

COMMUNITY DEVELOPMENT AGENCY  
FEDERAL GRANTS DIVISION

**COUNTYWIDE PRIORITY SETTING COMMITTEE**  
**PUBLIC HEARING**

Monday, September 24, 2012  
7:00 p.m.

Council Chambers  
San Rafael City Hall  
1400 Fifth Avenue  
San Rafael

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**AGENDA**

1. Opening Remarks from Supervisor Judy Arnold
2. Comments from Committee Members  
For the next decade, what core value would you like to see the Committee keep in mind when it selects projects to be funded?
3. Report from Subcommittee on the Application Process  
The Subcommittee proposes adjustments in the Community Development Block Grant Program (CDBG) and HOME Program application process to welcome and encourage new applicants, to provide applicants with technical assistance, and to emphasize affirmative marketing in CDBG and HOME projects. The Subcommittee recommends that the Priority Setting Committee review and adopt the following documents which reflect those adjustments:
  - Proposed Timeline for Application Process
  - Proposed Workshop Announcement
  - Proposed CDBG Application Form
  - Proposed HOME Application Form
  - Proposed Organization Profile Form
4. Report from the Subcommittee on City and Town Engagement in Affirmatively Furthering Fair Housing and Equal Opportunity in Housing in Marin  
The Subcommittee recommends that the Priority Setting Committee review and adopt the attached "City and Town Engagement Plan."

5. 2012-13 Role of Committee Members

Many of the initiatives on tonight's agenda call for increased involvement of committee members--for example, outreach to potential applicants, reviewing applications, encouraging their communities to affirmatively further fair housing, and monitoring the Implementation Plan for the Analysis of Impediments to Fair Housing Choice.

6. Prospects for Future Funding

In January 2013, sequestration could result in a retroactive 8% decrease in Community Development Block Grant (CDBG) and HOME funds. Even without sequestration, we can expect a shortfall in funding for CDBG administration. Does the Committee have advice on how to meet these challenges?

7. Needs Hearing

The Committee will hear comments from all interested parties on the past performance of the Community Development Block Grant Program (CDBG), the HOME Program, and the Housing Opportunities for Persons with AIDS Program, and the housing and non-housing community development needs of extremely low, very low, low, and moderate-income persons in Marin County.

8. Open Time for Public Comment on Matters Not on the Agenda

If you have questions about the public hearing, please call Roy Bateman at 473-6698 at the Marin County Community Development Agency. People using TTY devices may reach us at 473-3232 (TTY) or through the California Relay Service at 711. In consideration of persons with environmental sensitivities, please do not wear perfume or other fragrances. Sign language interpretation and translation into languages other than English are available upon request. Please call our office at 473-6279, at least three days in advance of the public hearing you want to attend, if you need language translation, a sign language interpreter, an assistive listening device, or other reasonable accommodation. Call Golden Gate Transit (455-2000, 257-4554 TDD) for transit information.



The Consolidated Plan, Annual Action Plans, Consolidated Annual Performance and Evaluation Reports, records regarding past use of Community Development Block Grant, HOME Investment Partnerships Program, and Housing Opportunities for Persons with AIDS Program funds, the Civil Rights Policy, the Residential Antidisplacement and Relocation Assistance Plan, the Nondiscrimination Policy, and program files are available for inspection at the Marin County Community Development Agency, 899 Northgate Drive, Room 408, San Rafael, California. Copies of documents are available in accessible formats upon request.

Proposed Timeline for Application Process

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(Items in bold print are new roles for Priority Setting Committee.)

September 24, 2012	Priority Setting Committee Meeting (including needs hearing)
Early October 2012	Distribute Workshop invitation and make CDBG and HOME application forms available to potential applicants
<b>Early October to December 13, 2012</b>	<b>Priority Setting Committee members to recruit and encourage potential new applicants</b>
Week of November 5, 2012	Hold two evening workshops for potential applicants
December 11, 2012, 2 p.m. to 7 p.m.	Phone-in coaching for applicants
December 12, 2012, 11 a.m. to 4 p.m. and 7 p.m. to 9 p.m.	Phone-in coaching for applicants
December 13, 2012	Applications due for CDBG and HOME
Early January 2013	List of applications and links to applications e-mailed to Priority Setting Committee members (Note that this will occur prior to preparation of staff reports.)
<b>January 2013</b>	<b>Priority Setting Committee members to review applications posted on internet and individually give comments to staff</b>
February and March 2013	Issue staff reports and hold public hearings (5 planning area local area committee hearings and 1 Countywide Priority Setting Committee Meeting)
February and March 2013	Novato and San Rafael issue staff reports, followed by City Council public hearings
Early May 2013	Board of Supervisors hearing

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**INFORMATION ABOUT COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
AND HOME PROGRAM APPLICATIONS**

**Applications for Community Development Block Grant Program (CDBG) and HOME Program funds for the 2013-14 program year must be received in our office by Thursday, December 13, 2012 at 5:00 p.m.**

*The current year's application form must be used.*

**Be sure to respond to the question about affirmative marketing.**

**Please limit CDBG applications to three or four pages.**

**Applications sent by fax or e-mail will not be accepted.**

**We Welcome New Applicants and Those Who are New to the CDBG Process!**

**New applicants are encouraged to apply. We invite you to attend the workshops. There will be plenty of time during the workshops for new applicants to ask questions. If you are unable to attend one of the workshops, please call Roy Bateman at 473-6698 with your questions.**

**Workshops**

We will hold two workshops to provide general information on how to apply for grant funds from the CDBG and HOME programs. Both workshops will cover the same topics, so you don't need to attend more than one session. The workshops will be held:

**(date between November 5 and 9, 2012)**

**7:00 p.m. to 9:00 p.m.**

**(Marin City location)**

This session will have a special emphasis on the concerns of new applicants.

**(another date between November 5 and 9, 2012)**

**7:00 p.m. to 9:00 p.m.**

**(San Rafael location, preferably in the Canal area)**

**Personalized Coaching for Your Application!**

Please call us at 473-6698 for advice about our requirements and what to emphasize in your application. We are also offering these special “phone-in” hours during application deadline week:

Tuesday, December 11  
2 p.m. to 7 p.m.

Wednesday, December 12  
11 a.m. to 4 p.m.  
7 p.m. to 9 p.m.

Just call 473-6698. If you get voice mail, please leave a message. We might be on the phone with another applicant, but we'll call you back as soon as possible. We will do our best to advise you on your application.

If you are unable to attend one of the workshops, you may call us for an individual consultation, either by phone or in person. We encourage applicants to talk to us about new proposals before they file applications. (Our phone numbers are listed in the “For More Information” section on the next page.)

You may obtain a CDBG informational brochure and the CDBG and HOME application forms at the workshop. After November 5, the application forms will also be posted in Microsoft Word format at [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm). If you'd like us to e-mail application forms to you as Microsoft Word attachments, just e-mail your request to [bshannon@co.marin.ca.us](mailto:bshannon@co.marin.ca.us) or you can call Bonita Shannon at 473-6279. If you e-mail or call, specify whether you are inquiring about the CDBG or HOME program or both.

**What is CDBG?**

The CDBG program provides federal grant funds from the U.S. Department of Housing and Urban Development (HUD) to *non-profit organizations and local governments for housing, community facility, and public service projects serving lower income people*. The workshops are designed to inform you about the types of projects eligible for CDBG funding and the process for applying for these grants, and to give you an opportunity to exchange ideas with other applicants and CDBG staff.

Firm figures for the County's next CDBG grant are not yet available. Here are our best estimates for 2013-14:

<b>Funding Component</b>	<b>2013-14 Estimates</b>
Novato Planning Area*	\$200,343
San Rafael Planning Area*	333,510
Upper Ross Valley Planning Area	41,270
Lower Ross Valley Planning Area	38,376
Richardson Bay Planning Area	79,545
West Marin Planning Area	28,122
Countywide Housing**	124,875
Program Administration	320,000
<b>TOTAL</b>	<b>\$1,166,041</b>

\* The estimates for the Novato Planning Area and the San Rafael Planning Area include those areas' shares of CDBG Countywide Housing funds. We will explain this in more detail at the workshops.

\*\* The Countywide Housing amount excludes San Rafael's share of Countywide Housing funds, which is part of the San Rafael Planning Area funds, and Novato's share of Countywide Housing funds, which is part of the Novato Planning Area funds.

The Marin County Board of Supervisors approves the list of CDBG projects and their funding amounts. Depending on the subcategory of CDBG funding, the Board of Supervisors is advised by a Countywide Priority Setting Committee, local planning area subcommittees of the Countywide Priority Setting Committee, the Novato City Council, and/or the San Rafael City Council.

The San Rafael City Council will utilize its priorities and evaluation process for requests for CDBG funds for housing and community facility (capital) projects in the San Rafael Planning Area. The San Rafael process covers CDBG San Rafael Planning Area funds. The San Rafael City Council process covers housing and community facility (capital) projects only, but does not apply to public service projects. We will explain the City's process and priorities at the workshop. For more information about San Rafael's process, please contact Katie Korzun of the San Rafael Economic Development Department at 485-3134.

The Novato City Council will utilize its priorities and evaluation process for requests for CDBG funds for housing, community facility (capital), and public service projects in the Novato Planning Area. The Novato City Council process covers CDBG Novato Planning Area funds. For more information about Novato's process and priorities, please contact Matt Podolin at 899-8903 or Elizabeth Dunn at 493-4711.

Note that housing projects, including those located in the San Rafael and Novato Planning Areas, may still receive funds from the Countywide Housing component of CDBG and from the HOME Program, which are staffed by the County.

All CDBG and HOME applications should be filed with the County, not the Cities.

### **What is the HOME Program?**

The HOME Program provides federal funding for housing rehabilitation, housing construction, acquisition of existing housing, and tenant-based rental assistance. In 2012-13, Marin County received \$595,350 in HOME funds. Because of the complexity of the HUD regulations governing the HOME Program, we will probably restrict funding to only a few very large projects. We will provide general information on the HOME Program at the workshop. If you would like a HOME application, you can pick it up at our CDBG workshop, or call us at 473-6698. After November 5, you can also download the HOME application at [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm). For information on opportunities to tap the HOME set-aside for Community Housing Development Organizations (CHDOs), call Roy Bateman at 473-6698. Of all our funding categories, there's the least competition for CHDO funds!

### **Affirmative Marketing**

HUD requires that all CDBG and HOME projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing<sup>1</sup> and equal opportunity. We will be asking sponsors of CDBG and HOME projects to increase, document, and rigorously evaluate the results of their affirmative marketing efforts. Please note that the application forms include questions about your plans for affirmative marketing. Please respond thoughtfully to these questions and discuss your approach during the application interview. Do not simply copy the text of your application from last year; it is likely to be inadequate. If you have questions about affirmative marketing, please call CDBG staff for guidance.

### **For More Information:**

If you have any questions about the workshop or any of our programs, please call Roy Bateman (473-6698) or Bonita Shannon (473-6279) at the Marin County Community Development Agency, Federal Grants Division. People with impaired speech or hearing using TDD devices may reach us through the California Relay Service at 711 or (800) 735-2929.

Sign language interpretation and translation into languages other than English are available. If you need sign or other interpretation, please call our office at 473-6279, at least 3 days in advance of the workshop or meeting you would like to attend.

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<sup>1</sup> The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.

**Housing Opportunities for Persons with AIDS Program (HOPWA) Information:**

For more information on the Housing Opportunities for Persons with AIDS Program (HOPWA), contact Roy Bateman at 473-6698.

If you have questions about the public hearings, please call Roy Bateman at 473-6698 at the Marin County Community Development Agency. People using TTY devices may reach us at 473-3232 (TTY) or through the California Relay Service at 711. In consideration of persons with environmental sensitivities, please do not wear perfume or other fragrances. Sign language interpretation and translation into languages other than English are available upon request. Please call our office at 473-6279, at least three days in advance of the public hearing you want to attend, if you need language translation, a sign language interpreter, an assistive listening device, or other reasonable accommodation. Call Golden Gate Transit (455-2000, 257-4554 TDD) for transit information.



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**Marin County Community Development Agency, Federal Grants Division**  
**Mailing Address: 3501 Civic Center Drive, Room 308, San Rafael, California 94903-4157**  
**Office Location: 899 Northgate Drive, Suite 408, San Rafael**  
**Telephone (415) 473-6279 - TTY 473-3232 - Fax (415) 507-4061**



**MARIN COUNTY COMMUNITY DEVELOPMENT  
BLOCK GRANT (CDBG) PROPOSAL  
2013-14**

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- 1. **Project Name:**
- 3. **Project Sponsor:**
- Contact Person:**
- Title:**
- Mailing Address:**
- Telephone:**
- Fax:**
- E-mail:**

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- 2. **Total Amount Requested:**  
Non-housing proposals must specify the amount requested from each planning area.

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

**Website (optional):**

All future announcements will be sent to you by e-mail, unless you indicate otherwise:  Please send by mail.

*The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all CDBG projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.*

*The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.*

- 4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.
- 5. **Project Description:**
- 6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)

**7. Project Budget for CDBG Funds:**

Budget **must** include an itemized estimate of how you would spend the CDBG amount you are requesting, as accurate and comprehensive as possible. For example, land or building acquisition costs, construction costs, remodeling costs, architectural and engineering fees, salaries, administrative expenses, etc. **For rehabilitation or construction projects, you must include a contractor's written bid or other equally reliable cost estimate, using Davis-Bacon wage rates if applicable.** If your project includes residential rehabilitation, describe your plans to comply with federal lead paint regulations.

**8. Other Sources of Funds for this Project:** Include amount, source, use, status, and timing of funds other than CDBG funds, if applicable. Have you applied for the other funds? Are the other funds **firmly committed** for this project?

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
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**9. Project Implementation:**

Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation?

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**10. Need for the Project:**

A. Need Group

What groups or individuals will benefit from the project? What income level will you serve? How will you document eligibility? CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. The current upper income limits for CDBG beneficiaries are shown in the table below. Applicants for housing funds must describe how the project will ensure long-term affordability.

Household Size	Income Limit
1	\$62,200
2	71,050
3	79,950
4	88,800
5	95,950
6	103,050
7	110,150
8	117,250

B. Project Rationale: Why is this project needed? Will it assist an especially needy or underserved group?

- C. Equal Opportunity: For all projects, which demographic groups are least likely to apply, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)

*If this project involves housing, how will it affirmatively further fair housing?*

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*If this project involves construction, discuss your plans for recruiting women- and minority-owned firms to bid on the design and development of this project.*

- D. Accessibility: What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?
- E. Green Building: For new construction or rehabilitation, what will you do to incorporate "green building" principles?
- For further information, please call Roy Bateman (473-6698).
  - The current year's application form must be used.
  - Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903-4157, or they may be hand-delivered to our **new office location at 899 Northgate Drive, Room 408, San Rafael**. Please do not send mail to our Northgate Drive location.
  - **Applications sent by fax or e-mail will not be accepted.**
  - This form can be expanded to accommodate additional text, but we encourage you to be brief. You may attach supplementary material. If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word attachment, visit [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm).
  - Don't forget to fill out the Organizational Profile form.

**DEADLINE: APPLICATIONS MUST BE RECEIVED BY THURSDAY, DECEMBER 13, 2012, AT 5 P.M.**

**Remember that we don't accept e-mailed or faxed applications.**

**MARIN COUNTY HOME PROGRAM PROPOSAL**  
**2013-14**

1. **Project Name:** \_\_\_\_\_
2. **Total Amount Requested**    \$ \_\_\_\_\_
3. **Project Sponsor:** \_\_\_\_\_
- Contact Person and Title:** \_\_\_\_\_
- E-mail:** \_\_\_\_\_
- Address:** \_\_\_\_\_
- Website (optional):** \_\_\_\_\_
- Telephone:** \_\_\_\_\_    **Ext.:** \_\_\_\_\_    **Fax:** \_\_\_\_\_

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All future announcements will be sent to you by e-mail, unless you indicate otherwise:     Please send by mail.

*The County of Marin is committed to encouraging new grant applicants. Please call us at 473-6698 for advice about our requirements and what to emphasize in your application, and consider attending one of our informational workshops. HUD requires that all HOME projects engage in affirmative marketing. That means analyzing which demographic groups are least likely to apply and taking extra steps to market the program or project to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply. The goals of affirmative marketing are to enhance neighborhood diversity and to support the County's commitment to affirmatively furthering fair housing and equal opportunity.*

*The concept of fair housing encompasses both federal and state laws that prohibit housing discrimination. The federal Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including pregnancy and the presence of children), and disability. In addition, state law prohibits housing discrimination on the basis of age, ancestry, marital status, medical condition, source of income, sexual orientation, gender expression, gender identity, and many other categories.*

**Does the sponsor qualify as a Community Housing Development Organization (CHDO)?**     YES     NO  
*If you are not sure whether your group qualifies as a CHDO, please refer to "The HOME Program...Federal Funds for Affordable Housing" for a definition, or call Roy Bateman. Marin County needs projects to use our CHDO set-aside!*

4. **Project Location** (precise street address, Assessor's Parcel Number, and the year the building was constructed):  
*(If site lacks a street address, attach map showing location.)*
5. **Project Description:**  
*(If the project involves an occupied building, attach a complete list of tenant incomes, household sizes, and rents.)*
6. **Total Project Cost:**  
*Include all costs for this particular project, regardless of source. Also attach a pro forma and a sources and uses schedule.*

**7. Project Budget for Use of HOME Program Funds:**

*Budget should include estimate of costs, such as land or building acquisition costs, construction costs, rehabilitation costs, architectural and engineering fees, etc. Be as accurate and comprehensive as possible. WARNING: If your project includes rehabilitation, describe your plans to comply with federal lead paint regulations.*

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**8. Other Sources of Funds:**

*How will you meet the HOME Program matching funds requirement? Include amounts, sources, use, commitment, and timing of all public and private funds other than HOME funds. Be sure to mention any federal assistance, including tax credits and CDBG; local public agency assistance, such as fees waived; and private assistance, such as the interest saved on below market rate loans. Are the other funds firmly committed?*

<u>Source</u>	<u>Use</u>	<u>Amount</u>	<u>Date You Applied</u>	<u>Are Funds Committed?</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
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**9. Project Implementation:** *Who will be responsible for implementing the project? How will it be implemented and what is the proposed schedule for project implementation? How quickly will you be able to spend the requested funding?*

**10. Equal Opportunity Commitment:** *Discuss your plans for recruiting women- and minority-owned firms to bid on the design and construction of this project.*

*Which demographic groups are least likely to apply for your housing, and what affirmative marketing steps do you plan to reach them? (Affirmative marketing means analyzing which demographic groups are least likely to apply and taking extra steps to market the program to those groups. One aspect of affirmative marketing is implementing strategies to make your program more welcoming and comfortable to the groups which are least likely to apply.)*

*How will your project affirmatively further fair housing?*

**11. Need for the Project:**

**A. Need Group**

*What groups or individuals will benefit from the project? What income level will the project serve? Be specific! Also, describe how you will provide for long-term affordability.*

**HOME Income Limits**

Household Size	50% of Median Income	60% of Median Income	80% of Median Income
1	\$38,850	\$46,620	\$62,200
2	44,400	53,280	71,050
3	49,950	59,940	79,950
4	55,500	66,600	88,800
5	59,950	71,940	95,950
6	64,400	77,280	103,050
	At least 20% of rental units	The remaining rental units	Homeowner units

**B. Project Rationale:**

*Why is this project needed? Will it assist an especially needy or underserved group?*

*For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

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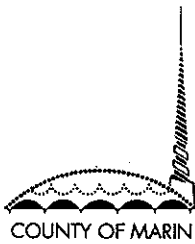
**C. Accessibility:**

*What steps are you taking to make this project accessible to people with physical and other disabilities?*

- o For further information, please call Roy Bateman at 473-6698.
- o The current year's application form must be used.
- o Completed applications may be mailed to the Federal Grants Division, Marin County Community Development Agency, 3501 Civic Center Drive, Room 308, San Rafael, CA 94903, or they may be hand-delivered to our **new office location at 899 Northgate Drive, Room 408, San Rafael**. Please do not send mail to our Northgate Drive location.
- o **APPLICATIONS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED.**
- o If you need more space for several questions, please answer all questions in sequence. If you'd like to download this form as a Microsoft Word document, visit [www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm](http://www.co.marin.ca.us/depts/CD/main/comdev/FEDERAL/index.cfm).
- o For a free copy of the HOME Final Rule (24 CFR Part 92), call (800) 998-9999, and ask for a copy of "HO 1272."
- o **Please consult with staff (Roy Bateman, phone 473-6698) before you file an application.**
- o **Attach a pro forma and a sources and uses schedule.**
- o **Applicants are encouraged to apply for Community Development Block Grant (CDBG) funds in at least the same amount as your HOME request. (Some projects may receive only HOME funds or only CDBG funds. For example, if your project needs a total of \$100,000, apply for \$100,000 from HOME and \$100,000 from CDBG.) The CDBG Program has a separate application form, which must be received by Thursday, December 13, 2012.**
- o Don't forget to fill out the Organizational Profile form.

**HOME PROPOSALS MUST BE RECEIVED BY THURSDAY, DECEMBER 13, 2012 AT 5:00 P.M.**

**Remember that we don't accept faxed or e-mailed applications.**



MEMORANDUM

TO:	Priority Setting Committee's Subcommittee on City and Town Engagement
FROM:	Chantel Walker
SUBJECT:	Draft--Survey Process Overview and Survey Questions
DATE:	September 24, 2012

City and Town Engagement in Affirmatively Furthering Fair Housing  
& Equal Opportunity in Housing in Marin  
**City and Town Engagement Follow Up Survey Process Overview and Survey Questions**

**Survey Process Overview**

June '12

- ❖ Draft the survey and survey process for discussion - COMPLETE

July '12 – August '12

- ❖ Review and refine the survey and survey process with input from key stakeholders - COMPLETE
- ❖ Select CDBG Survey Subcommittee meets to review the Survey and Process – (July 26) - COMPLETE
- ❖ Share process and survey with the ACE Executive Committee for feedback (August 2<sup>nd</sup>) - COMPLETE
- ❖ Finalize Survey Questions and Process with the CDBG Subcommittee for recommendation to the full CDBG Priority Setting Committee - COMPLETE

September '12

- ❖ Present the Process and Survey to CDBG Priority Setting Committee as a whole (September 24<sup>th</sup> @ 7:00pm in the City of San Rafael Council Chambers)
- ❖ Individual survey process orientation meetings with CDBG Priority Setting Committee Members as needed

October '12 – November '12

- ❖ Create and test the feasibility an optional online version of the survey
- ❖ In tandem individual CDBG Priority Setting Committee Members, meet with City/Town Manager or designate to 1) understand the town's approach and needs with regard to the AI Implementation Plan and social equity overall, 2) discuss the survey, and; 3) complete the survey during the meeting (if feasible)
- ❖ As feasible, identify and share with City/Town Leaders a examples of local government success in furthering Fair Housing
- ❖ All Surveys returned by November 30, 2012

December '12 – January '13

- ❖ Compile and Analyze the survey results to determine the 1) intended outcomes by town, synergy across towns, 2) technical assistance needs, and; 3) County of Marin Next Steps

February '13

- ❖ Review draft results with key stakeholders (CDBG Survey Subcommittee, Supervisors, COM staff, ACE representatives, etc.)
- ❖ Share results with CDBG Priority Setting Committee as well as Cities and Towns
- ❖ Share the AI Implementations Plan Results to date as well as the next steps based on the survey with the Marin County Community

### Written Survey Question

This survey is an initial opportunity to gather data on your community's current approach, accomplishments and needs as you address the impediments to Fair Housing<sup>1</sup> in your jurisdiction and more broadly, if applicable, promote social equity.

1. What is your jurisdiction's approach to and strengths in affirmatively furthering Fair Housing and addressing the impediments to Fair Housing in your community (examples might include:)?
  - a. Develop an action plan based on review the 2010/2011 Analysis of Impediments (AI) to Fair Housing and the October 2012 AI implementation Plan
  - b. Ensure that one department monitors and tracks progress on Analysis of Impediments recommendations.
  - c. Establish procedures to monitor all programs that receive state or federal funding for compliance with Title VI and other federal and state requirements, including fair contracting, hiring, and job training opportunities
  - d. Make Fair Housing criteria a more visible and comprehensive part of the Community Development Block Grant (CDBG), HOME Program and other general fund grants (if applicable) recommended by your jurisdiction
  - e. Other actions and plans to affirmatively further fair housing and promote social equity.
2. What barriers and challenges have you encountered to supporting Fair Housing and social equity in your community?
3. What entity or person retains primary responsibility for the monitoring and implementing this approach (es)?
4. Have you set goals to address impediments to Fair Housing and promote social equity in your community? What are your goals for the next 3 years? What goals do you have for 2013?
5. What kinds of support or technical assistance do you need to support your efforts to promote Fair Housing and social equity in your community?

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<sup>1</sup> The mention of Fair Housing above refers Title VIII of the Civil Rights Act of 1968 (Fair Housing Act). The Fair Housing Act prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability).



## Organization Profile – 2012-2013 Data Collection Pilot

The County of Marin is interested in more deeply understanding the population demographics of those who staff, govern and/or utilize the services of Community Development Block Grant (CDBG) Program grantee and applicant organizations. More deeply understanding these demographics will address some of the topics highlighted in the 2011 Analysis of Impediments to Fair Housing in Marin.

The data gathered on this form will NOT determine an organization's likelihood to receive a CDBG grant. If you do not collect or do not wish to share the demographic information requested, please check the appropriate box below. We hope you will be able to participate in this pilot project. If you have completed a similar organization profile form when applying for foundation grants in Marin, feel free to use the information collected for those forms if submitted within the last 12 months.

My organization does not gather demographic data.  My organization does not wish to share demographic data.

<i>Income of Level of Clients Your Org Serves %</i>	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	
Low income people	
People above the low income limits	

Percentages (%)	Clients Your Org Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<b><i>Ethnic/Racial Demographics</i></b>						
Asian-American/Pacific Islander						
African-American/Black						
Caucasian/White						
Native American						
Mixed Heritage						
Unknown/other						
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b><i>Latino/Hispanic Origin</i></b>						
OF Latino/ Hispanic Origin						
NOT of Latino/ Hispanic Origin						
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b><i>Age</i></b>						
0-5 years old						
6-17						
18-24						
25-59						
60 +						
<b>TOTAL %</b>	100%	100%	100%	100%	100%	100%
<b><i>Gender</i></b>						
Female						
Male						
<b>Total %</b>	100%	100%	100%	100%	100%	100%
<b><i>Disabled %</i></b>						

<b>Involvement of Clients Your Organization Serves</b>	
On Governing Board %	
On Advisory Committee %	