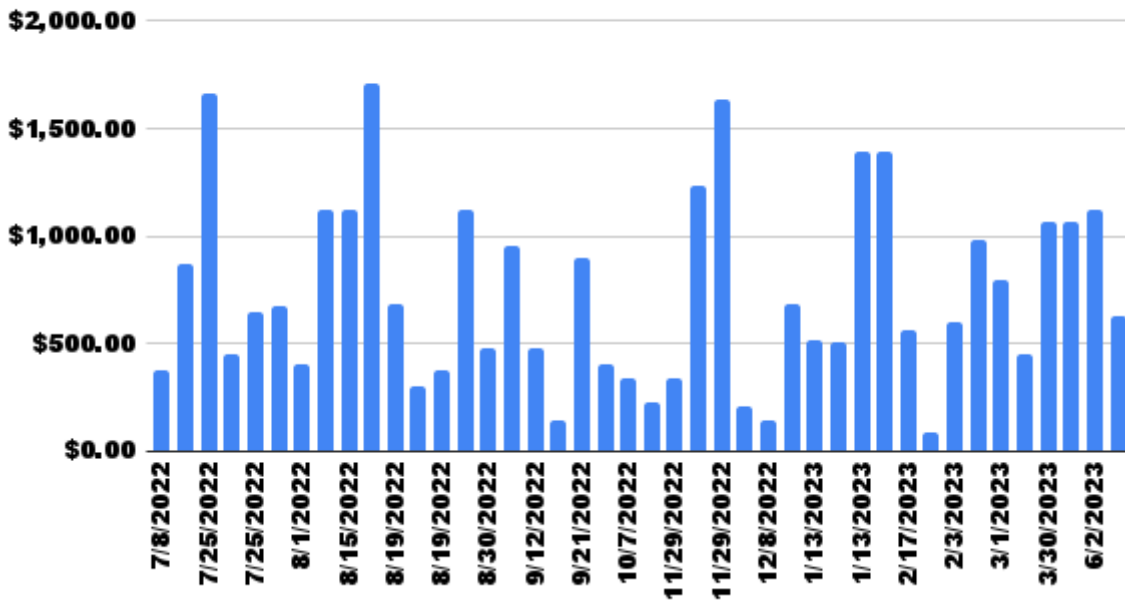


5
22

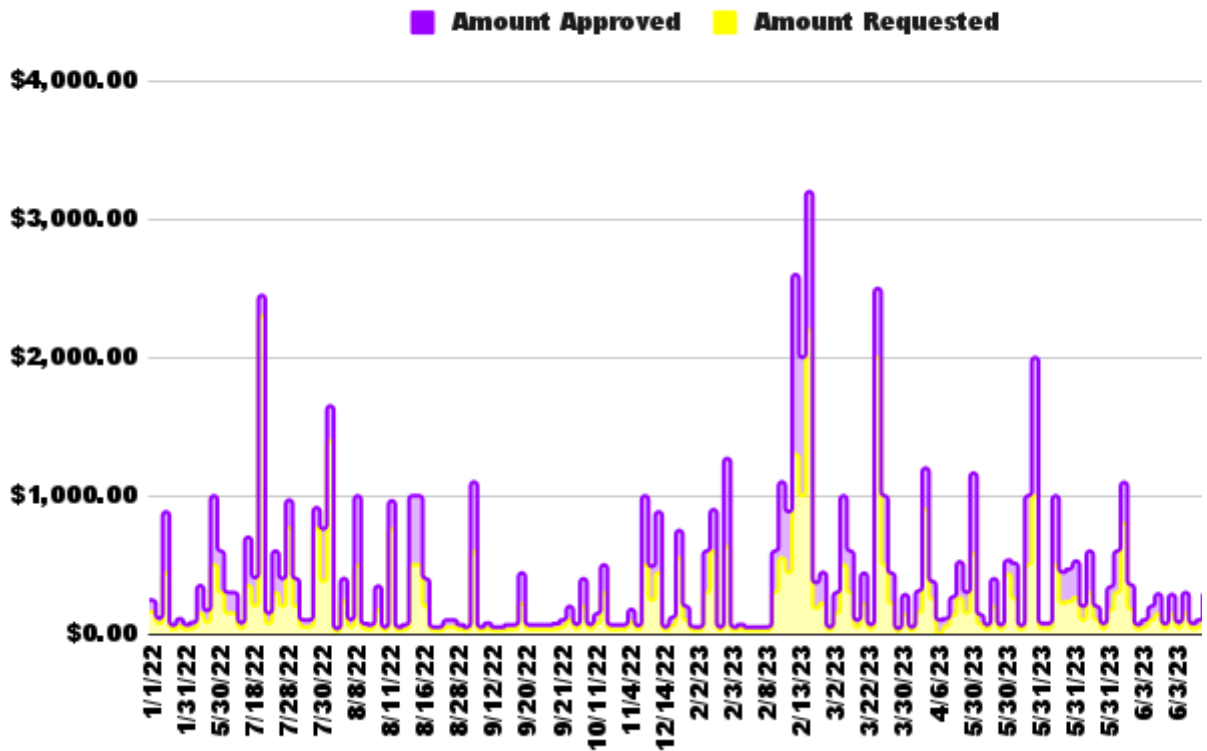
	2022	2023
Unique interns	11	8
Total Hours	1408	798
Total Payout	#####	#####
Average \$/Hour	14	14
Average \$/Intern	#####	#####
Average Hours/Month	47.11	59.06
Average Hours/Intern/Mo	4.28	7.38

take out projects

YWFC Payment Per Month

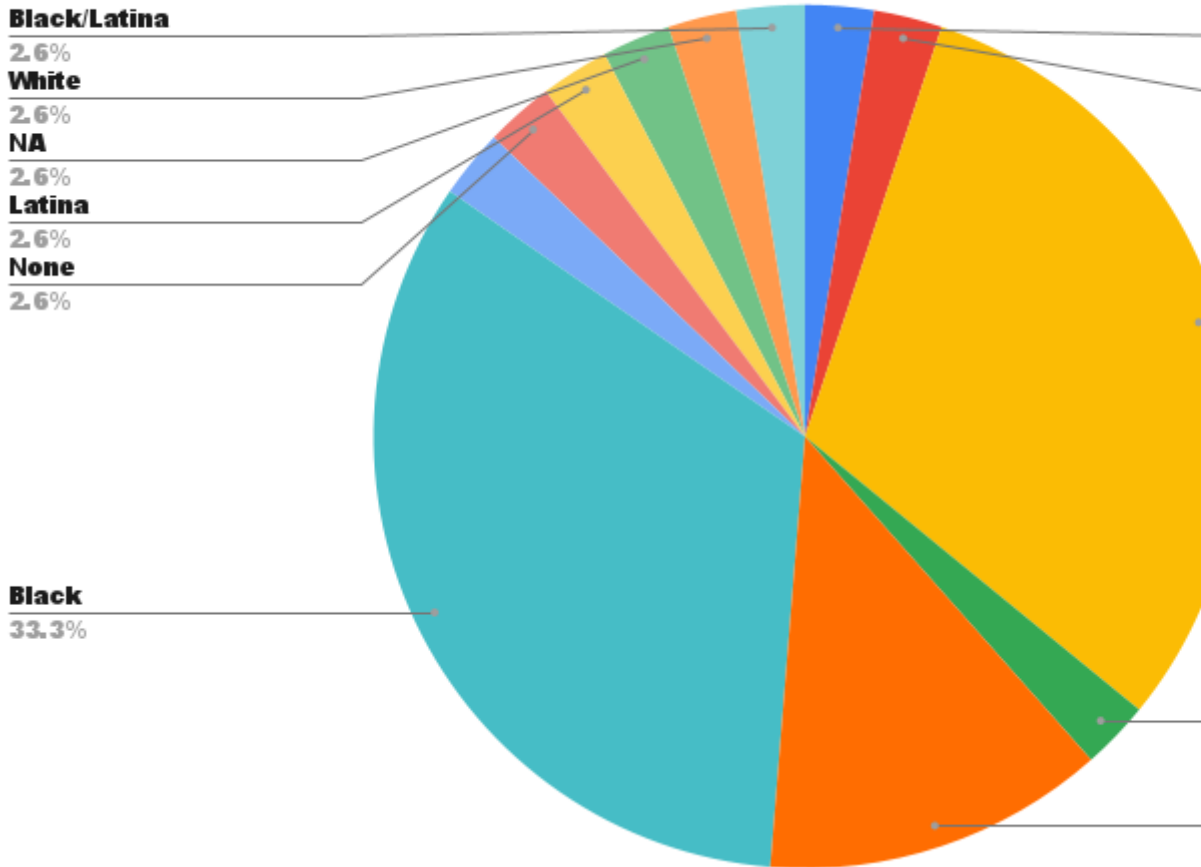


Phoenix Requests for Funds

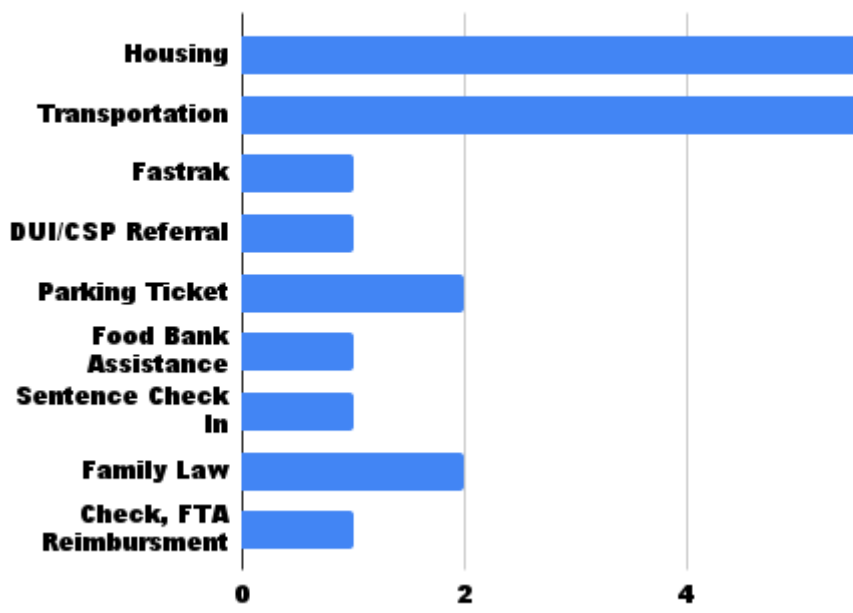
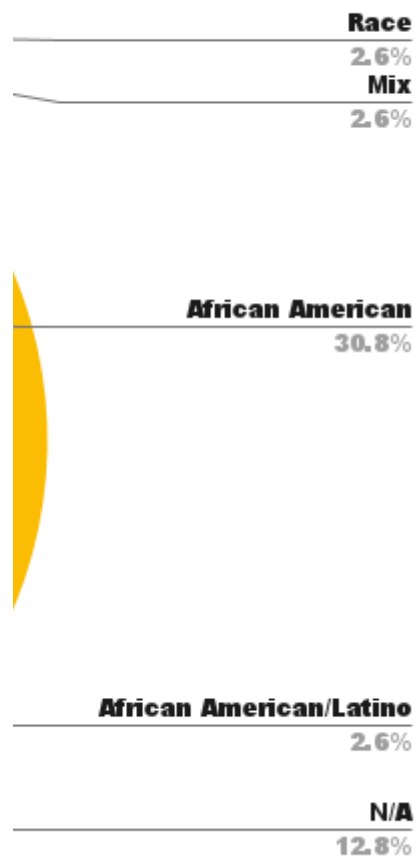




Race of Legal Aid Outreach Participants

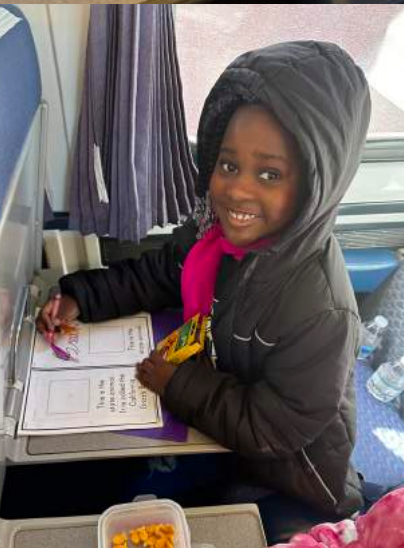


Types of Cases





AMTRAK TRAIN RIDE TO SACRAMENTO 2023



FIELD TRIP JELLY BEAN FACTORY 2023



ETIQUETTE BRAZILIAN RESTAURANT SOCIAL SKILLS



GIRLS TO LADIES GROOMING PROGRAM 2023



GIRLS TO LADIES DANCE PROGRAM 2023



GOLDEN GATE PARK FIELD TRIP SOCIAL SKILLS 2023



HORSE PROGRAM SOCIAL SKILLS FIELD TRIP





Housing and Federal Grants Division 2024 - 2025 Application for Funding Community Development Block Grant Program

This application is for nonprofit organizations and government entities in Marin County, California who would like to apply for federal Community Development Block Grant program funds for Public Services or Community Infrastructure/Capital Improvements. Please refer to the [Application Guidelines](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

Indicate type of project. If your project allows, you may apply under multiple categories. (See Application Guidelines for more information)

Public Services (CDBG)

Organization (Fiscal Sponsor) General Information

Organization (Fiscal Sponsor)/Agency Name

Planned Parenthood Northern California

Mailing Address

2185 Pacheco Street
Concord, California, 94520

Website (if applicable)

ppnorcal.org

Organization DUNS#

051779304

Executive Director/CEO

Gilda Gonzales

Email Address

ggonzales@ppnorcal.org

Phone Number

(925) 887-5250

Project General Information

Program/Project Name

Increasing Access to Sexual Reproductive Health Care in Marin County

Program/Project Site Address

2 H Street
San Rafael, California, 94901

CDBG Funding Amount Requested (Minimum request amount: \$15,000)

65000

Application Contact Person

Sasha Martin

Title of Contact Person

Sr. Manager of Institutional Giving

Contact Email Address

grants@ppnorcal.org

Contact Phone Number

(925) 887-5355

To determine if your project is located in a Special Flood Hazard Area as indicated by FEMA, visit [FEMA Flood Map Service Center](#). (Save a copy of the Dynamic Map and upload at the end of this application.)

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

For CDBG Public Facilities/Improvements applications, if the project is located in a **Regulatory Floodway it is not eligible for funding**. Public Facilities/Improvements projects located in a Special Flood Hazard Area require flood insurance to qualify for funding.

Project Specifics

Planning Areas Served: Indicate what geographic area(s) the requested funding will serve.

County Other

Is your organization receiving other County of Marin funding for this project?

No

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

Planned Parenthood Northern California’s (PPNorCal) mission is to advance health equity through the delivery of equitable, accessible, and high-quality sexual reproductive health (SRH) care. Through telehealth services and 17 health centers across Northern California, PPNorCal provides affordable SRH care, including: select cancer screening; contraception services; emergency contraception; sexually transmitted infection (STI) care; rapid HIV testing/counseling; medications that prevent HIV infection; abortion care; pregnancy testing/counseling; infertility and miscarriage management services; gender-

affirming hormone therapy (GAHT); behavioral health care; well person visits; menopause management; vasectomy; and more. For those with abnormal cervical cancer screening, PPNorCal offers life-saving treatment for precancerous cells. Annually, PPNorCal provides essential SRH care to 2,631 unique patients in Marin County during 4,882 visits.

PPNorCal began offering high-quality health services in Contra Costa County in 1964. Our service area has since grown to include 20 urban and rural counties from the Bay Area to the Oregon border. As early as the 1970s, we developed groundbreaking educational programming, such as parent/child sexual health education workshops. In the 1980s, our affiliate was the first Planned Parenthood in the nation to provide HIV testing and counseling. In 2018, alongside the California Department of Public Health, PPNorCal created and piloted what is now a nationwide initiative: Core4C, which involves screening all patients who can become pregnant for gonorrhea, chlamydia, syphilis, hepatitis C, and HIV. In addition, we were the first PP affiliate in the U.S. to make our website fully bilingual (English/Spanish), including the function to schedule appointments online. We are dedicated to prioritizing culturally affirming care, thereby increasing access by removing barriers to high-quality health care and information. We continue to lead in diversity, equity, and inclusion (DEI) and groundbreaking innovation, research, and care today.

We continue to invest in increasing access to our SRH care and wraparound services. In early 2023, we expanded health center hours at 15 of our 17 locations, including our San Rafael Health Center, to include increased evening/weekend hours. Extended hours are essential for patients who cannot take time off work for care. Additionally, within Marin County, 21% of residents speak a language other than English at home, with the majority speaking Spanish. Despite Latina/o/x individuals making up 17% of Marin County's population, there are limited providers who are linguistically and culturally competent to serve self-identified Spanish-speaking individuals. Our health care providers have access to a translation service that creates an inclusive experience for all patients who come to us for care, regardless of primary language, and including individuals with visual or hearing impairments. Additionally, we have prioritized hiring Spanish-English bilingual staff, including behavioral health therapists, patient navigators, and Community Health Workers (CHWs).

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.

As PPNorCal's only health center in the County, our San Rafael location is a vital resource that community members depend on. One of our top priorities is to maintain accessible, high-quality facilities to ensure a safe space for patients. Marin County Community Development Block Grant (CDBG) funds will enable PPNorCal to purchase four Americans with Disabilities Act (ADA)-compliant exam tables, along with accompanying vitals monitoring devices and corresponding outfit adjustments at our San Rafael Health Center.

Our current exam tables are not accessible, as they meet the previous standards for fixed-height exam tables. Because of this, health center staff must utilize a stool for patients with disabilities to be able to move onto the existing exam tables. With Marin County's support, we will be able to purchase new exam tables that are much lower to the ground and meet the recommended accessible transfer height, making it easier for patients with disabilities to maneuver onto the table. Four new exam tables will allow us to serve more patients, increase health center efficiency, and serve anyone who comes to us, inclusive of individuals with disabilities (over 5% of Marin County residents). By purchasing exam tables with multifunctional capabilities (including a built-in scale/weigh system), the additional exam tables and accompanying vital monitoring equipment will keep patients comfortably in one place during the entire exam, thereby increasing visit efficiency. Such efficiencies allow for more patient visits and reduce appointment times, which is beneficial to patients with demanding schedules.

Vital monitoring equipment will allow us to improve patient experiences. Because this new equipment takes patient vitals automatically and then saves this retrieved data into our Electronic Health Record (EHR) system, Epic, our San Rafael Health Center staff can focus completely on speaking with and assessing the patient. This also eliminates human error when taking vitals or transcribing/uploading results to Epic.

The proposed equipment purchases will create a more inclusive environment and increase efficiency at our San Rafael Health Center. The following services provided by PPNorCal require the use of an exam

table:

- chlamydia, syphilis, gonorrhea, herpes, & hepatitis C tests (total combined)
- pregnancy tests & counseling
- gender-affirming hormone therapy visits
- cervical cancer screening tests & treatments
- abortions
- breast exams
- infertility evaluations

With your partnership enabling the purchase of this essential medical equipment, we can strengthen our capacity to provide comprehensive, inclusive SRH care to anyone who needs it in Marin County.

Which community priority does your project align with? (See Application Guidelines for descriptions) (check as many boxes as applicable)

Basic Health Services

Describe how your project aligns with these priorities.

PPNorCal fills an important role in the health care safety network by addressing patients' urgent and preventative care needs without judgment and reducing the strain on local hospitals and emergency rooms. With 23% Medi-Cal beneficiaries and another 5% uninsured altogether, Marin County residents depend on PPNorCal for timely, affordable SRH services and education. Additionally, 16,000 undocumented individuals are estimated to live in Marin County, many of whom are without insurance or access to culturally/linguistically appropriate care. Due to a lack of providers who take public health insurance, access to health care can be prohibitively challenging. PPNorCal closes such gaps in access by providing SRH services to individuals who use public health insurance options or are uninsured based on a sliding fee scale or via uncompensated care. With the county's poverty rate at 8%, many are also eligible for free services through FamilyPACT. With life expectancy linked directly to family income, our intervention to bridge gaps in health equity is essential.

PPNorCal's San Rafael Health Center provides preventative SRH care, including wellness exams, STI and HIV screening, medications that reduce patients' risk of getting HIV, HPV vaccines, contraception, select cancer screening, and more. We also provide voluntary family planning services.

Select HUD National Objective to be achieved with funding. Check all that apply.

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

All projects funded are required to Affirmatively Further Fair Housing (AFFH) which is defined as taking "meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics."

How will this project Affirmatively Further Fair Housing?

We fulfill our mission by advancing strong business practices and progressive initiatives anchored by Diversity, Equity, and Inclusion (DEI) principles and honorable standards. PPNorCal recognizes that intersectional social drivers of health can drastically impact the wellness of communities. We are dedicated to prioritizing culturally affirming care and services by removing barriers to high-quality health care and information.

Though we are not directly involved in providing housing and shelter, PPNorCal connects patients and outreach participants to customized wraparound services that build health and social equity. Our patient navigators and Community Health Department connect patients to individualized support, including help with navigating the health care system, insurance and MyChart enrollment, resources for housing

insecurity, food access, behavioral health support, finding workable, safe solutions while navigating intimate partner violence (IPV), and more. As needed, PPNorCal connects patients with information regarding housing access, acting as a critical link and resource to address housing insecurity.

We also connect traditionally underserved communities with SRH care, information, and additional wraparound services. This is essential in Marin County where Black communities were segregated and redlined within Marin City following World War II, continuing to impact populations living there today. Meanwhile, San Rafael's Canal neighborhood is also heavily segregated, with 92% of its population identifying as Latina/o/x, well above the overall County average of 17%. With 6.5% of the county considered rural, many also face geographic barriers to SRH care and information. We provide care to anyone who comes to us and help individuals navigate to and from appointments as needed. At our San Rafael Health Center, nearly 81% of our patients have low incomes (below 200% of the Federal Poverty Level), 87% are under or uninsured, 49% Latina/o/x, 45% BIPOC, 79% women and nonbinary, 70% between the ages of 18-34, and 16% with primary language diversity. Of patients who feel comfortable disclosing, 42% are either unemployed or without a stable income (e.g., seasonal farmwork). By investing in dynamic, customizable, and accessible patient-centered care (including patient navigation and Community Health Worker programs) that addresses intersectional social drivers of health, we have been able to meet our patients' unique needs, even in the face of momentous obstacles.

Inclusive of immigration and insurance statuses, primary language diversity, gender, race, and ability, we provide services to anyone who comes to us—no matter what. By helping to close gaps in health care and information, PPNorCal actively dismantles barriers that systemically inhibit healthy communities.

This is reflected in PPNorCal's 2023 – 2025 Strategic Plan, which outlines three main goals that guide our work:

1. Activate growth by implementing strategies aligned with advancing health equity supported by PPNorCal's workforce.
2. Enhance PPNorCal services and infrastructure to increase access to high-quality health care and advance health equity.
3. Embrace and promote all PPNorCal's programs and services as critical to public health outcomes and achieving health equity.

By delivering such customized services to alleviate social and structural factors impacting patients' health and well-being, PPNorCal advances health equity and health outcomes of our patients.

All projects funded are required to conduct Affirmative Marketing. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Federally Protected Classes - race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status and disability.

PPNorCal's leadership mirrors the diverse populations we serve. One hundred percent of our Executive Leadership Team identify as BIPOC. Seventy-five percent of our Board Members identify as BIPOC. Under this leadership, PPNorCal prioritizes inclusive policies, knows the value of lived experience, and builds strong community partnerships. Additionally, 68% of PPNorCal's staff identify as BIPOC. By instilling belonging and inclusivity in our workplace, at our health centers, and in outreach efforts (including affirmative marketing strategies), we ensure that patients see themselves in the outreach information and awareness-building content produced and that they feel comfortable seeking care from our providers. Our health center staff are also trained in delivering high-quality, nonjudgmental, culturally appropriate care to diverse communities. PPNorCal prioritizes hiring diverse individuals, including 29% of clinicians identifying as BIPOC, up from 20% in the previous year. As stated above, our health center staff are also trained in delivering high-quality, nonjudgmental, culturally appropriate care to diverse communities, with translation services available for a multitude of languages.

Our Community Health Department and Government Relations and Communications teams will provide bilingual outreach in English and Spanish via flyers, brochures, social media campaigns, audio advertising, and voting equity workshops throughout Marin County. Such content reflects the diversity of the people we serve. Our social media campaigns avoid images that portray stereotypes or clichés, sensationalize, tokenize, body shame, or imply exclusivity in body type or image. In addition, we are thoughtful about context. For instance, we never assume or imply sexual orientation without permission, and we avoid marginalized placement of people of color in photo compositions.

Refer to the [Current Marin County Income Limits](#) to determine income level for use in the table below.

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.

	Number
Moderate Income	
Low Income	
Very Low Income	389
Extremely Low Income	2239
TOTAL	2628

Notes or clarifying information on the unit count:

Nearly 81% (2,121) of the 2,631 unique patients at the San Rafael health center served in Fiscal Year 2023 (FY23) had low incomes (below 200% of the Federal Poverty Level, or FPL) and 87% (2,289 patients) were uninsured or utilize public health insurance. PPNorCal categorizes patient income according to the 2023 FPL Guidelines throughout 48 contiguous states. The FPL limit of 200% for a household of one is \$29,160 annually, and for a household of two members is \$39,440. Both of these limits are well under the County’s “extremely low income” category of \$39,050 for a household of one. 389 of our patients had incomes that are above 250% of the FPL (or \$36,450 for a household of one), but we do not have the reporting ability to specify how far above that 250% of FPL, so we categorized them as “very low income” in the table above based on our best judgment. Three additional patients chose not to disclose their income, so they are not included in the table above. Since the great majority (68.8%) of our San Rafael Health Center patients utilize public insurance, it is our understanding that those patients meet the criteria of a presumed benefit population group for this funding.

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.

PPNorCal does not require proof of patient income for a patient to receive services. Front office health center staff collect patient self-declared income and family size and enter this FPL information into Epic. This is utilized for screening insurance status and to determine if the patient is eligible for state funding or a sliding fee scale discount. Each time a patient comes to the health center, their self-declared income and family size is updated in Epic to account for any situational changes.

Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project. The total number of beneficiaries should equal the total in the previous questions.

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native	12	0
Asian	129	0
Black or African American	163	0
Native Hawaiian or Other Pacific Islander	11	0
White	1458	0
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
TOTAL	1773	0

Total Number of Persons (Must equal total identified under income level)

1773

Total Number Identifying as Hispanic

0

Female-Headed Households (out of above total)

0

Persons with Disabilities (out of above total)

0

Notes or clarifying information on the unit count:

Please note that we calculate race and ethnicity as separate categories. This produces data that does not match the above metrics tool. Nearly half (49%) Latina/o/x of our Marin County patients identify as Latina/o/x (i.e., 1,296 unique patients altogether) and 45% identify as BIPOC, including racial categories not listed above. Additionally, 853 patients declined to disclose their race. We do not currently have access to data reporting regarding how ethnicity maps onto race. Additionally, PPNorCal does not track multiple races in Epic.

Additionally, we do not collect patient demographic information regarding disability status or whether a patient is a part of a female-headed household. Because of this, we noted each of these categories as “0” patients, which is not truly reflective of the diversity of our patient population. We are happy to provide a detailed breakdown of the demographic information we collect for our San Rafael Health Center if desired.

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities.

We have not received Marin County funding for the proposed project. Other funding sources for the proposed equipment purchases come from PPNorCal's general operating budget.

PPNorCal received generous funding from Marin County's Nonprofit Community Partners Program in 2022 to provide comprehensive sexual health education sessions to the clients and staff at Huckleberry Youth. Sessions hosted by PPNorCal were in Spanish and included information about accessing SRH health services, birth control options, and an overview of sexual health, along with the distribution of educational materials and safer sex supplies.

We were also recently awarded \$10,000 through Marin County's Community Service Fund, which provides a continuation of our partnership with Huckleberry Youth. Through this funding, PPNorCal will offer four SRH education workshops for Spanish-speaking youth.

PPNorCal will continue to seek additional grants to support our San Rafael Health Center.

If your agency has remaining funds previously approved, please describe the timeline for expending the fund balance.

We were also recently awarded \$10,000 through Marin County's Community Service Fund, which provides a continuation of our partnership with Huckleberry Youth. Through this funding, PPNorCal will offer four SRH education workshops for Spanish-speaking youth. The grant agreement is in the process of being executed. Funded activities will commence as planned once we receive County funding.

Describe your organization's experience with administering grants and specifically federal grants.

As a Planned Parenthood (PP) affiliate, we participate in a thorough accreditation process every three years with Planned Parenthood Federation of America (PPFA) and are rigorously evaluated on over 100 indicators. This evaluation affirms that an affiliate provides high-quality care to patients and maintains the integrity of internal best practices recognized by PPFA. PPNorCal completed the accreditation process in May 2023, exceeding expectations. This is the best performance PPNorCal has achieved to date.

PPNorCal has demonstrated a great capacity for successfully administering grants and implementing funded programming. We have a long precedent of organizational success and resilience due to prudent financial policies, well-managed accounting practices, and expert board oversight. Our most recent budget for Fiscal Year 2024 (FY24; July 1, 2023-June 30, 2024) shows a healthy financial state, including meeting operating reserve requirements set by PPFA. Additionally, we have received and successfully complied with the following federal funding: Title X through Essential Access Health, Solano County American Rescue Plan Act (ARPA) Recovery Plan, Marin County's Community Service Fund (supported by ARPA funds), and the Community Foundation of the North State's City of Redding ARPA Fund. Additionally, alongside her experience managing the aforementioned grants, our Senior Manager of Institutional Giving, Sasha Martin, has received a Grant Management Certification focused on federal grant management and compliance. With a solid infrastructure and many successful programs, our position as a well-established and trusted organization ensures our success in implementing federal funding and the proposed equipment purchases.

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

PPNorCal's Procurement Specialist, Nathan Diehl-Jensen (he/she/they), will supervise and manage the purchasing of the equipment listed in this proposal. For five years, Nathan has successfully reviewed and purchased medications, equipment, and general goods for all PPNorCal sites. Each year, Nathan visits each health center location, including our San Rafael Health Center, to review ways that we can improve patient access and make our spaces more accessible. Nathan's spouse is disabled, so they are very aware of the need to increase patient accessibility and its critical role in achieving health equity. Before their time at PPNorCal, Nathan had extensive experience with medical device auditing and understands the deep impact one piece of equipment can make on patients' experiences.

Describe any recent or upcoming leadership transitions.

In January 2023, PPNorCal onboarded a new Chief Administrative Officer (CAO), Robert Benavidez, who

oversees our advocacy efforts, human resources, and communications. As of January 15, 2024, Constance Dimidjian, RN, MSN, FNP, is serving as Interim Chief Operating Officer (COO) after the departure of Dr. Sara Kennedy, Chief Medical Officer (CMO)/COO.

Our CAO, Mr. Benavidez, was previously the Chief Financial & Operating Officer at United Way Bay Area (UWBA), managing human resources, technology, gift processing, and facilities. Prior to joining UWBA, Robert served as Chief Financial & Operating Officer at Mission Graduates, San Francisco. He built the infrastructure within human resources and finance to support the organization's growth which tripled in size over three years. He holds a Bachelor of Science in Applied Economics, a Master of Public Administration, both from the University of San Francisco. He is currently pursuing a Master of Jurisprudence in Labor and Employment Law at Tulane University.

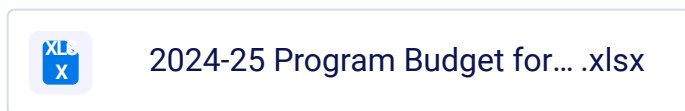
Our Interim COO, Ms. Dimidjian, has extensive experience overseeing medical chart audits, incident reports, infection prevention programs, and medical protocol development and implementation. She works in tandem with an interdisciplinary team to assure compliance with clinical regulatory requirements, participation in clinical quality improvement measures and initiatives, optimizes electronic health record documentation accuracy, and oversees new service implementation. She has been with PPNorCal for 19 years, previously in the roles of Nurse Practitioner and Quality Management Clinician. Ms. Dimidjian holds a Master of Science in Nursing at the University of California, San Francisco, and a Bachelor's Degree in Nursing Science at California State University-Sacramento.

Describe any flexibility regarding your projects start/completion date.

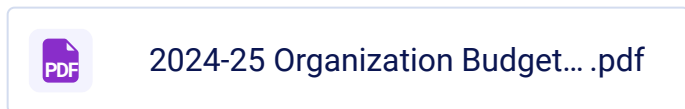
Though we would like to make the equipment purchases detailed in this proposal sooner rather than later to increase patient access and efficiency, we are able to remain flexible according to when Marin County funding is made available. It should be noted that we plan for equipment lead time. PPNorCal works closely with suppliers to make sure that we meet our deadlines.

Required Attachments:

Attach 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 request.



Attach Organization Budget: : Upload your organization or fiscal sponsors annual budget.



Attach Dynamic Flood Map



Submission

Please review your responses above for accuracy.

Name and Title of person completing this application.

Sasha Martin, Sr. Manager of Institutional Giving

By checking this box

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Project Budget Template

Organization Name: Planned Parenthood Northern California
Project Title: Increasing Access to Sexual Reproductive Health Care in Marin County

Date: February 16, 2024

INCOME:	County NOFA Request	Other Funding Sources	In Kind	Total Proposed Project Income
<u>Committed</u>				
Foundations:				
<i>(Add rows)</i>				
Government:				
<i>(Add rows)</i>				
Corporations:				
<i>(Add rows)</i>				
Individual Contributions: (list total):				
Earned Income:				
<i>(Add rows)</i>				
Other (specify):				
PPNorCal		5466.76		
<i>(Add rows)</i>				
		5466.76	0	5466.76
Subtotal, Committed Income				
<u>Uncommitted</u>				
Other (specify):				
Federal Grants Request	\$ 65,000.00			
Other Foundations:				
<i>(Add rows to list other Foundations)</i>				
Government:				
<i>(Add rows to list other Government agencies)</i>				
Corporations:				
<i>(Add rows to list other corporations)</i>				
Individual Contributions:				
Subtotal, Uncommitted Income		0	0	0
Other				
Earned Income:				
<i>(Add rows)</i>				
Subtotal, Earned Income		0		0
Grand Total Income	65000	5466.76	0	70466.76

EXPENSES (Add rows to list other expenses)	County NOFA Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
Personnel Expenses				
Executive Director (% FTE: ____)				
Program Director (% FTE: ____)				
(Add rows)				
Benefits (@ %: _____)				
Subtotal Salaries and Benefits	0	0	0	0
Contracted Services				
Professional Fees				
Project Consultant				
(Add rows to list other contracted expenses)				
Subtotal Contracted Services	0	0	0	0
Direct Project Related Expenses				
Rent				
Utilities				
Supplies				
Equipment	65000	5466.76		
Travel				
Professional Development				
Marketing				
(Add rows to list other direct project expenses)				
Subtotal, Direct Project Related Expenses	65000	5466.76	0	70466.76
General Development				
Electrical				
Plumbing				
Roof Replacement				
Painting				
General Construction Labor				
Materials				
(Add rows to list other specific project expenses)				
Subtotal, Direct Project Related Expenses	0	0	0	0
Indirect Expense - specify % in column A below (must be HUD approved)				
10.00%				6500
Fiscal Sponsorship Fee (specify % in column A below)				
				0
Grand Total All Expenses	\$ 65,000.00	\$ 5,466.76	\$ -	\$ 76,966.76

Planned Parenthood Northern California

FY 2024 Budget

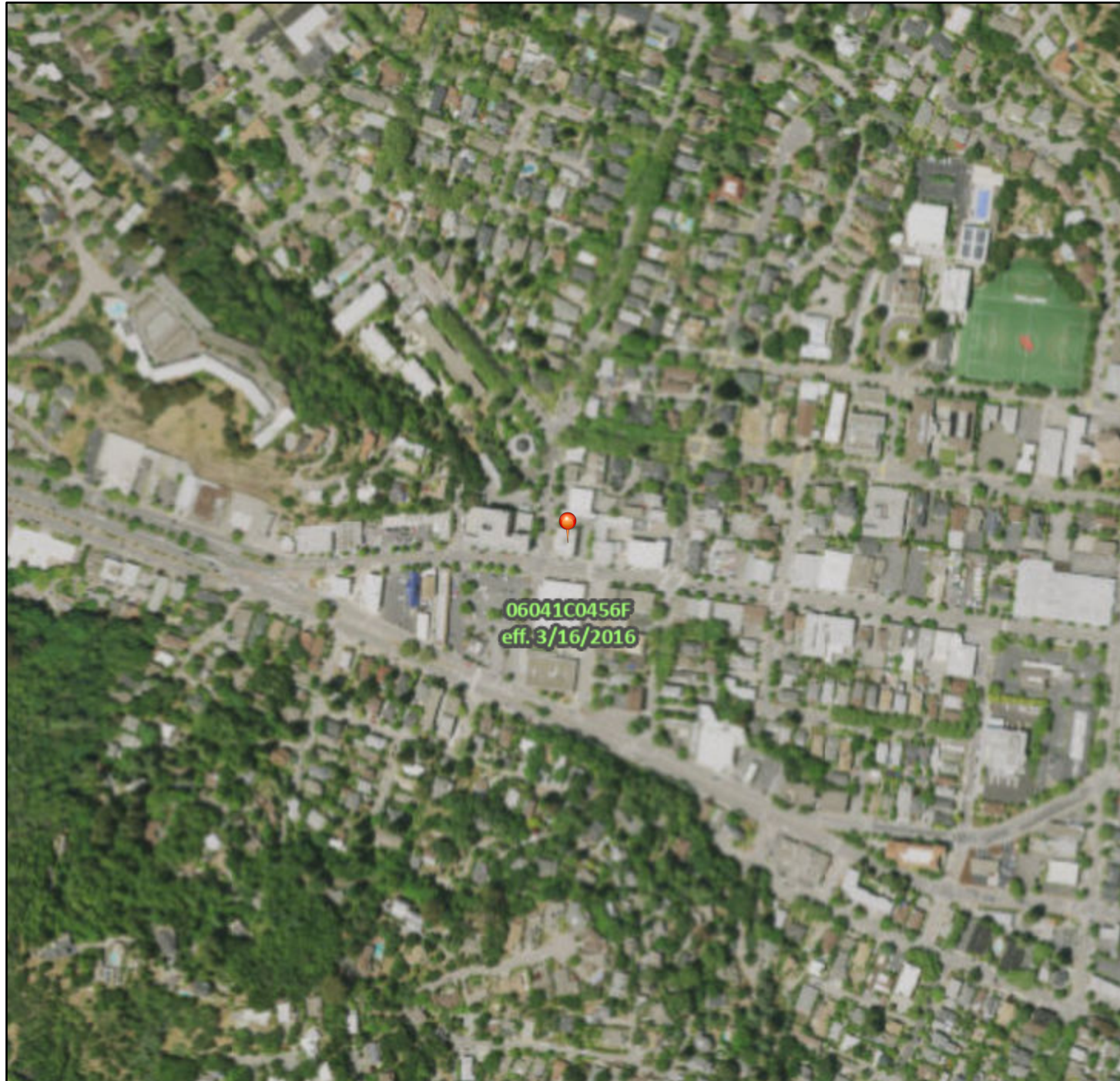
CONFIDENTIAL

	FY 2024 Budget
Revenues	
Medical Services (Health Center Operations)	46,496,691
Medical Grants	1,099,250
Laboratory	5,288,802
Medical Revenues from prior period	1,100,000
Sub-Total Medical	53,984,743
Community Health Services & Education Revenue	684,072
Development, including Planned Giving	9,875,168
Additive Second Century, SAFE & Safe Haven Campaign Revenue (net of expenses)*	3,546,391
Other Revenue (mostly Dividends & Interest)	1,490,046
Total Revenues	69,580,420
Expenses	
Salaries and wages	35,767,776
Employees Benefits	8,941,944
Clinic, Contraceptive, Lab Supplies	10,249,098
Occupancy & Depreciation	6,282,731
Outside Staffing & Services	1,540,463
Office Supplies/Postage/Bank Fees/Interest	855,049
IT Costs	3,311,569
Telephone	738,689
CA PP Education Fund, PPFA Dues, Action Fund Contract	664,958
Travel	706,182
Contribution/Client Incentives	63,900
Printing/Advertising/Special Events/Other	280,033
Total Expenses	69,402,391
Surplus/(Deficit) Excl. Investment Income/(Loss)	178,029
Investment Income/(Loss)	-
Total PPNorCal Surplus/(Deficit) Incl. investment Income/(Loss)	178,029

National Flood Hazard Layer FIRMette



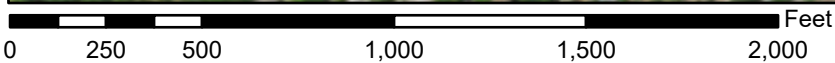
122°32'37"W 37°58'42"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) <i>Zone A, V, A99</i>
		With BFE or Depth <i>Zone AE, AO, AH, VE, AR</i>
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile <i>Zone X</i>
		Future Conditions 1% Annual Chance Flood Hazard <i>Zone X</i>
		Area with Reduced Flood Risk due to Levee. See Notes. <i>Zone X</i>
		Area with Flood Risk due to Levee <i>Zone D</i>
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard <i>Zone X</i>
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard <i>Zone D</i>
		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5 Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
MAP PANELS		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
		Digital Data Available
		No Digital Data Available
		Unmapped
		The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.



1:6,000

122°31'59"W 37°58'14"N

Basemap Imagery Source: USGS National Map 2023

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **2/12/2024 at 8:05 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



Friday, February 16, 2024

Housing and Federal Grants Division 2024 - 2025 Application for Funding Community Development Block Grant Program

This application is for nonprofit organizations and government entities in Marin County, California who would like to apply for federal Community Development Block Grant program funds for Public Services or Community Infrastructure/Capital Improvements. Please refer to the [Application Guidelines](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

Indicate type of project. If your project allows, you may apply under multiple categories. (See Application Guidelines for more information)

Public Services (CDBG)

Organization (Fiscal Sponsor) General Information

Organization (Fiscal Sponsor)/Agency Name

San Geronimo Valley Community Center

Mailing Address

PO Box 194
San Geronimo, California, 94963

Website (if applicable)

www.sgvcc.org

Executive Director/CEO

Alexa Davidson

Email Address

adavidson@sgvcc.org

Phone Number

(415) 488-8888

Project General Information

Program/Project Name

San Geronimo Valley Community Center Food Bank

Program/Project Site Address

5800 Sir Francis Drake Blvd
San Geronimo, California, 94963

CDBG Funding Amount Requested (Minimum request amount: \$15,000)

32928

Application Contact Person

Nicole Ramirez

Title of Contact Person

Director of Human Services and Youth Programs

Contact Email Address

nramirez@sgvcc.org

Contact Phone Number

(415) 488-8888

To determine if your project is located in a Special Flood Hazard Area as indicated by FEMA, visit [FEMA Flood Map Service Center](#). (Save a copy of the Dynamic Map and upload at the end of this application.)

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

For CDBG Public Facilities/Improvements applications, if the project is located in a **Regulatory Floodway it is not eligible for funding**. Public Facilities/Improvements projects located in a Special Flood Hazard Area require flood insurance to qualify for funding.

Project Specifics

Planning Areas Served: Indicate what geographic area(s) the requested funding will serve.

County Other

Is your organization receiving other County of Marin funding for this project?

Yes

Funding Amount

8446

Date Funding Received

Monday, July 1, 2024

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

The San Geronimo Valley Community Center fosters healthy communities within the San Geronimo Valley and Nicasio by providing an inclusive, diverse and dynamic center for locally based human services, arts and culture, education, health and wellness, and community building. Programs offered at the Center embody the mission of equitable dynamic services for all. The Human Services Program at the San

Geronimo Valley Community Center provides assistance to low income, unemployed, disabled, seniors, homeless individuals, and families. Our safety net services include food assistance, referrals to county services, health and nutrition education and parent education. The Center's Food Bank is offered twice a week and we offer a holiday food distribution. This program directly addresses the Basic Health Services of our community by providing families and individuals with Food Security. On average we serve 650 individuals and families per week that include seniors and people who are unhoused. Every Monday we host our Food Bank at the Center following Senior Lunch and on Thursdays we have a drive through Food Bank model. As co-leads of the West Marin Community Response Team (CRT) and in collaboration with HHS, we hosted four Health Fairs this year that offered free flu and Covid vaccines and additional health services that include homeopathic remedies, HIV/HCV testing and vision screening, provided by the Lions Club. Our Senior Programs include a once a week Senior Lunch that provides an affordable and nutritious lunch. Our Senior Congregate meal offers seniors a place to socialize and make community connections with their peers. Our extensive senior programs include programming for seniors that are ongoing and free. Our senior programs include exercise class, dance and movement, ping pong, peer counseling, chair yoga, Senior Tea & Cookies, and Mahjong. We also provide Senior outings once a month to local parks and museums. On average our Senior programs serve about 200 seniors including activities and weekly Congregate meals.

Our youth programs include a 0-5yrs Playgroup, after school childcare for grades k-8th, Mountain Biking, after school tutoring, classes and a youth job training program. An additional program that serves youth in our community is the West Marin Coalition for Healthy Youth WMCHY-which is a West Marin collaborative of local community non-profits, law enforcement and school districts that address the substance abuse and use of youth in West Marin. WMCHY has offered parent education on the various trends in substance abuse with youth and prevention strategies. Our youth programs provide children and youth and parents services for free and families are able to access referrals and services if needed. All of our programming is provided with a non judgemental inclusive approach. Our youth programs serve over 300 youth and families providing engaging activities and healthy afterschool activities.

The San Geronimo Valley Community Center is committed to serve community members from the time they are born until they are aging providing basic health services, food security and services for children, youth and parents. We also curate art shows and great community events that bring people together.

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

The project supported by CDBG funding is our weekly Food Bank. This project directly benefits the community by providing free accessible food to people who are in need. Access to food is distributed through a drive thru no contact pick-up. We provide a walk up table with food for patrons that include people experiencing homelessness or those who don't drive. In addition to providing on site access to free food, our Human Services staff delivers groceries to isolated seniors living in our rural community. We work closely with West Marin Senior Services to identify seniors who need access to free food but do not have transportation. For many seniors in our community our Food Bank serves as their only source of fresh fruits, vegetables and proteins. For some the food bank provides their groceries entirely while others supplement and decrease costs by receiving free food from our Food bank. Receiving free food has a great impact on a family and individual that struggles to survive in Marin county. This project directly provides a service much needed and utilized by our community and ensures food security to all.

Which community priority does your project align with? (See Application Guidelines for descriptions) (check as many boxes as applicable)

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

Describe how your project aligns with these priorities.

Food access supports basic health needs, feeds kids and families, ensures that everyone has access to at least one bag of free and fresh foods, and frees up financial resources that support people in staying housed.

Select HUD National Objective to be achieved with funding. Check all that apply.

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

Activities benefiting low and moderate area. (LMA)

All projects funded are required to Affirmatively Further Fair Housing (AFFH) which is defined as taking "meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics."

How will this project Affirmatively Further Fair Housing?

This project will Affirmatively Further Fair housing by supplementing the expensive cost of food so families and individuals can afford housing. We partner with local nonprofits that address the critical housing needs in West Marin. In collaboration with San Geronimo Valley Affordable Housing Association, we offer information on Senior Housing and affordable rentals in the area. This organization offers updates and information to our Seniors regarding housing and application process to senior housing. We also collaborate with CLAM- Community Land Trust Association of West Marin of Point Reyes. CLAM offers information about low-income housing and requirements. In collaboration with these local nonprofits, we provide current information and best practices for homeowners and renters.

All projects funded are required to conduct Affirmative Marketing. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Federally Protected Classes - race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status and disability.

The San Geronimo Valley Community Center continuously conducts affirmative marketing to members of the protected class by offering announcements in both Spanish and English. We are taking affirmative marketing strategies featuring updates in our quarterly publication Stone Soup, monthly announcements on local radio show KWMR and our website sgvc.org. We serve all who walk through the door regardless of their gender, race, color, religion, sexual preference, disability and immigration status. We have signs posted on entry doors that indicate that we welcome all in our Community Center. We are fair and treat everyone as equals to all individuals that come into our Center. All of our programming is offered with a non-judgmental inclusive approach. We strive to meet clients where they are at and provide the resources they need. We offer individual personal outreach to local ranches to provide information about our services. Those living on these rural ranches have limited access to food and services. We also offer volunteer opportunities for many of our clients. Becoming a volunteer encourages leadership within our community regardless of their socio-economic status or race. We strive to serve the protected class as we foster a healthy community.

Refer to the [Current Marin County Income Limits](#) to determine income level for use in the table below.

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.

	Number
Moderate Income	500
Low Income	1500
Very Low Income	2000
Extremely Low Income	2000
TOTAL	6000

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.

This year we will be implementing a self determined income verification. We will be asking clients to determine and verify their income status. The majority of our clients that we serve at the Food Bank fall into the presumed benefit category by HUD. Over 50% of our clients qualify as a presumed benefit.

Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project. The total number of beneficiaries should equal the total in the previous questions.

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native	35	10
Asian	45	0
Black or African American	140	10
Native Hawaiian or Other Pacific Islander	20	10
White	3100	1200
American Indian and White	20	10
Asian and White	25	0
Black and White	50	25
American Indian and Black	15	5
Multi-Racial	2550	1300
TOTAL	6000	2570

Total Number of Persons (Must equal total identified under income level)

6000

Total Number Identifying as Hispanic

2570

Female-Headed Households (out of above total)

2000

Persons with Disabilities (out of above total)

1500

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities.

The past project goals and accomplishments using CDBG funds were all accomplished. Our goal is to provide free accessible food, resources, and Human Service resources to families and individuals living in the San Geronimo Valley and Nicasio. Our goal to serve low-income to very low-income seniors and individuals will continue to be met. We meet these goals on a weekly basis, serving families and individuals, and providing a safety net service to people living in rural West Marin. Our referral services include but are not limited to housing, medical, and childcare. We are committed to providing food security, basic health services and supporting children and families.

If your agency has remaining funds previously approved, please describe the timeline for expending the fund balance.

All funds were used.

Describe your organization's experience with administering grants and specifically federal grants.

The San Geronimo Valley Community Center has been a recipient of both Public Service and Capital funds since 1980. We have an impeccable record in administering these funds. We are the lead agency on several government grants and have financial and evaluation systems to ensure compliance.

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

The Director of Human Services and Youth Programs will directly supervise and manage this project. The Director has had more than fifteen years of experience in coordinating and managing this project. Duties of the Director will include supervision of staff and volunteers, providing materials to promote events or services offered in English and Spanish, coordinate with our communication staff to include information and resources to services on the Community Center's social media, schedule health education and parent education classes, make announcements of community events, as well as offer translation services if needed.

Describe any recent or upcoming leadership transitions.

None

Describe any flexibility regarding your projects start/completion date.

Working with the San Francisco/ Marin Food Bank we are on a continuous schedule unless we cancel or they need to change operation. Our operation will be ongoing unless there are unforeseen circumstances.

Required Attachments:

Attach 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 request.



SGVCC Budget FY 2024.pdf

Attach Organization Budget: : Upload your organization or fiscal sponsors annual budget.



113_SGVCC Budget FY 2024... .pdf

Attach Dynamic Flood Map



SGVCC, Dynamic Flood Map.pdf

Submission

Please review your responses above for accuracy.

Name and Title of person completing this application.

Alexa Davidson, Executive Director

By checking this box

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

SAN GERONIMO VALLEY COMMUNITY CENTER
BUDGET
FY 2024

Revenue

Government Grants	\$	245,000
Other Grants	\$	474,200
Donations	\$	960,000
Registration & Tuition	\$	120,000
Arts Events & Admission	\$	27,000
Rental	\$	26,250
Other	\$	6,200
Interest/Dividend/Endowment Distributions	\$	198,350
Total Revenue	\$	2,057,000

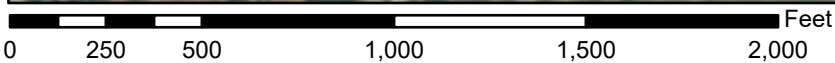
Expenses

Salaries & Benefits	\$	1,501,540
Subcontractors	\$	133,350
Buildings & Grounds/Utilities	\$	49,910
Printing and Postage	\$	37,540
Accounting & Insurance	\$	93,700
Food & Supplies	\$	53,000
Direct Event Expenses	\$	114,500
Other & Misc.	\$	73,460
Total Expenses	\$	2,057,000

National Flood Hazard Layer FIRMMette



122°40'3"W 38°1'20"N



1:6,000

122°39'25"W 38°0'51"N

Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) <i>Zone A, V, A99</i>
		With BFE or Depth <i>Zone AE, AO, AH, VE, AR</i>
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile <i>Zone X</i>
		Future Conditions 1% Annual Chance Flood Hazard <i>Zone X</i>
		Area with Reduced Flood Risk due to Levee. See Notes. <i>Zone X</i>
		Area with Flood Risk due to Levee <i>Zone D</i>
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard <i>Zone X</i>
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard <i>Zone D</i>
		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
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		Profile Baseline
		Hydrographic Feature
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		No Digital Data Available
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		The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.



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Friday, February 16, 2024

Housing and Federal Grants Division 2024 - 2025 Application for Funding Community Development Block Grant Program

This application is for nonprofit organizations and government entities in Marin County, California who would like to apply for federal Community Development Block Grant program funds for Public Services or Community Infrastructure/Capital Improvements. Please refer to the [Application Guidelines](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

Indicate type of project. If your project allows, you may apply under multiple categories. (See Application Guidelines for more information)

Public Services (CDBG)

Organization (Fiscal Sponsor) General Information

Organization (Fiscal Sponsor)/Agency Name

The Hannah Project Partnership for Academic Achievement

Mailing Address

3001 Bridgeway #422
Sausalito, California, 94965

Website (if applicable)

www.thehannahproject.org

Organization DUNS#

018305927

Executive Director/CEO

Bettie Hodges

Email Address

bhodes@hannahprograms.org

Phone Number

(415) 887-9740

Project General Information

Program/Project Name

Hannah Freedom School/FS2

Program/Project Site Address

630 Drake Avenue Modular A
Marin City, California, 94965

CDBG Funding Amount Requested (Minimum request amount: \$15,000)

32822

Application Contact Person

Bettie Hodges

Title of Contact Person

Executive Director

Contact Email Address

bhodges@hannahprograms.org

Contact Phone Number

(415) 577-2901

To determine if your project is located in a Special Flood Hazard Area as indicated by FEMA, visit [FEMA Flood Map Service Center](#). (Save a copy of the Dynamic Map and upload at the end of this application.)

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

For CDBG Public Facilities/Improvements applications, if the project is located in a **Regulatory Floodway it is not eligible for funding**. Public Facilities/Improvements projects located in a Special Flood Hazard Area require flood insurance to qualify for funding.

Project Specifics

Planning Areas Served: Indicate what geographic area(s) the requested funding will serve.

County Other

Is your organization receiving other County of Marin funding for this project?

No

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

The Hannah Project Partnership for Academic Achievement (HPP) is a community-based education and cultural organization located in Marin City, California. The mission of the Hannah Project is to boost the academic proficiency and college attendance of Marin City and other low-income youth of color by working in partnership to promote a community culture that encourages achievement, celebrates heritage, and equips families and students with the knowledge, skills, and strategies to fulfill their dreams and ambitions. Leveraging culture and the arts to undergird its educational programming and advocacy

efforts, the Hannah Project seeks to build community and promote the value of achievement among low income black and brown youth in Marin City and the county.

The Hannah Project operates several programs that integrate education, cultural appreciation, advocacy, and parent empowerment including:

- o Hannah Freedom School - summer literacy program for elementary and middle school students
 - o Freedom School2 – year-round leadership development program for middle and high school students
 - o Empowered Parents – parent education, leadership, and advocacy program
- Dream Keeper Scholarship - financial assistance to first generation and other low income students of color entering or continuing college.

Of the 100+ families that we serve annually, 75% of them reside in Marin City – with 65% living in public or subsidized rental units in Marin City and the other 5 % living in non-subsidized homes or apartments. The remaining 30% are very low/ low-income families of color from other parts of Marin who participate in Freedom School or other of Hannah’s programs and who typically have some familial or past residency relationship to the Marin City community. Among our total constituency, 10-12 families are either homeless, living in transitional housing programs, or have children in foster care placement.

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.

HPP is requesting support for the Hannah Freedom School, and its off-shoot, FreedomSchool2 - an education enrichment continuum that provides literacy, leadership, youth development and leadership skills to students in 3rd- 12th grade. Partnering with both the Tamalpais and Sausalito Marin City School District (SMCSD), these programs are designed to not only improve academic outcomes for Black and Brown students, but also to build a sense of agency, purpose, and self-esteem while learning about social justice and racial equity issues.

Hannah Freedom School

The Hannah Freedom School (HFS) will be housed at MLK Academy in Marin City and will serve 60-80 students in grades 3-8. The day starts with Harambee, a raucous morning assembly, followed by 2 ½ hours devoted to an integrated culturally based reading curriculum. HFS not only promotes literacy and a love of learning among students, but offers visual and performance arts, sports, field trips, and STEM related activities in the afternoons. All parents participate in weekly workshops that address parents’ specific issues and concerns and equip them with information that helps them support their children’s social, emotional, and academic needs.

HFS partners with SMCSD. The Marin City Library, the Community Clinic, HHS, and other local groups to provide scholars with two nutritious meals and a daily snack, books to build their home libraries, health screenings, and wellness workshops for parents.

HFS is staffed primarily by college students and recent college graduates who serve as multi-generational mentors and instructional leaders. These Servant Leader Interns (SLIs) oversee classrooms comprised of 10 students and Junior Servant Leaders, chosen from our pool of FS2 enrollees act as classroom assistants and student mentors. HFS is administered by a Site Coordinator and Project Director.

Hannah Freedom School is the only full day academic program available to children in Marin City and nearby areas during the summer. Its success is demonstrated by the fact that an independent evaluation conducted annually consistently indicates that more than 92% of enrollees experience no summer reading loss and that 85% or more actually improve their reading by 6- 12 months over the course of a summer.

FREEDOMSCHOOL2/Scholar2Scholar (FS2)

FreedomSchool2 is year-round leadership development and service-learning program for 25 middle and school students focused on helping students: develop habits of self-discipline and initiative implement time management skills; identify their unique strengths and passions, build strong character based on integrity and emotional security; identify their own core values; and foster a sense of social and racial

justice and cultural pride. With onsite staff placed at both the BMLK Middle School and the Tam High Campus, Hannah is not only able to monitor student progress, provide direct classroom assistance, but also facilitates group mentoring and tutoring offsite. A recent partnership with Dominican University will allow our junior and senior enrollees to work collaboratively with Dominican students to develop a joint social justice related project

Which community priority does your project align with? (See Application Guidelines for descriptions) (check as many boxes as applicable)

Children, Youth and Parent Services

Describe how your project aligns with these priorities.

CDBG’s priority on support for children, youth and parent services aligns perfectly with Hannah's organizational mission and strategic approach. Our programming is designed to be: holistic, family centered, culturally based, social justice and equity driven and recognizes that all can and should succeed. By definition, our exclusive focus is the educational betterment of children and families. While our youth programs emphasize academic skill building, character development, leadership, and cultural pride, we work with parents to build efficacy and expand their capacity to be change agents for their children. Through our empowered parent program, we offer a variety of practical workshops on health and wellness, family literacy, social media, etc.as well as offering training on LCAP and other school processes that impact equitable policies and opportunity.

It also should be noted that Hannah Freedom School is the only full day academic program available to children in Marin City and nearby areas during the summer. Its success is demonstrated by two facts: an annual independent evaluation that consistently demonstrates that more than 92% of enrollees experience no summer reading loss and that 85% or more actually improve their reading by 6 – 18 months during the summer period. Another indicator of our impact is our enrollment growth - increasing from an average of 50 students per year in 2012 to a high of 150 students in 2019. While our enrollment has fluctuated post COVID, we still are a favored option for families of color in southern Marin.

Select HUD National Objective to be achieved with funding. Check all that apply.

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

Activities benefiting low and moderate area. (LMA)

All projects funded are required to Affirmatively Further Fair Housing (AFFH) which is defined as taking "meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics."

How will this project Affirmatively Further Fair Housing?

The Hannah Project holds weekly parent meetings during the summer that serve as a focal point for parent education, advocacy, and information. We will devote one or more of our parent meetings to the issue of fair housing and invite a speaker who can inform them on options to redress instances of discrimination and opportunities for affordable homeownership.

All projects funded are required to conduct Affirmative Marketing. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Federally

Protected Classes - race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status and disability.

The Hannah Project Freedom School was created to improve reading and literacy proficiency among economically disadvantaged Black, Latino, Southeast Asian students who persistently achieve below grade level. In the past several years, we have also attracted Ukranian and Russian families. We market our programming directly to every relevant classroom in district schools in multiple languages and have translators or native language speakers available for requisite in person interviews. Likewise we hire translators for all parent meeting. These practices are consistent with the affirmative marketing plan we had to submit for our 2020 CDBG funding award.

Refer to the [Current Marin County Income Limits](#) to determine income level for use in the table below.

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.

	Number
Moderate Income	
Low Income	10
Very Low Income	85
Extremely Low Income	55
TOTAL	150

Notes or clarifying information on the unit count:

90% of the households we serve live in public or subsidized housing.

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.

We utilize school data that verify income including eligibility for free and reduced lunch and medical eligibility.

Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project. The total number of beneficiaries should equal the total in the previous questions.

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native	2	
Asian	6	
Black or African American	55	
Native Hawaiian or Other Pacific Islander	4	
White	65	48

	Total Number of Persons	Number Identifying as Hispanic
American Indian and White		
Asian and White	2	
Black and White	7	
American Indian and Black		
Multi-Racial	9	
TOTAL	150	48

Total Number of Persons (Must equal total identified under income level)

150

Total Number Identifying as Hispanic

48

Female-Headed Households (out of above total)

85

Persons with Disabilities (out of above total)

11

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities.

The Hannah Project was funded by CDBG to operate a six-week, full day Freedom School in 2020.

Significant accomplishments of this project included:

- o In-Person Learning

- o Our biggest achievement was the ability to offer safe, 99% COVID free, in-person learning and recreational activities for over 150 students during the past two summers

- o Increased Ethnic Diversity

- o Freedom School 2021 was the more ethnically diverse than any other. In addition to the Latino and Black students that we typically attract, we had students from Mongolia, Tibet, Korea, and Pakistan as well as a significant percentage of mixed-race families which challenges us to continue to expand our cultural responsiveness capacity.

- o Teaching Democracy

- o In addition to devoting mornings to literacy and writing skill building, Hannah always urges Freedom School scholars to be aware of the moment that they are living in and the issues that are being debated. Given January 6th, voter suppression efforts, and the erosion of a number of rights in the county, it was very important to us that all of the Freedom School scholars be acquainted with the underpinning of democracy – the right to vote and the struggle throughout our history to ensure and extend the franchise to all citizens. This theme was integrated our reading, art, performance, and social action activities.

- o Growing New Leaders

- o We began giving our high school scholars, Junior Servant Leaders (JSLI) more responsibility in the classroom. In addition, under staff supervision, JSLIs took full responsibility for planning and implementing our Annual Day of Social Action – partnering with seniors living at the Redwoods Retirement Community/Seniors for Peace to host a voting rights demonstration across from Tam High School as well as conducting a teach in on voting rights in advance of the march.

o Giving Voice: Student of Color Club

o As part of their leadership training, the JSLIs planned, organized, and convened a Student of Color Club (SOCC). JSLIs wanted their younger counterparts to be better prepared for the racism and biases that they would encounter than they had been. SOCC operated as an elective class during afternoon activities and 27 students between 4th and 8th grade participated. Discussions addressed code-switching, stereotyping, racial profiling, and micro-aggressions. SOCC members conducted part of the research and led the Voting Rights Teach-In on Social Action Day. SOCC members requested that we continue to convene them during the school year. This has led us to create the FreedomSchool2.

If your agency has remaining funds previously approved, please describe the timeline for expending the fund balance.

Not Applicable

Describe your organization's experience with administering grants and specifically federal grants.

The Hannah Project routinely receives between \$250K - \$350k in grant funds from both public and private sources annually. We received our first federal grant in 2020 from CDBG for the Hannah Freedom School. We believe we were able to administer funding judiciously and provide the requisite reporting and data. WE have dedicated staff that monitors grant contracts for our organization.

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

The overall project is managed by the Executive Director, Bettie Hodges. She has been the director of the Hannah Project for more than 14 years and previously was a program officer for the Marin Community Foundation with oversight of its housing and community development program area. In these capacities she has managed budgets between \$100,000 and \$7,000,000 and has successfully overseen the Freedom School for the past 13 years. The day to day operations of the program are managed by site coordinators who have not yet been hired.

Describe any recent or upcoming leadership transitions.

Not Applicable

Describe any flexibility regarding your projects start/completion date.

Hannah Freedom School is a summer only program, operating between June and August. FreedomSchool2 is year round and selected FS2 students work with Freedom School during the summer.

Required Attachments:

Attach 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 request.



Freedom School and Freedo... .xlsx

Attach Organization Budget: : Upload your organization or fiscal sponsors annual budget.



Org Budget Summary FY23.pdf

Attach Dynamic Flood Map



FIRMETTE_8903928c-a705-4... .pdf

Submission

Please review your responses above for accuracy.

Name and Title of person completing this application.

Bettie Hodges

By checking this box

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Hannah Project Partnership for Academic Achievement
Hannah Freedom School and FreedomSchool2

PROJECT BUDGET 7/01/2024 - 6/30/2025

PERSONNEL EXPENSE

Freedom School

Project Director	1	8400/summer	8,400.00
Site Coordinator	2	6400/summer	12,800.00
Servant Leader Interns	10	4850/summer	48,000.00
Junior Servant Leader Interns	5	2000/summer	10,000.00
Other Personnel (transportation, administrative, custodial, outreach)			12,000.00

FreedomSchool2

Project Coordinator	1	4000/month.	48,000.00
Student Stipends	12	1000/student	12,000.00

Total Personnel Expenses: 151,200.00

DIRECT PROGRAM EXPENSE

Freedom School

Books and curriculum			8,500.00
Pre and Post Training			6,700.00
Field Trips			6,000.00
Bus Transportation			7,000.00
T-shirts			1,200.00
Book Bags			650.00
Materials and Supplies			2,000.00
Insurance			2,500.00
Food and Snacks			1,500.00
Parent Meetings			1,200.00
Finale			1,500.00
Miscellaneous			2,500.00

FreedomSchool2

College Tours			5,200.00
Books and supplies/Saturday School			1,500.00
Field Trips /Transportation			2,460.00
Miscellaneous			1,000.00

Direct Program Expenses: 51,410.00

Total Personnel and Direct Expenses 202,610.00

Indirect:

Indirect cost 8% 16,208.80

				TOTAL PROPOSED BUDGET:	218,818.80
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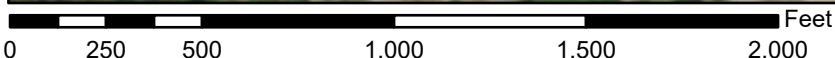
FY23 Operating Budget

REVENUES	
Direct Public Grants	371,300
Direct Public Support	11,450
Government Grants	187,519
Indirect Public Support (Online)	38,425
Total Revenue	608,695
EXPENSES	
<i>Personnel, Operating & Program Expenses</i>	
Personnel (Salary and Benefits)	263,431
Contract Services - Administration	134,176
Contract Services - Education	56,985
Awards, Grants Scholarships	21,833
Fundraising Expense	8,533
Operating Expense	30,411
Program Expense	41,874
<i>Total Personnel, Operating & Program Expenses</i>	557,243
Net Revenue Over/Under Expenses	51,452

National Flood Hazard Layer FIRMette



122°31'3"W 37°52'39"N


























1:6,000


122°30'25"W 37°52'10"N


Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS	 Without Base Flood Elevation (BFE) <i>Zone A, V, A99</i>  With BFE or Depth <i>Zone AE, AO, AH, VE, AR</i>  Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD	 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile <i>Zone X</i>  Future Conditions 1% Annual Chance Flood Hazard <i>Zone X</i>  Area with Reduced Flood Risk due to Levee. See Notes. <i>Zone X</i>  Area with Flood Risk due to Levee <i>Zone D</i>
OTHER AREAS	 NO SCREEN Area of Minimal Flood Hazard <i>Zone X</i>  Effective LOMRs  Area of Undetermined Flood Hazard <i>Zone D</i>
GENERAL STRUCTURES	 Channel, Culvert, or Storm Sewer  Levee, Dike, or Floodwall
OTHER FEATURES	 B 20.2 Cross Sections with 1% Annual Chance Water Surface Elevation  17.5 Coastal Transect  Base Flood Elevation Line (BFE)  Limit of Study  Jurisdiction Boundary  Coastal Transect Baseline  Profile Baseline  Hydrographic Feature
MAP PANELS	 Digital Data Available  No Digital Data Available  Unmapped



 The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **2/16/2024 at 9:44 AM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



Friday, February 16, 2024

Housing and Federal Grants Division 2024 - 2025 Application for Funding Community Development Block Grant Program

This application is for nonprofit organizations and government entities in Marin County, California who would like to apply for federal Community Development Block Grant program funds for Public Services or Community Infrastructure/Capital Improvements. Please refer to the [Application Guidelines](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

Indicate type of project. If your project allows, you may apply under multiple categories. (See Application Guidelines for more information)

Public Services (CDBG)

Organization (Fiscal Sponsor) General Information

Organization (Fiscal Sponsor)/Agency Name

Young Performers International

Mailing Address

1821 5th Avenue D127
San Rafael, California, 94901

Website (if applicable)

www.youngperformersinternational.org

Organization DUNS#

912108410

Executive Director/CEO

Leela Pratt

Email Address

youngperformersintl@gmail.com

Phone Number

(415) 420-2960

Project General Information

Program/Project Name

YPI Young Musicians Scholarship Program

Program/Project Site Address

1821 5th Avenue D127
San Rafael, California, 94901

CDBG Funding Amount Requested (Minimum request amount: \$15,000)

45000

Application Contact Person

Leela Pratt

Title of Contact Person

CEO

Contact Email Address

youngperformersintl@gmail.com

Contact Phone Number

(415) 420-2960

To determine if your project is located in a Special Flood Hazard Area as indicated by FEMA, visit [FEMA Flood Map Service Center](#). (Save a copy of the Dynamic Map and upload at the end of this application.)

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

For CDBG Public Facilities/Improvements applications, if the project is located in a **Regulatory Floodway it is not eligible for funding**. Public Facilities/Improvements projects located in a Special Flood Hazard Area require flood insurance to qualify for funding.

Project Specifics

Planning Areas Served: Indicate what geographic area(s) the requested funding will serve.

County Other

Is your organization receiving other County of Marin funding for this project?

No

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

Young Performers International (YPI) provides an inclusive, engaging, hands-on music education program that encompasses individual lessons, music camps, bands, and free concerts. While tuition-based, YPI offers financial aid TO ALL STUDENTS WHO NEED IT, regardless of race, creed, color, sexual orientation, learning style, disability, amd familial or economic status.

YPI's programs include a FREE musical instrument -- to keep -- for all students who need one thanks to our

sponsor, Bananas at Large Music Store in San Rafael.

YPI's mission is to create community through music by providing the highest quality instruction to ALL students, regardless of their race, creed, sexual orientation or economic status.

For the past 24 years, we have proved that our programs have inspired in our students a sense of competence, self-confidence, fulfillment, and an open heart. By being inclusive and diverse, we foster connections between our students through shared music that creates a positive impact on their lives.

It is our belief that music has the power to transform and unite individuals, and we are dedicated to making this experience accessible to ALL young musicians.

YPI currently provides in-school music programs in 2 local counties as well as after-school individual lessons and band classes. Our bands perform in day care centers, retirement homes, homes for developmentally delayed adults as well as parks, shopping malls and private parties.

Our current number of students is approximately 400, ranging in age from 5-45, and encompasses a wide range of socio-economic strata, race, color, creeds, learning styles, sexual orientation and disabilities. Approximately 30% of our students receive full or partial financial aid.

We deeply believe that music can change lives and have seen it in our work over the past 23 years. Our goal is to continue to reach more and more of the young musicians that need us most, and offer them the incalculable intellectual, emotional and social benefits that the study of music brings.

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.

YPI offers music programs that increase intellectual capacity, foster positive group interactions, sharpen a student's ability to focus, and bring joy. We have early childhood programs that are proven to enhance brain development in the youngest children. Our band programs create community among kids who might not otherwise meet, and who then go on to form lifelong friendships through making music together. Our concerts for the disabled, low income, or elderly have been proven to instill compassion and a world view in our young musicians.

Harvard University recently came out with a study that showed that, at freshman year, students who had studied a musical instrument were an entire year ahead of their peers who had not. The Mozart Effect is well known, and many longtime studies show that students who study music do better in school, are less apt to get in trouble in the teen years, and more apt to go on to college.

Our own experience over 23 years has shown this to be true as our students go on to higher education, gain graduate degrees and hold impressive jobs.

So we feel that we offer benefit to the community in three ways: by helping our students reach their highest potential; by creating a safe place for students to meet, learn and grow; and by providing truly stellar concerts that bring the whole community together.

Which community priority does your project align with? (See Application Guidelines for descriptions) (check as many boxes as applicable)

Children, Youth and Parent Services

Describe how your project aligns with these priorities.

YPI aligns with the federal grant priorities in four major ways:

1) We provide funding for, and inspiring, trained, compassionate rock-star teachers for, a hands-on, innovative, amazingly fun music education programs, band classes, daycare programs, school programs, and live concerts for low-income, middle income, learning different, diverse and disabled young musicians in the San Francisco Bay Area, and country-wide via Zoom.

- 2) We are completely inclusive, and no one is turned away on the basis of race, creed, religion, color, sexual identity, disability, familial status or economic ability.
- 3) We create community by combining students from all walks of life in our bands, music camps, and concerts in a safe environment where students can learn from one another and form lasting friendships.
- 4) We understand music's power to develop young brains, ease social conflict, and uplift the soul, and all of our teaching and our music points toward a world of compassion, understanding and tolerance.

Select HUD National Objective to be achieved with funding. Check all that apply.

Activities benefiting low and moderate area. (LMA)

All projects funded are required to Affirmatively Further Fair Housing (AFFH) which is defined as taking "meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics."

How will this project Affirmatively Further Fair Housing?

N/A

All projects funded are required to conduct Affirmative Marketing. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Federally Protected Classes - race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status and disability.

Since the very beginning, YPI has actively engaged in affirmative marketing. Twice a year we send out letters to every single school, library, youth center etc., offering our programs and making it clear that we are INCLUSIVE and that no one will be turned away for lack of funds, or on the basis of race, color, national origin, religion, gender identity, family status or disability.

We also market through social media with the same message.

Our most powerful marketing tool, however, is word of mouth. We are known for our strong stance on equity, and to this day NO ONE has ever been turned down for needed financial aid, or for any type of "differentness".

Refer to the [Current Marin County Income Limits](#) to determine income level for use in the table below.

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.

	Number
Moderate Income	40
Low Income	180

	Number
Very Low Income	120
Extremely Low Income	60
TOTAL	400

Notes or clarifying information on the unit count:

Based on 2016-2023 statistics

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.

YPI has an online Financial Aid Application for all students requesting financial aid that requires proof of income and last year's taxes. There is also a section at the end that asks if there are other extenuating circumstances that show need, such as a seriously sick sibling, a sibling who has expensive special needs education, or other economic stressors. We have never turned down a case of genuine need.

Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project. The total number of beneficiaries should equal the total in the previous questions.

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native	7	56
Asian	5	
Black or African American	45	
Native Hawaiian or Other Pacific Islander	2	
White	116	
American Indian and White	1	
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	65	
TOTAL	241	56

Total Number of Persons (Must equal total identified under income level)

241

Total Number Identifying as Hispanic

56

Female-Headed Households (out of above total)

23

Notes or clarifying information on the unit count:

Based on 2016-2023 statistics

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities.

The California Performing Arts Grant of \$50,000 in 2023 for infrastructure allowed us to reach these goals: hiring a grantwriter, hiring of additional administrators for billing, hiring of new teaching staff, new teacher training, expansion to a new school, additional affirmative outreach, a storage unit for instruments for needy students and a small but needed pay hike for teachers.

If your agency has remaining funds previously approved, please describe the timeline for expending the fund balance.

All above funding exhausted and we have met all our goals of organization and expansion.

Describe your organization's experience with administering grants and specifically federal grants.

YPI has a strong Board of Directors that oversees all projects and attendant spending. We are fiscally conservative and watch the pennies. We specifically track grant spending to the nickel and have a top notch record of reporting the achievement of our goals and how we got there.. We realize that not everyone can receive grant money, so when we do, we take the responsibility seriously. See "additional uploads" for our latest P&L.

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

The project will be managed by the YPI Board of Directors:

Chris Tye, teacher liason

Daniel Erik: legal and budget

Tracey Holland: outreach

Leela Pratt and Andrew Laubacher: curriculum

Leela Pratt is the founder of YPI and has more than 50 years experience in program creation and management. Andrew Laubacher manages two of YPI's Music in the Schools Programs. Tracey Holland has managed outreach for the past 7 years. Daniel Erik handles legal issues.

In addition, Judy Bernhardt will track, record and report all grant spending.

Describe any recent or upcoming leadership transitions.

We are on a 5 year plan to allow our founder, Leela Pratt, the option of retiring from her position as CEO, probably in 2027. With our current board being both stable and effective for the past 7 years, we are not concerned about this transition, but rather looking forward to seeing the next generation take our mission of equity, diversity, and great instruction to the next level.

Describe any flexibility regarding your projects start/completion date.

We are almost always very flexible with start and stop dates in order to accommodate the programs running in our schools, day care centers, and for our individual students, and occasionally the wait for funds. We normally start a project within 4-6 weeks and always finish on time. This is because our teachers are working musicians who often use the summer months to play in festivals and other outdoor venues.

Required Attachments:

Attach 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 request.



YPI Budget 2024-25.pdf

Attach Organization Budget: : Upload your organization or fiscal sponsors annual budget.



YPI Affirmative Equity Musicpdf

Attach Dynamic Flood Map



dynamic flood map.pdf

Attach Optional Miscellaneous Documents



YPI 2022-2023 P & L.pdf



YPI tax exemption letter 2.pdf

Submission

Please review your responses above for accuracy.

Name and Title of person completing this application.

Leela Pratt

By checking this box

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Project Budget Template

Young Performers International							
YPI Affirmative Equity Music Programs							
Date:							
INCOME:	County NOFA Request		Other Funding Sources		In Kind		Total Proposed Project Income
<u>Committed</u>							
Foundations:							
	<i>(Add rows)</i>						
Government:							
	<i>(Add rows)</i>						
Corporations:							
	<i>(Add rows)</i>						
Individual Contributions: (list total):							
Earned Income:							
	<i>(Add rows)</i>						
Other (specify):							
	<i>(Add rows)</i>						
Subtotal, Committed Income			0		0		0
<u>Uncommitted</u>							
Other (specify):							
Federal Grants Request	45,000						
Other Foundations:							
	<i>(Add rows to list other Foundations)</i>						
Government:							
	<i>(Add rows to list other Government agencies)</i>						
Corporations:							
	<i>(Add rows to list other corporations)</i>						
Individual Contributions:							
			0		0		0
Subtotal, Uncommitted Income							
Other							
Earned Income:							
	<i>(Add rows)</i>						
Subtotal, Earned Income			0				0
Grand Total Income	45,000		0		0		45000
EXPENSES (Add rows to list other expenses)							
	County NOFA Request		Other Funding Sources		In Kind		Total Proposed Project Expenses

Personnel Expenses					
Executive Director (% FTE: ____)					6,000
Program Director (% FTE: ____)					6,000
(Add rows)					
Benefits (@ %: ____)					
Subtotal Salaries and Benefits	0		0		0
Contracted Services					
Professional Fees					
Project Consultant					
(Add rows to list other contracted expenses)					
Subtotal Contracted Services	0		0		0
Direct Project Related Expenses					
Rent					
Utilities					
Supplies					2000
Equipment					1000
Travel					
Professional Development					2000
Marketing					2000
(Add rows to list other direct project expenses)					
Subtotal, Direct Project Related Expenses	0		0		0
General Development					
Electrical					
Plumbing					
Roof Replacement					
Painting					
General Construction Labor					
Materials					
(Add rows to list other specific project expenses)					
Subtotal, Direct Project Related Expenses	\$ -		\$ -		\$ -
Indirect Expense - specify % in column A below (must be HUD approved)					
					0.00%
Fiscal Sponsorship Fee (specify % in column A below)					
					0.00%
Grand Total All Expenses	\$ -		\$ -		\$ 106,000.00

Young Performers International

Profit and Loss Standard

July 2022 through June 2023

	Jul '22 - Jun '23
Ordinary Income/Expense	
Income	
Contributions Income	
Foundations Contributions	8,192.00
Grants	50,000.00
Individual Contributions	20,640.65
Total Contributions Income	78,832.65
Tuition	
Tuition - Marin	88,738.72
Total Tuition	88,738.72
Total Income	167,571.37
Expense	
Bank Service Charges	2,435.31
Concert Costs	
Miscellaneous	960.68
Total Concert Costs	960.68
Director	26,345.00
Equipment	1,005.12
Fundraising	70.00
Insurance	
Director's & Officers Insura...	2,089.11
Liability Insurance	747.00
Total Insurance	2,836.11
Interest Expense	
Finance Charge	127.10
Total Interest Expense	127.10
Interns	
Office Work	100.00
Total Interns	100.00
Licenses and Permits	50.00
Miscellaneous	-77.39
Postage and Delivery	12.00
Printing	7.48
Professional Fees	
Accounting	1,000.00
Bookkeeping	16,587.32
Total Professional Fees	17,587.32
Promotion	2,065.70
Rentals	
Facility Rental	2,085.00
Total Rentals	2,085.00
Supplies	
Musical	1,229.83

02/07/24

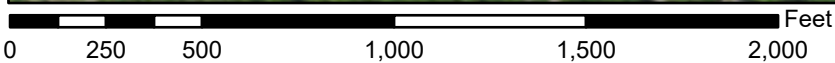
Young Performers International
Profit and Loss Standard
July 2022 through June 2023

	<u>Jul '22 - Jun '23</u>
Office	635.52
Other	3.00
T-Shirt	<u>571.66</u>
Total Supplies	2,440.01
Teachers/Musicians	
Teaching	<u>91,563.39</u>
Total Teachers/Musicians	91,563.39
Utilities	
Web Service	<u>621.40</u>
Total Utilities	<u>621.40</u>
Total Expense	<u>150,234.23</u>
Net Ordinary Income	<u>17,337.14</u>
Net Income	<u><u>17,337.14</u></u>

National Flood Hazard Layer FIRMMette



122°32'43"W 37°58'47"N



1:6,000

122°32'5"W 37°58'18"N

Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) <i>Zone A, V, A99</i>
		With BFE or Depth <i>Zone AE, AO, AH, VE, AR</i>
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile <i>Zone X</i>
		Future Conditions 1% Annual Chance Flood Hazard <i>Zone X</i>
		Area with Reduced Flood Risk due to Levee. See Notes. <i>Zone X</i>
		Area with Flood Risk due to Levee <i>Zone D</i>
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard <i>Zone X</i>
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard <i>Zone D</i>
		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance
		17.5 Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
MAP PANELS		Jurisdiction Boundary
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
		Digital Data Available
		No Digital Data Available
		Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 2/15/2024 at 9:59 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 14 2002

YOUNG PERFORMERS INTERNATIONAL
236 W PORTAL AVE STE 137
SAN FRANCISCO, CA 94127

Employer Identification Number:
91-2108410
DLN:
17053271047001
Contact Person:
TRACI D TATEYAMA ID# 95129
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Foundation Status Classification:
Section 509(a)(2)
Advance Ruling Period Begins:
December 13, 2000
Advance Ruling Period Ends:
June 30, 2005
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in section 509(a)(2).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/C)



Housing and Federal Grants Division 2024 - 2025 Application for Funding Community Development Block Grant Program

This application is for nonprofit organizations and government entities in Marin County, California who would like to apply for federal Community Development Block Grant program funds for Public Services or Community Infrastructure/Capital Improvements. Please refer to the [Application Guidelines](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

Indicate type of project. If your project allows, you may apply under multiple categories. (See Application Guidelines for more information)

Public Services (CDBG)

Organization (Fiscal Sponsor) General Information

Organization (Fiscal Sponsor)/Agency Name

North Bay Children's Center

Mailing Address

100 Rush Landing Road, Suite 101
Novato, California, 94949

Website (if applicable)

<http://www.nbcc.net>

Organization DUNS#

186540712

Executive Director/CEO

Susan Gilmore

Email Address

sgilmore@nbcc.net

Phone Number

(415) 999-8457

Project General Information

Program/Project Name

Child Care Scholarships

Program/Project Site Address

932 C Street
Novato, California, 94949

CDBG Funding Amount Requested (Minimum request amount: \$15,000)

20000

Application Contact Person

Lori Mogan

Title of Contact Person

VP of Development

Contact Email Address

lmogan@nbcc.net

Contact Phone Number

(415) 883-6253

To determine if your project is located in a Special Flood Hazard Area as indicated by FEMA, visit [FEMA Flood Map Service Center](#). (Save a copy of the Dynamic Map and upload at the end of this application.)

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

For CDBG Public Facilities/Improvements applications, if the project is located in a **Regulatory Floodway it is not eligible for funding**. Public Facilities/Improvements projects located in a Special Flood Hazard Area require flood insurance to qualify for funding.

Project Specifics

Planning Areas Served: Indicate what geographic area(s) the requested funding will serve.

Novato

Is your organization receiving other County of Marin funding for this project?

Yes

Funding Amount

40000

Date Funding Received

Wednesday, November 15, 2023

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

North Bay Children’s Center (NBCC) provides children and their families, the majority low-income; with comprehensive high-quality childcare and early education that builds the foundation for academic success and lifelong achievement. Its principal activities include providing affordable childcare, school-readiness programs, nutrition education, and family support services to those who need it most.

Celebrating 36 years of service, NBCC’s core objective is to ensure that all children, particularly our most vulnerable, leave preschool with the tools needed to succeed. Fueled by our vision of excellence and spirit of innovation, NBCC’s mission is to assure optimal development for every child we serve through:

- Culturally rich curriculum and services that prepare children from diverse backgrounds to succeed socially, emotionally, and academically,
- The 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.

In 1988, NBCC opened its doors to 60 children becoming the first childcare program in northern Marin County to serve low-income infants and toddlers. Over the last 36 years the organization has successfully grown in locations and enrollment to address the ever-increasing community need. NBCC provides part and full day, daily care for more than 600 infants, toddlers and preschoolers through the age of five, in addition to kindergartners and youth through fourth grade in before- and after- school programs at 14 center sites throughout Marin and Sonoma County. NBCC integrates health education, through our Garden of Eatin’ program, into the daily curriculum that instills healthy daily habits for our students.

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.

North Bay Children’s Center has been working in partnership with the North Bay community since 1988 to provide the highest quality child care and early childhood development programs – at affordable rates – to families across the income spectrum.

NBCC prepares children, the majority low-income; to succeed academically, socially, emotionally, and physically with an effective mix of child development programs that focus on school readiness, foster self-sufficiency, and promote health and wellness. NBCC also provides support services that nurture and enhance family life such as parent education and safety net services, daily hot meals for children and scholarships for low-income families.

Approximately 85% of the children served by NBCC receive tuition assistance, enabling their parents to return to the workforce or continue their education. By offering high quality, affordable child care and family support programs, and through community collaboration, NBCC is able to both support families in their goal for self-sufficiency, as well as meet the specific developmental needs of preschool children so they can start school prepared and ready to learn. The Marin County Child Care Commission’s master plan continues to document the need to increase the child care supply for low-income children in our community.

NBCC currently serves 164 children in Novato of which 87% receive tuition subsidies.

NBCC’s child care subsidy program is funded by the California Department of Education (CDE), and vouchers from the Marin Child Care Council.

Which community priority does your project align with? (See Application Guidelines for descriptions) (check as many boxes as applicable)

Children, Youth and Parent Services

Food Security

Describe how your project aligns with these priorities.

At North Bay Children’s 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 and safety net services align with the public service project priorities for children, youth, and parent services which targets low-income families and address the disparities in access to early childhood education, the high costs of child care county wide, and family self-sufficiency.

NBCC has recently expanded our services to include mental health care by training our teachers to provide Trauma Informed Care, and hiring a Mental Health Consultant to act as a liaison between families and mental health treatment, furthering our commitment to the "Whole Child" approach for our students.

In addition, our Garden of Eatin' Program provides every child healthy daily meals through organic produce grown at our on-site gardens, and distributes fresh produce to families every Saturday through our Food Pantry. By growing and distributing produce used in the GOE curriculum, children's nutrition education is reinforced at home, and passed along to family members, fostering generational health and wellness in and out of the classroom.

Select HUD National Objective to be achieved with funding. Check all that apply.

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

All projects funded are required to Affirmatively Further Fair Housing (AFFH) which is defined as taking "meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics."

How will this project Affirmatively Further Fair Housing?

Our internal parent surveys show that 1 in 4 of our students are facing adversity such as homelessness, food insecurity, or foster care. We know that multiple adverse childhood experiences (ACES) are strongly related to the development of long-term health issues, and that is why timely intervention and support can be helpful in fostering resilience for many children we serve. 89% of the children come from low-income households and receive government subsidy, 80% identify as Hispanic, 60% are Limited English Language Learners, 4% are students with special needs.

NBCC’s project affirmatively furthers Fair Housing by offering childcare 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.

It’s hard to imagine in one of the wealthiest and healthiest areas in the state of California there are children being left out of the early childhood education system, living in situations where their basic needs cannot be met. In Marin County, 35% of 3- and 4-year-old children do not attend preschool, primarily due to the high costs for families. Unfortunately, 65% of Marin’s disadvantaged children do not read at grade level.

In addition, the average cost of full-time care for a 4-year-old at a childcare center in Marin County 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.

Access to NBCC’s childcare 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.

All projects funded are required to conduct Affirmative Marketing. For more information about

affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Federally Protected Classes - race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status and disability.

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.

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.

NBCC tracks our waitlist and collects application forms from clients/beneficiaries. When families are enrolled, NBCC captures additional demographics such as race, ethnicity, and additional student flags i.e.: IEP, disability etc. All the information captured during the waitlist and enrollment steps are entered into our family database system. Our database system allows us to run reports to capture currently enrolled demographics.

Refer to the [Current Marin County Income Limits](#) to determine income level for use in the table below.

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.

	Number
Moderate Income	7
Low Income	39
Very Low Income	68
Extremely Low Income	85
TOTAL	199

Notes or clarifying information on the unit count:

Unit count was taken from students who are currently receiving tuition assistance through the CDBG grant.

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.

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 NBCC's programs.

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:

Site Information, full or part day request, source, date added to list, child's first name, child's last name, child's birthdate, parent's contact information: name, email, phone, family size, income, qualified subsidy (y or n), language, notes, rank

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.

Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project. The total number of beneficiaries should equal the total in the previous questions.

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native	1	
Asian	4	
Black or African American	14	
Native Hawaiian or Other Pacific Islander		
White	201	193
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	3	
TOTAL	223	193

Total Number of Persons (Must equal total identified under income level)

223

Total Number Identifying as Hispanic

193

Female-Headed Households (out of above total)

86

Persons with Disabilities (out of above total)

2

Notes or clarifying information on the unit count:

Our total number of persons from the demographics is 223 but our total number from the income chart is 199 because we don't collect any income information from our MC3 voucher students, as they come from an alternative payment program.

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities.

For 36 years, NBCC has helped thousands of low-income families by providing high quality child care and early education programs that build the foundation for academic learning and lifelong success. Recent past projects using CDBG funds are as follows:

22-23 Project: Funded \$24,688 to support child care scholarships for 4 Novato children.

2022 January - June Project: Funded \$7,624.50 to support child care scholarships for 4 Novato children.

20-21 Project: Funded \$10,025 to support child care scholarships for 6 Novato children.

19-20 Project: Funded \$15,000 to support child care scholarships for 7 Novato children.

18-19 Project: Funded \$12,460 to support child care scholarships for 13 Novato children.

17-18 Project: Funded \$11,479 to support child care scholarships for 9 Novato children.

16-17 Project: Funded \$8,600 to support child care scholarships for 7 Novato children.

Family resources, early intervention, nutritional education, trauma-informed care, and support for mental health services are imbedded in our daily operations. Together with generous community support, we can ensure that NBCC has all that it needs to make the greatest impact possible.

If your agency has remaining funds previously approved, please describe the timeline for expending the fund balance.

NBCC has remaining funds previously approved in the amount of \$2,039.05, which will be applied by July 1, 2024.

Describe your organization's experience with administering grants and specifically federal grants.

NBCC is very familiar with administering the CDBG federal grant program since our beginning in 1988. CDBG funding was one of the organization's first grants, and NBCC has been committed to providing high quality care and education to our most vulnerable residents in Marin County and providing safety net services for thousands of families.

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

NBCC's bilingual Enrollment and Outreach Coordinators work with local faith based agencies, clinics, elementary schools and other nonprofit partners to collaborate and identify our "hard to reach clients" who qualify for services. The majority of this population only speaks Spanish and needs assistance throughout the application process. NBCC is also listed as a resource for tuition assistance with our local Resource and Referral agency. NBCC's Director of Finance and Administration, VP of Programs, and Marin Area Director oversee the scholarship program. All three staff in their positions are familiar and experienced with past project management.

Kristina Sisseck is NBCC's Vice President of Programs and works closely with NBCC's Site Supervisors on all aspects of program operations which include processing enrollment, state reporting, curriculum development, program evaluations, staff development, and parent engagement. She also works closely with NBCC's elementary school partners and program enhancement specialists on curriculum alignment and implementing school readiness strategies. Kristina received her Master of Art in Education with a focus in Leadership in Early Childhood Education with Chapman University and a Bachelor of Art in Family and Consumer Science with a focus in Child Development and Family Studies from California State University, Long Beach. She holds a Program Directors permit from the California Commission on Teaching Credentialing and has been in the field of Early Childhood Education for the past 14 years.

Describe any recent or upcoming leadership transitions.

none

Describe any flexibility regarding your projects start/completion date.

NBCC enrolls waitlisted students who qualify for tuition assistance on a rolling basis.

Required Attachments:

Attach 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 request.

Attach Organization Budget: Upload your organization or fiscal sponsors annual budget.



FYE 06.30.24 Org Budget Su... .pdf

Attach Dynamic Flood Map



Dynamic Flood Map - C Street.pdf

Submission

Please review your responses above for accuracy.

Name and Title of person completing this application.

Lori Mogan, VP 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.

**Northbay Children's Center
FYE 06/30/24 Marin Budget**

Income		
	Private Pay Non-Certified	110,262
	CACFP Food Program	94,000
	CSPP Contracts	3,700,614
	CCTR contracts	2,188,076
	Grants	-
	Stipends	282,659
	GOE Licensing and Consulting Fees	-
	Misc. Income and interest	43,200
		<hr/>
	Total Income	6,418,810
Expenses		
	Payroll/taxes	3,686,818
	Benefits	286,602
	Curriculum/Supplies	275,176
	Services/Other Operating	2,070,392
	Fundraising Exp	-
	Miscellaneous Expense -Depreciation	1,920
	Other/Contingency (2%)	97,902
		<hr/>
	Total Expenses	6,418,810
		<hr/>
	Net Income/Loss	(0)
		<hr/> <hr/>

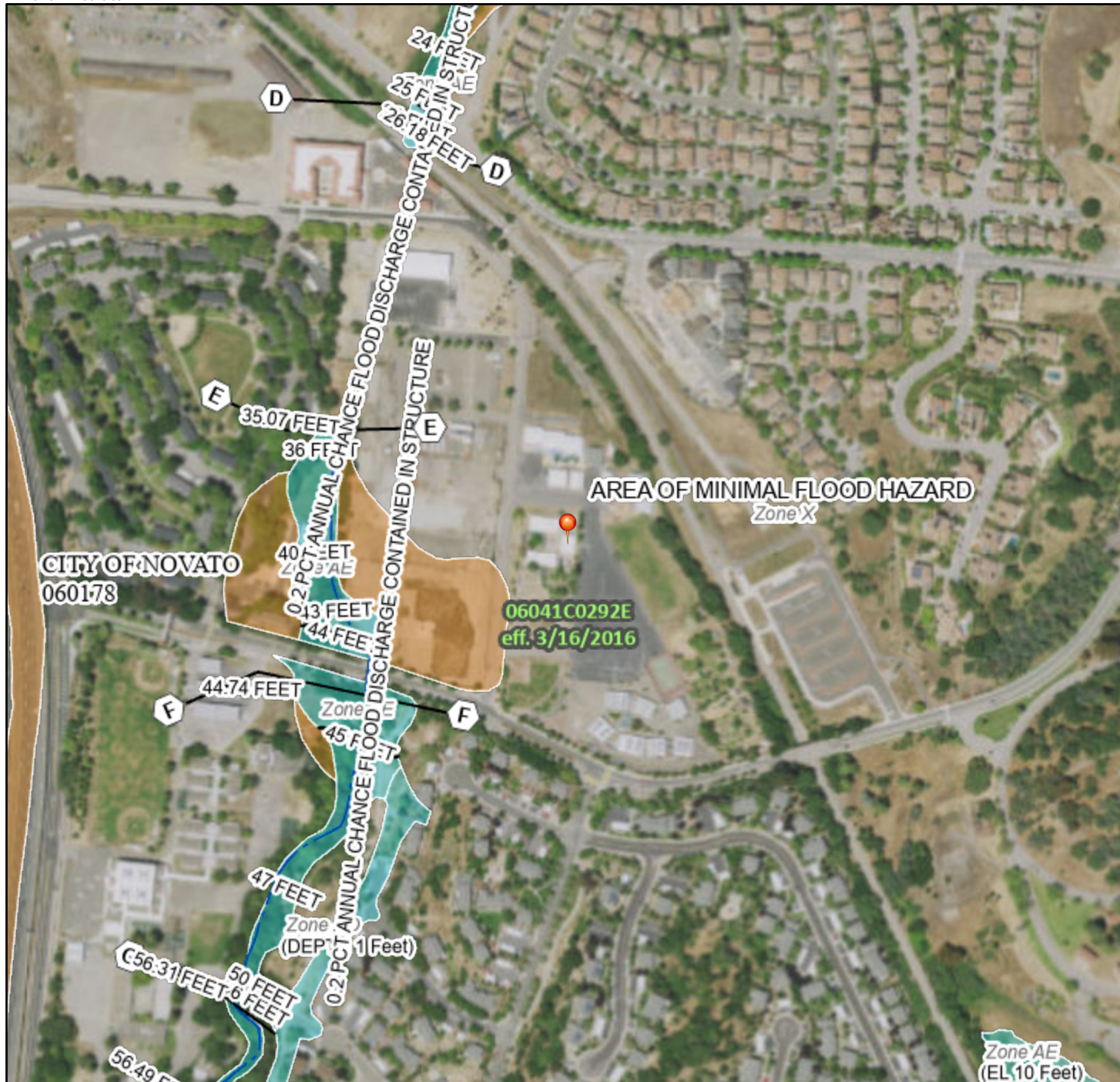
Northbay Children's Center
FYE 06/30/24 Board Approved Budget Summary

Income		
	Private Pay Non-Certified	196,461
	CACFP Food Program	130,000
	CSPP Contracts (direct and sub)	8,671,333
	CCTR contracts (direct and sub)	2,822,929
	Grants	501,000
	Stipends	707,985
	GOE Licensing and Consulting Fees	60,000
	Misc. Income and interest	90,000
		<hr/>
	Total Income	13,179,708
Expenses		
	Payroll/taxes	9,371,653
	Benefits	831,561
	Curriculum/Supplies	782,300
	Services/Other Operating	1,829,224
	Fundraising Exp	51,050
	Miscellaneous Expense -Depreciation	90,149
	Other/Contingency (2%)	223,771
		<hr/>
	Total Expenses	13,179,708
		<hr/>
	Net Income/Loss	<u><u>-</u></u>

National Flood Hazard Layer FIRMette



122°31'51"W 38°3'39"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS	
	Without Base Flood Elevation (BFE) Zone A, V, A99
	With BFE or Depth Zone AE, AO, AH, VE, AR
	Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD	
	0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
	Future Conditions 1% Annual Chance Flood Hazard Zone X
	Area with Reduced Flood Risk due to Levee. See Notes. Zone X
	Area with Flood Risk due to Levee Zone D

OTHER AREAS	
	NO SCREEN Area of Minimal Flood Hazard Zone X
	Effective LOMRs
	Area of Undetermined Flood Hazard Zone D

GENERAL STRUCTURES	
	Channel, Culvert, or Storm Sewer
	Levee, Dike, or Floodwall

OTHER FEATURES	
	20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
	17.5 Cross Sections with 1% Annual Chance Water Surface Elevation
	Coastal Transect
	Base Flood Elevation Line (BFE)
	Limit of Study
	Jurisdiction Boundary
	Coastal Transect Baseline
	Profile Baseline
	Hydrographic Feature

MAP PANELS	
	Digital Data Available
	No Digital Data Available
	Unmapped

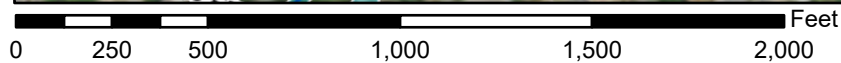


The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

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The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 2/14/2024 at 6:56 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



1:6,000

122°31'13"W 38°3'10"N



Friday, February 16, 2024

Housing and Federal Grants Division 2024 - 2025 Application for Funding Community Development Block Grant Program

This application is for nonprofit organizations and government entities in Marin County, California who would like to apply for federal Community Development Block Grant program funds for Public Services or Community Infrastructure/Capital Improvements. Please refer to the [Application Guidelines](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

Indicate type of project. If your project allows, you may apply under multiple categories. (See Application Guidelines for more information)

Public Services (CDBG)

Organization (Fiscal Sponsor) General Information

Organization (Fiscal Sponsor)/Agency Name

North Marin Community Services

Mailing Address

680 Wilson Ave.
Novato, California, 94947

Website (if applicable)

www.northmarincs.org

Organization DUNS#

118178391

Executive Director/CEO

Cheryl Paddack

Email Address

cpaddack@northmarincs.org

Phone Number

(415) 892-1643

Project General Information

Program/Project Name

Nourishing North Marin

Program/Project Site Address

680 Wilson Ave.
Novato, California, 94947

CDBG Funding Amount Requested (Minimum request amount: \$15,000)

25000

Application Contact Person

Cheryl Paddack

Title of Contact Person

CEO

Contact Email Address

cpaddack@northmarincs.org

Contact Phone Number

(415) 892-1643

To determine if your project is located in a Special Flood Hazard Area as indicated by FEMA, visit [FEMA Flood Map Service Center](#). (Save a copy of the Dynamic Map and upload at the end of this application.)

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

For CDBG Public Facilities/Improvements applications, if the project is located in a **Regulatory Floodway it is not eligible for funding**. Public Facilities/Improvements projects located in a Special Flood Hazard Area require flood insurance to qualify for funding.

Project Specifics

Planning Areas Served: Indicate what geographic area(s) the requested funding will serve.

Novato

Is your organization receiving other County of Marin funding for this project?

No

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

North Marin Community Services (NMCS) provides trauma informed, integrated and culturally appropriate services annually to 10,280 people in need. Our person-centered approach to care offers individuals a chance to achieve a better quality of life. NMCS evolved as a 501(c)(3) on January 1, 2018 through a merger between the Novato Youth Center and Novato Human Needs Center. As the anchor human services nonprofit organization serving North Marin, our multi-service organization is called upon to address health disparities for children, adults, families, seniors and immigrants. 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 team of 579 (67 staff members and 512 volunteers) work to deliver the following programs: 1 Child Development for youth ages 2-14 years (201 served); 2. Case Management (3,790); 3. Mental Health & Wellness (2,441); 4. Latinx Services (3,848). We are proud that over half of our staff members are bilingual, enabling us to serve a culturally and socio-economically diverse mix of families in a manner that integrates and unites our community. In 2022-23, our diverse clientele's ethnicity included: 80% Latine, 11% White 3% Black, 2% Asian/Pacific Islander, 1% Native American, 3% multi-racial/other. The majority of those we serve are from extremely and very low-income families (93%).

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.

NMCS offers year-round licensed childcare for children ages 2-14 years old in Marin County, including an early childhood education program for 2-5 year olds and after-school enrichment for students in TK-8th grade. The Child Development program is currently serving 107 children, 77% of whom are receiving childcare scholarships and come from low to extremely low income households.

One in five people is experiencing hunger in Marin County as the high cost of living, lack of social safety nets, systemic racism, and other inequalities cause many to struggle to afford rent, bills, and food (SF-Marin Food Bank). As part of the Child Development program, NMCS provides a food program at no additional cost to childcare participants, regardless of income. NMCS considers nutrition a central component of providing high quality care as access to nutritious, no-cost food is essential for the health and welfare of children at risk of hunger. In 2022-23, NMCS' food program provided 29,512 nutritious meals to students and 100% of families reported being satisfied/very satisfied with NMCS' nutrition component (via annual parent survey).

NMCS serves as a Child and Adult Care Food Program (CACFP) operator. The CACFP is a federal program that provides reimbursement for nutritious meals and snacks for eligible children enrolled at participating programs. However, CACFP reimbursement rates do not cover the operating costs of the program, including food, supplies, and staff salaries/benefits. NMCS employs a Head Cook and a Kitchen Assistant, both of whom maintain Food Manager Certification through ServSafe and are responsible for menu production and preparation of all daily meals that must comply with CACFP guidelines, Title 22 licensing regulations, and Title 5 education requirements. They work to meet the individual needs of children with consideration to allergies, food preferences, and provision of culturally appropriate meals/snacks. Children in the early childhood program are provided breakfast, lunch, and an afternoon snack each day. School age children are provided an afternoon snack on school days and breakfast, lunch, and afternoon snack on non-school days.

This program supports the importance of meeting children's physiological needs with an understanding that basic needs must be met before higher needs, and optimal learning and growth, can be fulfilled (Maslow's Hierarchy of Needs). This program meets the nutritional needs of children by ensuring that meals are provided at regular intervals and meet federal nutrition guidelines, but it also helps to eliminate an additional financial burden for families who are already paying a high cost for childcare, which has surpassed housing as the highest household expense in almost all counties in California (Children Now).

Which community priority does your project align with? (See Application Guidelines for descriptions) (check as many boxes as applicable)

Children, Youth and Parent Services

Food Security

Describe how your project aligns with these priorities.

This project aligns with both CDBG Children, Youth and Parent Services and with Food Security priority areas in the following ways:

- Eliminates an additional cost often shouldered by families accessing childcare, including the economic burden and time constraints around meal shopping and food preparation.
- Provides access to nutritious food, up to 3 meals a day.
- Ensures that children's food options are respectful of their family's culture and meet each individual's dietary needs.

Select HUD National Objective to be achieved with funding. Check all that apply.

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

All projects funded are required to Affirmatively Further Fair Housing (AFFH) which is defined as taking "meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics."

How will this project Affirmatively Further Fair Housing?

The majority of childcare participants belong to racial groups that have been subject to a legacy of discrimination, many are immigrants, and some live with a disability. This project provides nutritious meals to children who have been historically disadvantaged through structurally racist policies and practices that impact homeownership, income, unemployment, and other factors that impact food security (Feeding America Action). NMCS' pathways to programs ensures that all eligible participants are offered case management services, including rental assistance. We have formed a Housing Advocacy Committee and is now involved with the BAHFA affordable housing bond measure to benefit the nine-county Bay Area. We are committed to advocating for policies and services that benefit underserved communities, repair systems of inequity, and promote racial, gender, and economic justice. Our policy agenda and strategies prioritize communities of color and recognize that all families may have been adversely affected by childhood experiences in the context of community environments. These environments include poverty, discrimination, violence, lack of opportunity, and more.

All projects funded are required to conduct Affirmative Marketing. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Federally Protected Classes - race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status and disability.

All of NMCS' Child Development participants are part of at least one protected class. With the exception of whites, NMCS serves a proportionate or 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 group least likely to apply—high earning whites. Given the clients we serve, we will continue with our affirmative marketing plan to market in English and Spanish through social media, bulletin board signage, brochures and flyers; networking through our team of Latino Health Advocates/Promotores; school outreach through Novato Unified School District to targeted demographic groups; and faith-based community groups with known congregation members of color (Novato list developed as part of COVID response efforts). We also continue to ensure that our services are culturally appropriate and effective; we are in the sixth year of implementing our agency-wide cultural competency and equity plan that includes, among many things, at least two cultural competency trainings annually for all staff.

Refer to the [Current Marin County Income Limits](#) to determine income level for use in the table below.

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.

	Number
Moderate Income	20
Low Income	10
Very Low Income	7
Extremely Low Income	70
TOTAL	107

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.

All families seeking funding through NMCS' state contracts must meet with CA Department of Education (CDE) and Department of Social Services (CDSS) eligibility and need criteria. For families applying for funding based on income eligibility, families must provide proof of income with: 30 days worth of pay stubs; or latest tax return; or parent certification of income if no record of employment, including documentation of that income (such as recent bank deposit statements); or verification of government financial assistance. In addition, families must provide a copy of birth certificates for those children living in the household, which are used to verify family size. NMCS uses income guidelines provided by CDE and CDSS to determine whether a family meets state income eligibility based on income/family size and the documentation provided. In addition, as a CACFP contractor, NMCS has families complete an annual Meal Benefit Form. The form has space for families to indicate household income or whether they are recipients of CalFresh or CalWorks.

Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project. The total number of beneficiaries should equal the total in the previous questions.

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native	37	37
Asian	2	0
Black or African American	5	2
Native Hawaiian or Other Pacific Islander	1	0
White	54	35
American Indian and White	2	2
Asian and White	2	0
Black and White	2	0
American Indian and Black	1	0
Multi-Racial	1	0
TOTAL	107	76

Total Number of Persons (Must equal total identified under income level)

107

Total Number Identifying as Hispanic

76

Female-Headed Households (out of above total)

30

Persons with Disabilities (out of above total)

12

Notes or clarifying information on the unit count:

Families disclose information on race/ethnicity on their Meal Benefit Forms and/or their application for services for those who receive state-funded care. Those with disabilities include children with a special needs diagnosis, Individualized Education Plan (IEP) or Family Services Plan (IFSP), and those with a physical disability.

PROJECT MANAGEMENT & FINANCIAL DATA**If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities.**

NMCS' most recent CDBG funding for 2022-24 was for the NMCS Teacher Workforce Stabilization project. This project ensured that NMCS was able to maintain consistency for childcare participants from low income working families by providing competitive wages and benefits, retaining three key positions: ECE Assistant Manager, School Age Assistant Manager, and Middle School Head Teacher. NMCS has been able to raise teacher wages a minimum of 3% annually, as well as provide a 5% bilingual premium to Spanish speaking staff. The retention of these three positions resulted in (based on most recent semi-annual report):

- 133 children served July 1, 2023-Dec 31, 2023, 68% on childcare scholarships
- 10 families served weekly through Developmental Playgroup, which includes school readiness support, case management services, and referrals to early interventions supports
- Parent workshops on variety of topics and quarterly Parent Advisory Committee meetings
- Twice annual developmental assessments for all children enrolled and optional semi-annual parent conferences
- Annual Holiday Share and Toy Drive for all scholarship recipients
- Basic needs screening/support for all eligible families
- Implementation of 6 week Digital Citizenship curriculum and weekly Second Step curriculum
- Summer field trips and guest speakers
- Participation in DRDP Data Exchange Project for children entering TK/Kindergarten
- Referrals to Help Me Grow Marin

If your agency has remaining funds previously approved, please describe the timeline for expending the fund balance.

All current CDBG Public Services funding will be expended by June 30, 2024

Describe your organization's experience with administering grants and specifically federal grants.

NMCS has been successfully implementing the CDBG Public Services grant since 1990. We spent five years, between 2011-2016, successfully implementing the Federal Drug-Free Communities Grant. We successfully manage a Child and Adult Care Food Program (CACFP) contract, which is a federal funding source for the Child Development food program. NMCS is a state-funded childcare program, which involves strict compliance with contracts through the Department of Education and Department of Social Services.

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

management.

Emily Bugos, NMCS' Child Development Program Director, oversees the childcare program. Emily has 15 years experience in early childhood education programs. She oversees projects and grants related to NMCS' Child Development program, including state contracts for preschool and after-school care, a grant-funded Developmental Playgroup, and the CACFP food program. Angelina Susmani, Child Development Program Assistant Manager, provides administrative assistance on contracts and grants, tracking of scholarship expenditures, and supports with CDBG semi-annual reports. NMCS' Finance Office uses both Excel Abila MIP Fund Accounting software in support of the financial tracking and reporting.

Describe any recent or upcoming leadership transitions.

NMCS is in the process of hiring a new Leadership Team position for VP of Programs and Impact. In partnership with the CEO and CFO, this position will be responsible for overseeing programs and services, employing best practices, ensuring compliance, and providing management, coaching, and professional development to the program team.

Describe any flexibility regarding your projects start/completion date.

This is a year-round program that operates at a deficit. Children in our Child Development program receive health meals as part of the program, Monday-Friday. We will continue to operate the food program to support children and families. This funding start/completion date can be flexible.

Required Attachments:

Attach 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 request.



NMCS FY24 Food Program b... .pdf

Attach Organization Budget: : Upload your organization or fiscal sponsors annual budget.



NMCS FY24 Org Summary.pdf

Attach Dynamic Flood Map



Special Flood Hazard Map_6... .pdf

Submission

Please review your responses above for accuracy.

Name and Title of person completing this application.

Emily Bugos, Child Development Program Director

By checking this box

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

North Marin Community Services
Fiscal Year July 1, 2023-June 30, 2024
Food Program Budget



FY24

REVENUES

Contract - CDE Food Program	\$	37,000.00
Grant - Marin Charitable	\$	1,000.00
Contributions - Business	\$	500.00
Net Assets Released from Restr	\$	53,183.43
		91,683.43

EXPENDITURES

Salaries		116,668.24
Payroll Taxes		10,022.96
Health Benefits		15,389.64
Workers Compensation		3,255.04
Retirement Benefits		2,333.36
Employment screening		500.00
Telephone Expense		960.00
Postage and Shipping		100.00
Printing and Copying		75.00
Supplies		200.00
Supplies - Food		36,000.00
Supplies - Kitchen		3,000.00
Travel - Employee		150.00
Dues and Fees		700.00
Professional Development		370.00
Allocated-Property Tax		822.96
Allocated-Utilities - P.G.&E		1,393.22
Allocated-Utilities - Water		368.79
Allocated-Utilities - Garbage Disposal		361.01
Allocated-Security Expense		152.57
Allocated-Insurance - Liability		4,257.05
Allocated-Supplies - Building		887.84
Allocated-Professional Service		3,161.72
Allocated-Computer Support		5,047.00
Allocated-Leased Equipment		586.65
Allocated-License & Member Fee		409.77
Allocated-Subscriptions		589.56
Allocated-Misc Business Exp		119.52
Allocated-Repairs & Maint		2,870.37
Allocated-Telephone		1,343.36
Allocated-Postage		61.47
Allocated-Printing		205.57
Allocated-Office Supplies		409.77
Allocated-Food Supplies		516.82
Allocated-Small Equipment		853.69
		214,142.95

Net Balance		(122,459.53)
ALLOCATED-Depreciation Expense		2,698.68
Total Net balance including depreciation		(125,158.20)
ADMIN		
ALLOCATED COSTS		24,418.70
Revenue		91,683.43
Direct Program Costs		189,724.25
Net Balance without allocated costs		(98,040.82)

North Marin Community Services
Fiscal year July 1, 2023-June 30, 2024
Agency Operating Budget

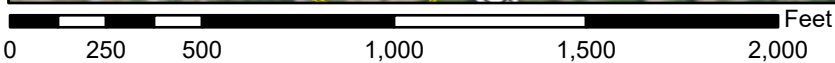
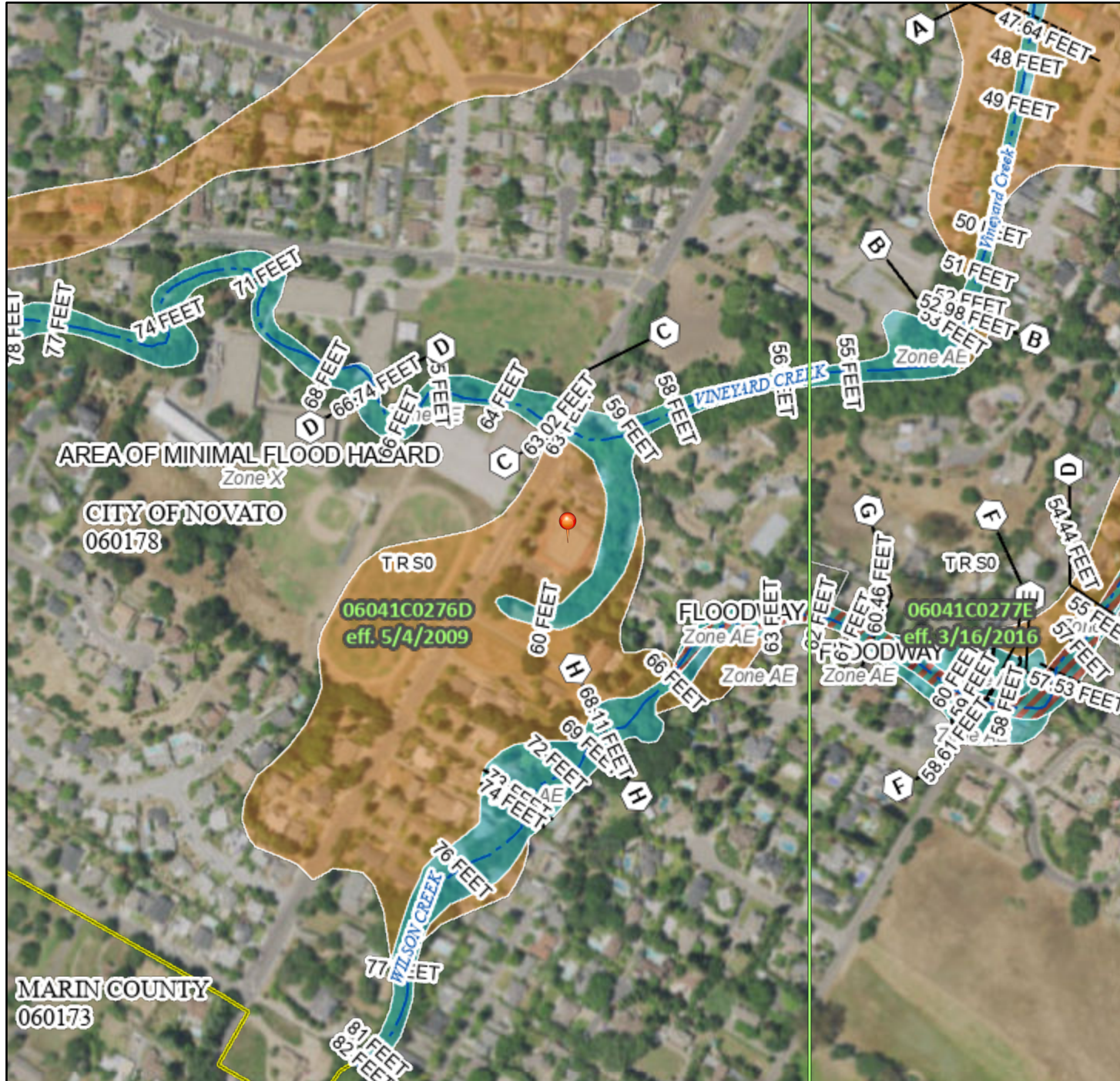


	FY24	
<u>Revenue</u>		
Program Fees, tuition	\$887,619	12.4%
Foundation grants	\$2,670,400	37.3%
Government grants and contracts	\$2,539,442	35.5%
Individuals	\$824,168	11.5%
Business, Service Clubs	\$138,500	1.9%
Special Events	\$30,000	0.4%
Misc funding: rental income; interest income	\$60,500	0.8%
	<u>\$7,150,629</u>	100%
<u>Expenses</u>		
Salaries/Wages	\$4,635,547	64.8%
Taxes and benefits	\$1,007,234	14.1%
Building Costs, Utilities, Overhead	\$258,422	3.6%
Insurance	\$124,667	1.7%
Postage/Shipping, Print/Copying, Marketing, Advertising	\$34,112	0.5%
Supplies	\$228,213	3.2%
Travel & Transportation	\$61,260	0.9%
Professional Development	\$49,390	0.7%
Professional Services (Strategic planning consultant, janitorial services, IT/IS Consultants)	\$419,034	5.9%
Other Expenditures (admin, rental assistance & other programs, bank fees, misc)	\$332,750	4.7%
	<u>\$7,150,629</u>	100%
<u>Fundraising/Admin Costs (gross)</u>	<u>22%</u>	

National Flood Hazard Layer FIRMette



122°36'4"W 38°6'28"N



1:6,000

122°35'27"W 38°6'N

Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation 17.5
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 2/15/2024 at 3:49 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.



Tuesday, February 6, 2024

Housing and Federal Grants Division 2024 - 2025 Application for Funding Community Development Block Grant Program

This application is for nonprofit organizations and government entities in Marin County, California who would like to apply for federal Community Development Block Grant program funds for Public Services or Community Infrastructure/Capital Improvements. Please refer to the [Application Guidelines](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

Indicate type of project. If your project allows, you may apply under multiple categories. (See Application Guidelines for more information)

Public Services (CDBG)

Organization (Fiscal Sponsor) General Information

Organization (Fiscal Sponsor)/Agency Name

City of San Rafael

Mailing Address

618 B Street
San Rafael, California, 94901

Website (if applicable)

www.cityofsanrafael.org

Organization DUNS#

946000424

Executive Director/CEO

Cristine Alilovich

Email Address

cristine.alilovich@cityofsanrafael.org

Phone Number

(415) 415-3384

Project General Information

Program/Project Name

Pickleweed Preschool

Program/Project Site Address

40 Canal Street
San Rafael, California, 94901

CDBG Funding Amount Requested (Minimum request amount: \$15,000)

25000

Application Contact Person

kelly Albrecht

Title of Contact Person

Senior Recreation Supervisor

Contact Email Address

kelly.albrecht@cityofsanrafael.org

Contact Phone Number

(415) 485-3386

To determine if your project is located in a Special Flood Hazard Area as indicated by FEMA, visit [FEMA Flood Map Service Center](#). (Save a copy of the Dynamic Map and upload at the end of this application.)

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

Yes

For CDBG Public Facilities/Improvements applications, if the project is located in a **Regulatory Floodway it is not eligible for funding**. Public Facilities/Improvements projects located in a Special Flood Hazard Area require flood insurance to qualify for funding.

Project Specifics

Planning Areas Served: Indicate what geographic area(s) the requested funding will serve.

San Rafael

Is your organization receiving other County of Marin funding for this project?

No

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

The City of San Rafael, Library and Recreation Department, provides school age childcare and preschool programming. We currently have (6) school age sites and (2) preschool programs. Our school age sites serve Miller Creek School District and San Rafael City Schools. Our preschool programs are in central San Rafael at Parkside Preschool and Pickleweed Preschool is in East San Rafael (Canal) Our program’s mission is that we believe that play is the foundation that supports children’s social, emotional, physical, and cognitive development. We provide a safe, nurturing environment for all children

that offers ample opportunity to explore, create, learn, and play. We offer opportunities to meet challenges, experience success and develop confidence in a safe environment. The City of San Rafael Childcare Division serves approximately 700 children in both preschool and school age programming. Our programming is year-round and provides the opportunity for families to participate during the school year and enroll in our popular Kid's Camp program in the summertime.

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.

Pickleweed Preschool provides preschool services in an AM/PM model serving (68) children. Our scope of work integrates the creative curriculum philosophy to create an environment that offers a variety of experiences to encourage and foster children's independence, creative and academic growth. Children will have the opportunity to participate in small and large group activities to study and explore their expanding world and learn practical life and social skills through their work.

Providing high-quality preschool programming is essential in all communities. We give parents the tools to be their child's best advocate in moving into the Elementary school system. We encourage parents to volunteer by participating at our parent advisory board, parent education nights, and volunteering in the classroom. Our long-term investment in providing high-quality services in the Canal community is evident in the way we invest in the "whole" child. We are committed to coordinating resources and collaborating with all families and community partners to ensure that every child receives the support they need.

Which community priority does your project align with? (See Application Guidelines for descriptions) (check as many boxes as applicable)

Children, Youth and Parent Services

Describe how your project aligns with these priorities.

Pickleweed Preschool aligns with Children, youth and parent services. Families are given the opportunity for their child to attend a high-quality preschool program. The opportunity of their child to attend a preschool for (2) years prior to entering the Elementary school system benefits the entire family. It prepares their child for school as well as educates the parents on important topics that pertain to all aspects of the developing child. A big part of the Pickleweed program is referring families to the necessary services at an early age including parent services, Marin Community Clinic and Early Intervention. We work closely with all families to ensure they are given the resources to raise a healthy thriving child.

Select HUD National Objective to be achieved with funding. Check all that apply.

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

Activities benefiting low and moderate area. (LMA)

All projects funded are required to Affirmatively Further Fair Housing (AFFH) which is defined as taking "meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics."

How will this project Affirmatively Further Fair Housing?

Pickleweed Preschool supports the residents of the Canal neighborhood, by providing a comprehensive preschool program that supports the entire family. Providing a neighborhood preschool that primarily serves the Canal neighborhood contributes to the stabilization of families in the neighborhood, most of whom are low-income, so they can remain in the area.

All projects funded are required to conduct Affirmative Marketing. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Federally Protected Classes - race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status and disability.

Pickleweed Preschool primarily serves Latino families. Our affirmative marketing plan consists of reaching out to local agencies during our open-enrollment period for all eligible families. Our affirmative marketing activities include Posting on the City of San Rafael website, Flyers distributed at our various community centers, San Rafael, Terra Linda and Boro Center, post at Marin Health and Human Services, posting at various apartment complexes including pilgrim apartments and Nova Albion Apartments. We also have reached out to Asian American Alliance of Marin. Our Marketing plan is reviewed yearly, and we are always looking for new ways to market our programming through the affirmative marketing lens.

Refer to the [Current Marin County Income Limits](#) to determine income level for use in the table below.

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.

	Number
Moderate Income	
Low Income	
Very Low Income	34
Extremely Low Income	34
TOTAL	68

Notes or clarifying information on the unit count:

Our preschool program serves 68 families each school year.

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.

Pickleweed Preschool follows the guidelines from the Department of Education to verify income. Families are required to fill out the State form (9600) confidentiality application for preschool services. This form compiles family information that includes family size, income verification through paystubs, letters or self-declaration, and proof of number of people in the household. The application will be updated yearly to ensure eligibility and a family data file will be completed.

Estimate the demographics of moderate, low, very low, and extremely low-income persons who will directly benefit from the program/project. The total number of beneficiaries should equal the total in the previous questions.

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native		

	Total Number of Persons	Number Identifying as Hispanic
Asian		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White	64	64
American Indian and White	2	
Asian and White	2	
Black and White		
American Indian and Black		
Multi-Racial		
TOTAL	68	64

Total Number of Persons (Must equal total identified under income level)

68

Total Number Identifying as Hispanic

64

Female-Headed Households (out of above total)

1

Persons with Disabilities (out of above total)

9

Notes or clarifying information on the unit count:

Person with disabilities is an estimated number based on this school year. Currently we have 9 families that qualify as children enrolling into the program who are receiving early intervention services. These children have an active individualized family plan.

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities.

Pickleweed Preschool continues to run a comprehensive preschool that benefits so many families. We continue to focus on cultural and inclusive practices, and a curriculum that follows the children’s interest, while continuing to implement the teaching pyramid expectations and techniques; not only with the students but also sharing the same practices with our families. The teachers’ strengths are implementing activities that are led by the children’s interests. Our activities expanded to focus on our outdoor classroom and an extension of the classroom in a natural way and gave children the opportunities to explore while growing. We continue to evolve each school year and look forward to continue to run our wonderful preschool program in the Canal.

If your agency has remaining funds previously approved, please describe the timeline for expending the fund balance.

All funds have been expended.

Describe your organization's experience with administering grants and specifically federal

grants.

The City of San Rafael, Childcare Division, has been part of the CDBG program for 20+ years. The Senior Recreation Supervisor manages the grants for the childcare division and in addition to CDBG grant, the preschool also receives funding through California Department of Education, Marin First 5, Quality Rating Improvement grant through Marin County Office of Education. Quarterly reporting is required for most of the grants and the City is very familiar with following all regulations regarding the different funding streams.

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

The Senior Recreation Supervisor will manage the project with the assistance of the Program Center Director at Pickleweed Preschool. The City of San Rafael has extensive experience managing projects, and stay current with project deadlines and requirements.

Describe any recent or upcoming leadership transitions.

Pickleweed Preschool has transitioned to new leadership in the program. In the summer of 2022, we hired a new Center Director. We were thrilled to finally hire someone, after a (2) year search. The transition to new leadership has been challenging at times due to working with a team that has (3) teachers that have been teaching at the site ranging from 8-25 years. Obviously with new leadership comes change and at times it was challenging for the team to accept the change but with fluid communication and working together as a team, they really succeeded and continue to run a great program.

Describe any flexibility regarding your projects start/completion date.

All funding comes with flexibility. We use the funding for staffing costs at the preschool and there is flexibility within the fiscal year to request the funds.

We look forward to continue our partnership with the County of Marin.

Required Attachments:

Attach 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 request.



Attach Organization Budget: : Upload your organization or fiscal sponsors annual budget.



Attach Dynamic Flood Map



Submission

Please review your responses above for accuracy.

Name and Title of person completing this application.

Kelly Albrecht, Senior Recreation Supervisor

By checking this box

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

260 Childcare Preschool Grant Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
260-66-72000 Child Care-Facilities Onsite Section						
260-66-72003 Pickleweed First 5 Preschool Program						
260-66-72003-8000 Personnel Services						
260-66-72003-8100 Salaries & Wages						
260-66-72003-8106 Bilingual Pay	540.00	195.00	195.00	0.00	345.00	36.11
260-66-72003-8107 I.O.D./4850 Pay	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-8109 Light/Modified Duty Pay	0.00	274.93	274.93	0.00	-274.93	0.00
260-66-72003-8111 Classified Personnel	63,069.81	20,915.33	20,915.33	0.00	42,154.48	33.16
260-66-72003-8112 Temporary Help	12,010.56	19,118.00	19,118.00	0.00	-7,107.44	159.18
260-66-72003-8113 Overtime Pay	0.00	789.42	789.42	0.00	-789.42	0.00
260-66-72003-8116 Insurance Pay-Back	1,000.00	585.00	585.00	0.00	415.00	58.50
260-66-72003-8118 Employee Vacation Cash Out	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-8156 Bilingual Pay-Non Compesable	540.00	292.50	292.50	0.00	247.50	54.17
260-66-72003-8159 Fixed Term-Non Compensable	32,090.88	20,105.78	20,105.78	0.00	11,985.10	62.65
TotalSalaries & Waqes	109,251.25	62,275.96	62,275.96	0.00	46,975.29	57.00
260-66-72003-8300 Fringe Benefits						
260-66-72003-8321 Group Life/Health Insurance	8,387.04	4,085.42	4,085.42	0.00	4,301.62	48.71
260-66-72003-8323 P.A.R.S	1,654.08	1,470.94	1,470.94	0.00	183.14	88.93
260-66-72003-8324 Medicare Tax	1,503.78	879.58	879.58	0.00	624.20	58.49
260-66-72003-8325 Internal Service Chgs-Workers Comp	1,353.64	682.56	682.56	0.00	671.08	50.42
260-66-72003-8326 Retirement	19,689.77	9,246.19	9,246.19	0.00	10,443.58	46.96
260-66-72003-8328 Internal Service Chgs-Dental Insurance	884.16	425.88	425.88	0.00	458.28	48.17
260-66-72003-8331 Internal Service-Chgs-Leave Payout	7,816.04	3,841.79	3,841.79	0.00	3,974.25	49.15
260-66-72003-8332 Vision Plan	37.92	15.84	15.84	0.00	22.08	41.77

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

260 Childcare Preschool Grant Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
TotalFringe Benefits	41,326.43	20,648.20	20,648.20			
Total Personnel Services	150,577.68	82,924.16	82,924.16	0.00	67,653.52	55.07
260-66-72003-9000 Non-Personnel Services						
260-66-72003-9200 Services						
260-66-72003-9210 Maintenance of Parks & Grounds	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9211 Travel and Conference	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9212 Training & Instruction	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9216 Professional Dues & Subscription	300.00	0.00	0.00	0.00	300.00	0.00
260-66-72003-9220 Building Maintenance Contracts	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9222 Maintenance Buildings & Improvements	4,550.00	2,179.50	2,179.50	0.00	2,370.50	47.90
260-66-72003-9230 Maintenance & Repair;Equip & Machinery	1,500.00	0.00	0.00	0.00	1,500.00	0.00
260-66-72003-9240 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9250 Rental;Other	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9270 Contractual Services	650.00	0.00	0.00	0.00	650.00	0.00
260-66-72003-9280 Advertising & Community Promotion	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9290 Insurance & Surety Bonds	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9292 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
TotalServices	7,000.00	2,179.50	2,179.50	0.00	4,820.50	31.14
260-66-72003-9300 Supplies						
260-66-72003-9310 Office Supplies	0.00	7.98	7.98	0.00	-7.98	0.00
260-66-72003-9320 Recreation Supplies	7,500.00	5,362.29	5,362.29	0.00	2,137.71	71.50
TotalSupplies	7,500.00	5,370.27	5,370.27	0.00	2,129.73	71.60
260-66-72003-9400 Utilities/Communication						
260-66-72003-9420 Utilities-Other	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9430 Communications	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

260 Childcare Preschool Grant Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
260-66-72003-9431 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9433 Utilities - Gas	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9434 Utilities - Electricity	500.00	465.39	465.39	0.00	34.61	93.08
Total Utilities/Communication	500.00	465.39	465.39	0.00	34.61	93.08
260-66-72003-9500 Other						
260-66-72003-9521 Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9522 Other Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Other	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9700 Assets-Purchase/Cost						
260-66-72003-9711 Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9712 Equipment Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Assets-Purchase/Cost	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9900 Transfer Out & Internal Srv Charges						
260-66-72003-9920 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9924 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72003-9926 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfer Out & Internal Srv Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Non-Personnel Services	15,000.00	8,015.16	8,015.16	0.00	6,984.84	53.43
Total Pickleweed First 5 Preschool Program	165,577.68	90,939.32	90,939.32	0.00	74,638.36	54.92
260-66-72010 Lucas Childcare Program						
260-66-72010-8000 Personnel Services						
260-66-72010-8100 Salaries & Wages						
260-66-72010-8111 Classified Personnel	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

260 Childcare Preschool Grant Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
260-66-72010-8112 Temporary Help	0.00	0.00	0.00	0.00	0.00	0.00
TotalSalaries & Waqes	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72010-8300 Fringe Benefits						
260-66-72010-8324 Medicare Tax	0.00	0.00	0.00	0.00	0.00	0.00
TotalFringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Total Lucas Childcare Program	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72012 Pickleweed Preschool State Grant Program						
260-66-72012-8000 Personnel Services						
260-66-72012-8100 Salaries & Wages						
260-66-72012-8106 Bilingual Pay	3,060.00	1,755.00	1,755.00	0.00	1,305.00	57.35
260-66-72012-8107 I.O.D./4850 Pay	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72012-8109 Light/Modified Duty Pay	0.00	641.50	641.50	0.00	-641.50	0.00
260-66-72012-8111 Classified Personnel	253,836.57	129,628.00	129,628.00	0.00	124,208.57	51.07
260-66-72012-8112 Temporary Help	12,008.64	0.00	0.00	0.00	12,008.64	0.00
260-66-72012-8113 Overtime Pay	5,000.00	4,879.22	4,879.22	0.00	120.78	97.58
260-66-72012-8116 Insurance Pay-Back	2,000.00	1,365.00	1,365.00	0.00	635.00	68.25
260-66-72012-8156 Bilingual Pay-Non Compesable	3,060.00	1,657.50	1,657.50	0.00	1,402.50	54.17
260-66-72012-8160 Out of Class Pay-Non Compensable	0.00	181.30	181.30	0.00	-181.30	0.00
TotalSalaries & Waqes	278,965.21	140,107.52	140,107.52	0.00	138,857.69	50.22
260-66-72012-8300 Fringe Benefits						
260-66-72012-8321 Group Life/Health Insurance	47,638.32	32,718.55	32,718.55	0.00	14,919.77	68.68
260-66-72012-8323 P.A.R.S	450.48	0.00	0.00	0.00	450.48	0.00
260-66-72012-8324 Medicare Tax	3,662.90	1,909.81	1,909.81	0.00	1,753.09	52.14
260-66-72012-8325 Internal Service Chgs-Workers Comp	3,172.15	1,528.22	1,528.22	0.00	1,643.93	48.18

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

260 Childcare Preschool Grant Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
260-66-72012-8326 Retirement	107,285.89	59,433.17	59,433.17	0.00	47,852.72	55.40
260-66-72012-8328 Internal Service Chgs-Dental Insurance	4,339.20	2,993.29	2,993.29	0.00	1,345.91	68.98
260-66-72012-8331 Internal Service-Chgs-Leave Payout	24,132.55	13,295.29	13,295.29	0.00	10,837.26	55.09
260-66-72012-8332 Vision Plan	228.12	128.39	128.39	0.00	99.73	56.28
TotalFringe Benefits	190,909.61	112,006.72	112,006.72	0.00	78,902.89	58.67
Total Personnel Services	469,874.82	252,114.24	252,114.24	0.00	217,760.58	53.66
260-66-72012-9000 Non-Personnel Services						
260-66-72012-9200 Services						
260-66-72012-9210 Maintenance of Parks & Grounds	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72012-9216 Professional Dues & Subscription	650.00	484.00	484.00	0.00	166.00	74.46
260-66-72012-9220 Building Maintenance Contracts	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72012-9222 Maintenance Buildings & Improvements	10,800.00	4,811.50	4,811.50	0.00	5,988.50	44.55
260-66-72012-9230 Maintenance & Repair;Equip & Machinery	5,000.00	301.30	301.30	0.00	4,698.70	6.03
260-66-72012-9270 Contractual Services	4,800.00	5,294.22	5,294.22	0.00	-494.22	110.30
260-66-72012-9290 Insurance & Surety Bonds	0.00	0.00	0.00	0.00	0.00	0.00
260-66-72012-9292 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
TotalServices	21,250.00	10,891.02	10,891.02	0.00	10,358.98	51.25
260-66-72012-9300 Supplies						
260-66-72012-9310 Office Supplies	0.00	97.37	97.37	0.00	-97.37	0.00
260-66-72012-9320 Recreation Supplies	13,800.00	19,888.56	19,888.56	0.00	-6,088.56	144.12
TotalSupplies	13,800.00	19,985.93	19,985.93	0.00	-6,185.93	144.83
260-66-72012-9400 Utilities/Communication						
260-66-72012-9434 Utilities - Electricity	2,000.00	1,066.41	1,066.41	0.00	933.59	53.32
TotalUtilities/Communication	2,000.00	1,066.41	1,066.41	0.00	933.59	53.32
260-66-72012-9900 Transfer Out & Internal Srv Charges						

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

260 Childcare Preschool Grant Fund
 66 Community Services Department
 70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
260-66-72012-9924 Internal Service Chgs-Liability Ins.	1,990.00	995.02	995.02	0.00	994.98	50.00
Total Transfer Out & Internal Srv Charges	1,990.00	995.02	995.02	0.00	994.98	50.00
Total Non-Personnel Services	39,040.00	32,938.38	32,938.38	0.00	6,101.62	84.37
Total Pickleweed Preschool State Grant Program	508,914.82	285,052.62	285,052.62	0.00	223,862.20	56.01
Total Childcare Preschool Grant Fund	674,492.50	375,991.94	375,991.94	0.00	298,500.56	55.74
Grand Total	674,492.50	375,991.94	375,991.94	0.00	298,500.56	55.74

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72000 Child Care-Facilities Onsite Section						
208-66-72001 Parkside Pre-School						
208-66-72001-8000 Personnel Services						
208-66-72001-8100 Salaries & Wages						
208-66-72001-8106 Bilingual Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-8107 I.O.D./4850 Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-8109 Light/Modified Duty Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-8111 Classified Personnel	396,778.00	165,420.00	165,420.00	0.00	231,358.00	41.69
208-66-72001-8112 Temporary Help	12,026.43	8,862.06	8,862.06	0.00	3,164.37	73.69
208-66-72001-8113 Overtime Pay	0.00	2,097.25	2,097.25	0.00	-2,097.25	0.00
208-66-72001-8116 Insurance Pay-Back	2,000.00	2,408.64	2,408.64	0.00	-408.64	120.43
208-66-72001-8117 Automobile Allowance	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-8118 Employee Vacation Cash Out	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-8160 Out of Class Pay-Non Compensable	0.00	0.00	0.00	0.00	0.00	0.00
TotalSalaries & Wages	410,804.43	178,787.95	178,787.95	0.00	232,016.48	43.52
208-66-72001-8300 Fringe Benefits						
208-66-72001-8321 Group Life/Health Insurance	71,897.04	44,893.24	44,893.24	0.00	27,003.80	62.44
208-66-72001-8323 P.A.R.S	451.44	197.24	197.24	0.00	254.20	43.69
208-66-72001-8324 Medicare Tax	5,507.94	2,333.27	2,333.27	0.00	3,174.67	42.36
208-66-72001-8325 Internal Service Chgs-Workers Comp	4,688.55	1,961.84	1,961.84	0.00	2,726.71	41.84
208-66-72001-8326 Retirement	149,266.81	78,048.50	78,048.50	0.00	71,218.31	52.29
208-66-72001-8328 Internal Service Chgs-Dental Insurance	8,136.00	4,083.10	4,083.10	0.00	4,052.90	50.19
208-66-72001-8331 Internal Service-Chgs-Leave Payout	32,670.43	16,872.42	16,872.42	0.00	15,798.01	51.64
208-66-72001-8332 Vision Plan	418.20	156.30	156.30	0.00	261.90	37.37

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
TotalFringe Benefits	273,036.41	148,545.91	148,545.91			
Total Personnel Services	683,840.84	327,333.86	327,333.86	0.00	356,506.98	47.87
208-66-72001-9000 Non-Personnel Services						
208-66-72001-9200 Services						
208-66-72001-9210 Maintenance of Parks & Grounds	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-9211 Travel and Conference	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-9212 Training & Instruction	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-9216 Professional Dues & Subscription	975.00	484.00	484.00	0.00	491.00	49.64
208-66-72001-9220 Building Maintenance Contracts	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-9222 Maintenance Buildings & Improvements	11,540.00	6,956.99	6,956.99	0.00	4,583.01	60.29
208-66-72001-9230 Maintenance & Repair;Equip & Machinery	5,000.00	0.00	0.00	0.00	5,000.00	0.00
208-66-72001-9240 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-9250 Rental;Other	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-9260 Document Services	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-9270 Contractual Services	1,000.00	2,602.21	2,602.21	0.00	-1,602.21	260.22
208-66-72001-9280 Advertising & Community Promotion	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-9290 Insurance & Surety Bonds	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-9292 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
TotalServices	18,515.00	10,043.20	10,043.20	0.00	8,471.80	54.24
208-66-72001-9300 Supplies						
208-66-72001-9310 Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-9320 Recreation Supplies	26,100.00	18,205.23	18,205.23	0.00	7,894.77	69.75
208-66-72001-9360 Equipments, Supplies & Materials	0.00	0.00	0.00	0.00	0.00	0.00
TotalSupplies	26,100.00	18,205.23	18,205.23	0.00	7,894.77	69.75
208-66-72001-9400 Utilities/Communication						

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72001-9420 Utilities-Other	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-9430 Communications	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-9431 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-9433 Utilities - Gas	5,000.00	2,752.24	2,752.24	0.00	2,247.76	55.04
208-66-72001-9434 Utilities - Electricity	7,500.00	5,352.13	5,352.13	0.00	2,147.87	71.36
TotalUtilities/Communication	12,500.00	8,104.37	8,104.37	0.00	4,395.63	64.83
208-66-72001-9500 Other						
208-66-72001-9521 Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-9522 Other Charges	0.00	0.00	0.00	0.00	0.00	0.00
TotalOther	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-9700 Assets-Purchase/Cost						
208-66-72001-9711 Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-9712 Equipment Other	0.00	0.00	0.00	0.00	0.00	0.00
TotalAssets-Purchase/Cost	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-9900 Transfer Out & Internal Srv Charges						
208-66-72001-9920 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72001-9924 Internal Service Chgs-Liability Ins.	5,170.00	2,585.02	2,585.02	0.00	2,584.98	50.00
208-66-72001-9926 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
TotalTransfer Out & Internal Srv Charges	5,170.00	2,585.02	2,585.02	0.00	2,584.98	50.00
Total Non-Personnel Services	62,285.00	38,937.82	38,937.82	0.00	23,347.18	62.52
Total Parkside Pre-School	746,125.84	366,271.68	366,271.68	0.00	379,854.16	49.09
208-66-72002 Glenwood Chilcare Program						
208-66-72002-8000 Personnel Services						
208-66-72002-8100 Salaries & Wages						

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72002-8107 I.O.D./4850 Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72002-8109 Light/Modified Duty Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72002-8111 Classified Personnel	129,661.04	60,006.50	60,006.50	0.00	69,654.54	46.28
208-66-72002-8112 Temporary Help	10,052.07	31,821.38	31,821.38	0.00	-21,769.31	316.57
208-66-72002-8113 Overtime Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72002-8116 Insurance Pay-Back	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72002-8118 Employee Vacation Cash Out	0.00	0.00	0.00	0.00	0.00	0.00
TotalSalaries & Waqes	139,713.11	91,827.88	91,827.88	0.00	47,885.23	65.73
208-66-72002-8300 Fringe Benefits						
208-66-72002-8321 Group Life/Health Insurance	26,179.20	16,219.02	16,219.02	0.00	9,960.18	61.95
208-66-72002-8323 P.A.R.S	378.60	1,193.26	1,193.26	0.00	-814.66	315.18
208-66-72002-8324 Medicare Tax	1,782.78	1,215.74	1,215.74	0.00	567.04	68.19
208-66-72002-8325 Internal Service Chgs-Workers Comp	1,679.60	1,077.65	1,077.65	0.00	601.95	64.16
208-66-72002-8326 Retirement	53,766.96	28,881.11	28,881.11	0.00	24,885.85	53.72
208-66-72002-8328 Internal Service Chgs-Dental Insurance	2,712.00	1,542.84	1,542.84	0.00	1,169.16	56.89
208-66-72002-8331 Internal Service-Chgs-Leave Payout	11,405.76	6,126.64	6,126.64	0.00	5,279.12	53.72
208-66-72002-8332 Vision Plan	63.36	31.68	31.68	0.00	31.68	50.00
TotalFringe Benefits	97,968.26	56,287.94	56,287.94	0.00	41,680.32	57.46
Total Personnel Services	237,681.37	148,115.82	148,115.82	0.00	89,565.55	62.32
208-66-72002-9000 Non-Personnel Services						
208-66-72002-9200 Services						
208-66-72002-9210 Maintenance of Parks & Grounds	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72002-9211 Travel and Conference	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72002-9212 Training & Instruction	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72002-9216 Professional Dues & Subscription	500.00	188.98	188.98	0.00	311.02	37.80
208-66-72002-9220 Building Maintenance Contracts	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72002-9222 Maintenance Buildings & Improvements	8,200.00	4,914.00	4,914.00	0.00	3,286.00	59.93
208-66-72002-9230 Maintenance & Repair;Equip & Machinery	1,500.00	0.00	0.00	0.00	1,500.00	0.00
208-66-72002-9240 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72002-9250 Rental;Other	2.00	0.00	0.00	0.00	2.00	0.00
208-66-72002-9270 Contractual Services	7,500.00	2,662.84	2,662.84	0.00	4,837.16	35.50
208-66-72002-9280 Advertising & Community Promotion	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72002-9290 Insurance & Surety Bonds	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72002-9292 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
TotalServices	17,702.00	7,765.82	7,765.82	0.00	9,936.18	43.87
208-66-72002-9300 Supplies						
208-66-72002-9310 Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72002-9320 Recreation Supplies	18,500.00	12,603.14	12,603.14	0.00	5,896.86	68.13
TotalSupplies	18,500.00	12,603.14	12,603.14	0.00	5,896.86	68.13
208-66-72002-9400 Utilities/Communication						
208-66-72002-9420 Utilities-Other	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72002-9430 Communications	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72002-9431 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72002-9433 Utilities - Gas	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72002-9434 Utilities - Electricity	200.00	2.62	2.62	0.00	197.38	1.31
TotalUtilities/Communication	200.00	2.62	2.62	0.00	197.38	1.31
208-66-72002-9500 Other						
208-66-72002-9521 Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72002-9522 Other Charges	0.00	0.00	0.00	0.00	0.00	0.00
TotalOther	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72002-9700 Assets-Purchase/Cost						

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72002-9711 Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72002-9712 Equipment Other	0.00	0.00	0.00	0.00	0.00	0.00
TotalAssets-Purchase/Cost	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72002-9900 Transfer Out & Internal Srv Charges						
208-66-72002-9920 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72002-9924 Internal Service Chgs-Liability Ins.	2,880.00	1,440.00	1,440.00	0.00	1,440.00	50.00
208-66-72002-9926 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
TotalTransfer Out & Internal Srv Charges	2,880.00	1,440.00	1,440.00	0.00	1,440.00	50.00
Total Non-Personnel Services	39,282.00	21,811.58	21,811.58	0.00	17,470.42	55.53
Total Glenwood Chilcare Program	276,963.37	169,927.40	169,927.40	0.00	107,035.97	61.35
208-66-72003 Pickleweed First 5 Preschool Program						
208-66-72003-8000 Personnel Services						
208-66-72003-8100 Salaries & Wages						
208-66-72003-8106 Bilingual Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-8107 I.O.D./4850 Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-8109 Light/Modified Duty Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-8111 Classified Personnel	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-8112 Temporary Help	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-8113 Overtime Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-8116 Insurance Pay-Back	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-8118 Employee Vacation Cash Out	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-8159 Fixed Term-Non Compensable	0.00	0.00	0.00	0.00	0.00	0.00
TotalSalaries & Wages	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-8300 Fringe Benefits						

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72003-8321 Group Life/Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-8323 P.A.R.S	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-8324 Medicare Tax	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-8325 Internal Service Chgs-Workers Comp	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-8326 Retirement	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-8328 Internal Service Chgs-Dental Insurance	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-8331 Internal Service-Chgs-Leave Payout	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-8332 Vision Plan	0.00	0.00	0.00	0.00	0.00	0.00
Total Personnel Services	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9000 Non-Personnel Services						
208-66-72003-9200 Services						
208-66-72003-9210 Maintenance of Parks & Grounds	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9211 Travel and Conference	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9212 Training & Instruction	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9216 Professional Dues & Subscription	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9220 Building Maintenance Contracts	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9222 Maintenance Buildings & Improvements	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9230 Maintenance & Repair;Equip & Machinery	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9240 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9250 Rental;Other	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9270 Contractual Services	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9280 Advertising & Community Promotion	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9290 Insurance & Surety Bonds	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9292 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
TotalServices	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9300 Supplies						
208-66-72003-9310 Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
 66 Community Services Department
 70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72003-9320 Recreation Supplies	0.00	0.00	0.00	0.00	0.00	0.00
TotalSupplies	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9400 Utilities/Communication						
208-66-72003-9420 Utilities-Other	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9430 Communications	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9431 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9433 Utilities - Gas	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9434 Utilities - Electricity	0.00	0.00	0.00	0.00	0.00	0.00
TotalUtilities/Communication	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9500 Other						
208-66-72003-9521 Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9522 Other Charges	0.00	0.00	0.00	0.00	0.00	0.00
TotalOther	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9700 Assets-Purchase/Cost						
208-66-72003-9711 Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9712 Equipment Other	0.00	0.00	0.00	0.00	0.00	0.00
TotalAssets-Purchase/Cost	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9900 Transfer Out & Internal Srv Charges						
208-66-72003-9920 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9924 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72003-9926 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
Total Pickleweed First 5 Preschool Program	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004 Venetia Valley Childcare Program						
208-66-72004-8000 Personnel Services						

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
 66 Community Services Department
 70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72004-8100 Salaries & Wages						
208-66-72004-8107 I.O.D./4850 Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-8109 Light/Modified Duty Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-8111 Classified Personnel	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-8112 Temporary Help	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-8113 Overtime Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-8116 Insurance Pay-Back	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-8118 Employee Vacation Cash Out	0.00	0.00	0.00	0.00	0.00	0.00
TotalSalaries & Waqes	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-8300 Fringe Benefits						
208-66-72004-8321 Group Life/Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-8323 P.A.R.S	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-8324 Medicare Tax	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-8325 Internal Service Chgs-Workers Comp	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-8326 Retirement	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-8328 Internal Service Chgs-Dental Insurance	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-8331 Internal Service-Chgs-Leave Payout	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-8332 Vision Plan	0.00	0.00	0.00	0.00	0.00	0.00
Total Personnel Services	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9000 Non-Personnel Services						
208-66-72004-9200 Services						
208-66-72004-9210 Maintenance of Parks & Grounds	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9211 Travel and Conference	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9212 Training & Instruction	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9216 Professional Dues & Subscription	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72004-9220 Building Maintenance Contracts	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9222 Maintenance Buildings & Improvements	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9230 Maintenance & Repair;Equip & Machinery	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9240 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9250 Rental;Other	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9270 Contractual Services	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9280 Advertising & Community Promotion	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9290 Insurance & Surety Bonds	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9292 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
TotalServices	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9300 Supplies						
208-66-72004-9310 Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9320 Recreation Supplies	0.00	0.00	0.00	0.00	0.00	0.00
TotalSupplies	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9400 Utilities/Communication						
208-66-72004-9420 Utilities-Other	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9430 Communications	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9431 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9433 Utilities - Gas	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9434 Utilities - Electricity	0.00	0.00	0.00	0.00	0.00	0.00
TotalUtilities/Communication	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9500 Other						
208-66-72004-9521 Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9522 Other Charges	0.00	0.00	0.00	0.00	0.00	0.00
TotalOther	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9700 Assets-Purchase/Cost						

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
 66 Community Services Department
 70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72004-9711 Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9712 Equipment Other	0.00	0.00	0.00	0.00	0.00	0.00
TotalAssets-Purchase/Cost	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9900 Transfer Out & Internal Srv Charges						
208-66-72004-9920 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9924 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72004-9926 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
Total Venetia Valley Childcare Program	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006 Vallecito Childcare Program						
208-66-72006-8000 Personnel Services						
208-66-72006-8100 Salaries & Wages						
208-66-72006-8107 I.O.D./4850 Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-8109 Light/Modified Duty Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-8111 Classified Personnel	213,791.70	34,942.79	34,942.79	0.00	178,848.91	16.34
208-66-72006-8112 Temporary Help	15,033.72	49,256.86	49,256.86	0.00	-34,223.14	327.64
208-66-72006-8113 Overtime Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-8116 Insurance Pay-Back	5,000.00	0.00	0.00	0.00	5,000.00	0.00
208-66-72006-8118 Employee Vacation Cash Out	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-8160 Out of Class Pay-Non Compensable	0.00	0.00	0.00	0.00	0.00	0.00
TotalSalaries & Waqes	233,825.42	84,199.65	84,199.65	0.00	149,625.77	36.01
208-66-72006-8300 Fringe Benefits						
208-66-72006-8321 Group Life/Health Insurance	16,526.88	10,778.05	10,778.05	0.00	5,748.83	65.22
208-66-72006-8323 P.A.R.S	564.90	1,847.46	1,847.46	0.00	-1,282.56	327.04
208-66-72006-8324 Medicare Tax	2,374.33	714.53	714.53	0.00	1,659.80	30.09

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72006-8325 Internal Service Chgs-Workers Comp	2,728.58	972.73	972.73	0.00	1,755.85	35.65
208-66-72006-8326 Retirement	50,483.14	16,813.96	16,813.96	0.00	33,669.18	33.31
208-66-72006-8328 Internal Service Chgs-Dental Insurance	2,712.00	771.42	771.42	0.00	1,940.58	28.44
208-66-72006-8331 Internal Service-Chgs-Leave Payout	11,341.08	3,566.84	3,566.84	0.00	7,774.24	31.45
208-66-72006-8332 Vision Plan	63.36	0.00	0.00	0.00	63.36	0.00
TotalFringe Benefits	86,794.27	35,464.99	35,464.99	0.00	51,329.28	40.86
Total Personnel Services	320,619.69	119,664.64	119,664.64	0.00	200,955.05	37.32
208-66-72006-9000 Non-Personnel Services						
208-66-72006-9200 Services						
208-66-72006-9210 Maintenance of Parks & Grounds	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-9211 Travel and Conference	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-9212 Training & Instruction	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-9216 Professional Dues & Subscription	975.00	188.98	188.98	0.00	786.02	19.38
208-66-72006-9220 Building Maintenance Contracts	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-9222 Maintenance Buildings & Improvements	10,080.00	4,212.00	4,212.00	0.00	5,868.00	41.79
208-66-72006-9230 Maintenance & Repair;Equip & Machinery	2,000.00	0.00	0.00	0.00	2,000.00	0.00
208-66-72006-9240 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-9250 Rental;Other	4,800.00	3,554.21	3,554.21	0.00	1,245.79	74.05
208-66-72006-9270 Contractual Services	12,000.00	7,144.67	7,144.67	0.00	4,855.33	59.54
208-66-72006-9280 Advertising & Community Promotion	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-9290 Insurance & Surety Bonds	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-9292 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
TotalServices	29,855.00	15,099.86	15,099.86	0.00	14,755.14	50.58
208-66-72006-9300 Supplies						
208-66-72006-9310 Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-9320 Recreation Supplies	27,000.00	11,590.62	11,590.62	0.00	15,409.38	42.93

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72006-9360 Equipments, Supplies & Materials	0.00	0.00	0.00	0.00	0.00	0.00
TotalSupplies	27,000.00	11,590.62	11,590.62	0.00	15,409.38	42.93
208-66-72006-9400 Utilities/Communication						
208-66-72006-9420 Utilities-Other	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-9430 Communications	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-9431 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-9433 Utilities - Gas	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-9434 Utilities - Electricity	0.00	0.00	0.00	0.00	0.00	0.00
TotalUtilities/Communication	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-9500 Other						
208-66-72006-9521 Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-9522 Other Charges	0.00	0.00	0.00	0.00	0.00	0.00
TotalOther	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-9700 Assets-Purchase/Cost						
208-66-72006-9711 Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-9712 Equipment Other	0.00	0.00	0.00	0.00	0.00	0.00
TotalAssets-Purchase/Cost	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-9900 Transfer Out & Internal Srv Charges						
208-66-72006-9920 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72006-9924 Internal Service Chgs-Liability Ins.	3,130.00	1,565.02	1,565.02	0.00	1,564.98	50.00
208-66-72006-9926 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
TotalTransfer Out & Internal Srv Charges	3,130.00	1,565.02	1,565.02	0.00	1,564.98	50.00
Total Non-Personnel Services	59,985.00	28,255.50	28,255.50	0.00	31,729.50	47.10
Total Vallecito Childcare Program	380,604.69	147,920.14	147,920.14	0.00	232,684.55	38.86

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
 66 Community Services Department
 70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72008 Parkside Elementary Childcare Program						
208-66-72008-8000 Personnel Services						
208-66-72008-8100 Salaries & Wages						
208-66-72008-8107 I.O.D./4850 Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72008-8109 Light/Modified Duty Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72008-8111 Classified Personnel	129,661.04	34,934.50	34,934.50	0.00	94,726.54	26.94
208-66-72008-8112 Temporary Help	18,039.25	33,272.75	33,272.75	0.00	-15,233.50	184.45
208-66-72008-8113 Overtime Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72008-8116 Insurance Pay-Back	5,000.00	0.00	0.00	0.00	5,000.00	0.00
208-66-72008-8118 Employee Vacation Cash Out	0.00	0.00	0.00	0.00	0.00	0.00
Total Salaries & Wages	152,700.29	68,207.25	68,207.25	0.00	84,493.04	44.67
208-66-72008-8300 Fringe Benefits						
208-66-72008-8321 Group Life/Health Insurance	14,876.16	9,812.07	9,812.07	0.00	5,064.09	65.96
208-66-72008-8323 P.A.R.S	677.88	1,247.75	1,247.75	0.00	-569.87	184.07
208-66-72008-8324 Medicare Tax	1,933.24	895.04	895.04	0.00	1,038.20	46.30
208-66-72008-8325 Internal Service Chgs-Workers Comp	1,866.12	757.20	757.20	0.00	1,108.92	40.58
208-66-72008-8326 Retirement	53,766.96	16,813.96	16,813.96	0.00	36,953.00	31.27
208-66-72008-8328 Internal Service Chgs-Dental Insurance	2,712.00	771.42	771.42	0.00	1,940.58	28.44
208-66-72008-8331 Internal Service-Chgs-Leave Payout	11,405.76	3,566.84	3,566.84	0.00	7,838.92	31.27
208-66-72008-8332 Vision Plan	0.00	0.00	0.00	0.00	0.00	0.00
Total Fringe Benefits	87,238.12	33,864.28	33,864.28	0.00	53,373.84	38.82
Total Personnel Services	239,938.41	102,071.53	102,071.53	0.00	137,866.88	42.54
208-66-72008-9000 Non-Personnel Services						
208-66-72008-9200 Services						

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
 66 Community Services Department
 70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72008-9210 Maintenance of Parks & Grounds	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72008-9211 Travel and Conference	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72008-9212 Training & Instruction	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72008-9216 Professional Dues & Subscription	975.00	188.98	188.98	0.00	786.02	19.38
208-66-72008-9220 Building Maintenance Contracts	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72008-9222 Maintenance Buildings & Improvements	13,100.00	5,970.10	5,970.10	0.00	7,129.90	45.57
208-66-72008-9230 Maintenance & Repair;Equip & Machinery	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72008-9240 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72008-9250 Rental;Other	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72008-9270 Contractual Services	7,500.00	6,751.86	6,751.86	0.00	748.14	90.02
208-66-72008-9280 Advertising & Community Promotion	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72008-9290 Insurance & Surety Bonds	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72008-9292 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
TotalServices	21,575.00	12,910.94	12,910.94	0.00	8,664.06	59.84
208-66-72008-9300 Supplies						
208-66-72008-9310 Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72008-9320 Recreation Supplies	23,500.00	11,663.07	11,663.07	0.00	11,836.93	49.63
TotalSupplies	23,500.00	11,663.07	11,663.07	0.00	11,836.93	49.63
208-66-72008-9400 Utilities/Communication						
208-66-72008-9420 Utilities-Other	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72008-9430 Communications	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72008-9431 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72008-9433 Utilities - Gas	3,000.00	0.00	0.00	0.00	3,000.00	0.00
208-66-72008-9434 Utilities - Electricity	9,000.00	3,485.79	3,485.79	0.00	5,514.21	38.73
TotalUtilities/Communication	12,000.00	3,485.79	3,485.79	0.00	8,514.21	29.05
208-66-72008-9500 Other						

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
 66 Community Services Department
 70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72008-9521 Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72008-9522 Other Charges	0.00	0.00	0.00	0.00	0.00	0.00
TotalOther	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72008-9700 Assets-Purchase/Cost						
208-66-72008-9711 Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72008-9712 Equipment Other	0.00	0.00	0.00	0.00	0.00	0.00
TotalAssets-Purchase/Cost	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72008-9900 Transfer Out & Internal Srv Charges						
208-66-72008-9920 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72008-9924 Internal Service Chgs-Liability Ins.	3,710.00	1,854.98	1,854.98	0.00	1,855.02	50.00
208-66-72008-9926 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
TotalTransfer Out & Internal Srv Charges	3,710.00	1,854.98	1,854.98	0.00	1,855.02	50.00
Total Non-Personnel Services	60,785.00	29,914.78	29,914.78	0.00	30,870.22	49.21
Total Parkside Elementary Childcare Program	300,723.41	131,986.31	131,986.31	0.00	168,737.10	43.89
208-66-72009 Mary Silveira Childcare Program						
208-66-72009-8000 Personnel Services						
208-66-72009-8100 Salaries & Wages						
208-66-72009-8107 I.O.D./4850 Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-8109 Light/Modified Duty Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-8111 Classified Personnel	140,825.76	34,934.50	34,934.50	0.00	105,891.26	24.81
208-66-72009-8112 Temporary Help	24,072.92	49,184.80	49,184.80	0.00	-25,111.88	204.32
208-66-72009-8113 Overtime Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-8116 Insurance Pay-Back	6,000.00	1,950.00	1,950.00	0.00	4,050.00	32.50
208-66-72009-8118 Employee Vacation Cash Out	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72009-8156 Bilingual Pay-Non Compesable	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-8160 Out of Class Pay-Non Compensable	0.00	0.00	0.00	0.00	0.00	0.00
TotalSalaries & Waqes	170,898.68	86,069.30	86,069.30	0.00	84,829.38	50.36
208-66-72009-8300 Fringe Benefits						
208-66-72009-8321 Group Life/Health Insurance	78.00	42.25	42.25	0.00	35.75	54.17
208-66-72009-8323 P.A.R.S	904.80	1,844.47	1,844.47	0.00	-939.67	203.85
208-66-72009-8324 Medicare Tax	2,370.09	1,228.19	1,228.19	0.00	1,141.90	51.82
208-66-72009-8325 Internal Service Chgs-Workers Comp	2,132.00	955.41	955.41	0.00	1,176.59	44.81
208-66-72009-8326 Retirement	31,301.84	16,813.96	16,813.96	0.00	14,487.88	53.72
208-66-72009-8328 Internal Service Chgs-Dental Insurance	1,356.00	771.42	771.42	0.00	584.58	56.89
208-66-72009-8331 Internal Service-Chgs-Leave Payout	6,640.24	3,566.84	3,566.84	0.00	3,073.40	53.72
208-66-72009-8332 Vision Plan	63.36	31.68	31.68	0.00	31.68	50.00
TotalFringe Benefits	44,846.33	25,254.22	25,254.22	0.00	19,592.11	56.31
Total Personnel Services	215,745.01	111,323.52	111,323.52	0.00	104,421.49	51.60
208-66-72009-9000 Non-Personnel Services						
208-66-72009-9200 Services						
208-66-72009-9210 Maintenance of Parks & Grounds	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-9211 Travel and Conference	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-9212 Training & Instruction	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-9216 Professional Dues & Subscription	975.00	188.98	188.98	0.00	786.02	19.38
208-66-72009-9220 Building Maintenance Contracts	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-9222 Maintenance Buildings & Improvements	10,500.00	4,637.00	4,637.00	0.00	5,863.00	44.16
208-66-72009-9230 Maintenance & Repair;Equip & Machinery	1,500.00	0.00	0.00	0.00	1,500.00	0.00
208-66-72009-9240 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-9250 Rental;Other	4,800.00	3,554.21	3,554.21	0.00	1,245.79	74.05
208-66-72009-9270 Contractual Services	0.00	3,092.97	3,092.97	0.00	-3,092.97	0.00

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72009-9280 Advertising & Community Promotion	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-9290 Insurance & Surety Bonds	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-9292 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
TotalServices	17,775.00	11,473.16	11,473.16	0.00	6,301.84	64.55
208-66-72009-9300 Supplies						
208-66-72009-9310 Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-9320 Recreation Supplies	22,000.00	9,505.62	9,505.62	0.00	12,494.38	43.21
208-66-72009-9360 Equipments, Supplies & Materials	0.00	0.00	0.00	0.00	0.00	0.00
TotalSupplies	22,000.00	9,505.62	9,505.62	0.00	12,494.38	43.21
208-66-72009-9400 Utilities/Communication						
208-66-72009-9420 Utilities-Other	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-9430 Communications	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-9431 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-9433 Utilities - Gas	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-9434 Utilities - Electricity	0.00	0.00	0.00	0.00	0.00	0.00
TotalUtilities/Communication	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-9500 Other						
208-66-72009-9521 Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-9522 Other Charges	0.00	0.00	0.00	0.00	0.00	0.00
TotalOther	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-9700 Assets-Purchase/Cost						
208-66-72009-9711 Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-9712 Equipment Other	0.00	0.00	0.00	0.00	0.00	0.00
TotalAssets-Purchase/Cost	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-9900 Transfer Out & Internal Srv Charges						

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72009-9920 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72009-9924 Internal Service Chgs-Liability Ins.	2,660.00	1,329.98	1,329.98	0.00	1,330.02	50.00
208-66-72009-9926 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfer Out & Internal Srv Charges	2,660.00	1,329.98	1,329.98	0.00	1,330.02	50.00
Total Non-Personnel Services	42,435.00	22,308.76	22,308.76	0.00	20,126.24	52.57
Total Mary Silveira Childcare Program	258,180.01	133,632.28	133,632.28	0.00	124,547.73	51.76
208-66-72010 Lucas Childcare Program						
208-66-72010-8000 Personnel Services						
208-66-72010-8100 Salaries & Wages						
208-66-72010-8106 Bilingual Pay	1,800.00	975.00	975.00	0.00	825.00	54.17
208-66-72010-8107 I.O.D./4850 Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-8109 Light/Modified Duty Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-8111 Classified Personnel	182,080.76	56,593.00	56,593.00	0.00	125,487.76	31.08
208-66-72010-8112 Temporary Help	27,058.10	37,950.39	37,950.39	0.00	-10,892.29	140.26
208-66-72010-8113 Overtime Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-8116 Insurance Pay-Back	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-8118 Employee Vacation Cash Out	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-8160 Out of Class Pay-Non Compensable	0.00	0.00	0.00	0.00	0.00	0.00
Total Salaries & Wages	210,938.86	95,518.39	95,518.39	0.00	115,420.47	45.28
208-66-72010-8300 Fringe Benefits						
208-66-72010-8321 Group Life/Health Insurance	32,897.76	21,556.10	21,556.10	0.00	11,341.66	65.52
208-66-72010-8323 P.A.R.S	1,016.34	1,423.17	1,423.17	0.00	-406.83	140.03
208-66-72010-8324 Medicare Tax	2,815.19	1,297.61	1,297.61	0.00	1,517.58	46.09
208-66-72010-8325 Internal Service Chgs-Workers Comp	2,680.99	1,060.29	1,060.29	0.00	1,620.70	39.55
208-66-72010-8326 Retirement	49,355.03	26,306.18	26,306.18	0.00	23,048.85	53.30

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72010-8328 Internal Service Chgs-Dental Insurance	2,712.00	1,542.84	1,542.84	0.00	1,169.16	56.89
208-66-72010-8331 Internal Service-Chgs-Leave Payout	10,852.36	5,778.17	5,778.17	0.00	5,074.19	53.24
208-66-72010-8332 Vision Plan	126.72	63.36	63.36	0.00	63.36	50.00
TotalFringe Benefits	102,456.39	59,027.72	59,027.72	0.00	43,428.67	57.61
Total Personnel Services	313,395.25	154,546.11	154,546.11	0.00	158,849.14	49.31
208-66-72010-9000 Non-Personnel Services						
208-66-72010-9200 Services						
208-66-72010-9210 Maintenance of Parks & Grounds	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-9211 Travel and Conference	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-9212 Training & Instruction	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-9216 Professional Dues & Subscription	950.00	188.98	188.98	0.00	761.02	19.89
208-66-72010-9220 Building Maintenance Contracts	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-9222 Maintenance Buildings & Improvements	10,000.00	4,722.00	4,722.00	0.00	5,278.00	47.22
208-66-72010-9230 Maintenance & Repair;Equip & Machinery	2,500.00	13.10	13.10	0.00	2,486.90	0.52
208-66-72010-9240 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-9250 Rental;Other	4,800.00	3,554.21	3,554.21	0.00	1,245.79	74.05
208-66-72010-9270 Contractual Services	10,000.00	4,465.67	4,465.67	0.00	5,534.33	44.66
208-66-72010-9280 Advertising & Community Promotion	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-9290 Insurance & Surety Bonds	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-9292 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
TotalServices	28,250.00	12,943.96	12,943.96	0.00	15,306.04	45.82
208-66-72010-9300 Supplies						
208-66-72010-9310 Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-9320 Recreation Supplies	22,000.00	12,453.62	12,453.62	0.00	9,546.38	56.61
TotalSupplies	22,000.00	12,453.62	12,453.62	0.00	9,546.38	56.61
208-66-72010-9400 Utilities/Communication						

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
 66 Community Services Department
 70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72010-9420 Utilities-Other	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-9430 Communications	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-9431 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-9433 Utilities - Gas	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-9434 Utilities - Electricity	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities/Communication	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-9500 Other						
208-66-72010-9521 Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-9522 Other Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Other	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-9700 Assets-Purchase/Cost						
208-66-72010-9711 Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-9712 Equipment Other	0.00	0.00	0.00	0.00	0.00	0.00
Total Assets-Purchase/Cost	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-9900 Transfer Out & Internal Srv Charges						
208-66-72010-9920 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72010-9924 Internal Service Chgs-Liability Ins.	2,070.00	1,035.00	1,035.00	0.00	1,035.00	50.00
208-66-72010-9926 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
Total Transfer Out & Internal Srv Charges	2,070.00	1,035.00	1,035.00	0.00	1,035.00	50.00
Total Non-Personnel Services	52,320.00	26,432.58	26,432.58	0.00	25,887.42	50.52
Total Lucas Childcare Program	365,715.25	180,978.69	180,978.69	0.00	184,736.56	49.49
208-66-72011 Coleman Childcare Program						
208-66-72011-8000 Personnel Services						

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72011-8100 Salaries & Wages						
208-66-72011-8106 Bilingual Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72011-8107 I.O.D./4850 Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72011-8109 Light/Modified Duty Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72011-8111 Classified Personnel	188,626.00	75,263.38	75,263.38	0.00	113,362.62	39.90
208-66-72011-8112 Temporary Help	12,021.98	13,385.85	13,385.85	0.00	-1,363.87	111.34
208-66-72011-8113 Overtime Pay	0.00	349.64	349.64	0.00	-349.64	0.00
208-66-72011-8116 Insurance Pay-Back	2,000.00	1,262.20	1,262.20	0.00	737.80	63.11
208-66-72011-8118 Employee Vacation Cash Out	0.00	0.00	0.00	0.00	0.00	0.00
TotalSalaries & Wages	202,647.98	90,261.07	90,261.07	0.00	112,386.91	44.54
208-66-72011-8300 Fringe Benefits						
208-66-72011-8321 Group Life/Health Insurance	24,681.84	11,988.14	11,988.14	0.00	12,693.70	48.57
208-66-72011-8323 P.A.R.S	1,269.52	1,035.51	1,035.51	0.00	234.01	81.57
208-66-72011-8324 Medicare Tax	2,849.68	1,548.39	1,548.39	0.00	1,301.29	54.34
208-66-72011-8325 Internal Service Chgs-Workers Comp	2,378.08	1,203.92	1,203.92	0.00	1,174.16	50.63
208-66-72011-8326 Retirement	61,765.28	29,289.57	29,289.57	0.00	32,475.71	47.42
208-66-72011-8328 Internal Service Chgs-Dental Insurance	3,427.92	1,687.21	1,687.21	0.00	1,740.71	49.22
208-66-72011-8331 Internal Service-Chgs-Leave Payout	15,593.52	7,440.31	7,440.31	0.00	8,153.21	47.71
208-66-72011-8332 Vision Plan	63.36	31.68	31.68	0.00	31.68	50.00
TotalFringe Benefits	112,029.20	54,224.73	54,224.73	0.00	57,804.47	48.40
Total Personnel Services	314,677.18	144,485.80	144,485.80	0.00	170,191.38	45.92
208-66-72011-9000 Non-Personnel Services						
208-66-72011-9200 Services						
208-66-72011-9210 Maintenance of Parks & Grounds	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72011-9211 Travel and Conference	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72011-9212 Training & Instruction	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72011-9216 Professional Dues & Subscription	950.00	0.00	0.00	0.00	950.00	0.00
208-66-72011-9220 Building Maintenance Contracts	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72011-9222 Maintenance Buildings & Improvements	12,000.00	4,914.00	4,914.00	0.00	7,086.00	40.95
208-66-72011-9230 Maintenance & Repair; Equip & Machinery	1,500.00	0.00	0.00	0.00	1,500.00	0.00
208-66-72011-9240 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72011-9250 Rental;Other	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72011-9270 Contractual Services	9,000.00	4,064.47	4,064.47	0.00	4,935.53	45.16
208-66-72011-9280 Advertising & Community Promotion	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72011-9290 Insurance & Surety Bonds	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72011-9292 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
TotalServices	23,450.00	8,978.47	8,978.47	0.00	14,471.53	38.29
208-66-72011-9300 Supplies						
208-66-72011-9310 Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72011-9320 Recreation Supplies	23,000.00	7,296.88	7,296.88	0.00	15,703.12	31.73
TotalSupplies	23,000.00	7,296.88	7,296.88	0.00	15,703.12	31.73
208-66-72011-9400 Utilities/Communication						
208-66-72011-9420 Utilities-Other	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72011-9430 Communications	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72011-9431 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72011-9433 Utilities - Gas	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72011-9434 Utilities - Electricity	2,000.00	1,575.76	1,575.76	0.00	424.24	78.79
TotalUtilities/Communication	2,000.00	1,575.76	1,575.76	0.00	424.24	78.79
208-66-72011-9500 Other						
208-66-72011-9521 Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72011-9522 Other Charges	0.00	0.00	0.00	0.00	0.00	0.00
TotalOther	0.00	0.00	0.00	0.00	0.00	0.00

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72011-9700 Assets-Purchase/Cost						
208-66-72011-9711 Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72011-9712 Equipment Other	0.00	0.00	0.00	0.00	0.00	0.00
TotalAssets-Purchase/Cost	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72011-9900 Transfer Out & Internal Srv Charges						
208-66-72011-9920 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72011-9924 Internal Service Chgs-Liability Ins.	1,900.00	950.02	950.02	0.00	949.98	50.00
208-66-72011-9926 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
TotalTransfer Out & Internal Srv Charges	1,900.00	950.02	950.02	0.00	949.98	50.00
Total Non-Personnel Services	50,350.00	18,801.13	18,801.13	0.00	31,548.87	37.34
Total Coleman Childcare Program	365,027.18	163,286.93	163,286.93	0.00	201,740.25	44.73
208-66-72012 Pickleweed Preschool State Grant Program						
208-66-72012-8000 Personnel Services						
208-66-72012-8100 Salaries & Wages						
208-66-72012-8106 Bilingual Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-8107 I.O.D./4850 Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-8109 Light/Modified Duty Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-8111 Classified Personnel	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-8112 Temporary Help	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-8113 Overtime Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-8116 Insurance Pay-Back	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-8118 Employee Vacation Cash Out	0.00	0.00	0.00	0.00	0.00	0.00
TotalSalaries & Wages	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-8300 Fringe Benefits						

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72012-8321 Group Life/Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-8323 P.A.R.S	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-8324 Medicare Tax	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-8325 Internal Service Chgs-Workers Comp	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-8326 Retirement	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-8328 Internal Service Chgs-Dental Insurance	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-8331 Internal Service-Chgs-Leave Payout	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-8332 Vision Plan	0.00	0.00	0.00	0.00	0.00	0.00
Total Personnel Services	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9000 Non-Personnel Services						
208-66-72012-9200 Services						
208-66-72012-9210 Maintenance of Parks & Grounds	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9211 Travel and Conference	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9212 Training & Instruction	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9216 Professional Dues & Subscription	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9220 Building Maintenance Contracts	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9222 Maintenance Buildings & Improvements	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9230 Maintenance & Repair;Equip & Machinery	0.00	26.20	26.20	0.00	-26.20	0.00
208-66-72012-9240 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9250 Rental;Other	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9270 Contractual Services	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9280 Advertising & Community Promotion	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9290 Insurance & Surety Bonds	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9292 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
TotalServices	0.00	26.20	26.20	0.00	-26.20	0.00
208-66-72012-9300 Supplies						

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
 66 Community Services Department
 70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72012-9310 Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9320 Recreation Supplies	0.00	0.00	0.00	0.00	0.00	0.00
TotalSupplies	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9400 Utilities/Communication						
208-66-72012-9420 Utilities-Other	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9430 Communications	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9431 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9433 Utilities - Gas	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9434 Utilities - Electricity	0.00	0.00	0.00	0.00	0.00	0.00
TotalUtilities/Communication	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9500 Other						
208-66-72012-9521 Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9522 Other Charges	0.00	0.00	0.00	0.00	0.00	0.00
TotalOther	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9700 Assets-Purchase/Cost						
208-66-72012-9711 Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9712 Equipment Other	0.00	0.00	0.00	0.00	0.00	0.00
TotalAssets-Purchase/Cost	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9900 Transfer Out & Internal Srv Charges						
208-66-72012-9920 Internal Service Chgs-Vehicle Equipment	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9924 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72012-9926 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
TotalTransfer Out & Internal Srv Charges	0.00	0.00	0.00	0.00	0.00	0.00
Total Pickleweed Preschool State Grant Program	0.00	26.20	26.20	0.00	-26.20	0.00
208-66-72040 Childcare Administration						

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
 66 Community Services Department
 70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72040-8000 Personnel Services						
208-66-72040-8100 Salaries & Wages						
208-66-72040-8107 I.O.D./4850 Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72040-8109 Light/Modified Duty Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72040-8111 Classified Personnel	206,869.92	127,608.15	127,608.15	0.00	79,261.77	61.69
208-66-72040-8113 Overtime Pay	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72040-8116 Insurance Pay-Back	3,000.00	649.40	649.40	0.00	2,350.60	21.65
208-66-72040-8117 Automobile Allowance	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72040-8155 Education Incentive Pay-Non Compesable	0.00	391.20	391.20	0.00	-391.20	0.00
208-66-72040-8157 Automobile Allowance-Non Compesable	0.00	341.25	341.25	0.00	-341.25	0.00
208-66-72040-8159 Fixed Term-Non Compensable	0.00	0.00	0.00	0.00	0.00	0.00
TotalSalaries & Waqes	209,869.92	128,990.00	128,990.00	0.00	80,879.92	61.46
208-66-72040-8300 Fringe Benefits						
208-66-72040-8321 Group Life/Health Insurance	42,489.12	24,919.13	24,919.13	0.00	17,569.99	58.65
208-66-72040-8323 P.A.R.S	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72040-8324 Medicare Tax	2,817.35	1,824.91	1,824.91	0.00	992.44	64.77
208-66-72040-8325 Internal Service Chgs-Workers Comp	3,613.79	2,213.85	2,213.85	0.00	1,399.94	61.26
208-66-72040-8326 Retirement	95,502.12	59,140.05	59,140.05	0.00	36,362.07	61.93
208-66-72040-8328 Internal Service Chgs-Dental Insurance	2,576.40	1,620.03	1,620.03	0.00	956.37	62.88
208-66-72040-8331 Internal Service-Chgs-Leave Payout	21,121.56	13,013.05	13,013.05	0.00	8,108.51	61.61
208-66-72040-8332 Vision Plan	178.08	104.22	104.22	0.00	73.86	58.52
TotalFringe Benefits	168,298.42	102,835.24	102,835.24	0.00	65,463.18	61.10
Total Personnel Services	378,168.34	231,825.24	231,825.24	0.00	146,343.10	61.30
208-66-72040-9000 Non-Personnel Services						
208-66-72040-9200 Services						

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

208 Childcare Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72040-9211 Travel and Conference	6,500.00	0.00	0.00	0.00	6,500.00	0.00
208-66-72040-9212 Training & Instruction	3,500.00	3,000.00	3,000.00	0.00	500.00	85.71
208-66-72040-9216 Professional Dues & Subscription	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72040-9220 Building Maintenance Contracts	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72040-9222 Maintenance Buildings & Improvements	9,300.00	5,359.02	5,359.02	0.00	3,940.98	57.62
208-66-72040-9230 Maintenance & Repair;Equip & Machinery	1,000.00	38.88	38.88	0.00	961.12	3.89
208-66-72040-9260 Document Services	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72040-9265 Mail Services	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72040-9270 Contractual Services	3,500.00	1,684.00	1,684.00	0.00	1,816.00	48.11
208-66-72040-9280 Advertising & Community Promotion	2,000.00	540.00	540.00	0.00	1,460.00	27.00
208-66-72040-9292 Internal Service Chgs-Liability Ins.	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72040-9293 Internal Srv Chgs-Technology Replacement	0.00	0.00	0.00	0.00	0.00	0.00
TotalServices	25,800.00	10,621.90	10,621.90	0.00	15,178.10	41.17
208-66-72040-9300 Supplies						
208-66-72040-9310 Office Supplies	500.00	29.48	29.48	0.00	470.52	5.90
208-66-72040-9320 Recreation Supplies	0.00	226.43	226.43	0.00	-226.43	0.00
208-66-72040-9330 Clothing & Linen Supplies	6,250.00	0.00	0.00	0.00	6,250.00	0.00
208-66-72040-9361 Technology Supplies & Materials	0.00	0.00	0.00	0.00	0.00	0.00
TotalSupplies	6,750.00	255.91	255.91	0.00	6,494.09	3.79
208-66-72040-9400 Utilities/Communication						
208-66-72040-9420 Utilities-Other	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72040-9431 Internal Service Chgs-Telephones	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72040-9434 Utilities - Electricity	6,000.00	3,787.71	3,787.71	0.00	2,212.29	63.13
TotalUtilities/Communication	6,000.00	3,787.71	3,787.71	0.00	2,212.29	63.13
208-66-72040-9500 Other						
208-66-72040-9521 Credit Card Fees	75,000.00	50,599.28	50,599.28	0.00	24,400.72	67.47

Expenditure Group Budget Report

CITY OF SAN RAFAEL
 7/1/2023 through 6/30/2024

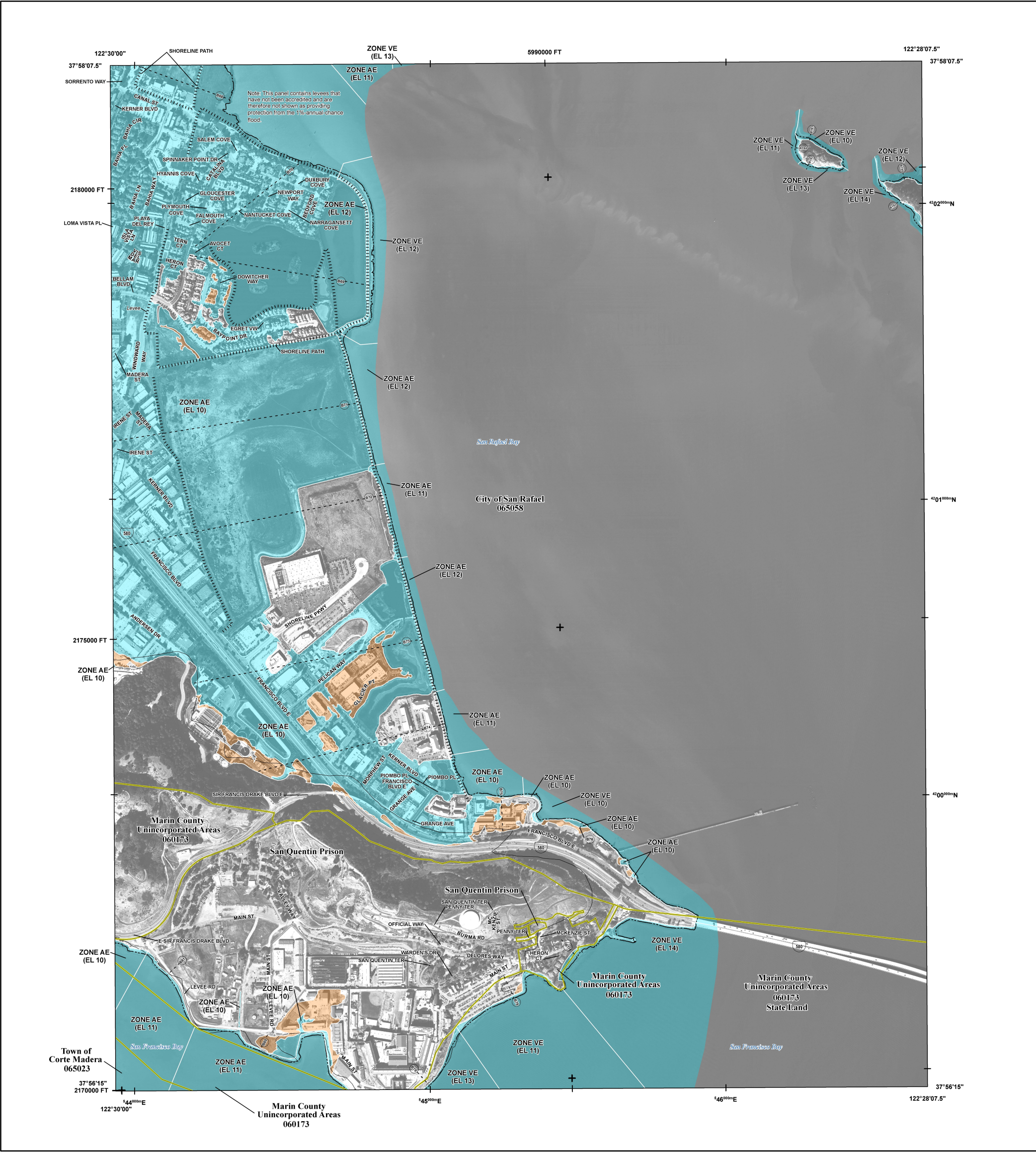
208 Childcare Fund
66 Community Services Department
70000 Child Care Division

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
208-66-72040-9522 Other Charges	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72040-9551 Equipment Lease	4,500.00	2,786.46	2,786.46	0.00	1,713.54	61.92
208-66-72040-9555 Software Licensing	5,000.00	0.00	0.00	0.00	5,000.00	0.00
TotalOther	84,500.00	53,385.74	53,385.74	0.00	31,114.26	63.18
208-66-72040-9900 Transfer Out & Internal Srv Charges						
208-66-72040-9921 Internal Srv Chgs-Technology Replacement	44,329.00	22,164.52	22,164.52	0.00	22,164.48	50.00
208-66-72040-9924 Internal Service Chgs-Liability Ins.	6,970.00	3,485.02	3,485.02	0.00	3,484.98	50.00
208-66-72040-9926 Internal Service Chgs-Telephones	9,106.00	4,553.02	4,553.02	0.00	4,552.98	50.00
208-66-72040-9999 OperatingTransfer Out	0.00	0.00	0.00	0.00	0.00	0.00
TotalTransfer Out & Internal Srv Charges	60,405.00	30,202.56	30,202.56	0.00	30,202.44	50.00
Total Non-Personnel Services	183,455.00	98,253.82	98,253.82	0.00	85,201.18	53.56
Total Childcare Administration	561,623.34	330,079.06	330,079.06	0.00	231,544.28	58.77
TotalChild Care-Facilities Onsite Section	3,254,963.09	1,624,108.69	1,624,108.69	0.00	1,630,854.40	49.90
208-66-72400 *** Title Not Found ***						
208-66-72409 *** Title Not Found ***						
208-66-72409-9000 Non-Personnel Services						
208-66-72409-9200 Services						
208-66-72409-9260 Document Services	0.00	0.00	0.00	0.00	0.00	0.00
TotalServices	0.00	0.00	0.00	0.00	0.00	0.00
208-66-72409-9300 Supplies						
208-66-72409-9361 Technology Supplies & Materials	0.00	0.00	0.00	0.00	0.00	0.00
Total*** Title Not Found ***	0.00	0.00	0.00	0.00	0.00	0.00
Total Childcare Fund	3,254,963.09	1,624,108.69	1,624,108.69	0.00	1,630,854.40	49.90

Expenditure Group Budget Report

CITY OF SAN RAFAEL
7/1/2023 through 6/30/2024

Grand Total	3,254,963.09	1,624,108.69	1,624,108.69	0.00	1,630,854.40	49.90
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FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT [HTTP://MSC.FEMA.GOV](http://MSC.FEMA.GOV)

	Without Base Flood Elevation (BFE) Zone A, V, A99
	With BFE or Depth Zone AE, AO, AH, VE, AR
	Regulatory Floodway
	0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
	Future Conditions 1% Annual Chance Flood Hazard Zone X
	Area with Reduced Flood Risk due to Levee See Notes Zone X
	NO SCREEN Areas of Minimal Flood Hazard Zone X
	Area of Undetermined Flood Hazard Zone D
	Channel, Culvert or Storm Sewer
	Accredited or Provisionally Accredited Levee, Dike or Floodwall
	Non-accredited Levee, Dike or Floodwall
	Cross Sections with 1% Annual Chance Water Surface Elevation (BFE)
	Coastal Transect
	Coastal Transect Baseline
	Profile Baseline
	Hydrographic Feature
	Base Flood Elevation Line (BFE)
	Limit of Study
	Jurisdiction Boundary

NOTES TO USERS

For information and questions about this map, available products associated with this FIRM including historic versions of this FIRM, how to order products or the National Flood Insurance Program in general, please call the FEMA Map Information eXchange at 1-877-FEMA-MAP (1-877-336-2627) or visit the FEMA Map Service Center website at <http://msc.fema.gov>. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the website. Users may determine the current map date for each FIRM panel by visiting the FEMA Map Service Center website or by calling the FEMA Map Information eXchange.

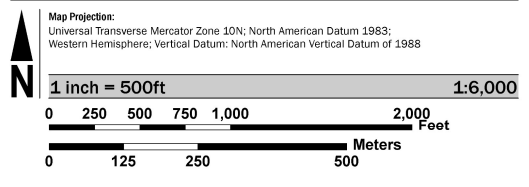
Communities annexing land on adjacent FIRM panels must obtain a current copy of the adjacent panel as well as the current FIRM Index. These may be ordered directly from the Map Service Center at the number listed above.

For community and countywide map dates refer to the Flood Insurance Study report for this jurisdiction.

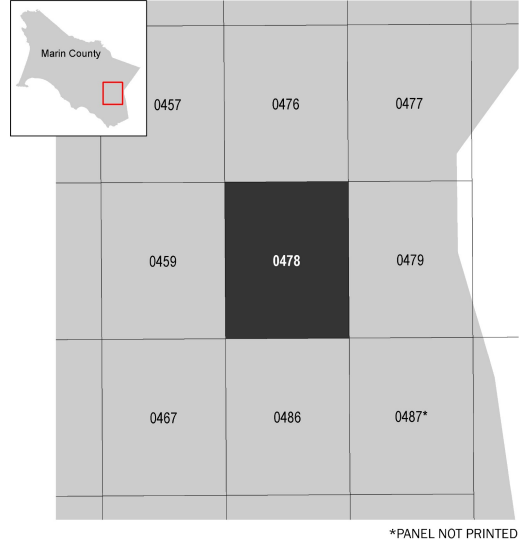
To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.

Base map information shown on this FIRM was derived from Coastal California LIDAR and Digital Imagery dated 2011. USDA NAIP 2012 imagery is used in areas not covered by the Coastal California imagery.

SCALE



PANEL LOCATOR



NATIONAL FLOOD INSURANCE PROGRAM
FLOOD INSURANCE RATE MAP

MARIN COUNTY, CALIFORNIA
 and Incorporated Areas
 PANEL 478 OF 531

Panel Contains:

COMMUNITY	NUMBER	PANEL	SUFFIX
CORTE MADERA, TOWN OF	065023	0478	E
MARIN COUNTY	060173	0478	E
SAN RAFAEL, CITY OF	065058	0478	E

VERSION NUMBER 2.3.2.0
 MAP NUMBER 06041C0478E
 MAP REVISED MARCH 16, 2016



Monday, February 12, 2024

Housing and Federal Grants Division 2024 - 2025 Application for Funding Community Development Block Grant Program

This application is for nonprofit organizations and government entities in Marin County, California who would like to apply for federal Community Development Block Grant program funds for Public Services or Community Infrastructure/Capital Improvements. Please refer to the [Application Guidelines](#) released on January 22, 2024 for detailed information about qualifications and application requirements. Applicants may use this [prep tool](#) for the long-form questions in order to save their responses and copy/paste into this application.

The deadline to apply is **5:00 p.m. Friday, February 16**. Applicants will receive a copy of their submitted application to the email address entered.

Indicate type of project. If your project allows, you may apply under multiple categories. (See Application Guidelines for more information)

Public Services (CDBG)

Organization (Fiscal Sponsor) General Information

Organization (Fiscal Sponsor)/Agency Name

Mental Health Advocates of Marin/Fiscally sponsored by Marin Link

Mailing Address

3270 Kerner Blvd. Suite C
San Rafael, California, 94901

Website (if applicable)

www.mhamarin.org

Organization DUNS#

113371095

Executive Director/CEO

Jennifer Carter - (Mental Health Advocates of Marin) Mary O'Mara - (Marin Link)

Email Address

jcarter@mhamarin.org

Phone Number

(415) 457-4554

Project General Information

Program/Project Name

Enterprise Resource Center

Program/Project Site Address

3270 Kerner Blvd. Suite C
San Rafael, California, 94901

CDBG Funding Amount Requested (Minimum request amount: \$15,000)

60000

Application Contact Person

Jennifer Carter

Title of Contact Person

Executive Director

Contact Email Address

jcarter@mhamarin.org

Contact Phone Number

(415) 457-4554

To determine if your project is located in a Special Flood Hazard Area as indicated by FEMA, visit [FEMA Flood Map Service Center](#). (Save a copy of the Dynamic Map and upload at the end of this application.)

Is this project located in a Special Flood Hazard Area as indicated by FEMA?

No

For CDBG Public Facilities/Improvements applications, if the project is located in a **Regulatory Floodway it is not eligible for funding**. Public Facilities/Improvements projects located in a Special Flood Hazard Area require flood insurance to qualify for funding.

Project Specifics

Planning Areas Served: Indicate what geographic area(s) the requested funding will serve.

San Rafael

Is your organization receiving other County of Marin funding for this project?

Yes

Funding Amount

751258

Date Funding Received

Saturday, July 1, 2023

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

Mental Health Advocates of Marin is dedicated to promoting mental health and well-being by providing compassionate support, fostering awareness, and advocating for inclusive and accessible mental health services. Our mission is to empower individuals and communities to thrive emotionally, break the stigma surrounding mental health, and create a world where everyone has the opportunity to lead fulfilling lives. We believe that in community we recover.

We manage the Enterprise Resource Center a mental health drop-in center that is a welcoming, non-judgmental, and supportive space designed to provide immediate assistance, resources, and a sense of community for individuals facing mental health challenges and where individuals with lived experiences come together to support one another. The center operates on an open-door policy, allowing individuals to visit without an appointment, creating an environment that encourages accessibility and reduces barriers to seeking support.

Our services:

Peer Support: Trained peer support specialists are available to engage in empathetic conversations, share personal experiences, and provide emotional support. The peer support model fosters a sense of understanding and connection among individuals facing similar challenges.

Therapeutic Activities: The center hosts various therapeutic activities such as art therapy, mindfulness sessions, support groups, and workshops. These activities provide individuals with coping mechanisms, self-expression outlets, and opportunities to connect with others.

Community Building: We foster a sense of community by organizing social events, group outings, and community-building activities. Creating a supportive network helps combat feelings of isolation and enhances the overall well-being of participants.

Accessibility: To ensure inclusivity, the drop-in center is easily accessible, both physically and culturally. Efforts are made to accommodate diverse needs, including language accessibility, disability accommodations, and cultural sensitivity.

Non-Judgmental Atmosphere: The center operates on a non-judgmental and stigma-free philosophy. Everyone is welcomed and treated with respect and dignity, irrespective of their background, experiences, or mental health condition.

We serve an average of 857 clients/year.

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.

We benefit the community by providing a supportive environment and empowering individuals to take control of their mental health, these centers help promote long-term recovery and well-being within the community as well as reducing hospital admissions by providing early intervention and support. Our drop-in center helps reduce the number of psychiatric hospital admissions. This not only saves healthcare costs, but also allows individuals to receive support in a less restrictive environment.

SCOPE OF WORK

Intake and Follow-up Interviews: Introduce new participants to the drop-in program and conduct periodic interviews to collect data and ensure that we are meeting participants' needs.

Education: Training for center participants to become Peer Support Specialists with the prospect of being certified to be staff at the ERC or other employment opportunities. Classes will be scheduled twice a week throughout the year.

Peer Companion: Recognizing that friendships and social relationships are a key to recovery, this program matches people with similar interests who spend significant amounts of time in a 1:1

supportive relationship. Peer companions receive \$5 each to participate in outside activities together.

The following are examples of groups that will be conducted weekly throughout the entire year:

- **Wellness Recovery Action Plan (WRAP):** WRAP® is an evidence-based practice used worldwide by people dealing with mental health or general health challenges. Facilitated by certified WRAP® facilitators, individuals in this group create a plan of recovery and wellness which is maintained and revisited by participants only.
- **Hearing Voices:** Facilitated by certified Hearing Voices Network USA facilitators, the focus of the group is on making connections and sharing experiences.
- **Habit Harm Reduction:** Workshop for voluntarily monitoring reduction of any habitual behavior such as smoking, lottery ticket purchases, and sugary snack consumption.

Many of the current ERC groups will be maintained, such as life skills support, board games, and movie nights. The Matt Tasley Activities Club program, a structured day program providing up to 4 hours a day of peer-run programming, will be reconstituted, expanded, and named after Matt Tasley.

A peer-run Warm Line. The Warm Line will offer peer support related to issues ranging from relationships, alcohol/drug use, finances, or anything else callers need to talk about. The Warm Line's trained staff and volunteers are available to receive incoming calls and also have ongoing peer support relationships including making regular outgoing check-in and support calls. In addition to listening and offering support, volunteers make referrals to services including mental health services, food assistance, childcare, etc. The Warm Line will also be available in Spanish.

Which community priority does your project align with? (See Application Guidelines for descriptions) (check as many boxes as applicable)

Basic Health Services

Describe how your project aligns with these priorities.

Our services are free, don't require insurance or a referral. We help to prevent mental health crises for individuals who are un-insured, under-insured, or people with low incomes. Our programs and services include but are not limited to preventative health through peer support, support groups, housing retention groups, education and socialization. We help to prevent hospitalizations and mental health crisis for folks suffering with mental health challenges. Overall, our services aim to ensure equitable access to essential mental health resources, regardless of individuals' financial circumstances or insurance coverage, thereby promoting health equity and improving overall population health outcomes.

Select HUD National Objective to be achieved with funding. Check all that apply.

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

Activities benefiting low and moderate area. (LMA)

All projects funded are required to Affirmatively Further Fair Housing (AFFH) which is defined as taking "meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics."

How will this project Affirmatively Further Fair Housing?

Because many of our participants are unhoused or vicariously house, we offer groups to support them.

One in particular is our Housing Retention Support Group. It is a structured gathering of individuals who

come together to provide mutual assistance, guidance, and encouragement to help people maintain stable housing situations. This group is for people facing challenges such as homelessness, housing insecurity, or difficulties in maintaining their current housing arrangements. The group meets weekly.

Purpose: The primary goal of the housing retention support group is to prevent homelessness and support members in maintaining stable housing situations. Members come together to share their experiences, challenges, and strategies for overcoming housing-related obstacles.

Peer Support: Central to the group's effectiveness is the concept of peer support. Members share their stories, offer empathy, and provide practical advice based on their own experiences. This peer-to-peer support fosters a sense of solidarity and understanding among participants.

Education and Resources: The group hosts guest speakers or facilitators to provide information on topics relevant to housing stability, such as tenant rights, budgeting skills, accessing social services, and finding affordable housing options. Members also exchange information about local resources and support services available to them.

Goal Setting and Accountability: Members are encouraged to set specific goals related to maintaining housing stability, such as finding employment, securing affordable housing, or addressing mental health issues. The group provides accountability and encouragement to help each member work towards their goals.

Crisis Intervention: In addition to proactive support, the group can serve as a valuable resource during housing crises. Members can seek immediate assistance, advice, and emotional support from fellow members and facilitators when facing eviction threats, housing discrimination, or other emergencies.

Community Engagement: The support group may also engage with local policymakers, housing advocacy organizations, and community stakeholders to raise awareness of housing issues, advocate for policy changes, and mobilize resources to support vulnerable populations.

Overall, our housing retention support group provides a vital lifeline for individuals at risk of homelessness, offering practical assistance, emotional support, and a sense of belonging as they navigate the challenges of maintaining stable housing

All projects funded are required to conduct Affirmative Marketing. For more information about affirmative marketing, visit the [Marin County Federal Grants website](#) and scroll down to the Affirmative Marketing panel.

Describe how this project will conduct affirmative marketing to members of the Federally Protected Classes - race, color, national origin, religion, sex (including sexual orientation and gender identity), familial status and disability.

Affirmative marketing to members of Federally Protected Classes involves intentional and proactive efforts to reach out to and engage individuals from diverse backgrounds in the community. Here's how our project conducts affirmative marketing:

Diverse Representation: We ensure that marketing materials, such as brochures, posters, and online content, features diverse representation of race, ethnicity, gender, age, disability, sexual orientation, and other relevant characteristics. This reflects the diversity of the community our drop-in center serves.

Cultural Sensitivity: We incorporate cultural sensitivity and awareness into all marketing communications. This includes using language and imagery that are inclusive and respectful of different cultures, religions, and backgrounds.

Community Outreach: We actively engage with community organizations, religious institutions, cultural centers, and advocacy groups that represent and serve members of the Federally Protected Classes.

Attend events, meetings, and gatherings to promote the drop-in center's services and establish partnerships for outreach.

Language Access: We provide marketing materials and information in multiple languages to ensure accessibility for individuals with limited English proficiency or those who speak languages other than English. This may involve translating brochures, flyers, peer education materials, and website content into languages commonly spoken in the community.

Culturally Tailored Messaging: We have developed marketing messages and campaigns that resonate with the experiences, values, and needs of different cultural and identity groups. We tailor messaging to address specific concerns or challenges faced by members of the Federally Protected Classes regarding mental health support and services.

Inclusive Events and Workshops: We host events, workshops, and informational sessions that are inclusive and welcoming to members of all Federally Protected Classes. We also offer programming that addresses the intersectionality of identities and promotes understanding and acceptance within the community.

Feedback and Evaluation: We solicit feedback from community members to assess the effectiveness of marketing efforts and identify areas for improvement. We regularly evaluate the diversity and inclusivity of outreach activities and adjust strategies as needed to better serve all members of the community.

Training and Awareness: We provide training to staff and volunteers on issues related to diversity, equity, and inclusion, as well as cultural competence and sensitivity and ensure that all team members are equipped to engage respectfully and effectively with individuals from diverse backgrounds.

Refer to the [Current Marin County Income Limits](#) to determine income level for use in the table below.

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.

	Number
Moderate Income	
Low Income	
Very Low Income	
Extremely Low Income	857
TOTAL	857

Notes or clarifying information on the unit count:

We do not ask our clients about their income, however, almost all of our clients are either unhoused or vicariously housed. The people who are housed, are on either disability or housing assistance or both. We do an intake with everyone that participates in our program and they let us know their financial situations, however, we do not record it or require it for people to use our resources.

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.

Most of our participants are on government assistance programs. Most are also on disability, and many are homeless. We do not ask for verification.

Estimate the demographics of moderate, low, very low, and extremely low-Income persons who will directly benefit from the program/project. The total number of beneficiaries should equal the total in the previous questions.

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native	34	
Asian		
Black or African American	94	
Native Hawaiian or Other Pacific Islander		
White	532	
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	197	96
TOTAL	857	96

Total Number of Persons (Must equal total identified under income level)

857

Total Number Identifying as Hispanic

96

Persons with Disabilities (out of above total)

800

Notes or clarifying information on the unit count:

We don't ask if people are head of household or verification of disability

PROJECT MANAGEMENT & FINANCIAL DATA

If your project or organization was funded previously, list past project(s), goals, and accomplishments/activities.

Our organization has been funded for the fiscal years 2021-2022, 2022-2023 and 2023-2024 through contracts with County of Marin, Behavioral Health and Recovery Services. With this yearly funding we continue to offer, free of charge, support for those with mental health and/or substance use disorder challenges.

We offer classes, support groups and social activities for our participants at no charge. We offer classes in Life Skills, Housing Retention, Peer Education and Making Friends. Our support groups

are for those experiencing or who have experienced Depression, Bi-Polar disorder, Hearing Voices, Anxiety and Trauma.

We also have opportunities for social interactions which foster an increased sense of well-being. We offer movies on Sunday afternoons, gardening projects in the community garden and monthly field trips to local places of interest.

We will be expanding our support in the areas of hoarding and learning day-to-day skills for personal and residence care and maintenance.

In October 2023 we met a new participant. He was looking for support and was very motivated to change his life. We called the Transitions and Outreach team as well as ACCESS and were unsuccessful in getting him the help he needed. We watched as he fell deeper into depression and started using substances. In January of 2023, he was feeling very suicidal. Jennifer, our Operations Manager, spoke with him on the phone for many hours trying to intervene. We called the Mobile Crisis Team and the suicide hotline but were unable to get him help. We finally called the police. A policeman took it seriously and finally found our participant laying on the SMART train tracks. Lauren Lupia and Jennifer Carter felt this was not acceptable and asked Todd Schirmer if we could set up a meeting with the department heads at BHRS and Marin community organizations. The following month, with the help of Michelle Funez, we met with a large group of BHRS leaders and Marin nonprofit organization leaders at the ERC. We were able to share this story with them and they were extremely receptive. As a result, the group plans to meet regularly (quarterly) and we arranged to have an employee from the ACCESS team to come to the ERC every week for 2 hours to do screenings and help folks with linkages to services and support. We also collected direct phone numbers. Because of this, when another participant was in crisis, we were able to call someone directly and got the participant into the CSU immediately

If your agency has remaining funds previously approved, please describe the timeline for expending the fund balance.

Our fiscal year is July 1 to June 30. Our contract amount is \$751,258.00. We have a balance of \$409,348.00. We will spend the balance by June 30, 2024

Describe your organization's experience with administering grants and specifically federal grants.

We are funded by Marin County Behavioral Health and Recovery Services. We have not yet directly received federal grants.

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

Jennifer Carter Executive Director under the direct supervision of our Board of Directors and BHRS Marin County Contract Manager.

Jennifer Carter served as the Operations Manager and worked directly with BHRS in managing the project since the inception of our program in 2021. She became the Executive Director in November 2023.

Describe any recent or upcoming leadership transitions.

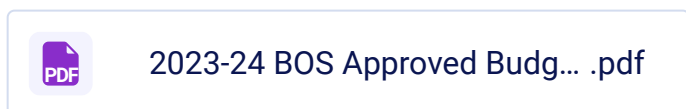
None anticipated.

Describe any flexibility regarding your projects start/completion date.

Our fiscal year begins July 1 and ends June 30 each year

Required Attachments:

Attach 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 request.



Attach Organization Budget: : Upload your organization or fiscal sponsors annual budget.



113_2023-24 BOS Approvedpdf

Attach Dynamic Flood Map



ERC Flood Map.pdf

Submission

Please review your responses above for accuracy.

Name and Title of person completing this application.

Jennifer Carter Executive Director

By checking this box

I hereby certify that the information in this application is true and accurate to the best of my knowledge.

EXHIBIT B

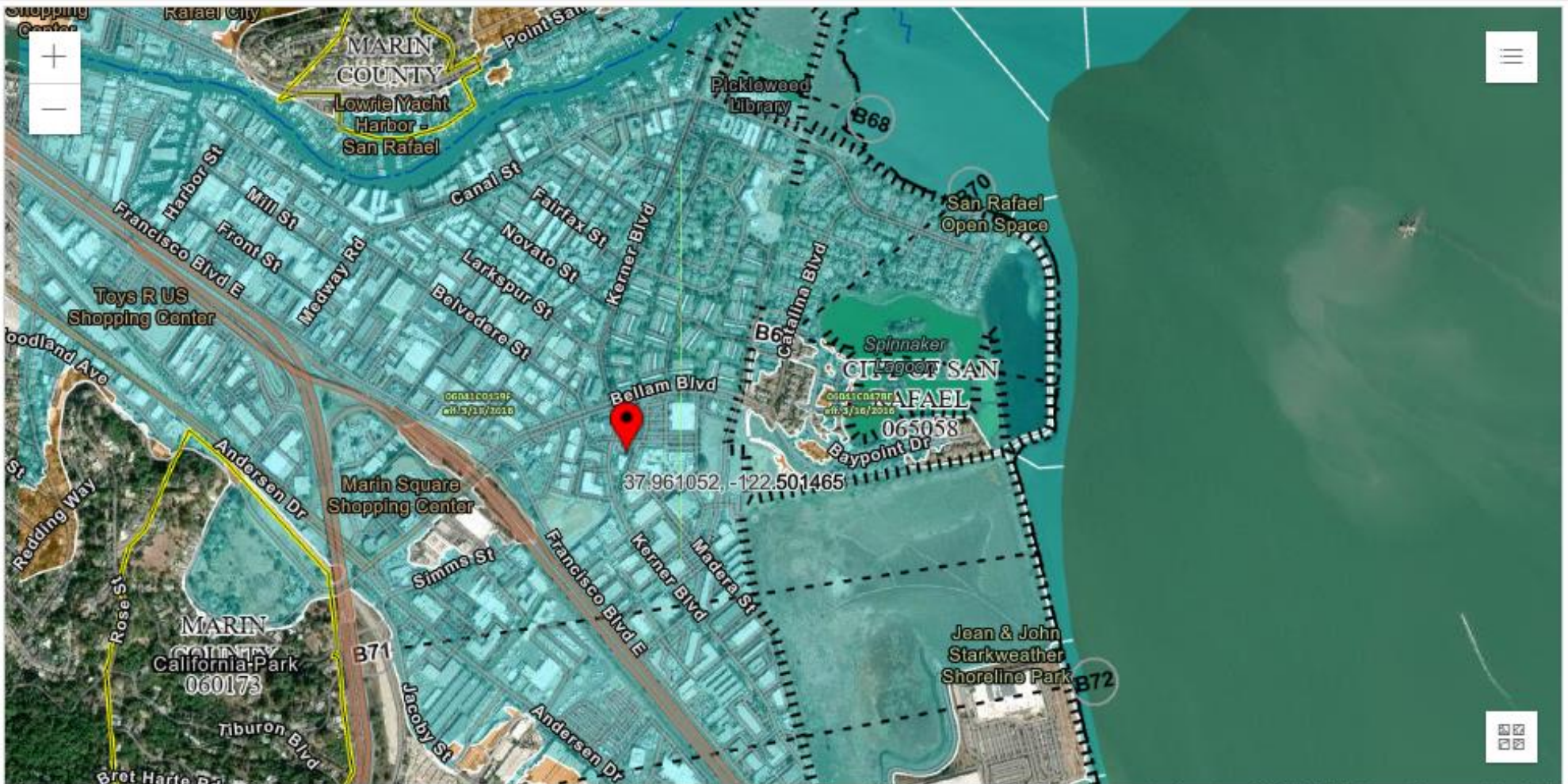
TERMS AND CONDITIONS OF PAYMENT

JULY 1, 2023 – JUNE 30, 2024

Budget FY23/24 MarinLink			FY 23-24
A. Expenditures			
1. Personnel Expenditures (a) Employee Salaries			
	i.	Bookkeeper/Fund Developer .5 FTE	\$ 26,780.00
	ii.	Program Director 1 FTE	\$ 82,400.00
	iii.	Cultural Liaison .6 FTE	\$ 46,350.00
	iv.	Operations Manager 1 FTE	\$ 61,800.00
	v.	Education, Intern Supervisor & Advocacy 1.0 FTE (24hrs)	\$ 55,702.40
	vii.	Senior Peer Support Specialists 1.8 FTE (20hrs)	\$ 96,408.00
	vi.	Matt Tasley Program Supervisor 0.5 FTE	\$ 26,780.00
<i>Subtotal of all Salaries</i>			\$ 396,220.40
Employee Benefits			
	i.	Part-time benefits (@16%)	\$ 16,292.54
		Workers Comp	\$ 572.54
		Retirement Match 3%	\$ 3,816.90
		Payroll Taxes	\$ 11,903.10
	ii.	Full-time benefits (@28%)	\$ 62,658.32
		Workers Comp	\$ 1,140.58
		Retirement Match 3%	\$ 7,603.87
		Payroll Taxes	\$ 21,125.87
		Vacation Expense	\$ 9,748.00
		Health Insurance	\$ 23,040.00
<i>Subtotal of benefits</i>			\$ 78,950.86
<i>Subtotal of Personnel Expenditures</i>			\$ 475,171.26
2. Operating Expenditures			
		Rent & Operating Expenses	\$ 90,184.74
		Office Expenses (phone, internet, supplies, etc)	\$ 10,652.00
		Insurance	\$ 2,200.00
		Staff development & training & background checks	\$ 2,300.00
		Volunteer travel/supply stipends	\$ 47,360.00
		Program supplies (field trips, Peer Companion, etc.)	\$ 10,400.00
		Grant Writer - Consultant	\$ 5,000.00
<i>Subtotal of Operating Expenditures</i>			\$ 168,096.74
3. Admin/Indirect rate: 15%			\$ 97,990.00
<i>Subtotal of Admin/Indirect Costs</i>			\$ 97,990.00
4. Workforce Education and Training Budget			
		WET Intern Stipends	\$ 10,000.00
<i>Subtotal of Workforce Education and Training Budget</i>			\$ 10,000.00
D. Total Proposed Operational Budget			\$ 751,258.00

Contract Maximum by Fiscal Year:

FY 2023 – 2024
\$751,258.00



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