

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

SH-1

1. **Project Name: D-Street House Repairs**

2. **Total Amount Requested:** \$35,025
 Non-housing proposals must specify the amount requested from each planning area.

3. **Project Sponsor: Buckelew Programs**

Contact Person: Katrin Ciaffa

Title: Development Coordinator

Mailing Address: 900 Fifth Avenue, Suite 150, San Rafael, CA 94901

Telephone: 415.526.0409 Ext.

Fax: 415.721.0281

E-mail: katrinc@buckelew.org

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): www.buckelew.org

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. Address: 527 D-Street, San Rafael. Parcel Number: 527 D Street AP 12-151-11. The house was built in the early 1900s.

5. **Project Description:** Buckelew Programs requests \$35,025 in CDBG funds to remodel and upgrade D-Street House – a licensed care facility for 10 very low-income adults with serious mental illness. The necessary work involves a variety of repairs to address structural and other issues that pose safety hazards to the residents, incl. rebuilding of the 2nd story porch, roof repairs, and replacing shingles and downspout.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)

Rehabilitation: \$31,225

Permits and fees: \$800

Architectural Design Fees: \$3,000

Total estimated cost: \$35,025

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. See attached budget and estimate for replacement/repairs of porch, siding and staircase. We are in the process of obtaining additional estimates for shingles and roof repairs. Budget for these items, as well as architectural fees and permits, is based on our past experience with such repairs at other properties.

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>
None						

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? Buckelew Programs is the property owner and will be the project sponsor. Program Director Mia Grigg will be responsible for implementing the project. We are hoping to begin construction in Spring of 2013, depending on funding.

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. All residents are referred through Marin Community Mental Health Services; they are disabled, have income at or below 30% of median income and meet CDBG income limits. Their income is documented in their resident file. Most have SSI as their only source of income, which currently amounts to approximately \$1,086 monthly – less than 20% of Marin County's median household income, based on 2010 data. Long-term affordability for this project is assured through State and Federal mental health funding, associated by Community Mental Health Services.

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? D Street is exceptionally well located close to downtown San Rafael and is an important resource in the continuum of care for persons with mental illness in Marin County. Buckelew Programs provides 24-hour care for 10 D Street residents who would be homeless or in institutional settings if not at D Street. Buckelew Programs needs financial assistance in

order to maintain this older home, bring it up to code, and assure safe and stable housing for people with disabilities in this county.

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.)

Community Mental Health Services (CMHS) monitors the demographics (resident, applicant, census data) of the market area to track race, ethnicity, religion or persons with disabilities for purposes of low-income housing units. They determine if the population least likely to apply for housing is the population identified, then provide advertising most applicable to the demographic groups, and make changes when applicable. According to CMHS's Mental Health Services Act (MHSA) Community Supports and Services Plan (2006), one of the goals of the MHSA is to increase "outreach and expansion of services to client populations in order to eliminate ethnic disparities and expand access to unserved and underserved individuals". The Latino population has been identified as the largest underserved group in Marin County, and "various strategies such as increased and strategic deployment of bilingual and bicultural staff, cultural competency training and targeted programming have been effective in increasing access to services." For instance, "it is known that many Latinos seek services for mental health problems from primary care health care providers rather than from mental health providers. New strategies such as contracting with Latino-serving organizations for outreach and engagement and providing mental health services within the Latino community, offer promise for better access." Together with its partner CMHS, Buckelew Programs continues to increase the cultural competence of our workforce through training and targeted job posting for hiring more bilingual/bicultural staff, in order to achieve a higher penetration rate and more adequately serve Latino clients in our housing programs. (Source:http://www.co.marin.ca.us/depts/HH/main/mh/mhsa_css/CSS_State_version_of_Plan.pdf)

Data from the most recent MHSA update (FY 2011-2012) indicates progress in this area:

Since the inception of MHSA in Marin County (2004-05), several indicators show that Marin has made progress in providing services to unserved and underserved populations, including reduction of racial/ethnic disparities. The charts below illustrate our progress.

Chart 1 – The number of clients served from non-White ethnic/racial groups increased since MHSA was implemented.

# Served Fiscal Year	African American	Asian	White	Native American	Pacific Islander	Viet-nameese	Hispanic	Other Non-White	Unknown	TOTAL
FY2004-05	377	88	2646	20	11	46	505	27	223	3943
FY 2009-10	349	79	2511	20	12	50	721	0	56	3798
# Change	-28	-9	-135	0	+1	+4	+216	-27	-167	-145
% Change	-7%	-10%	-5%	0	+9%	+9%	+30%	-100%	-75%	-4%

Chart 2 – The percentage of clients served from non-White ethnic/racial groups since MHSA was implemented.

% Served Fiscal Year	African American	Asian	White	Native American	Pacific Islander	Viet-nameese	Hispanic	Other Non-White	Unknown	TOTAL
FY2004-05	9.6	2.2	67.1	0.5	0.3	1.2	12.8	0.7	5.6	100
FY 2009-10	9.2	2.1	66.1	0.5	0.3	1.3	19	0	1.5	100

Chart 3 – Estimates from US Census Bureau of make-up of Marin County total population.

% of Population	African American	Asian	White	Native American	Pacific Islander	Viet-nameese	Hispanic	Other Non-White	Unknown	TOTAL
FY2004-05	2.9	4.5	80.4	0.4	0.2	0.5	11.1	0	0	100
FY 2008-09	2.9	4.9	74.8	0.3	0.2	0.5	14.1	2.3	0	100

(Source: http://www.co.marin.ca.us/depts/HH/main/mh/mhsa/MHSA_Annual_Update_11_12.pdf)

If this project involves housing, how will it affirmatively further fair housing? See above. In addition, by maintaining homes for the disabled in residential neighborhoods, Buckelew Programs is sustaining a housing pattern that allows low income, mentally disabled residents to live in neighborhoods they would not generally have access to or be able to afford on their own, creating a more fair and balanced residential mix and facilitating community integration of those with severe and persistent mental illness. Staff also regularly attend trainings at Fair Housing Marin to stay current on laws and regulations.

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. We will research all women- and minority-owned construction firms in the surrounding area and notify them that bids are being sought for the project.

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?* 100% of Buckelew's clients have mental health disabilities. Clients with mobility issues are referred to other, accessible homes that are owned by Buckelew and are part of the Residential Support Service Program (RSS). D-Street house is not an accessible property; it was built in the early 1900's and residents have to be able to maneuver stairs in order to get into the house.

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*
Green building techniques will be utilized wherever possible

- 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.
- Don't forget to fill out the Organization 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.

Attachment : D Street Project Estimate

		CDBG Rehabilitation Budget
Proposed Expense Budget		
A. Total Expenditures	\$	35,025.00
1. Replacement of Rear Porch Structure, Siding & Staircase		18,350.00
* a. Removal & haul away of existing structure		1,700.00
b. Replace, making code compliance & seismic repairs		4,700.00
c. Construct new staircase and railing system		2,700.00
d. Siding & Flashing Repairs, New window or replacement/repairs		6,800.00
e. Adjacent repairs and plumbing electrical reroute		2,450.00
2. Shingles & Downspout Replacement, Wood Trim Repairs		9,375.00
a. Shingle Repairs, Stain and Sealer*		8,700.00
b. Downspout Replacement #		175.00
c. Wood Trim Repair or Replacement #		500.00
3. Roof Repairs & Maintenance #		3,500.00
a. Repair Sag in Roof		3,500.00
4. Permits & Fees # (as required)		800.00
5. Architectural Design Fees #		3,000.00
* Estimate Attached from All Phase Builders, Inc.		
# Estimate based on prior experience/other projects		

All Phase Builders Inc.



JOB ESTIMATE

All Phase Builders Inc. lic#626028
Po Box 150896
San Rafael, Ca 94915

(415) 454-7598

TO:

Buckelew Programs RSS
D Street House
527 D Street
San Rafael CA 94901

(415) 454-9920

JOB DESCRIPTION

Extensive repairs and replacement of rear porch structure, siding and staircase
As per Client spec sheet/wish list

ITEMIZED ESTIMATE: TIME AND MATERIALS

AMOUNT

Remove haul and dump existing related components of the structure	\$ 1,700.00
Make seismic improvements and code compliance repairs to structure	\$ 4,700.00
Construct new staircase and railing system	\$ 2,700.00
Siding and flashing repairs, new windows or replacement with acrylic panels	\$ 6,800.00
Adjacent repairs and plumbing electrical re-route	\$ 2,450.00
Additional Siding repairs and stain/sealer	\$ 8,700.00
TOTAL ESTIMATED JOB COST	\$27,050.00

This is an estimate only, not a contract. This estimate is for completing the job described above, based on our evaluation. It does not include unforeseen price increases or additional labor and materials which may be required should problems arise.

Richard J Kruppa Jr

PREPARED BY

December 12, 2012

DATE

Organization Profile – 2013-14 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.

Name of Organization: Buckelew Programs

My organization does not gather demographic data. My organization does not wish to share demographic data.
(some of these are estimates)

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	99
Low income people	1
People above the low income limits	0

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	3	4	2	1		n/a
African-American/Black	6	4	2	1		
Caucasian/White	89	92	94	96	100	
Native American	1		1	1		
Mixed Heritage	1		1	1		
Unknown/other						
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	6	2				
NOT of Latino/ Hispanic Origin	94	98			100	
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old						
6-17						
18-24	10	2				
25-59	80	94				
60 +	10	4				
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	40	40	60	60	40	
Male	60	60	40	40	60	
Total %	100%	100%	100%	100%	100%	100%
Disabled %	100	100				

Involvement of Clients Your Organization Serves	
On Governing Board %	
On Advisory Committee %	n/a

SH-2

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

1. **Project Name:** Family Resource Center, Roof

2. **Total Amount Requested:**

\$27,800

3. **Project Sponsor:** Homeward Bound of Marin

Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Paul Fordham

Title: Development Director

Mailing Address: 1385 N. Hamilton Parkway
Novato, CA 94949

Telephone: (415) 382-3363 Ext. 211

Fax: (415) 382-6010

E-mail: pfordham@hbofm.org

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): www.hbofm.org

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.

Street Address: 430 Mission Avenue, San Rafael, CA

Year Built: Unknown. The building is approximately 100 years old.

APN: Unknown

5. **Project Description:**

The Family Resource Center (FRC), a 25-bed permanent supportive housing facility, serves homeless families who come from the Family Emergency Center. Families receive comprehensive support that includes parenting skills classes, job readiness assessment, job training and job search support, childcare, credit cleanup, money management instruction, access to healthcare, counseling services, substance-abuse counseling, and support groups. Staff members develop special age-appropriate programs to meet children's needs.

The shingle roof of the FRC is worn out. The funding requested will be used to remove the old roof and replace it with a new roof. Doing so will prevent leaks and water damage, extend the life of the facility, protect against mold, and promote a safe and healthy environment that is conducive to ending homelessness.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)

\$27,800 based upon the secured estimate from Superior Roofing and Gutter Co. for replacing the roof.

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.

Item	Cost
1. Remove existing worn roof	
2. Install new roof with Certain Teed Landmark Pro shingles (see attached estimate for full details)	
Total Cost	\$27,800

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>
Not applicable. No other funds needed.						

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?

A project team with Paul Fordham, Homeward Bound's Deputy Director, and Karl Seelbach, Homeward Bound's Coordinator of Property Management and Training, will be responsible for the project. The project team will work closely with and oversee Superior Roofing and Gutter Co. on all aspects of the project. The project is ready and will begin as soon as CDBG funding is secured and available.

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

All of the residents and recipients of services at the Family Resource Center operated by Homeward Bound of Marin are homeless families (parents and their children) and thereby qualify as low and very low-income individuals and families. Many have no income source at all when they first approach Homeward Bound for shelter. Each family's income will be documented as part of the application process and will be tracked throughout their stay. Homeward Bound's funders require that the Family Resource Center property remain affordable for the long-term.

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

The funding requested will be used to replace a worn out roof with new durable shingles. Replacing the roof is an urgent priority for the following reasons: (1) **Extending the life of the building:** a worn roof leads to leaks that can shorten the life of the building due to water damage to the underlying structure. Replacing the roof prevents leaks, thereby extending the life of the building. (2) **Improving health:** a leaking roof can also promote the mold build up, especially in our rainy climate, thereby endangering the health of parents and children. Replacing the roof will help prevent allergies, asthma, respiratory infections, and other toxic effects caused by indoor mold. (3) **Enhancing safety:** an old, worn roof is less structurally sound than a new roof. A new roof will help protect residents and neighbors from damage and even a roof collapse, especially during a storm with high wind.

- 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.)*

Most of the families served by this project will be members of one or more protected classes, such as minority families, single parent-headed families, and non-English speaking families, under County of Marin's Analysis of Impediments to Fair Housing Choice Implementation Plan, thus forwarding fair housing in Marin. Demographic groups least likely to apply for this housing (and for Homeward Bound programs in general) are non-English speaking families and families with a disability. Steps to reach these groups will include direct outreach to qualified families in these demographic groups to encourage them to apply for the housing; translating all housing information and leases into Spanish and Vietnamese; providing bilingual services or translation where needed, making available written information to all prospective and existing tenants about tenant housing rights and services (e.g., Fair Housing of Marin) to protect them from discrimination; expanding our peer network to include mentoring among members of protected groups to ensure they feel welcome; providing financial literacy training; and providing and advertising disability accessible housing units.

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

Homeward Bound will continue to further fair housing through the development of additional affordable housing for families, outreach to protected classes, providing bilingual services, providing written information about and referring residents to Fair Housing of Marin, and using peer networking to create a more welcoming environment for members protected classes.

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.

N/A

- D. **Accessibility:** *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

Homeward Bound is committed to equal access to all of its programs for people with physical and other disabilities (who are disproportionately represented in the homeless population), and maintains an ongoing program of review and property upgrades to achieve this goal.

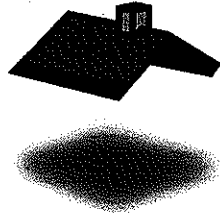
- E. **Green Building:** *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

Green building principles incorporated include: (1) Extended roof life: the durable roof shingles are warranted for 50 years, fire resistant, wind resistant (to 120 miles per hour) and tear resistant, thereby preserving resources and reducing waste; and (2) Extended building life: prevention of leaks will help preserve the existing wood in this old building, saving resources by extending the buildings life.

- o For further information, please call Roy Bateman (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 94903-4157, 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.
- o **Applications sent by fax or e-mail will not be accepted.**
- o 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.
- o Don't forget to fill out the Organization 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.



**SUPERIOR
ROOFING
& GUTTER CO.**

P.O. Box 4392
San Rafael, CA 94913
415 491-1144

Proposal

Karl Seelbach
Job Site: Homeward Bound of Marin
430 Mission Street
San Rafael, CA 94901

November 30, 2012

Dear Mr. Seelbach,

Thank you for taking time to inquire about Superior Roofing & Gutter Co. We are a full service roofing and gutter company and specialize in quality work at a fair price. As you read this proposal please notice that I have included everything for a full re-roofing job, excluding the permit. All the materials are the highest quality without taking shortcuts or making compromises.

This proposal has been designed for your roofs specifications. The price to re-roof this property, based on the attached labor and materials, is:

x _____ \$27,800.00 to install CertainTeed Landmark Pro shingles, as described on page two.
(Prevailing wages will be paid as per Davis Bacon Act.)

This price will remain in effect for _____ days. Please remit a deposit of 10% (not to exceed \$1,000.00) with your acceptance of this proposal. The balance will be due upon completion.

Thank you for choosing Superior Roofing & Gutter Co.

Sincerely,

Kurt David Grosser
Owner

Accepted by: _____
Date: _____

You, the buyer, may cancel this transaction at any time prior to midnight of the third business date of this contract. Please read this contract in its entirety before signing to ensure that all work desired is included to your satisfaction.

Roofing specifications:

- Remove the existing roof and dispose of all debris.
- Perform any other work not mentioned below on a time and material basis at \$60.00 per man per hour.
- Install 30# felt to the roof surface.
- Install new pre-painted "L" metal on the roof edges to protect the plywood from delaminating.
- Install 9-inch starter.
- Install new composition shingles with limited manufacturer's warranty, as described on page one.
- Install ridge shingles to all hip and ridges.
- Install new galvanized roof jacks over all plumbing vents.
- Install new galvanized cap assemblies over all heating vents.
- Install new chimney saddles.
- Install new eyebrow vents.
- Paint all roof related metal to match the roof.
- Clean and dispose of all debris pertaining to the job.
- Superior Roofing & Gutter Co. guarantees all labor for five (5) years.

Procedures and Terms

We have explained below what occurs and our responsibilities during the re-roof operation so that you will know what to expect. We hope this will avoid misunderstandings during or after our work on your roof.

The re-roofing / tear-off operation is a labor-intensive procedure, creating vibrations in the structure of the building which may cause things to fall off walls /shelves, sheet rock / plaster to crack, and / or nail heads to back out. Therefore, we recommend that any loose or insecure items, such as pictures, light fixtures or knick-knack's, be taken down or made secure so that they are not damaged. We cannot be responsible for interior damage. We will not be responsible for leaks if we tie into an existing roof we did not do.

Once the roof is torn off, should we find dry rot or termites in the wood deck, we will notify you and make the repairs on a time and material basis. Removal of any beehives directly in contact with roofing project will be purchaser's responsibility.

In the course of re-roofing, we must lift or remove equipment and wiring situated on your roof, (i.e. TV antennae, solar panels, skylights, air conditioning / heating units, cable TV, telephone or alarm wires). We will do our best to move these items without damaging them, but we cannot be responsible if they break because they have been improperly installed or have deteriorated.

Unless our specifications include the removal of ponding water, we cannot be responsible for water that ponds due to the roof structure and / or building settlement. This estimate does not include plumbing work or asbestos removal unless specifically noted. We assume your driveway and any sidewalks that cross your driveway are substantial enough to handle the load of a roofing truck. Therefore, we will not be responsible for any driveways or sidewalks that might be cracked while re-roofing your property.

Purchaser agrees to remove or protect all personal property inside and out including, but not limited to: carpets, rugs, drapes, furniture, shrubs, plants and other personal property which occurs because of the presence of such dust. We recommend that you put a cover on your swimming pool. We cannot be responsible for fine debris that could fall into the swimming pool.

Under section 1210 of the Uniform Building Code you may be responsible for installing smoke detectors. We do not make these installations.

Terms:

Any fees, costs or expenses assessed or required by the local public entity (i.e.: Building Permit Fee) shall be charged to the owner over and above the contract price.

The final payment for the work described is due and payable upon completion of the job. A finance charge of 1.5% per month, which is an annual rate of 18%, will be added to the unpaid balance. In the event legal action is taken to collect a past due account, the buyer agrees to pay all collection costs and attorney fees. Any guarantee is void unless the job is paid in full.

Contractors are required by law to be licensed and regulated by the Contractors State License Board, which has jurisdiction to investigate complaints against contractors if a complaint is filed within three years of the date of the alleged violation. Any question concerning a contractor may be referred to the Registrar, Contractors' State License Board, PO Box 26000, Sacramento, CA 95826.

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.

Name of Organization: Homeward Bound of Marin

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

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	100%
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
Ethnic/Racial Demographics		Est. Projected for Oma Village				N/A
Asian-American/Pacific Islander	1%	2%	4%			
African-American/Black	20%	23%	22%		7%	
Caucasian/White	53%	37%	61%	77%	79%	
Native American	2%	2%		8%		
Mixed Heritage	2%	2%				
Unknown/other (including Latino)	22%	34%	13%	15%	14%	
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
OF Latino/ Hispanic Origin	19%	33%				
NOT of Latino/ Hispanic Origin	81%	67%				
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	9%	37%				
6-17	5%	20%				
18-24	2%	3%	9%			
25-59	72%	40%	82%	70%	79%	
60 +	12%		9%	30%	21%	
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	34%	60%	53%	54%	64%	
Male	66%	40%	47%	46%	36%	
Total %	100%	100%	100%	100%	100%	100%
Disabled %	43%	14%	unknown	unknown	7%	

Involvement of Clients Your Organization Serves	
On Governing Board %	7%
On Advisory Committee %	N/A

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

1. **Project Name:** Laurel Place
Project Sponsor: Lifehouse
Contact Person: Brent Kush

2. **Total Amount Requested:** \$24,500
Non-housing proposals must specify the amount requested from each planning area.

Title: Director of Finance and Administration
Mailing Address: 899 Northgate Dr., Suite 500
San Rafael, Ca 94903
Telephone: 526-5308 **Ext.**
Fax: 472-5739
E-mail: bkush@lifehouseagency.org

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. 210 Laurel Place, San Rafael, CA 94901 Parcel number 001-173-26. This home is 90-100 years old

5. **Project Description:** This is a home licensed by the Department of Social Services to serve 6 adults with developmental disabilities. Most of the residents in this home have autism and it is a unique resource as the availability of housing and programs specific to this population is lacking. The residents are taught skills to become more independent in all their daily activities. Many have lived in this home for several years and have continued to benefit from the services provided by Lifehouse.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.) \$24,500

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.

Remove existing 6 foot wood safety fence surrounding pool. Install new wrought iron fence 6 foot high by 70 feet long including 2 gates. Replace existing pool equipment and change out all fittings. Install new pool heater where broken heater was. Install new safety cover for pool. Seal perimeter crack with sikleflex.

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? Work will begin as soon as funding is approved. Bids will be obtained and lowest/most qualified bid will be awarded. The project should take approximately two weeks to complete.

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

The six adults who live in this home all have extremely low incomes mostly from SSI. They attend programs during the day to compliment the skills they are learning at home. The home is owned by Lifehouse which is a non-profit agency providing residential services to people with developmental disabilities. Copies of SSI checks can be provided for verification of income.

B. Project Rationale: Why is this project needed? Will it assist an especially needy or underserved group? Funding for all projects has been negatively affected by the downturn in the economy and also the state cut the reimbursement rates for services that Lifehouse provides to the residents. The

residents of this home having autism need sensory stimulation and exercise for excess energy which the pool provides to them.

- 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.)*

The residents of this home are referred by the state/regional centers. As per protocol from the state, Lifehouse does not recruit from the general public for referrals

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

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?*

The home is already occupied for adults with disabilities and will continue to be used for that purpose

- E. **Green Building:** *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

A consultant on "green" construction will be consulted and all available materials will be used to accomplish "green" objectives. Lifehouse as the owner is a non-profit agency

- 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.
- Don't forget to fill out the Organization 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.

**BLOCK GRANT (CDBG) PROPOSAL
2013-14**

1. Project Name: Sunrise II

2. Total Amount Requested: \$52,600

3. Project Sponsor: Lifehouse

Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Brent Kush

Title: Director of Finance and Administration

Mailing Address: 899 Northgate Dr., Suite 500

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	\$

Telephone: 526-5308 Ext.

Fax: 472-5739

E-mail: bkush@lifehouseagency.org

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.

This home is approximately 40 years old.

48 Golden Hinde, San Rafael, 94903 Parcel Number 175-291-10

5. Project Description: This is a Health Care Licensed home serving six adults with severe to profound developmental disabilities. It is the second oldest home of its type in Marin County. The house has had more than the usual amount of wear and use due to the residents having physical disabilities and some being in wheel chairs. Kitchen desperately needs remodel both for cosmetic and structural reasons. Cabinets are in bad operational condition, electrical needs upgrade, and countertops are licensing issue due to grout decay. The pool is an asset for the individuals in this home as they are non-ambulatory and the pool provides needed exercise.

6. Total Project Cost: (Include all costs for this particular project regardless of source.) \$52,600

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.

1. Demo existing kitchen and remove all debris. Re-wire and upgrade existing electrical to meet Title 24 code. Install new sheet rock. Install new cabinets. Install new counter tops. Change out sink and existing plumbing. Install new appliances. Prime, paint with 2 coats of each. Change out electrical cover plate. Install new flooring. Permits and city fees required. (total cost \$30,100)
2. Remove existing tiles from perimeter of pool. Drain pool to access plaster which is cracked. Vacuum seal all cracks. Re-seal entire pool. Change out pool machinery. (total cost \$22,500)

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? Work will begin as soon as funding is approved. Bids will be obtained and lowest/most qualified bid will be awarded. The project should take approximately four weeks to complete.

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

This is a licensed group home for 6 adults with developmental disabilities who have severe and profound medical and self care needs. The individuals who live here are all extremely low income with incomes from SSI. Copies of SSI checks can be provided. The home is owned by Lifehouse, Inc., a non-profit agency providing residential services to individuals with developmental disabilities. Copies of SSI checks can be provided for verification of income.

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

Funding for all projects has been negatively affected by the downturn in the economy and also the state cut the reimbursement rates for services that Lifehouse provides to the residents. Since this is a licensed home, it is mandatory to keep the physical plant in total compliance. The pool provides needed exercise for the residents since some are in wheel chairs.

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.)*

The residents of this home are referred by the state/regional centers. As per protocol from the state, Lifehouse does not recruit from the general public for referrals

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

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?*

The home is already occupied for adults with disabilities and will continue to be used for that purpose

E. **Green Building:** *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

A consultant on "green" construction will be consulted and all available materials will be used to accomplish "green" objectives. Lifehouse as the owner is a non-profit agency

- 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.
- Don't forget to fill out the Organization 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 COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROPOSAL
2013-14

1. **Project Name:** Marinwood **Total Amount Requested:** \$700,000
3. **Project Sponsor:** BRIDGE Housing Corporation Non-housing proposals must
specify the amount requested
from each planning area.

Contact Person: Lisa Grady

Title: Senior Project Manager

Mailing Address:
345 Spear St. Suite 700
San Francisco, CA
94195

Telephone: (415) 989-1111 **Ext.** 7514

Fax: (415) 495-4898

E-mail: lgrady@bridgehousing.com

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.

121, 155, 175 & 197 Marinwood Avenue, San Rafael, CA
APN: 164-471-64, 164-471-65, 164-471-69, 164-471-70

5. **Project Description:**

BRIDGE Housing Corporation proposes the development of Marinwood, an affordable housing project in the heart of Marin County, available to households earning below 60% of the Area Median Income. The County of Marin has taken active steps to encourage the development of affordable housing to address the continued imbalance between the needs of both low income residents, as well as the tremendous number of people employed in low-wage jobs who are commuting into Marin and damaging the environment as a result. Marin County has identified the Marinwood site as a Priority Development Area (PDA) and has proposed the mixed-use redevelopment with up to 100 units of housing.

The Marinwood Plaza redevelopment accomplishes the important goals of creating in-fill affordable housing, while eliminating neighborhood blight. BRIDGE is committed to creating a strong sense of place for Marinwood Village as a new community center. The nearly 5 acre site, which is situated in unincorporated San Rafael in northern Marin, consists of a former shopping center. A new grocery store occupies a portion of the site and we hope to redevelop the balance of the site with affordable housing. This site has been the subject of an extensive dialogue between neighbors, owners of the site, county staff, and a series of developers, including BRIDGE. In 2006, the County board of Supervisors adopted the Marinwood Village Guiding Principles, which outlines the development of a grocery store, ancillary retail, plaza and improvements along Marinwood Avenue in addition to 100 units of affordable and market rate housing.

The housing project will be split into two parcels, north and south, with 10 units located in a mixed-use building on the northern parcel and 72 units located on the southern parcel. The new grocery store will be located on a center parcel that will be owned by Hoytt Enterprises, which is selling BRIDGE the north and south parcels. (Please see the conceptual parcel map and aerial of the site attached). The northern site will be 1 acre and the southern site will be 2.5 acres. The surrounding neighborhood is primarily single story homes and an elementary and middle school as well as the Marinwood Community Center are located within a half mile of the site. In addition, the location is close to large regional employers including the County of Marin and Kaiser Permanente and regional bus service. The site is therefore well situated for a 4% or 9% low income housing tax credit project.

The proposed project offers a unique opportunity to meet the County of Marin's stated need for more affordable workforce housing while revitalizing a blighted part of an otherwise healthy neighborhood.

6. Total Project Cost: *(Include all costs for this particular project regardless of source.)*

\$22,884,000

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.***

We intend to use all the requested CDBG funds for site acquisition.

***Please see project sources and uses attachment.

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?*

We anticipate using the requested CDBG funding to complete the acquisition of the site and will be seeking additional allocations of CDBG funding in next year's funding cycle. In addition, we will be seeking funds from

the Marin Community Foundation, as well as other foundation support, and we are applying for HOME funds in parallel. In addition, we plan to apply for funding through the County's Housing Trust Fund. The balance of the financing will be secured once we have completed the entitlement process and the acquisition of the site.

***Please see project sources and uses attachment

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?

BRIDGE will be responsible for implementing this project which will be implemented over the next 3-4 years as we work through the entitlement process (securing environmental approvals & a master plan), and as we further develop the design & seek building department approvals of financing.

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

The project will serve households earning no more than 60% of Area Median Income (AMI). Units will be targeted to lower income ranges. The precise mix will be determined as the financing plan is developed and has specific targeting requirements that are to be determined. Eligibility will be determined by BRIDGE Property Management Company through the lease-up process and annually thereafter using TCAC standards for income screening. Any special requirements for income screening for CDBG will be integrated into the process.

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

Marin County is the wealthiest county in California with a high home ownership rate and very little affordable housing. Rents countywide have risen over 5% in the last 4 years with 1BR rents up nearly 10% (Realfacts.com). Currently, the average rent for a 2BR apartment within this market area is \$2000 and out of reach for very low, low and even moderate income households. This leads most low income residents to overpay for housing; 84% or renters at or below 80% of AMI are overpaying, according to the County Housing Element. The occupancy rate is the highest in the Bay Area after Alameda County at over 97%. Although only 5% of Marin residents are living below the poverty line, the majority of Marin's service and agricultural workers are commuting from outside the County and many from outside the region. Marin's wealthy households and fast growing senior population create huge demand for services and service jobs, but there is not enough affordable housing for these service employees to live in Marin County.

The proposed Marinwood project will directly target these families who work in Marin and are in need conveniently located, high quality housing, which is currently hard to come by. In addition to being affordable, the site offers the advantage of having public schools nearby in the acclaimed Dixie School District and transit linkages along Highway 101. The new grocery store will provide convenient shopping and the project's on-site

amenities will include laundry facilities, a multi-purpose community room, BBQ area, open space, and play areas/courtyards. The site's location and affordably levels will help us to quickly fill units as they come online.

- 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.)*

Marketing of the Marinwood project will be managed by BRIDGE's property management company, BRIDGE Property Management Company ("BPMC"). BPMC manages all of BRIDGE's Marin affordable rental communities and is very familiar with all of the social service networks and media outlets around which we will coordinate an affirmative marketing campaign for Marinwood to ensure that there are equal housing opportunities. With respect to treatment of applicants, the process will not discriminate against any individual or family because of race, color, creed, national or ethnic origin or ancestry, religion, sex, sexual preference, gender identity, age, disability, handicap, military status, source of income, marital status or presence of children in a household, AIDS -related conditions, or any other arbitrary basis. When active marketing commences BRIDGE will advertise in both local and regional newspapers as well as multilingual papers. All marketing materials will display the Equal Opportunities Logo. BRIDGE will post signage at the project site shortly before construction is complete with a telephone hot line that will be available in both English and Spanish. These fair housing efforts will be continued throughout the operation of the project by BPMC.

- D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

The areas of commercial activity and public accommodation including the retail space and common areas will be designed in accordance with accessibility requirements of the Americans with Disabilities Act Standards (ADAS), the California Building Code (CBC), and mandatory local jurisdiction requirements.

The covered dwelling units will be designed in accordance with accessibility requirements. Covered dwelling units include all units in the mixed use building with elevator and all ground floor units in the three walk-up buildings without elevator.

The covered units will be designed in accordance with the CBC, the Fair Housing Act (FHA), and mandatory local jurisdiction requirements. Additionally, use of federal funds will require compliance with Section 504 of the Rehabilitation Act of 1973. To comply common areas and some covered dwelling units will be designed in conformance with the Uniform Federal Accessibility Standards (UFAS).

- E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

BRIDGE is committed to providing a variety of green measures in all our projects which include: Low-Mercury Lamps, ENERGY-STAR qualified clothes washers in central laundry facilities and ENERGY-STAR refrigerators in each unit; double-flush toilets in every unit, built-in recycling in each unit, low-VOC interior paints, recycled content carpet and CRI-green label certified to cover 75% of all floor area, and on site storm water management to the degree possible, as well as bio-swales and planter boxes, and native drought resistant plants in the landscape design. We will also explore the possibility of participating in the Greenpoint rating program or other comparable sustainable building verification.

MARINWOOD PLAZA SOURCES AND USES

12/10/2012

Use of Funds	Total	Predevelopment	Construction	Permanent
Acquisition	3,610,000	3,610,000		3,610,000
Construction	12,184,514		12,184,514	12,184,514
Architect, engineers, Permits	1,833,064	1,169,414	188,650	1,833,064
Indirect Expenses	544,286	124,286	865,000	544,286
Financing and Carry Costs	1,541,818		1,541,818	1,541,818
Other (Taxes, Soft Cost Contingency, Reserves)	715,926	205,925	47,284	715,926
Developer Fee + Syndication Costs	2,455,118	9,500	630,000	2,455,118
Conversion Costs	14,557,266			
Total	37,441,992	5,119,125	15,457,266	22,884,726
Permanent Mortgage	6,809,017			6,809,017
Construction loan	14,557,266		14,557,226	
CDBG 2011	299,300			299,300
HOME 2011	84,224			84,224
CDBG-2012 allocation*	700,000			700,000
HOME-2012 allocation*	700,000			700,000
Add'l Gap Funding- future CDBG, HOME or MCF	6,230,259	4,989,602		6,230,259
Fee Waivers				
Investor Equity	7,140,402		900,000	7,140,402
GP Equity				
Deferred Developer Fee				
AHP	792,000			792,000
Proceeds from Land Flip	129,524	129,524		129,524
TOTAL SOURCES	37,441,992	5,119,126	15,457,226	22,884,726
*CDBG and HOME funds will be used to complete the acquisition of the site				



BUILDING SUSTAINING

BRIDGE HOUSING
CORPORATION

BRIDGE PROPERTY
MANAGEMENT COMPANY

BAY AREA SENIOR SERVICES, INC.

BRIDGE ECONOMIC
DEVELOPMENT CORPORATION

December 12, 2012

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

RE: Marinwood Community Development Block Grant

Dear Brian Crawford, Community Development Agency Director,

BRIDGE Housing Corporation is pleased to submit for your review an application to the Community Development Block Grant program to develop a new 82 unit low income family housing project in Marin County.

Responding directly to the need for more quality affordable housing in the County of Marin, Marinwood will provide much needed in-fill affordable housing for working families as part of a mixed use redevelopment of underutilized land.

The infill site, in northern Marin, is located in the Marinwood Community Services District in unincorporated San Rafael. The site is part of a broader redevelopment of the former Marinwood Plaza which will include a grocery store, ancillary retail, a plaza and improvements along Marinwood Avenue. This project is an opportunity to eliminate neighborhood blight by putting an underutilized parcel to good use and to afford the opportunity to working families to live in a prime location close to jobs in Marin County. The apartments will target working families earning below 60% of the Area Median Income.

Founded in 1983, BRIDGE has developed over 13,000 housing units in over 40 California communities. BRIDGE has become one of the largest nonprofit developers of multifamily housing in the country, carrying out its development work both on its own and in partnership with local governments, private sector corporations and other nonprofit groups.

Should you have any questions, please contact Lisa Grady at (415) 989-1111 ext. 7514. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Grady", is written over a horizontal line.

Lisa Grady

Senior Project Manager, BRIDGE Housing Corporation



Marinwood, CA 94903

Marinwood Ave

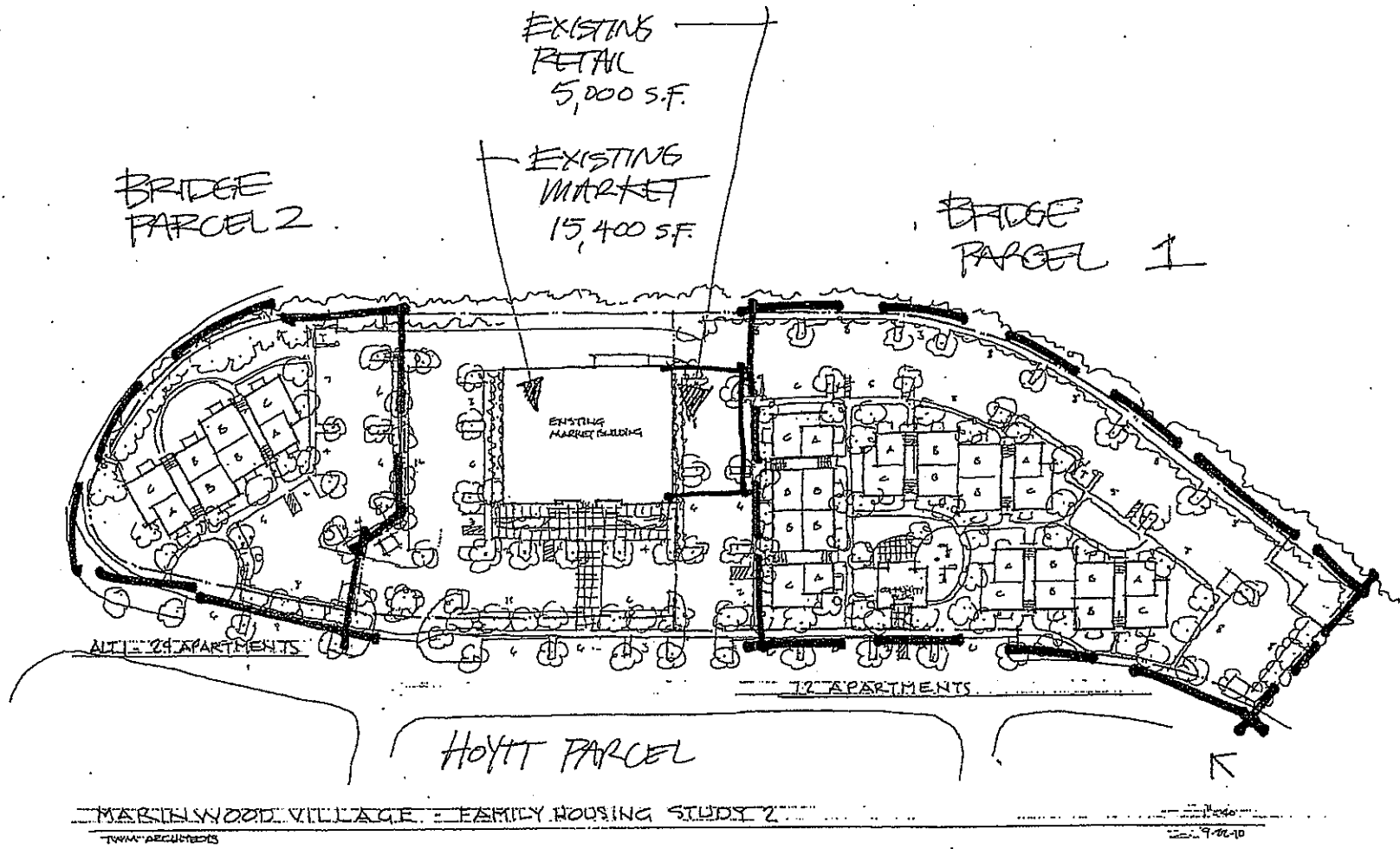
Marinwood Ave

Puente Dr

Seville Dr

Redwood Hwy

Marinwood, CA



CONCEPTUAL PARCEL MAP

EXHIBIT A

Organization Profile – 2013-14 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.

Name of Organization: BRIDGE Housing Corporation

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

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	70
Low income people	25
People above the low income limits	5

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	23 %		1 %	1 %		
African-American/Black	24 %		11 %	13 %	12 %	
Caucasian/White	30 %		39 %	40 %	82 %	
Native American			0 %	1 %		
Mixed Heritage			2 %	2 %		
Unknown/other	23 %		47 %	43 %	6 %	
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin			37 %	32 %		
NOT of Latino/ Hispanic Origin			63 %	68 %		
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old						
6-17						
18-24						
25-59						
60 +						
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female			50 %	63 %	18 %	
Male			50 %	37 %	82 %	
Total %	100%	100%	100%	100%	100%	100%
Disabled %						

Involvement of Clients Your Organization Serves	
On Governing Board %	0 %
On Advisory Committee %	0 %

SH-6

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

1. Project Name: Countywide Residential Rehabilitation Loan Program

2. Total Amount Requested: \$500,000
Non-housing proposals must specify the amount requested from each planning area.

3. Project Sponsor: Marin Housing Authority

Contact Person: Lewis Jordan

Title: Executive Director

Mailing Address: 4020 Civic Center Drive
San Rafael, CA 94903-4173

Telephone: (415) 491-2530 Ext.

Fax: (415) 472-2186

E-mail: ljordan@marinhousing.org

Website (optional): www.marinhousing.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$ 35,000
Novato Planning Area	\$ 70,000
Richardson Bay Planning Area	\$ 45,000
San Rafael Planning Area	\$150,000
Upper Ross Valley Planning Area	\$ 35,000
West Marin Planning Area	\$ 15,000
Countywide Housing	\$150,000

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.

The Residential Rehabilitation Loan Program is available to low-income homeowners throughout the County of Marin who are owner-occupants residing in a single family home, a floating home docked in an approved berth, a mobile home located within a mobile home park or a non-profit-sponsored group home serving a special population.

5. Project Description:

The Rehabilitation Loan Program offers low-interest property improvement loans of up to \$35,000 to eligible homeowners, and non-profit group home sponsors, to undertake necessary home repairs, correct substandard housing conditions and eliminate health and safety hazards. To be eligible, an applicant must be the owner-occupant of the home and fall below the very-low income threshold determined by the current HUD Area Median Income Limits.

Eligible work includes the repair or upgrading of existing plumbing, heating and electrical systems, roof repair or replacement, correction of foundation, drainage, dry rot and termite-related problems, emergency and/or storm-related repairs, energy and water conservation measures, and ADA improvements for wheelchair accessibility such as ramps and showers. Homeowners and nonprofit group home sponsors also receive technical assistance from staff in determining the scope of needed repairs, consulting with the local building departments, developing cost estimates, obtaining bids and contracting for the repairs, monitoring

and inspecting the work under construction and issuing progress payments for labor and materials. The specific repayment terms of each loan are tailored to fit the homeowner's individual financial circumstances.

Since its inception over 37 years ago, the Residential Rehabilitation Loan Program has made 132 loans totaling \$2,418,292 in the San Rafael Planning Area.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)

Total CDBG funds requested are \$500,000. Of this amount \$150,000 is requested from the Countywide Housing allocation for loans to be made available throughout the County, and a combined total of \$350,000 is requested from individual Planning Areas for additional loans to be made within each Planning Area

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.

Individual rehabilitation loans range from \$5,000 to a maximum of \$35,000. The funds requested will provide loan funds for approximately 20 new loans at an average loan amount of \$25,000.

Administrative costs to run the program totaled \$196,692 for the last 12-month period. These costs support one Homeownership Programs Specialist, one Programs Services Coordinator, central office costs and marketing expenses.

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>
Marin Comm. Fdn.	Gates Coop	1,303,348	1996	Yes	1996	1996
San Francisco Fdn.	Storm loans	Loan fund	1982	Yes	1982	1982

The Storm Damage Assistance Program, originally funded by the San Francisco Foundation, continues to provide supplemental loans in conjunction with CDBG loans in cases of extreme need exceeding the CDBG \$35,000 limit. In addition, \$1,303,348 has been committed by the Marin Community Foundation for the rehabilitation of 38 floating homes at Gates Coop in Waldo Point Harbor to augment the CDBG and SDAP funds set aside for this purpose.

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?

Marin Housing Authority administers the Residential Rehabilitation Loan Program and is responsible for its implementation throughout the county. The staff includes a Homeownership Programs Specialist, a Programs Services Coordinator, and support provided by General Services and Accounting staff. The program has been carefully developed and is continually updated to reflect current construction codes, rehabilitation guidelines and practices in accordance with HUD requirements and industry standards.

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

Since 2001, the program has specifically benefited very low-income homeowners and non-profit-sponsored group homes with special populations. Every household assisted through the program has an income well below 80% of median with 88% of the households falling below 50% of the median income. The average household income is \$25,732 or 35% of median. Eligibility is documented in a personal interview, conducted with each applicant, in which original tax returns, pay stubs, assistance payments and all other sources of income are reviewed and copied to the file. The program ensures long term affordability in two ways: 1) it provides low-cost financing that enables a low-income homeowner to repair and maintain his/her home and continue to reside in it; and 2) it provides flexible loan repayment plans, including the option to defer principal and interest payments under certain conditions, which can allow the homeowner to live within his/her existing finances and avoid unaffordable loan payments. Staff works closely with a variety of housing and social service programs and agencies in assisting clients and in making and receiving referrals. Those assisted by the program include:

Elderly and Disabled (representing 57% and 35%, respectively, of all households assisted): The program assists elderly and disabled homeowners on fixed (often minimal) incomes repair unsafe conditions in their home, catch up on critical deferred maintenance, and provide for accessibility improvements, so that they may "age in place". In many cases the ability to defer payments on the loan makes a critical difference in enabling a homeowner to remain in his/her own home.

Female Head of Household (representing 64% of all households assisted): Families with only one head of household often face an unmanageable financial burden with the prospect of undertaking necessary home repairs. In some cases having to sell and relocate out of the County may be the only alternative.

Special Populations: The program is available to non-profit-sponsored group homes with special populations, including the developmentally disabled, mentally ill and troubled youth. To date the program has assisted 32 group homes with loans totaling \$847,666.

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

With continually escalating land and development costs and diminishing housing starts, it makes sense for communities to invest wisely in preserving the existing stock of affordable housing. The Residential Rehabilitation Loan Program has proven to be an effective low-cost tool that enables low-income homeowners, often elderly citizens on fixed incomes, to retain ownership of their home and maintain their property in a safe and livable condition.

To reach this demographic group, brochures and emails describing the Residential Rehabilitation Loan Program are disseminated through senior centers, social service agencies, lawyers for the elderly, senior resource directories, mobile home and floating home site management offices, and public libraries.

Most low-income homeowners are unable to qualify for conventional property improvement loans or lines of credit and therefore cannot perform the maintenance required to preserve their homes in good condition. By assisting with repairs and upgrades to the homes of these low-income homeowners, the Rehab Loan Program conserves existing affordable low-income housing throughout the county and allows people to remain in their own homes as they age.

In addition, energy efficiency measures are implemented and installed to lower energy costs which can be prohibitive for low-income homeowners.

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.)*

The Demographic group least likely to apply is that of persons of Hispanic or Latino origin who make up over 15% of Marin County's population. About 47% of Hispanic adults in California own their own homes but do not apply to the Residential Rehab Loan Program in Marin County in significant percentages. Outreach and marketing through Hispanic agencies, churches, and businesses will continue to be implemented. In addition, Marin Housing has instituted a "Language Assistance Program for Limited English Proficiency" clients and has bilingual Spanish interpreters on staff, including the Homeownership Programs Specialist.

- D. **Accessibility:** *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

Accessibility to the Rehabilitation Loan Program for applicants with physical disabilities is ensured by the fact that all of the contact between staff and client takes place in the client's home or over the telephone. In addition, Marin Housing Authority's offices are fully accessible. The program also promotes accessibility for homeowners and non-profit-sponsored group homes with special populations by including in the scope of repairs any work required to make the home accessible to accommodate any physical disabilities or special needs.

- E. **Green Building:** *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

Whenever and wherever feasible, "green building" principles will be applied and implemented to assure the highest possible energy efficiency of the dwelling and the use of methods and materials least disruptive to the environment. Typical improvements include installation of high-efficiency windows and appliances, insulation in walls, ceilings and floors, low-flow toilets and shower heads, and weather-stripping.

- 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.
- Don't forget to fill out the Organization 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.

Organization Profile - 2013-14 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.

Name of Organization: HOUSING AUTHORITY OF THE COUNTY OF MARIN

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

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	93
Low income people	7
People above the low income limits	

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board BOC	Advisory Committees
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	1		2	30		
African-American/Black	47	10	15	30	14	38
Caucasian/White	36	90	83	40	86	62
Native American	5					
Mixed Heritage						
Unknown/other	15.5					
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	13	2	12	10		
NOT of Latino/ Hispanic Origin	87	98	88	90	100	100
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	16					
6-17	22					
18-24	13					
25-59	47	43	80	100	72	33
60 +	2	57	20		28	67
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	67	64	67	40	57	67
Male	33	36	33	60	43	33
Total %	100%	100%	100%	100%	100%	100%
Disabled %	38	35				

Involvement of Clients Your Organization Serves	
On Governing Board %	28
On Advisory Committee %	100

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

SH-7

1. **Project Name:** ABHOW-Rotary Manor
2. **Total Amount Requested:** \$112,477.00
3. **Project Sponsor:** Rotary Manor
- Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Linda Perkins

Title: Administrator

Mailing Address: 1821 5th Ave
San Rafael, Ca 94901

Telephone: 415.459.6558 Ext.

Fax: 415.459.2357

E-mail: lperkins@abhow.com

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): www.rotarymanor.com

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). 1821 5th Ave, San Rafael, Ca 94901

For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

Parcel Number: PN 010-291-71

Constructed: A Building: Converted from West End Elementary School to senior housing 1983

B & C Buildings Constructed: 1983-84

5. **Project Description:**

Window Replacement retrofit for 63 apartments and common areas of 30 year old windows:

Single pane to dual glazed Low-E Insulated glass in Buildings A, B and C

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)
\$112,477.00

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. **NA - 1983**

**Budget: 100% of funds spent on Windows & Installation costs using Davis-Bacon wages & Building Permits.
0% of funds spent on Administrative, Architectural, and Engineering fees
Contractors written bid attached.**

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? **No** 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? **Managing Agent, American Baptist Homes of the West (ABHOW) Address: 6120 Stoneridge Mall Rd, 3rd Fl, Pleasanton, Ca 94588**

How will it be implemented and what is the proposed schedule for project implementation? **Three bids have been received using Davis-Bacon wages and management is ready to proceed as soon as a funding agreement is secured, building permits obtained and a Pre-construction conference can be held.**

10. Need for the Project:

A. Need Group

What groups or individuals will benefit from the project? **Low Income and Disabled Seniors.** What income level will you serve? **30-80% of Area Median Income.** How will you document eligibility? **3rd Party Income Verified at Move -In.** CDBG recipients are required to provide documentation that the majority of the users have incomes at or below the CDBG income limits. **(current incomes \$9744 – 57,336.00)** 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. **Limiting rent increases due to capital improvements will affect continued 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? **To reduce utility costs, improve energy efficiency, comfort and health benefits for 101 low income seniors.** Will it assist an especially needy or underserved group? **Yes, Low Income and Disabled Seniors, average age 82 with 15 over 90 (currently).**

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? **Those with disabilities and of Asian decent.** (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.) **Our community recently installed single lever faucets in all showers; intercoms and automatic door openers at building entry doors making them more accessible to seniors, frail, and those with disabilities. Our community garden is expanding to include planting beds for those in wheelchairs as gardening is embraced by all demographics and encourages social interaction and activity. Listings are placed in periodicals that serve minority populations. Area service organizations and senior centers that assist minorities are also contacted when marketing efforts are warranted. At this time, Rotary Manor's extensive waiting list minimizes the need for extensive marketing efforts.**

If this project involves housing, how will it affirmatively further fair housing? Low Income and Disabled Seniors are underserved in the community. Future rent increases due to capital improvements will affect rental affordability. Low income and disabled seniors are finding it difficult to afford current area rents. Applicants and many current residents are experiencing financial hardships due to a loss of a spouse and the income from that spouse; loss of housing due to foreclosure, jobs, catastrophic illness, reduced income from retirement plans and decreases in income from stock market investments and cannot afford area rents. Two rent increases in the last 10 years were limited to 2% each.

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. We have 3 bids currently; one Rotary referral, one strong referral from a like project in West Marin and a Bay Area company specializing in Multi-Unit Window Replacements.

D. Accessibility: What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities? All buildings are wheelchair accessible with the recent addition of building entry door intercoms and automatic door openers. Multi-story buildings have large elevators. In compliance with ADA requirements, ABHOW and Rotary Manor have and will make reasonable accommodations to make housing available and accessible to disabled residents and staff.

E. Green Building: For new construction or rehabilitation, what will you do to incorporate "green building" principles? Retrofitting with windows utilizing Low-E insulated glass to save energy.

- 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.
- Don't forget to fill out the Organization 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.

Organization Profile - 2013-14 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.

Name of Organization: Rotary Manor

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

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	87
Low income people	13
People above the low income limits	

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	1	1				
African-American/Black	3	3				
Caucasian/White	94	94	100	100	100	
Native American	2	2				
Mixed Heritage						
Unknown/other						
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	3	3		10		
NOT of Latino/ Hispanic Origin	97	97	100	90	100	
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old						
6-17						
18-24						
25-59						
60 +	100	100	100	90	50	
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	75	75	100	10	20	
Male	25	25		90	80	
Total %	100%	100%	100%	100%	100%	100%
Disabled %						

Involvement of Clients Your Organization Serves	
On Governing Board %	0
On Advisory Committee %	4

DOTTO GLASS, INC.

74 Mitchell Blvd.

San Rafael, CA 94903

Phone 415/479-1274 • Fax 415/479-2676

Lic. #225824

Proposal Submitted To: JACK DIEGO BROS. INC.		Phone:	Fax/Email:	Date: 8/14/12
Street		Job Name: ROTARY MANOR		
City, State and Zip Code		Job Location: 1821 FIFTH AVE., SAN RAFAEL,		
Architect	Date of Plans		Job Phone	

We hereby submit specifications and estimate for:

BUDGET PRICE ONLY

FURNISH & INSTALL:

MILGARD BRONZE ALUM Z BAR REPLACEMENT SASH

LOW E INSULATED

WITH SCREENS

48 @ 60" X 68" SLIDER ABOVE, 48" HIGH VENTS

48 @ 48" X 68" SLIDER ABOVE, 48" HIGH VENTS

24 @ 24" X 68" FIXED

16 @ 96" X 42" SLIDER XOX

17 @ 48" X 54" SLIDERS XO OR OX

6 @ 48" X 54" FIXED

7 @ 36" X 36" SLIDERS XO OR OX

2 @ 48" X 48" SLIDERS XO OR OX

12 @ 44" X 54" SLIDERS XO OR OX

6 @ 42" X 54" FIXED

2 @ 36" X 54" FIXED

2 @ 42" X 42" FIXED

4 @ 36" X 54" SLIDERS XO OR OX

ALLWEATHER BRONZE ALUM BLOCK FRAME WITH SLOPE SILL

LOW E INSULATED (MAY NOT MATCH MILGARD LOW E)

WITH SCREENS

14 @ 42" X 104" BOTTOM AWNING, TOP FIXED LITE 1W2H

~~THIS DOES NOT QUALIFY FOR THE LIFETIME WARRANTY~~ 10 YEAR COMMERCIAL WARRANTY FROM MILGARD. 5 YEAR WARRANTY FROM ALLWEATHER - DOES NOT INCLUDE LABOR.

194 TOTAL

NOT RESPONSIBLE FOR BUILDING FEES, PERMITS, ALARM SYSTEMS OR PAINTING.

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

ONE HUNDRED TWELVE THOUSAND FOUR HUNDRED SEVENTY SEVEN DOLLARS. (\$112,477.00)

50% DEPOSIT WILL BE REQUIRED TO PLACE ORDER. BALANCE CHARGED TO HOUSE ACCOUNT - NET 30 DAYS.

Signed proposal required to process order.

KEITH DOTTO/as

NOTE: THIS PROPOSAL MAY BE WITHDRAWN IF IT IS NOT ACCEPTED WITHIN 30 DAYS

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date of Acceptance

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

54-8

1. Project Name: Whistlestop Renaissance 2. Total Amount Requested: \$
1,000,000.00

3. Project Sponsor: Marin Senior Coordinating Council,
dba Whistlestop, and a nonprofit housing developer
to be selected in February, 2013

Non-housing proposals must
specify the amount requested
from each planning area.

Contact Person: Joe O'Hehir, CEO

Title: CEO

Mailing Address:
930 Tamalpais Avenue
San Rafael, CA 94901

Telephone: 415-456-9065 Ext.
Fax: 415-456-1581
E-mail: johehir@whistlestop.org

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): www.whistlestop.org

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.

930 Tamalpais Avenue
San Rafael, CA 94901
APN# 011-277-01
Existing building originally constructed in 1929 and subsequently remodeled 1987.

5. Project Description:

The current property includes an improved two-story structure currently occupied and used by Whistlestop for administrative and active aging service programs, including the Jackson Cafe. There are no leases on the property. Whistlestop intends to demolish all existing improvements and reconstruct a five-story building as defined within in this application.

The key expansion component of the Whistlestop Renaissance Project (WRP) will be to complement its current active aging center with on-site affordable senior housing. The 930 Tamalpais location can be transformed into the first affordable transit-oriented development community for older adults and individuals with disabilities in Marin County. There is a growing demand in Marin County for affordable housing for older adults, especially for those individuals who cannot or should not drive a car. One of the key benefits to Whistlestop's site is its ideal location within Marin County's

regional transportation hub, including the Bettini Transit Center, the future location of the SMART train adjacent to the Whistlestop property, and the ability to walk within downtown San Rafael.

As currently envisioned, the first floor of the new building will house the Whistlestop Jackson Café and kitchen area; two lobby entrances to elevators going to the upper floors; and a parking garage with 25 spaces and access for pick up and drop off by Whistlestop buses. Floors two, three, and four will have at total of 50 housing units, 49 one bedroom units for residents, and 1 two bedroom for the Resident Manager. The top fifth floor will house the Whistlestop Active Aging Center with a large community gathering hall, community board room, classrooms for activities, office space for staff, and an outdoor patio garden area.

The housing component will be restricted to residents age 55 and older, with incomes at or below 50% of the Marin County Area Median Income. We forecast financing the housing component through the Low Income Housing Tax Credit Program. As such, a Regulatory Agreement will be recorded on title requiring that the housing remain affordable at 50% of Area Median Income for a period of 55 years. Other projected financing sources may add other regulatory constraints.

6. Total Project Cost: *(Include all costs for this particular project regardless of source.)*

The total project cost for this project is projected to be \$21,857,545. Approximately 60% of the site will consist of affordable senior housing and 40% for Whistlestop administrative and program uses. The attached pro forma and sources and uses schedule details these uses both separately and in combination.

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.*

If CDBG funds are awarded to the non-housing component of the project we request the funds be applied to design and predevelopment costs.

If CDBG funds are awarded to the housing component of the project we request the funds be applied to pay for off-site costs and/or to fund the acquisition lease.

The construction cost estimate found in the attached proforma is provided by Lamar Turner, with ElderFocus. The proforma includes the assumption that construction costs will be subject to Davis Bacon Act wages due to the assumption that Project Based Section 8 will be provided to the project. In the event that Project Based Section 8 is not provided to the project, the requirement to pay Davis Bacon Act wages will not be triggered.

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>
Marin Community Foundation	Predevelopment & Construction	\$1,500,000	N/A	No	N/A	N/A
Tamalpais Pacific	Predevelopment	\$200,000	N/A	No	N/A	N/A
City of San Rafael	Predevelopment & Construction	\$4,250,000	N/A	No	N/A	N/A
AHP	Construction	\$750,000	N/A	No	N/A	N/A
OneBay Area Plan Grant	Construction	\$750,000	N/A	No	N/A	N/A
Whistlestop Equity	Predevelopment & Construction	\$1,453,430	N/A	No	N/A	N/A
LP Tax Credit Equity Investment	Construction	\$6,259,476	N/A	No	N/A	N/A
OneBay Area Plan Grant	Construction	\$750,000	N/A	No	N/A	N/A

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?

Whistlestop and its Nonprofit Housing Development Partner (NHDP) will be responsible for implementing the project. Whistlestop will enter into an agreement with the selected NHDP that will define how the two organizations will implement the development, financial, ownership, construction, and operational responsibilities for the project. The current estimated project schedule is as follows:

- 2/2013 Select Development Partner
- 2/2013 to 10/2013 Design Development
- 10/2013 to 5/2014 Public Approvals
- 6/2013 to 12/2014 Financing Commitments
- 4/2015 to 10/2016 Construction
- 10/2016 to 1/2017 Rent Up

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

The demographic groups who are least likely to apply for the Whistlestop housing opportunity are low income older adults currently living alone in San Rafael and Marin County, especially those who have a language and/or documentation barrier.

Fortunately, the majority of clients Whistlestop serves at our Active Aging Center at 930 Tamalpais are from this demographic group. Whistlestop serves over 5,000 unduplicated older adults with a hub of human needs services including transportation, nutrition, classes and activities, and information and referral services. Here is a demographic profile of Whistlestop's clients:

- Average age is 72.
- 79% are female; 21% are male.
- 39% are white; 33% are Hispanic or Latino; 15% are Asian; 8% are Persian; and 2% are African American; and 3% represent other nationalities.
- 84% report being at low to very low annual income levels: 16% under \$10,000; 53% between \$10,001 and \$20,000; and 15% between \$20,001 and \$30,000.

All of Whistlestop's program and services are marketed in a warm and friendly manner to this demographic group. Several members of our staff and volunteers are bilingual. We provide ESL classes in partnership collaboration with the Canal Community Alliance. We also provide citizenship classes for those older adults who are seeking to become US Citizens. We provide outreach and counseling to house bound older adults through our ACASA program in collaboration with Marin County's Mental Health programs. We have a monthly newsletter that is circulated to over 25,000 older adults in Marin County. We publish an annual directory of older adult services throughout Marin County that serves as reference guide for older adults and their families. And, we provide a housing assistance service in partnership with Episcopal Senior Communities (ESC).

We believe that hundreds, if not thousands, of Whistlestop clients would benefit from the addition of low income affordable senior housing at the current 930 Tamalpais Avenue site.

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

According to a report from the Marin County Division of Aging and Adult Services, "...the older population in Marin is increasing rapidly. Between 2005 and 2010, the number of Marin residents over 60 is projected to grow to 75,900, with the largest increase in the 70 to 79 year old cohort. ABAG projects that by 2012, almost 30% of Marin residents will be over age 60. This trend continues well into the foreseeable future, only slowing after 2030."

Meanwhile, the 2007 American Community Survey of the U.S. Bureau of the Census shows that, while median household income for Marin County was \$83,870, the mean retirement income was \$33,501, 42% of Marin's Area Median Income, and 4.7% of persons 65 or older fell below the Federal Poverty Line. The Marin Housing Authority's definition of market rent (Section 8 rent) for a one bedroom apartment in Marin County is currently \$1,333. Older adults at the mean retirement income level are paying 40% of their income for rent, and those with incomes below the mean are progressively more rent burdened.

The Marin County Commission on Aging urged that, as cities and towns updated their Housing Elements, they include the "critical need for affordable housing", given "the fact that many older and disabled adults live on limited fixed incomes."

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.)*

All of Whistlestop's program and services are marketed in a warm and friendly manner to this demographic group. Several members of our staff and volunteers are bilingual. We provide ESL classes in partnership collaboration with the Canal Community Alliance. We also provide citizenship classes for those older adults who are seeking to become US Citizens. We provide outreach and counseling to house bound older adults through our ACASA program in collaboration with Marin County's Mental Health programs. We have a monthly newsletter that is circulated to over 25,000 older adults in Marin County. We publish an annual directory of older adult services throughout Marin County that serves as reference guide for older adults and their families. And, we provide a housing assistance service in partnership with Episcopal Senior Communities (ESC).

We believe that hundreds, if not thousands, of Whistlestop clients would benefit from the addition of low income affordable senior housing at the current 930 Tamalpais Avenue site.

Whistlestop will incorporate all of its existing marketing communications strategies and programs mentioned above to encourage clients to apply for the new affordable housing opportunity. Whistlestop can provide personalized assistance helping clients complete the appropriate application forms using our trained multicultural staff. ESC Housing services will promote the availability of this new affordable housing to all those who are needing housing assistance.

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

The housing component of the development will include 49 1-bedroom apartments and 1 2-bedroom manager apartment. The 1-bedroom apartments will be rented exclusively to lower income older adults age 55 and older with incomes below 50% of Marin County Area Median Income. As described more fully above, due to the comprehensive racial/ethnic diversity of the population already served daily by Whistlestop, perhaps Whistlestop, more than any other organization in Marin County, is uniquely positioned to attract substantial numbers of racial/ethnic minority applicants, thereby resulting in an almost certain diverse racial/ethnic resident population. Whistlestop will fully market the housing opportunity to its current racially/ethnically diverse client base. Further, Whistlestop will require, in the contract document with the to be selected developer, that as a condition of selection the developer agrees to work closely with Whistlestop in marketing the housing to racial/ethnic minority groups, and to insure that all affirmative fair housing requirements set by the County of Marin, and by the HOME and CDBG program are met or exceeded.

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.

Whistlestop issued a Request For Proposals on November 30, 2012 to three nonprofit housing development organizations and will select a Nonprofit Housing Development Partner (NHDP) the first week of February 2013. Construction management is the subject of David Rosen Architecture's pending contract with Project Based Section 8

is part of the financing structure for the development. The proforma included in this application assumes there will be Project Based Section 8 and accordingly, that Davis-Bacon Act wages will be paid. If the project is subject to Davis-Bacon Act wages the NHDP will be required to comply with all related requirements. Whether or not the project is subject to Davis-Bacon Act wages Whistlestop will require the NHPD to seek to employ qualified Section 3 businesses and Minority Business Enterprises (MBE) and Women's Business Enterprises (WBE) to the greatest extent feasible, with the goal that a minimum of 10% of the total dollar amount of contracts for housing construction be awarded to qualified Section 3 businesses and/or MBE's and WBE's. During the course of an approximately eighteen month construction period we estimate the project will generate approximately 50 contracting opportunities. Further, Whistlestop will require the NHPD to comply with all required "good faith effort" requirements as a condition of receiving HOME/CDBG funds in the effort to hire Minority and Women-Owned Business Enterprises (MBE/WBE) for construction equipment, supplies and services of the project. The NHPD will be required to advertise construction opportunities for qualified MBE/WBE's through trade publications such as DBE Goodfaith, Inc. or Contractor's Estimate.com.

D. **Accessibility:** *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

As this will be a new construction development, 5% of the apartments will be accessible to the physically disabled and an additional 2% accessible to the hearing and vision impaired. An elevator will provide access to all apartments, with 100% of the apartments being accessible.

E. **Green Building:** *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

The development will meet or exceed green building requirements by the City of San Rafael, and will incorporate energy saving and sustainability design features including Energy Star appliances and roof, lowwater landscaping, and photovoltaics for common area electric.

- 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.
- Don't forget to fill out the Organization 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.

**Whistlestop
Project Summary**

Prepared by ElderFocus
Rev. 12-13-12, 4% Credit: -DRAFT-

Summary of Development Costs and Projections

USES:	Total	%	Housing	Non-Housing
Acquisition Costs	20,000	0.09%	12,000	8,000
Demolition	200,000	0.92%	120,000	80,000
Construction Costs	14,393,997	65.85%	10,353,598	4,040,399
Construction Period Contingency	1,402,871	6.42%	841,723	561,148
Permit and Fees	1,000,000	4.58%	600,000	400,000
Architectural and Engineering	900,000	4.12%	540,000	360,000
Reports, Testing, and Constr. Mgmt	210,000	0.96%	126,000	84,000
Predev and Construction Interest	1,157,225	5.29%	694,335	462,890
Loan Fees	164,115	0.75%	98,469	65,646
Real Estate Taxes & Carrying Costs	0	0.00%		
Title and Recording	40,000	0.18%	24,000	16,000
Legal	155,000	0.71%	93,000	62,000
Insurance & Bonds at Construction	250,000	1.14%	150,000	100,000
Syndication & Certification Costs	110,978	0.51%	66,587	44,391
Lease Up, Marketing and Reserve	253,359	1.16%	152,015	101,344
Soft Cost Contingency	200,000	0.92%	120,000	80,000
Developer Fee	1,400,000	6.41%	840,000	560,000
TOTAL USES:	21,857,645	100.00%	14,831,727	7,025,918

SOURCES: <i>Construction Sources</i>	Total	%
Construction Loan	17,421,433	67.66%
Marin Community Foundation	1,500,000	5.83%
County HOME/CDBG Loans	1,000,000	3.88%
Tamalpais Pacific	200,000	0.78%
City of San Rafael	4,250,000	16.51%
Federal Home Bank AHP	750,000	2.91%
Initial Limited Partner Capital	625,948	2.43%
Total Construction Sources:	25,747,381	100.00%

<i>Permanent Sources</i>	Total	Housing	Non-Housing	%
Bank Perm Loan (Base Tranche)	2,257,169	2,257,169	0	10.33%
Bank Perm Loan (Section 8 Tranche)	3,124,620	3,124,620	0	14.30%
Marin Community Foundation	1,500,000	900,000	600,000	6.86%
County HOME/CDBG Loans	1,000,000	600,000	400,000	4.58%
Tamalpais Pacific	200,000	120,000	80,000	0.92%
City of San Rafael	4,250,000	0	4,250,000	19.44%
Federal Home Bank AHP	750,000	750,000	0	3.43%
Whistlestop Equity	1,453,430	632,712	820,718	6.65%
OneBay Area Plan Grant	750,000	0	750,000	3.43%
Accrued Subsidy Loan Const Period Interest	312,750	187,650	125,100	1.43%
General Partner Equity	100	100	0	0.00%
LP's Tax Credit Equity	6,259,476	6,259,476	0	28.64%
Total Permanent Sources:	21,857,645	14,831,727	7,025,918	100.00%

INCOME & RENT MIX:

Rents Do Not Include Project Based Section 8								
AMIs	30%	35%	40%	45%	50%	55%	60%	Total
Rents:								
Studio								
1-BR	\$587		\$795		\$1,003			
2-BR								
3-BR								
No. of Units:								
Studio	0	0	0	0	0	0	0	0
1-BR	5	0	20	0	24	0	0	49
2-BR	0	0	0	0	0	0	0	0
3-BR	0	0	0	0	0	0	0	0
	5	0	20	0	24	0	0	49
	10%	0%	41%	0%	49%	0%	0%	
TOTAL:						Mgr. Unit:		1
								50

ASSUMPTIONS:

	Housing	Non-Housing
Building Ratio Housing to Non-Housing	60.00%	40.00%
Tax Credit Rate	3.15%	
Federal Tax Credit Equity per \$	\$1.05	
State Tax Credit Equity per \$		
Capital Reserve	400	
Operating Expenses	5,783	
Debt Service Ratio, Permanent Loans	1.20	
Construction Loan Rate	5.00%	
Permanent Loan Rate	5.50%	
Lot Acreage	0.34	
Number of Parking Spaces	24	14
Project Based Section 8 Vouchers		49

Whistlestop Sources & Uses

Rev. 12-13-12, 4% Credit: **-DRAFT-**

Development Budget	Units		Pre-Dev Budget to DD and LIHTC Award	Pre-Dev Budget from DD and LIHTC Award to Const. Start	Pre-Dev Budget Budget at		Residential		Eligible Basis
	50	TOTAL			Construction	Completion	60.00%	40.0%	
ACQUISITION COSTS									
Purchase Price	0				0		0		0
Title/Recording/Escrow	10,000				10,000		6,000	4,000	0
Environmental Abatement Soil and Demo related	10,000				10,000		6,000	4,000	6,000
Demolition	200,000				200,000		120,000	80,000	120,000
GENERAL DEVELOPMENT COSTS									
Building Hard Costs	11,052,000				11,052,000		6,348,400	2,703,600	8,348,400
Structured Parking	1,067,000				1,067,000		640,200	426,800	640,200
Off Site Improvements	250,000				250,000		150,000	100,000	150,000
General Conditions	893,690				893,690		536,214	357,476	536,214
Contractor Overhead and Profit	766,020				766,020		459,612	306,408	459,612
Construction Security	100,000				100,000		60,000	40,000	60,000
Bond Premium	140,287	1.00%			140,287		84,172	56,115	84,172
Const Period Change Order Contingency	1,402,871	10%			1,402,871		841,723	561,148	841,723
Local Impact Fees (Estimated @ \$15,000/unit)	750,000				750,000		450,000	300,000	450,000
Local Permits/Fees (Estimated @ \$5,000/unit)	250,000		40,000	40,000	170,000		100,000	70,000	150,000
Utility Installations PG&E, Water	125,000				125,000		75,000	50,000	75,000
Phase I & II Reports/Toxic/Traffic	30,000		30,000		0		18,000	12,000	18,000
Architectural & Engineering (Including CEQA Review)	900,000		300,000	450,000	150,000		540,000	360,000	540,000
Construction Management	40,000				40,000		24,000	16,000	24,000
Geotech Analysis	30,000		10,000	5,000	15,000		18,000	12,000	18,000
Appraisal	20,000		7,500	12,500	0		12,000	8,000	12,000
Market Study	10,000			10,000	0		6,000	4,000	0
Construction Testing and Inspection	100,000				100,000		60,000	40,000	60,000
Construction Loan Fees	130,661	0.75%			130,661		78,396	52,264	78,396
Interest on Construction Loans	783,965				783,965		470,379	313,586	470,379
Interest on Subordinate Debt Construction Loans	312,750	3.00%					187,650	125,100	0
Interest on Predev Loans	60,510	6.00%		60,510	0		36,306	24,204	36,306
Permanent Loan Fee	13,454	0.25%					8,073	5,382	0
Title/Recording/Escrow - Construction	30,000				30,000		18,000	12,000	18,000
Title/Recording/Escrow - Permanent	10,000						10,000	6,000	4,000
Real Estate Taxes & Carrying Costs	0				0		0	0	0
Builder's Risk and Owner Liability Ins	200,000				200,000		120,000	80,000	120,000
Public Improvement Bonds	60,000				60,000		30,000	20,000	30,000
TCAC App/Monitr/Reserve Fee	45,978				45,978		27,587	18,391	0
Legal - Acquisition	10,000		10,000		0		6,000	4,000	0
Construction Closing (borrow & lend)	60,000			30,000	30,000		36,000	24,000	36,000
Bond Allocation	0				0		0	0	0
Permanent Closing (Borrow & Lend)	20,000						12,000	8,000	0
Organization of Partnership	5,000		3,500		1,500		3,000	2,000	3,000
Syndication (Borrower & Investor counsel)	60,000				60,000		36,000	24,000	0
Costs of issuance (if bond financed)	0				0		0	0	0
Syndication Consulting	45,000			10,000	35,000		27,000	18,000	0
Syndication Audit	20,000						12,000	8,000	0
Furniture & Equipment	60,000				60,000		36,000	24,000	36,000
Capitalized Operating Reserves	163,959						98,375	65,584	0
Marketing (\$600/unit)	29,400				29,400		17,640	11,760	0
Soft Cost Contingency	200,000		25,000	25,000	150,000		120,000	80,000	120,000
Developer Fee	1,400,000				350,000		1,050,000	560,000	840,000
TOTAL DEVELOPMENT COSTS	21,857,545		426,000	643,010	19,198,371	1,590,164	14,831,727	7,025,818	14,381,402

Source	Amount	Percentage
Construction Loan	17,421,433	67.7%
Marin Community Foundation	1,500,000	5.8%
County HOME/CDBG Loans	1,000,000	3.9%
Tamalpais Pacific	200,000	0.8%
City of San Rafael	4,250,000	16.5%
Federal Home Bank AHP	750,000	2.9%
Initial Limited Partner Capital	625,948	2.4%
Total Construction Sources:	25,747,381	100.0%

Total Development Cost	21,857,545
Less: MCF	(1,500,000)
Less: HOME/CDBG	(600,000)
Less: Tamalpais Pacific	(120,000)
Less: City of San Rafael	-
Less: 10% of Investor Equity	(625,948)
Less: Completion Costs	(1,590,164)
Total Construction Loan	17,421,433

Source	Housing	Non-Housing	Total	Percentage
Bank Perm Loan (Base Tranche)	2,257,169		2,257,169	10.3%
Bank Perm Loan (Section 8 Tranche)	3,124,620		3,124,620	14.3%
Marin Community Foundation	900,000	600,000	1,500,000	6.9%
County HOME/CDBG Loans	600,000	400,000	1,000,000	4.6%
Tamalpais Pacific	120,000	80,000	200,000	0.9%
City of San Rafael		4,250,000	4,250,000	19.4%
Federal Home Bank AHP	750,000		750,000	3.4%
Whistlestop Equity	632,712	820,718	1,453,430	6.6%
OneBay Area Plan Grant		750,000	750,000	3.4%
Accrued Subsidy Loan Const Period Interest	187,650	125,100	312,750	1.4%
General Partner Equity	100		100	0.0%
LP's Tax Credit Equity	6,259,476		6,259,476	28.6%
Total Permanent Sources:	14,831,727	7,025,818	21,857,545	100.0%

Amount	2,257,169
Annual Payment	153,792
Term (Years)	30
Interest Rate	5.50%

Utilization Rate	60.00%
Interest Rate	5.00%
Term (Months)	18

Amount	3,124,620
Annual Payment	212,895
Term (Years)	30
Interest Rate	5.50%

Construction Period Bonds	17,421,433
Basis in Land	10,000
Basis in Improvements	14,381,402
Total	14,391,402
% Bond Financed	121.05%

Rent Mix

Whistlestop

Rev. 12-13-12, 4% Credit: -DRAFT-

TCAC 2012 Rent/Income Limits

Marin County Household Size (100% Income Level) 1 2 3 4 5 6 7 8
 \$77,700 \$88,800 \$99,900 \$111,000 \$119,900 \$128,800 \$137,700 \$146,600

	Elevator:		MHA 30% of SSI for 1BR									
	Yes 100% Rent	Current Utility Allow	15% AMI	20% AMI	25% AMI	30% AMI	35% AMI	40% AMI	45% AMI	50% AMI	55% AMI	60% AMI
Studio	1,942	26	265	362	460	557	654	751	848	945	1,042	1,139
1 BR	2,080	37	275	379	483	587	691	795	899	1,003	1,107	1,211
2 BR	2,496	50	324	449	574	699	824	948	1,073	1,198	1,323	1,448
3 BR	2,886	65	368	512	657	801	945	1,089	1,234	1,378	1,522	1,667
4 BR	3,220	65	418	579	740	901	1,062	1,223	1,384	1,545	1,706	1,867

Income Targeting

	Tax Credit Units	Total Units	15% AMI	20% AMI	25% AMI	30% AMI	35% AMI	40% AMI	45% AMI	50% AMI	55% AMI	60% AMI	Total %
Studio	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
1 BR	49	49	0	0	0	5	0	20	0	24	0	0	98.0%
2 BR	1	1	0	0	0	0	0	0	0	0	0	0	2.0%
3 BR	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
4 BR	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
	50	50	0	0	0	5	0	20	0	24	0	0	100%
			98%	0.0%	0.0%	10.0%	0.0%	40.0%	0.0%	48.0%	0.0%	0.0%	

Rental Income

	# of Units	15% AMI	20% AMI	25% AMI	30% AMI	35% AMI	40% AMI	45% AMI	50% AMI	55% AMI	60% AMI	Total
Studio	-	-	-	-	-	-	-	-	-	-	-	-
1 BR	49	-	-	-	2,935	-	15,900	-	24,072	-	-	42,907
2 BR	1	-	-	-	-	-	-	-	-	-	-	-
3 BR	-	-	-	-	-	-	-	-	-	-	-	-
4 BR	-	-	-	-	-	-	-	-	-	-	-	-
	50	-	-	-	2,935	-	15,900	-	24,072	-	-	42,907

Annual Gross LIHTC Rent: 514,884

Calculation of Project Based Section 8 Incremental Income

Section 8 Payment Standards

MHA Pmt. Standards	# of Units	15% AMI	20% AMI	25% AMI	30% AMI	35% AMI	40% AMI	45% AMI	50% AMI	55% AMI	60% AMI
Less Utility March 1, 2012											
Studio	1,089	0	0	0	0	0	0	0	0	0	0
1 BR	1,333	49	0	0	5	0	20	0	24	0	0
2 BR	1,665	0	0	0	0	0	0	0	0	0	0
3 BR	2,225	0	0	0	0	0	0	0	0	0	0
Total	49	0	0	0	5	0	20	0	24	0	0

Excess Rent Per Unit

Studio		824	727	630	532	435	338	241	144	47	(50)
1 BR		1,058	954	850	746	642	538	434	330	226	122
2 BR		1,341	1,216	1,091	966	841	717	592	467	342	217
3 BR		1,857	1,713	1,569	1,424	1,280	1,136	991	847	703	558

Total Excess Rent Per Month

Studio	-	-	-	-	-	-	-	-	-	-	-	-
1 BR	-	-	-	3,730	-	10,760	-	7,920	-	-	-	22,410
2 BR	-	-	-	-	-	-	-	-	-	-	-	-
3 BR	-	-	-	-	-	-	-	-	-	-	-	-

Total Sec. 8 Incremental Rents per Month: 22,410
 Annual 268,920

Marin Housing Authority Tenant Purchased Utility Allowances, 12-1-11

	Studio	1 BR	2 BR	3 BR
Home Heating, Gas	0	0	0	0
Cooking, Electric	7	9	12	14
Basic Electricity	19	28	38	51
Total	26	37	50	65

Tax Credits Analysis

Whitstestop

Rev. 12-13-12, 4% Credit: -DRAFT-

DDA County

Census Tract No.:

TCAC Regulation Reference: 29-Feb-12

	Marin County 9% Basis Limits	Threshold Basis Limits Dec. 14, 2011	Eligible Units	Unadjusted Basis	Adjustment	Allowable Limit
0 Bedroom		182,338	0	-	43%	-
1 Bedroom		210,234	49	10,301,466	43%	14,731,096
2 Bedroom		253,600	1	253,800	43%	362,848
3 Bedroom		324,608	0	-	43%	-
4 Bedroom		361,634	0	-	43%	-
			50	10,555,066		15,093,744
Impact Fees						
Municipality Utility Infrastructure						
Environmental Abatement						
Total Eligible Basis						14,381,402
Total Basis per Threshold Basis Limits						15,093,744
Lesser of Above						14,381,402
Total Basis Reduction for Leveraging Points					0%	0
Unadjusted Eligible Basis						14,381,402
Deduct of 50% Renewable Energy Tax Credits from LIHTC Basis for LIHTC						(48,300)
						14,333,102
High Cost Area Adjustment - DDA or QTC					130%	18,633,033
Applicable Fraction					100%	18,633,033
Qualified Basis						18,633,033
Credit Reduction					0%	0
Adjusted Qualified Basis						18,633,033
Adjusted Qualified Basis						18,633,033
Adjusted State Qualified Basis					0%	18,633,033
Credit Rate					3.15%	
Annual Credits						586,941
Total Federal Annual Credits					10	5,869,405
CA State Credits - Aggregate Credit Rate (13% or 30%)					0%	-
Total CA State Credits				State	0.70	-
Tax Credit Pay-In Factor				Federal	1.05	6,162,876
Total Equity from LIHTC						6,162,876

Exceptions to Limits	
20%	Prevailing Wages
7%	Podium Parking
	Day Care Center
	100% Special Needs
10%	95% of Upper Floor Served by Elevator
37%	Total Exceptions (Maximum of 38%)
	Onsite Renewable Energy - 50% of Use
	Onsite Renewable Energy - 75% of Use
	New Construction - Exceed Title 24 by 45%
	Rehab - 80% Decrease in Energy Use
	Irrigate with Reclaimed Water
1%	Community Gardens @ 80 s.f./unit
1%	Special Flooring in Units
2%	Special Flooring in Common Areas
2%	Meet EPA Indoor Air Plus Program
6%	Total Energy Exceptions (Maximum of 10%)
	Section 10326 Projects
	% of Project Units below 50% AMI
	% of Project Units below 35% AMI
0%	Total Affordability Exceptions
	Seismic or Environmental Remediation
0%	Total Seismic or Environmental Remediation
43%	Total Exceptions to Limits

TCAC Fees	
	% of One Year Fed Credit
9%	if Competitively Allocated
4%	Allocation Fee
	2,000 Application Fee
	Reservation Fee
	23,478 Allocation Fee
	20,500 Compliance Monitoring Fee
	45,978 Total TCAC Fees

Renewable Energy Tax Credits	
Gross Cost	350,000
Rebate Assumed	-
Cost in Basis	350,000
Credit Percentage	30%
Renewable Energy Tax Credits	105,000
Value of Credits for Equity	0.92
Total Equity from Renewable Energy Tax Credits	96,600

Organization Profile - 2013-14 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.

Name of Organization: MARIN SENIOR Coordinating Council, dba Whistlestop

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

Income of Level of Clients Your Org Serves %	(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 Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	2					
African-American/Black						
Caucasian/White	82					
Native American						
Mixed Heritage						
Unknown/other	16					
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	33					
NOT of Latino/ Hispanic Origin	67					
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old						
6-17						
18-24						
25-59						
60 +	100					
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	75					
Male	25					
Total %	100%	100%	100%	100%	100%	100%
Disabled %						

Involvement of Clients Your Organization Serves	
On Governing Board %	
On Advisory Committee %	

50-1

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

1. Project Name: San Rafael ADA Compliance

2. Total Amount Requested: \$300,000
Non-housing proposals must specify the amount requested from each planning area.

3. Project Sponsor: City of San Rafael

Contact Person: Richard Landis

Title: Public Works Administrative Manager

**Mailing Address: 111 Morphew Street
P.O. Box 151560
San Rafael, CA 94915-1560**

Telephone: 415-485-3354 Ext. N/A

Fax: 415-485-3334

E-mail: Richard.landis@ci.san-rafael.ca.us

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$300,000
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: This is a citywide project to make San Rafael's sidewalks, public buildings, parks, etc. accessible to individuals with disabilities. Therefore there are no specific street addresses.**
- 5. Project Description: The City of San Rafael entered into a 10-year settlement agreement with the U.S. Department of Justice in 2004. The agreement requires the City to comply with the Americans with Disabilities Act (ADA) as it relates to the public right-of-way (sidewalks, streets, etc.) and facilities. All requested funds are for the construction of curb ramps that will make San Rafael's sidewalks and streets accessible for wheelchair users and other individuals with disabilities. The agreement calls for the construction of approximately 800 curb ramps on those "...streets, roads, and highways that have been constructed or altered since January 26, 1992."**
- 6. Total Project Cost: \$300,000 (100% CDBG); Public Works staff is currently designing curb ramps for this rehabilitation/construction project. Adherence to Davis-Bacon wage rates will be mandatory.**

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 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.

I have attached the June 14, 2012 bid summary from San Rafael's most recent curb ramp construction project. These figures are indicative of the costs we expect to pay when we bid the CDBG-funded ramp project this coming January.

8. **Other Sources of Funds for this Project:** There are no non-CDBG funds allocated to the 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:** The Department of Public Works is responsible for project implementation. San Rafael will enter into a contract with a construction company to install curb ramps at designated intersections throughout the City. As stated earlier, this is an ongoing project mandated by the City's 2004 Settlement Agreement with the Department of Justice.

10. **Need for the Project:** San Rafael's annual curb ramp construction project benefits individuals with a broad range of needs. Examples are wheel chair users, others with ambulation issues, those who are visually impaired, etc. The project will serve individuals with disabilities who, based on 2010 census information, are considered to be low income relative to the non-disabled population.

- A. **Need Group:** The project will address the needs of individuals with a broad range of physical disabilities. e.g., wheel chair users, people with ambulation issues, those who are visually impaired, etc. According to 2010 census data, the median income for disabled individuals living in San Rafael was well below the income limits shown on the table below.

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:** This project is needed to support the ongoing process of improving the accessibility of San Rafael's public right-of-way infrastructure (sidewalks, crosswalks, roads) to better serve the needs of individuals with a broad range of disabilities.
- C. **Equal Opportunity:** As stated, the project will serve a diverse group of individuals with disabilities by constructing curb ramps throughout San Rafael. The nature of this construction project, managed by San Rafael's Public Works Department, therefore precludes the need for outreach to a specific demographic group.

If this project involves housing, how will it affirmatively further fair housing? N/A

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. Yes. The City's contractor must comply with Caltrans Disadvantaged Business Enterprise (DBE) requirements. For the current fiscal year, San Rafael's DBE "target" is 7.71%. Contractors hired for San Rafael projects utilizing federal Department of Transportation (DOT) and/or Caltrans funds must make at least 7.71% of the construction budget available to minority-owned firms, e.g., African-American, Asian-Pacific American, Native American, women. The goal of the DBE program is "to ensure nondiscrimination in the award and administration of DOT-assisted contracts", and to "create a level playing on which DBE's can compete fairly for DOT-assisted contracts."

- D. **Accessibility:** By nature and definition, San Rafael's curb ramp project enhances public right-of-way accessibility for individuals with disabilities.
- E. **Green Building:** *For new construction or rehabilitation, what will you do to incorporate "green building" principles?* **Green building principles are an integral part of the project. Curb ramp materials such as cement are produced by Dutra Materials, only a short driving distance from any of the curb ramp construction sites, thus minimizing construction vehicle emissions.**
- 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.
 - Don't forget to fill out the Organization 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.

City of San Rafael - Department of Public Works
Bid Summary

Citywide Street Resurfacing 2012 Curb Ramps City Project No. 11204 Bid opening: June 14, 2012				Fieldstone Construction Company 5915 Faight Road Santa Rosa, CA 95403		Ghilotti Construction Company 246 Ghilotti Avenue Santa Rosa, CA 95407		Ghilotti Brothers, Inc. 525 Jacoby Street San Rafael, CA 94901	
ITEM NO.	ITEM	EST QTY	UNIT	UNIT PRICE, \$	ITEM TOTAL, \$	UNIT PRICE, \$	ITEM TOTAL, \$	UNIT PRICE, \$	ITEM TOTAL, \$
1	Signs and Traffic Control (Includes Mobilization)	1	LS	\$7,500.00	\$7,500.00	\$28,000.00	\$28,000.00	\$47,089.00	\$47,089.00
2	Clearing and Grubbing	1	LS	\$15,000.00	\$15,000.00	\$45,000.00	\$45,000.00	\$53,000.00	\$53,000.00
3	Minor Concrete - Minor Structures								
	3a Type A Curb and Gutter	565	LF	\$32.00	\$18,080.00	\$41.00	\$23,165.00	\$39.00	\$22,035.00
	3b Type B Curb (6" Max. Height)	90	LF	\$30.00	\$2,700.00	\$20.00	\$1,800.00	\$30.00	\$2,700.00
	3c 6" Thick PCC Driveway/Gutter Slab/Valley Gutter	1,735	SF	\$11.00	\$19,085.00	\$17.00	\$29,495.00	\$15.00	\$26,025.00
	3d 4" Thick PCC Sidewalk	2,685	SF	\$9.50	\$25,507.50	\$10.00	\$26,850.00	\$11.00	\$29,535.00
	3e Retaining Curb	50	LF	\$20.00	\$1,000.00	\$61.00	\$3,050.00	\$12.00	\$600.00
	3f Curb Ramp - Case A	5	EA	\$2,900.00	\$14,500.00	\$2,400.00	\$12,000.00	\$1,700.00	\$8,500.00
	3g Curb Ramp - Case C	4	EA	\$3,400.00	\$13,600.00	\$2,400.00	\$9,600.00	\$2,200.00	\$8,800.00
	3h Curb Ramp - Modified Case C	1	EA	\$3,700.00	\$3,700.00	\$2,400.00	\$2,400.00	\$2,500.00	\$2,500.00
	3i Curb Ramp - Case F	5	EA	\$3,500.00	\$17,500.00	\$2,400.00	\$12,000.00	\$1,600.00	\$8,000.00
	3j Median Island Passageway	1	LS	\$1,500.00	\$1,500.00	\$2,400.00	\$2,400.00	\$4,000.00	\$4,000.00
	3k Type E Catch Basin	2	EA	\$2,500.00	\$5,000.00	\$3,300.00	\$6,600.00	\$4,000.00	\$8,000.00
	3l Turning Structure with Pipe	1	LS	\$5,000.00	\$5,000.00	\$3,800.00	\$3,800.00	\$8,000.00	\$8,000.00
	3m Trench Drain with Grate	30	LF	\$100.00	\$3,000.00	\$270.00	\$8,100.00	\$240.00	\$7,200.00
	3n Falkirk Driveways Drainage System	1	LS	\$7,500.00	\$7,500.00	\$3,700.00	\$3,700.00	\$13,000.00	\$13,000.00
4	Asphalt Concrete	118	TON	\$225.00	\$26,550.00	\$247.00	\$29,146.00	\$230.00	\$27,140.00
5	Sanitary Sewer Improvements	1	LS	\$3,500.00	\$3,500.00	\$6,800.00	\$6,800.00	\$10,000.00	\$10,000.00
6	Reset Sign and Post	7	EA	\$350.00	\$2,450.00	\$275.00	\$1,925.00	\$375.00	\$2,625.00
7	Pavement Markings	1	LS	\$9,000.00	\$9,000.00	\$10,300.00	\$10,300.00	\$10,420.00	\$10,420.00
	Contingency								
	Base Bid Total				\$201,672.50		\$266,131.00		\$299,169.00

ALTERNATE BID ITEMS

ITEM NO.	ITEM	EST QTY	UNIT	UNIT PRICE, \$	ITEM TOTAL, \$	UNIT PRICE, \$	ITEM TOTAL, \$	UNIT PRICE, \$	ITEM TOTAL, \$
1	Sidewalk Underdrain and Channel Drain (Mission Ave at Wilkins St)	1	LS	\$3,750.00	\$3,750.00	\$5,000.00	\$5,000.00	\$6,105.00	\$6,105.00
2	Drainage Improvements (Bellam Blvd near Vista del Mar)	1	LS	\$12,700.00	\$12,700.00	\$12,000.00	\$12,000.00	\$20,000.00	\$20,000.00

Organization Profile - 2013-14 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.

Name of Organization: City of San Rafael

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

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	33%
Low income people	17%
People above the low income limits	50%

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics			not available			N/A
Asian-American/Pacific Islander	7.2	6.30			20	
African-American/Black	3.7	2.00				
Caucasian/White	71.0	70.60			80	
Native American	0.5	1.20				
Mixed Heritage	—	5.10				
Unknown/other	17.1	14.80				
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	30	30.00				
NOT of Latino/ Hispanic Origin	70	70.00				
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	6	6.40				
6-19	13	13.10				
20-24	6	7.90				
25-59	51	51.00			60	
60+	22	21.60			40	
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	49	53.20			20	
Male	51	46.80			80	
Total %	100%	100%	100%	100%	100%	100%
Disabled %	18.5	100%				

Involvement of Clients Your Organization Serves	
On Governing Board %	100
On Advisory Committee %	100

55-1

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

1. **Project Name: Family Law Legal Services for Low income Marin Families**

Total Amount Requested: \$30,600

3. **Project Sponsor: Family & Children's Law Center**

2. Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Shawna Hoch

Title: Administrative Coordinator

**Mailing Address: 30 North San Pedro Road, Suite 245
San Rafael, CA 94903**

Telephone: 415-492-9230 Ext. 214

Fax: 415-479-2553

E-mail: shoch@faclc.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$7,500
Novato Planning Area	\$7,500
Richardson Bay Planning Area	\$4,000
San Rafael Planning Area	\$7,500
Upper Ross Valley Planning Area	\$4,100
West Marin Planning Area	\$0

Website (optional): www.faclc.org

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.

30 North San Pedro Road, Suite 245, San Rafael, CA 94903

5. **Project Description:**

Founded in 1985, FACLC is dedicated to helping low-income children and families in Marin County by providing sliding scale family law legal services to the working poor. FACLC strives to provide access to justice for low-income families and children who, due to financial constraints, would have no other means for representation in the courts. The overwhelming complexity of the legal system is compounded when financial barriers are present. Hit hardest by the recent downturn in our economy are low-income families – especially children. During such times, financial pressures become unbearable and the home environment begins to or more precipitously unravel, causing their legal needs to skyrocket. Last year, FACLC served over 1200 clients and the demand for such services only keeps growing. To serve more families and children in these times of great need, we need your help and support. Our goal is to break down barriers to allow access for all to the justice system.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.) **\$287,000.00**

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.

<u>POSITION</u>	<u>TOTAL COST</u>	<u>CDBG COST</u>	<u>COST PAID BY OTHERS</u>
Staff Attorney 1.0	\$70,000	\$5,000	\$65,000
Staff Attorney 1.0	\$50,000	\$5,000	\$45,000
Intake Specialist 1.0	\$33,000	\$10,000	\$23,000
Legal Director 1.0	\$89,000	\$5,000	\$84,000
Program Assistant 1.0	\$48,600	\$5,100	\$43,500

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>
MCF	CORE	\$95,000	7/1/12	Yes	10/1/12	Now
Special Event	CORE	\$45,000	10/13/12	Yes	10/13/12	Now
County of Marin	CORE	\$20,000	8/15/12	Yes	9/4/12	Now
Client Fees	CORE	\$100,000	N/A	Yes	Ongoing	Now

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?

CDBG Funds will support the services of two Staff Attorneys, one Legal Director, one Program Assistant and one Intake Specialist. The Legal Director will develop and implement an outreach program that will provide increased awareness of the Family & Children's Law Center and its services in the community. The Legal Director will supervise the staff attorneys and oversee the day-to-day implementation of the legal program. The Intake Specialist will screen all potential clients for eligibility identifying their fee rate and schedule them for an appointment to meet with a staff attorney. The Staff Attorneys will implement the legal program by meeting with an average of five clients per day and attending an average of three court hearings per week. The Program Assistant will provide administrative support to the Staff Attorneys, Executive Director and the legal program. Brochures and other informational materials will be distributed to various additional agencies and made readily available to potential clients.

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

FACLC uses CDBG income guidelines and completes an income eligibility worksheet for each client. All Clients are required to provide written verification of income in the form of tax returns and pay stubs. The low income population is one with particular needs as they are disenfranchised due to low income, minimal resources and misinformation regarding the legal system. By providing low cost, high quality legal services the Family and Children's Law Center increases access to justice for a significant portion of the Marin County community.

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

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

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.)*

We have found that in many cases latino immigrants are reluctant to seek court intervention for family law matters as they are concerned that any involvement in the legal system may bring their legal status into question. We always share information about our organization including intake forms and brochures with agencies that target their services to this population, and explain to them that in the family law courts, a parties legal status is never brought into question.

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

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?*

Located across from the Civic Center and the Courts. Wheelchair accessible. Can arrange for telephone/mail service. Can arrange for home visits when special circumstances apply. Can arrange for sign language interpreters for hearing impaired clients.

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.
- Don't forget to fill out the Organization 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.

Organization Profile - 2013-14 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.

Name of Organization: Family & Children's Law Center

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	80%
Low income people	9%
People above the low income limits	11%

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	5%	5%				
African-American/Black	6%	6%				
Caucasian/White	86%	86%	100%	66%	100%	
Native American	1%	1%				
Mixed Heritage	2%	2%		33%		
Unknown/other						
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	46%	46%	50%			
NOT of Latino/ Hispanic Origin	54%	54%	50%	100%	100%	
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old						
6-17						
18-24	8%	8%				
25-59	89%	89%	100%	100%	80%	
60 +	3%	3%			20%	
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	65%	65%	100%	100%	50%	
Male	45%	45%	100%	100%	50%	
Total %	100%	100%	100%	100%	100%	100%
Disabled %						
	2%	2%				

Involvement of Clients Your Organization Serves	
On Governing Board %	0
On Advisory Committee %	0

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

SS-2

1. Project Name: High Risk Youth Mentoring Program

2. Total Amount Requested:

\$35,000

3. Project Sponsor: LIFT For Teens

Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Richard Waxman

Title: Executive Director

Mailing Address:

PO Box 6799
San Rafael, CA 94903

Telephone: 415-507-1564

Ext.

Fax: 415-491-4355

E-mail: richardwaxman@lift-levantate.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$2,500
Novato Planning Area	\$12,500
Richardson Bay Planning Area	\$5,000
San Rafael Planning Area	\$12,500
Upper Ross Valley Planning Area	\$2,500
West Marin Planning Area	\$0

Website (optional): www.lift-levantate.org

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

4. Project Location: (Precise street address). For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

Marin City: Manzanita Recreation Center, 630 Drake Ave., Sausalito, CA, 94966 and Martin Luther King Junior Academy, 200 Phillips Dr, Sausalito, CA 94965

San Rafael: Canal Alliance, 91 Larkspur St, San Rafael, CA 94901; Pickleweed Community Center 50 Canal St., San Rafael, CA, 94901; Huckleberry Youth Programs, 361 Third Street, Suite G, San Rafael, CA 94901; County Community School, 160 B North San Pedro Road, San Rafael, CA 94903; Davidson Middle School 280 Woodland Avenue, San Rafael, CA 94901; San Rafael High School 185 Mission Avenue San Rafael, CA 94901

Novato: Marin Oaks Continuation High School, 720 Diablo Ave. Novato, CA. 94947; Hamilton K-8 School 5530 Nave Drive, Novato, CA 94949

5. Project Description:

"The children we serve often have trauma and chaos as a component in their young lives. Seeing them blossom under the LIFT For Teens program has been nothing short of a miracle. I have witnessed a child who felt hopeless before starting LIFT suddenly gain self-esteem and confidence upon entering the program while experiencing joy in the process." Cyndy Doherty, Executive Director, Marin Advocates For Children

LIFT's High Risk Youth Program activities are designed and implemented for the most vulnerable youth in Marin. Our trained staff assist hard-to-reach youth in developing the critical coping skills that will enable them to succeed in school, with peers, at home and in the community. By building trust with mentors, engaging youth in evidence-based practices and providing meaningful hands-on activities, youth will benefit by building protective psychological assets that include:

- problem-solving
- conflict resolution
- leadership
- responsibility
- teamwork
- discipline
- resiliency
- respect

The purpose is to increase overall **emotional, psychological, social and physical health**. Carefully chosen, screened and trained mentor/coaches with extensive experience with high-risk and at-risk youth provide guidance to youth so they can develop positive social and life-skills. LIFT has a proven track record of recruiting and training community-based staff, including those who are bi-lingual and culturally competent, to create trust and opportunities for improvement.

LIFT-Levántate is a local 501(c)(3) organization that successfully addresses underserved, hard to reach youth populations most at-risk for, or engaged in recidivism, truancy, violence, substance abuse and risky sex. This project targets low-income, at-risk and high-risk minority youth who lack access to resources and assets because they live in concentrated pockets of poverty in Marin. These are the same youth who utilize a disproportionate amount of County Juvenile Justice, Mental Health and Social Services resources. In response to the urgent need to help these youth develop coping skills, reduce risky behaviors and increase their sense of self-worth, LIFT-Levántate and its partner organizations will provide a range of services targeted specifically to the unique needs of this multi-cultural population.

LIFT has demonstrated its value by filling critical service gaps within challenged communities, working collaboratively with other organizations and providing programs that are culturally responsive to community interests without duplicating

existing programs. As a program "without walls" (i.e. no barriers to participation) LIFT engages youth where they live, learn, work and play with no cost to families.

The LIFT model incorporates Project-Based Learning and Collaborative Learning opportunities. All LIFT programs emphasize the importance of nutritious foods and active living for optimum mental and physical health. By helping youth learn to discern healthy vs. unhealthy habits, they embark on a path to simple skill building and healthier habits. This impacts favorably on their academic life. "Physical activity has a positive influence on memory, concentration and classroom behavior and within the lower income students, fitter kids scored better than unfit kids" (According to the CA Dept of Education and a meta-review of 850 studies compiled by Ratey and Hagerman, Harvard 2008).

LIFT partners with Marin County Juvenile Probation and Marin County Office of Education to serve their high-risk students (students other programs have given up on) – by carefully matching and mentoring them through successful paid internships, where they learn valuable job-skills, increase self-esteem and explore career options.

LIFT staff works closely with faculty and administration at school sites to integrate LIFT programming within core curriculum. We offer innovative and evidence-based programs for middle and high school youth who have experienced severe emotional and physical trauma. Programs include, but are not limited to:

- Gardening, nutrition education and cooking classes
- Competitive and non-competitive physical activities
- Leadership and Life Skills classes
- Food Access/Food Justice/Food Distribution projects
- Compassion Projects in partnership with the Marin Humane Society
- Alternative Education Sports Mentoring League that utilizes sports and mentoring to create healthy, productive young men and young women by building self-esteem, resiliency, coping skills, collaboration and positive teamwork opportunities.
- Community service and academic credit recovery opportunities promoted through LIFT's recruitment, training and mentoring of teens as Peer Educators, volunteers and interns.
- LIFT's Coping Skills workshops with families to reach vulnerable teens and their parent(s)/caregivers to help them navigate the often difficult and severe stress that many teens and families experience.

6. Total Project Cost: *(Include all costs for this particular project regardless of source.)*

\$80,000 per year

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 salaries, administrative expenses, etc.*

Staff salaries	\$27,500
Administrative expenses	\$ 5,000
Youth stipends	\$ 2,500
TOTAL	\$35,000

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>
Marin Charitable	Vulnerable Teens	\$5,000	June 2012	Confirmed by Dec 2012		Jan 2013
Juvenile Probation Marin Co. Office of Education	County Community School program	\$27,500	June 2012	Yes	August 2012	Currently
Marin Advocates for Youth Supervisor Katie Rice	Foster & court protected teens Alternative Education Sports Mentoring Program	\$2,700	January 2012	Yes	June 2012	Currently
		\$10,000	October 2012	Yes	December 2012	January 2013

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?

Our comprehensive continuum of youth-focused services are led by trained LIFT staff at Alternative Education middle and high schools and recreation centers and youth centers in challenged communities. Most of the programs are ongoing, or recently launched and this funding will allow us to meet the requests we receive to continue and expand services.

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.*

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

The youth coping skills programming will serve a minimum of 280 vulnerable youth from Marin County Office of Education Alternative Education and Continuation high schools, court-protected and transition age youth, probation, drug-court and public housing youth. Many of these youth have acute and chronic social or behavioral difficulties, are truant, in juvenile justice or foster care systems, have been expelled, have substance or alcohol use issues, are pregnant or teen parents, homeless youth, or are students who need to support themselves. Almost all qualify for free or reduced lunch.

The overwhelming majority of these students come from families at, or below, 200% of the Federal Poverty Level. Many of these students are food and housing insecure.

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

LIFT's project will be the sole provider for a number of these vital youth activities for the highest-risk teens in our midst. These are the teens that utilize the highest amount of our Juvenile Probation, County Mental Health and Alternative Education resources.

Great disparities in wealth and health exist here. Highlighted in the recent Marin Community Foundation demographic report, the disparities the youth we serve face are profound: Marin's African-American teens are 5 times more likely to drop out of high school than are their white peers and Latino teens are 4 times more likely to drop out. Many of these students already face disproportionate vulnerability to physical risks (childhood obesity, type 2 diabetes, substance and alcohol abuse, smoking), educational/economic disadvantage (truancy, failure to graduate, early pregnancy, limited employment prospects), social and behavioral problems (disengagement, acting out, anger and aggression), and mental illness (depression, anxiety, and suicide). The vulnerability of this population in terms of mental health is well-documented as one out of five Latino high school girls, nationwide, has seriously considered suicide during the past 12 months and our local schools are reporting similar occurrences. These youth often come to LIFT anxious and depressed. Some manifest cutting while others have attempted or considered suicide. Most are truant and participating in risky sex and substance abuse when they enter our program. Through participation in our programs, they show significant strides in building self-esteem, resiliency, academic engagement and the reduction of risky behaviors.

Targeted, measurable outcomes in our direct service at-risk and high-risk youth programs include:

- Increase in attendance and engagement in school
- Decrease in truancy
- Decrease in recidivism for high-risk youth
- Increase in self-esteem
- Decrease in alcohol/substance abuse
- Increased consumption of fruits and vegetables
- Increased consumption of water
- Decreased consumption of sugary beverages
- Increase in physical activity, especially outdoors
- Decrease in sedentary activity

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.)*

LIFT typically targets low-income Latino and African-American youth facing steeper challenges than their peers and has little participation from Asian and Caucasian populations. Our outreach materials have traditionally been provided in English and Spanish and now will be available in Vietnamese where appropriate. We will work with the Asian Advocacy Project for outreach to members of the Asian community and we are working to reach Caucasian youth and their families through school and community presentations and social marketing campaigns about our programs.

If this project involves housing, how will it affirmatively further fair housing? N/A

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. N/A

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

Since we go into the community to provide services, we utilize facilities that are accessible to people with disabilities. We also tailor our activities to the individual, so it is not uncommon to start working with someone at their comfort level and abilities for physical, emotional or cognitive skill building activities.

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*
N/A

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

Organization Profile - 2013-14 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.

Name of Organization: LIFT For Teens

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

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	40%
Low income people	60%
People above the low income limits	0

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	3	5	0	0	0	5
African-American/Black	82	80	50	50	0	10
Caucasian/White	5	5	45	45	100	85
Native American	0	0	0	0	0	0
Mixed Heritage	5	5	5	5	0	0
Unknown/other	5	5	0	0	0	0
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	60	60	55	50	25	40
NOT of Latino/ Hispanic Origin	40	40	45	50	75	60
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	20	0	0	0	0	0
6-17	45	95	0	0	0	0
18-24	10	5	15	15	5	5
25-59	20	0	85	85	95	95
60 +	5	0	0	0	0	0
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	50	45	55	50	50	50
Male	50	55	45	50	50	50
Total %	100%	100%	100%	100%	100%	100%
Disabled %						

Involvement of Clients Your Organization Serves	
On Governing Board %	0
On Advisory Committee %	5

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

55-3

1. **Project Name:** Brain Injury Network of the Bay Area
Therapeutic Day Program and Other Services

Total Amount Requested: \$ 30,000

3. **Project Sponsor:** Brain Injury Network of the Bay Area
(aka Marin Brain Injury Network)
Contact Person: Patricia Gill

Non-housing proposals must
specify the amount requested
from each planning area.

Title: Executive Director

Mailing Address: 1132 Magnolia Avenue
Larkspur, CA 94939

Telephone: 415-461-6771 **Ext.** 101

Fax: 415-461-8406

E-mail: patricia@binba.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$6,500
Novato Planning Area	\$3,500
Richardson Bay Planning Area	\$1,500
San Rafael Planning Area	\$10,500
Upper Ross Valley Planning Area	\$6,500
West Marin Planning Area	\$1,500

Website (optional): www.binba.org

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.

1132 Magnolia Avenue, Larkspur, CA 94939

5. **Project Description:**

Brain Injury Network of the Bay Area (BINBA) is the only rehabilitative non-profit center in Marin County offering an array of services to survivors of an acquired brain injury (ABI). The services are designed to meet the short and long-term therapeutic needs for community members who have experienced an ABI from a stroke, accident, virus, tumor, loss of oxygen, and other causes. Additionally, the center provides services to family members and professionals in the community who seek support, education, and referrals. The programs exist to help ABI survivors achieve greater independence, participate more fully in their communities, improve cognitive abilities, increase self-esteem, and to provide a safe place to come and be with others who understand how dramatically life changes after a brain injury.

To achieve these objectives, the programs provide education, training, therapeutic intervention and skill building curriculum in cognitive, social, behavioral, psychological and pre-vocational assistance. The center offers a therapeutic day program, resource referral service and guide book, support groups, assessments and counseling, occupational therapy sessions, therapeutic computerized program (formerly at College of Marin), concussion education in the schools, baseline testing and hosts a concussion specific website. Family members receive training, support, counseling, resource referral assistance, and respite time to assist in coping with the challenges of caring for a loved one with ABI. Additionally, we are an intern host site for future professionals to training in the fields of psychology and occupational therapy.

6. Total Project Cost: *(Include all costs for this particular project regardless of source.)*

With the addition of new services implemented this past year, the annual budget to operate and offer the services provided is \$410,000.

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.

The CDBG funds are respectfully being requested to support the current salary of the part-time Director of Programs, Maggie Pesta, OTR/L. Ms. Pesta, an Occupational Therapist, is new to the position, replacing Patricia Gill who has been the acting Program Director/Executive Director for over four years. Ms. Gill is currently in the full-time position of Executive Director.

The salary for Ms. Pesta, who is responsible for the design and implementation of all services offered at the center, is \$50,000 annually. All funds received from CDBG will be applied to this position - a crucial role in the center's ability to provide services to the community.

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>
Fee for Service	Treatment	83,500	Ongoing	Yes	Ongoing monthly fee's	Ongoing
Other Foundations	Treatment/ Operating	120,000	Variable	Variable	Yes = \$55 Waiting=\$35 Will apply for=\$30	Varies
Other Fundraising (events, individual donors)	Treatment/ Operating	180,000	Ongoing Fundraising	No	NA	NA

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?

Patricia Gill, Executive Director, in collaboration with the Board of Directors, is responsible for the successful operation of BINBA and all services offered at the center. Maggie Pesta, OTR/L, is the Director of Programs, and in collaboration with Ms. Gill, is responsible for successful design and implementation of all services provided to the community at the center. The professional team collaborates with several clinical professionals on the Board of Directors and with Susan Moran, Psy.D, a neuropsychologist who specializes in providing treatment to people living with an acquired brain injury. Currently, eight services are offered at the center throughout the week, including a structured therapeutic day program (25 hrs), educational classes (22 hrs), support groups (3 hrs), individual assessment and consultations (10 hrs), and resource referral assistance (8 hrs).

The programs and services provide therapy, education, and training that supports many survivors to continue to live in the community while also teaching participants to find solutions and coping strategies to facilitate increased opportunities for success. Improving social, cognitive, and behavioral skills are included in the curriculum of all classes offered.

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

The groups served are survivors of acquired brain injury and their families/caregivers. The majority of the survivors served, 62% last year, fall into the low/very low/extremely low categories for income level. Over 50% of who we serve receive SSDI. All services here are offered free of charge or on a sliding-scale, turning nobody away due to financial ability. Most participants of the services pay a low-mid level fee on the scale. The center does not receive insurance reimbursement nor does it receive 3rd party reimbursements due to the nature of the services, offered long-term and clients are in the post-acute medical phase of the rehabilitation process. Those we serve are no longer eligible for therapeutic treatment covered by their insurance carrier, resulting in decreased functional improvements and decreased quality of life. BINBA offers a place for continued improvement and increased quality of life at affordable rates. Income levels are gathered upon initial call and during intake meetings.

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

Brain Injury Network of the Bay Area (BINBA) is the only non-medical therapeutic service center in Marin (and Sonoma) County offering an array of long-term programs specifically designed for survivors of acquired brain injury. Research demonstrates the existence of neuroplasticity and our brain's ability to continue to heal itself for the rest of our lives, providing a person remains actively engaged in learning new information and skills. Current research directly supports the foundation of BINBA's programs and services – long-term attendance to groups and classes that provide stimulation, education, and therapy – to keep the brain active, engaged, and healing.

Ongoing, dedicated public funding for community services for civilian ABI survivors and their families is lacking in the community, and as a result, BINBA has become crucial to help individuals cope with the long-term disabilities that accompany a life with brain injury. In addition, cognitive, psychological, and access to community resources are interventions offered that provide great benefit to BINBA's clients. So many of those we serve report feeling less alone in the world and express benefit from having a place to go where they know they will be accepted without judgment and will not be turned away due to low income levels. For many whose ability to work and communicate has been compromised, it is critical they have a safe place to come and focus on rehabilitation. Attending these programs supports survivors to cope with issues and behaviors that are side-effects of their brain injury and allows them to be more successful in their rehabilitative community efforts. In addition, this center provides education about brain injury to interns, volunteers, and community members, increasing the understanding of the needs to future professionals in the community.

This year, a few new services will be launched, including a concussion education website and program to support safety of our youth in sports and in our schools; a resource information and directory guide that will be printed and accessible online to all community members, hospitals, and professionals; an occupational therapy lead independent activities of daily living class for survivors in our community; and speech therapy classes specifically for stroke survivors (Marin County has a high incidence of strokes). This past year BINBA served over 300 survivors and caregivers, 55 agencies and professionals, and 18 interns in the current services offered.

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.)

Survivors and their families who speak English as a 2nd language and who have immigrated from other cultures, stroke survivors (who are not aware that we provide stroke services), and brain injury survivors who lack insight and awareness of their injury (termed 'anosognosia') are groups we have identified as least likely to apply for service at BINBA. To reach these community members, and to provide a comfortable environment for these groups, we are:

- Completing the resource and information directory that will be handed out to families at the hospital, providing information and guidance about ABI – what to expect, services to seek in the community, and more.
- Working in collaboration with other community organizations, including the Marin Community Clinics, Buckelew Center, Marin General Hospital, and others who provide service to the demographic groups we hope to engage
- Coordinating a concussion education program for all Marin County schools, reaching families and children of all income levels and ethnic backgrounds to learn ways to keep their brain safe
- Meeting with other organizations and marketing to the community on a larger scale to raise awareness of BINBA's existence and the array of services provided
- Offering to coordinate intake and other services in other languages as needed by hiring and consulting with interpreters
- Adding stroke specific classes, including a speech therapy class facilitated by a speech therapist

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

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. NA

- D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

To make our programs more accessible, we have increased awareness of BINBA in the community through outreach, direct marketing, and provision of services that will reach into the community (see above). Each year, this approach has been successful resulting in the provision of more services to more community members! All survivors who attend the programs are disabled due to the long-term side effects that result from ABI. The center is highly accessible for all disability levels, with all services offered at our handicap accessible building with easy bus transportation service.

- 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.
- Don't forget to fill out the Organization 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.

Organization Profile - 2013-14 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.

Name of Organization:

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

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	100% 43% 43%
Low income people	19%
People above the low income limits	38%

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics		← Same	we do not collect this info. for those groups			
Asian-American/Pacific Islander	3%					
African-American/Black	2%					
Caucasian/White	94%					
Native American	1%					
Mixed Heritage						
Unknown/other						
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	3%					
NOT of Latino/ Hispanic Origin	97%					
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	/					
6-17	/					
18-24	10%					
25-59	60%					
60 +	30%					
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	60%					
Male	40%					
Total %	100%	100%	100%	100%	100%	100%
Disabled %	67%	← some are caregivers we serve w/o a disability				

Involvement of Clients Your Organization Serves	
On Governing Board %	10%
On Advisory Committee %	15%

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

SS-4

1. **Project Name: Marin Women of Color Leadership Summit**
3. **Project Sponsor: Marin County Grassroots Leadership Network**

Total Amount Requested: \$ 2,000.00

2. Non-housing proposals must specify the amount requested from each planning area.

Contact Person: John Young

Title: Executive Director

Mailing Address: 30 N. San Pedro Rd. Suite 290
San Rafael, CA 94903

Telephone: (415) 491-4366 Ext. x 304

Fax: (415) 491-9757

E-mail: ~~john~~ john@maringrassroots.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$ 1,000.00
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$ 1,000.00
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

Website (optional): www.maringrassroots.org

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.

The 2013 Marin Women of Color Leadership Summit will be held at the Four Points Sheraton Hotel located at 1010 Northgate Drive, San Rafael, CA 94903

5. **Project Description:**

The Marin Women of Color Leadership Summit is an annual event held in October 2013 to provide a forum for participants to:

- Get informed about opportunities to serve in local organizations, grassroots groups, and public boards, commissions, and committee;
- Advance their knowledge on community leadership development, including pressing community issues affecting low-income families and how to effectively serve in the community;
- Network and exchange information on local organizations and resources in the community in the government, nonprofit, and business sectors.

The event will include the following elements:

- Informational session with keynote address by a local woman of color leader;
- Workshops on community service and leadership development-related topics;
- Networking breakfast and lunch;
- Creation of a directory of local women of color;
- Awards to exemplary women of color leaders and volunteers;
- Online forum for the exchange of information before and after the event.

The Summit will be planned by a Host Committee comprised of at least 10 community members representing different sectors through monthly meetings and committee-based work. The Planning Process is also considered a community engagement and leadership development component of the program.

The first Marin Women of Color Leadership Summit was held in 2012 on October 13, from 10 am to 2 pm. It was attended by 85 women who are members and constituents of local organizations, including:

Brazilian Alliance, Canal Alliance, Center for Volunteer and Nonprofit Leadership, College of Marin, Commission on Aging, Sunshine Club (Marin City), Miller Avenue Baptist Church (Mill Valley), Marin Human Rights Commission, County of Marin, Nuestros Niños, Dominican University of California, E3: Bay Area Dreamers, Fairfax-San Anselmo Children's Center, First Missionary Baptist Church (Marin City), Novato Mother's Club, Galilee Harbor Project, IBEC - Instituto Brasil de Educação e Cultura, Projeto Contadores de Estórias, Brazilian Citizens Council of the Bay Area, Image for Success, ISOJI, Living Forward Alliance, Marin Center for Independent Living, Marin City CDC, Marin City Community Development Corporation, Marin City Community Services District, Marin City Network, Marin YMCA, Marin County Cultural Services Commission, Fair Housing of Marin, Marin Community Foundation, Marin Community Media Center, Marin Country Day School, First 5 Marin, Marin Women's Hall Of Fame, Sausalito Marin City School District, MarinKids, Marin County Juvenile Justice and Delinquency Prevention Commission, Papermill Creek Children's Corner, The Wiggins Family Daycare, Mt Zion Baptist Training & Resource Center, Next Generation Scholars, Novato Youth Center, Operation Access, Tiburon Baptist Church, Parent Services Project, Parent Voices of Marin, Performing Starts of Marin, Promotoras de Marin, Raptor Pharmaceutical, Novato Multicultural Commission, Resident Advisory Board- Marin Housing Authority, San Rafael High School, Southern Marin Multidisciplinary Team, The Gaines-Jones Education Foundation, and Youth Leadership Institute.

6. Total Project Cost: *(Include all costs for this particular project regardless of source.)*

\$ 20,341.00

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.*

PROJECT BUDGET FOR CDBG FUNDS

Professional Services

Trainings & Meeting Facilitators 750.00

Logistical Support

Space & Food 2,500.00

Childcare Stipends 1,000.00

Marketing & Communications

Printing & Mailing 750.00

Total 5,000.00

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>
Marguerite Casey Foundation	Professional Services	\$10,000	February 2011	Yes	July 2011	Already available

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?

Our Executive Director, John Young Jr., will act as the project director, and will be responsible for the overall supervision of the project and determination of time frame, funding limitations, procedures for accomplishing the project, staffing, and contracted services requirements, and allotment of available resources to various phases of the project. Our Associate Director, Ericka Omena Erickson, will act as the project coordinator, overseeing and implementing the project together with the Summit Host Committee members. Our Communications Associate, Jannicka Murphy, will support the Project Coordinator in executing the administrative and communications aspects of the project and to educate and inform the broader community, organize meetings, and facilitate our internal process of developing communication systems for the Host Committee.

The project will be implemented following an event planning process based on best practices of similar Summits. The following is the proposed schedule for project implementation:

Action Item	Due Date
Convene Host Committee	Monthly Starting on Feb. 2013
Reserve space	May 2013
Identify and confirm keynote speaker	June 2013
Identify and confirm MC	June 2013
Identify and confirm other speakers/facilitators	June 2013
Plan agenda	June 2013
Send Save-the-date email and get names of interested potential participants	July 2013

from Host Committee and past Summit participants	
Send first press release	July 2013
Secure Sponsors	Aug. 2013
Send invitation	Aug. 2013
Send second press release	Aug. 2013
Send third press release	Sept. 2013
Send reminders to all involved	Sept. 2013
Confirm 50 participants	Sept. 2013
Prepare materials for the day	Sept. 2013
Host Summit	Oct. 2013
Send follow-up messages	Oct. 2013

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

The primary beneficiaries of this project are low-income women of color living and/or working in the County. We will document eligibility through the RSVP and Feedback Forms used.

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

This project addresses the need for increased community engagement and leadership of local underrepresented communities, which are comprised primarily of low-income families and people-of-color. Their engagement in public decision-making is of great importance, but not prevalent. Women of color are minority in the county and comprise the majority of the local low-income population. They are head of households, many of them single parents, and influential in children's lives. They are roles models in their families and communities. By fostering their engagement in the community and developing their leadership, we all benefit.

- 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.)

We have a history of 16 years working with local low-income communities and communities of color and we plan to involve the Host Committee and Past Summit participants in the outreach for this project. We will primarily use the grassroots marketing approach for this project, which is based on peer outreach.

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

N/A

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.

N/A

- D. Accessibility: What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?

All facilities we use related to his and other projects are accessible for people with disabilities. We also have the Marin Center for Independent Living as one of our partners in the outreach for this project.

- E. Green Building: For new construction or rehabilitation, what will you do to incorporate "green building" principles?

N/A

- 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.
- Don't forget to fill out the Organization 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.

Organization Profile – 2013-14 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.

Name of Organization: MARIN GRASSROOTS LEADERSHIP NETWORK

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

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	50%
Low income people	50%
People above the low income limits	

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	40%	40%		67%		
African-American/Black	27%	27%	80%		70%	70%
Caucasian/White			10%	33%		
Native American	7%	7%				
Mixed Heritage	13%	13%	10%		30%	30%
Unknown/other	13%	13%				
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	89%	89%	10%	100%		
NOT of Latino/ Hispanic Origin	11%	11%	90%	90%	100%	100%
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old						
6-17						
18-24	10%	10%				
25-59	70%	70%	90%	90%	50%	20%
60 +	20%	20%	10%	10%	80%	80%
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	75%	100%	100%	90%	80%	80%
Male	25%			10%	20%	20%
Total %	100%	100%	100%	100%	100%	100%
Disabled %	30%					

Involvement of Clients Your Organization Serves	
On Governing Board %	100%
On Advisory Committee %	100%

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

SS - 5

1. **Project Name:** Canal Alliance Middle School Youth Scholarship Program (YSP)

Total Amount Requested: \$15,000

3. **Project Sponsor:** Canal Alliance

2. Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Sherrie Holmes

Title: Director of Development

Mailing Address:

91 Larkspur Street
San Rafael, CA 94901

Telephone: 415-306-0415

Ext.

Fax: 415-454-3967

E-mail: sherrieh@canalalliance.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$15,000
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

Website (optional): www.canalalliance.org

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



4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

86 Larkspur Street
San Rafael, CA 94901

5. **Project Description:**

The Youth Scholarship Program (YSP) for middle school youth has developed over many years to provide an effective program to meet the educational needs of struggling Spanish-speaking, immigrant youth and their families who are navigating their way in a new country, new community, new school and new language. YSP serves 40 "under-achieving" middle school students who commit to developing their academic potential.

The overarching YSP goal is to prepare at-risk, immigrant middle school students to succeed academically, graduate from high school and enroll in and graduate from college. YSP is currently structured as an out-of-school, five-day program housed in the neighborhood with multipurpose classrooms, computer and media labs. Students develop an "Individual Success Plan" and receive coaching/mentoring from bilingual/bicultural staff. Community partners and volunteers also provide tutoring, presentations and leadership development activities through project learning. YSP works with schools and parents to increase student attendance and grades and address barriers to academic success. In addition, the YSP helps students to develop practical social, emotional and life skills and works with parents to educate them about how best to help their children succeed.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)

The total cost for the project for 2013-2014 is \$158,347

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.

Expenses	From CDBG	From Other	Total
Personnel	\$15,000	84,165	99,165
Non-personnel	\$0	22,762	22,762

Shared costs	\$0	36,420	36,420
Totals	\$15,000	143,347	158,347

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>
Marin Community Foundation	YSP	\$150,000	6/1/12	yes	7/16/12	9/19/12
Newman's Own Foundation	YSP	\$15,000	3/9/12	Yes	7/13/12	7/17/12
Marin/SF Jewish Teen Foundation	YSP	\$7,988	3/5/12	Yes	4/30/12	7/26/12
Bank of America	YSP	\$5,000	7/2/12	Yes	11/26/12	11/28/12
William E. Simon Foundation	YSP	\$12,000	1/15/13	No		
The Kimball Foundation	YSP	\$25,000	12/21/12	No		

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?

The Canal Alliance YSP for middle school youth has been in operation for ten years and is an ongoing program. The program is managed by Director of YSP Raquel Saunders, two Youth Education Advocates and a network of dedicated volunteer tutors. The program takes place during the regular school year, with a fall session (August – December), spring session (January – June) and a one-month summer session (July). Middle school students entering the program and their parents must complete a formal application and interview and, once accepted, a contract is created defining expectations for participating students and families. The family must formally commit to all program requirements, a process that enables them to take ownership in achieving the goal of college graduation. This eligibility and commitment process is repeated each year.

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.

The YSP Middle School program serves extremely low- income students, the majority of whom live in San Rafael's Canal neighborhood. The majority of YSP students are Latino. Approximately half are foreign born (they are primarily from Guatemala, Mexico and El Salvador) and the other half were born in the US to immigrant parents. Eligibility is tracked through family income and through the extent to which students qualify for the Free/Reduced Lunch program. YSP focuses on students who are academic underachievers with grades in the C-D range. They are struggling in school and without intervention are at-risk for not attending or completing high school or enrolling in university, college or vocational programs. YSP candidates are either English Language Learners and/or are likely to be enrolled in one or more remedial classes, lacking eligibility to enroll in higher level classes.

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

In Marin County, there is a huge achievement gap between Latino youth and their white counterparts. In 2009-2010, the dropout rate for Latino students in Marin's public schools was four times as high as the dropout rate for white students. Additionally, only 26% of Latino students who graduated had taken the necessary college preparatory classes (called A-G classes in California) to be eligible to attend the UC or CSU system, compared with 70% of white students.¹ Marin's low-income immigrant Latino youth experience a unique combination of obstacles that make academic success a challenge, including:

¹ California Department of Education, Educational Demographics Office, 2011

Socioeconomic status: The students served by the YSP are from low-income or very low-income households. Most reside in San Rafael's Canal neighborhood, where 98% of elementary school children qualify for the Free or Reduced Lunch program. The effects of poverty—hunger, unstable or substandard housing, poor health, divorce and domestic violence—represent stressors for students trying to focus on their education.

Lack of Parent Engagement: Although parents want their children to be successful, they often lack knowledge about how best to support them academically. They are unfamiliar with the US school system and are often unable to communicate with school staff due to the language barrier. Many YSP parents/guardians have a low level of formal education themselves. As a result, many parents are unable to help their children with homework. Also, 86% of YSP parents/guardians are monolingual Spanish speakers and speaking exclusively Spanish in the home makes English fluency more difficult for YSP English Language Learner students.

Ineffective Educational System for Latino Immigrant Youth: The schools that the majority of Marin middle school-aged immigrant youth attend, Davidson Middle School, has been designated by the California Department of Education as a "Program Improvement School" which applies to Title I schools that have not made Adequate Yearly Progress (AYP) towards State accountability guidelines for two consecutive years. Already struggling, the school offers few resources for the specific needs of Latino students such as adequate support for English language learners or bilingual staff who can communicate with parents.

Trauma and compromised family structure: When adult immigrants first travel to the US, they often temporarily leave their children behind in their country of origin until they become established and can send for their children to join them. Youth often experience psychological trauma as a result of these separations: first, when they are separated from their parents, often for extended periods of time; later, when they are separated from the caregiver to whom they may have become attached. Lastly, they may experience emotional stress when they have rejoined their parents as they struggle to resume their traditional role in the family while attempting to adjust to a new culture. These experiences can give rise to emotional problems and social challenges that often affect academic engagement and performance.²

As a result of these challenges, Youth Scholarship Program middle school students have a high level of need for additional, culturally competent academic support, social, emotional and life skills development, and family education and practical support to help them overcome barriers to academic success and higher education. The YSP addresses these needs through its Academic Development, Social, Emotional and Life Skills Development, and Parent Engagement strategies (see attached YSP Strategies).

- 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.)*

The demographic group that the YSP serves is low-income, Spanish-speaking immigrants and children of immigrants. Within this group, the biggest is reaching students and parents who have language barriers or parents with minimal formal education. Canal Alliance promotes our YSP application information in Spanish and also uses word of mouth and follow-up calls to reach this target population by utilizing referrals from other students, from parents with children in the program and through referrals from school officials to identify students and families with language barriers that may not learn about the program through flyers or announcements at school.

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

N/A

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.

N/A

² Promoting Academic Engagement Among Immigrant Adolescents Through School-Family-Community Collaboration, New York University, October 2010

D. **Accessibility:** *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

Canal Alliance's site is the only building complex located in the heart of the Canal neighborhood that is large enough to accommodate all of our YSP services. Unfortunately, the Middle School Program operates on the second floor of a building that has neither an elevator nor an outside ramp. We continue to be in discussion with the landlord with our request for installing both.

E. **Green Building:** *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

N/A

- 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.
- Don't forget to fill out the Organization 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.

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.

Name of Organization: Canal Alliance

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

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	95%
Low income people	5%
People above the low income limits	

Percentages (%)	Clients Your Org Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	3%			13%	8%	
African-American/Black	3%	1%		13%		
Caucasian/White	4%		23%		42%	
Native American						
Mixed Heritage						
Unknown/other	90%	99%	77%	74%	50%	
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
OF Latino/ Hispanic Origin	90%	99%	77%	74%	50%	
NOT of Latino/ Hispanic Origin	10%	1%	23%	26%	50%	
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old						
6-17		100%				
18-24	5%					
25-59	90%		95%	84%	83%	
60 +	5%		5%	1%	17%	
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	52%	46%	7%	57%		
Male	48%	54%	7%	43%		
Total %	100%	100%	100%	100%	100%	100%
Disabled %						

Involvement of Clients Your Organization Serves	
On Governing Board %	0%
On Advisory Committee %	n/a

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

- 1. **Project Name:** Performing Stars of Marin
- 3. **Project Sponsor:** Performing Stars of Marin

- 2. **Total Amount Requested:** \$20,000
Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Felecia Gaston

Title: Executive Director

Mailing Address: 271 Drake Avenue
Marin City, CA 94965

Telephone: 415 332-8316 **Ext.**

Fax:

E-mail: performingstars@sbcglobal.net

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$ 10,000
San Rafael Planning Area	\$ 10,000
Upper Ross Valley Planning Area	\$
West Marin Planning Area	\$

Website (optional): performingstars.org

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.

271 Drake Avenue, Marin City, CA 94965

- 5. **Project Description:** see attached Appendix A - Transforming Lives Through the Arts.

- 6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)

\$40,000

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.

Executive Director Salary	10,000
Administrator	5,000
Program Coordinator	5,000

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>
Sato Fdn.	Social skills	\$10,000	In process		Due in Feb. 2013	
Marin Comm. Fdn.	Operational	\$25,000	In process		Due Jan. 2013	
Do a Little Fdn.	Social Skills	\$20,000	In process		Due Jan. 2013	

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?

Felecia Gaston, Executive Director who directs the overall administration and supervises the program coordinator.

The Administrator/Bookkeeper tracks the project, data collection and financial documentation.

Proposed schedule starts July 1, 2013 to June 30, 2012.

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

The youth benefiting are from Marin City and the Canal Area of San Rafael, in addition to the Shelter Hill in Mill Valley, Galilee Harbor Houseboats. They are very low income youth with families within the Federal guidelines. Parents are required to complete performing stars registration forms stating their incomes. The majority of our families live in public housing, subsized housing and attend the local childcare centers under Community Action Marin.

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

This project is needed because access to professional training in the arts for low income children is difficult because of the expense, the tuition, the transportation, the costumes and the other necessary support. Many low income youth are always spectators on the outside looking in – Performing Stars programs moves them from spectators to participants. These children have dreams and our programs help them to fulfill their dreams, and gain skills that help them in the school and the work place., and society in general.

- 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.)*

The demographic groups are ethnic families consisting of African American, Hispanic, Asian and other mixed heritage, including Caucasian families who can't afford after school performing arts programs. *The marketing we provide is one on one contact with the parents, passing out flyers of the opportunities door to door, and to the Local school districts, and the childcare centers. We have been successful for 22 years with this approach. Plus others refer their youth. Sometimes we use the socialmedia to inform parents about opportunities, like facebook.*

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

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?*

The locations where the kids go to classes are all accessible 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.
- Don't forget to fill out the Organization 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.

Appendix A – OPTION 1

Performing Stars of Marin

Transforming Lives Through The Arts

Mission

Performing Stars transforms the lives of low-income, primarily multicultural, children throughout Marin County by using the arts to build pride, character, discipline, and self-esteem.

Strategy

Our programs not only connect youth with existing arts enrichment programs, but also provide supportive wrap-around services to ensure a successful, meaningful experience. Our continuum of services uniquely supports youth to move beyond their familiar community and to use their arts-related experiences to develop good work habits and positive social skills, enhance their analytical thinking, improve their communication skills, and increase their professional readiness.

Program

By becoming a member of Performing Star's Life Skills Conservatory, youth and their families have access to the following:

- Assistance applying for **scholarships** to, and/or **special placement** in, existing arts enrichment programs such as – music, theater and dance classes, summer programs, theater/dance/music companies, after school programs, training workshops, and internships.
- Opportunities to **perform** on stage at various community events.
- Help acquiring arts-related **equipment and supplies** (instruments, clothing, costumes, etc.) through special discounts and donations.
- Access to group **field trips** to the Symphony, the Nutcracker, the Mountain Play, Marin Theater Company, Marin Shakespeare, and a variety of other local and regional performances.
- **Transportation** assistance, **chaperone** support, and **nutritious snacks** for arts related enrichment programs and performances.
- **Special invitations** to workshops, presentations and performances by professional actors, dancers and musicians.
- **Mentors and advisors** that support members in all aspects of their life and connect them to other vital community services.

Annual membership is offered on a sliding scale and no one is turned away for financial reasons.

Performing Stars of Marin

“ON STAGE FOR LIFE”

Performing Stars of Marin was founded in February 1990, as a means of giving low-income, primarily multicultural, children in Marin County the opportunity to “reach for the stars” through participating in arts and other enrichment programs.

Performing Stars believes that every child wants the chance to be a star and that given positive reinforcement and recognition for achievement, he or she will “act out” and “star” in positive, rather than negative roles. Performing Stars is a social service organization that uses arts and enrichment programs to promote positive life and leadership skills for all of life’s many “performances.”

The mission of Performing Stars is to build pride, character, discipline, and self-esteem in the hearts and lives of low-income, primarily multicultural, children. We achieve our mission through connecting youth and their families with arts, recreation, and other enrichment programs that develop good work habits and positive social skills, enhance analytical thinking, improve communication skills, and increase professional readiness.

Performing Stars helps young people become productive, positive citizens, and highly skilled individuals capable of “performing” the leadership roles necessary to move the next generation toward success.

Our broad based community impact goals are to:

- Reduce long-term dependence on public assistance programs,
- Decrease the negative effects and impacts of poverty on children,
- Expand advocacy for children of low-income families, and
- Increase and strengthen community services for low-income and minority children and their families.

The relationship between self-esteem, personal independence, and poverty has been well researched and documented. This evidence-based research shows that early involvement in programs that address “root cause” issues can have a major impact on reducing persistent patterns of poverty.

To truly achieve our mission and community impact goals, Performing Stars believes it takes more than simply offering scholarships, field trips, and music classes. The children that we work with receive a unique collection of integrated wrap-around social services woven into the delivery of every program. These support services include: investing the time to place each student into just the right program; providing application assistance; helping with family communications; providing transportation, nutritious snacks, and trusted chaperones; and securing funds and discounts for program supplies such as instruments, appropriate clothing, and costumes.

Through the hard work of many volunteers, funding from individual donors, foundations, and program fees, in-kind donations of admission tickets, program scholarships and supplies, as well as revenue from our signature **Blues, Jazz & Soul Party in the Park** event, we are able to provide the following programs:

- **Scholarships & Placements** – Performing Stars acts as a broker in connecting youth and their families to a variety of enrichment opportunities. We secure scholarships, program placements, and admission tickets, and then screen, match, place, and support youth to take full advantage of the following opportunities
 - ✓ **After School and Summer Enrichment Scholarships** in programs such as Marin Ballet, Marin Symphony, Music Classes, Marin Theater Co., Sports and Sailing Camps, Marin Shakespeare Co., etc.
 - ✓ **Discount Admissions** to events, performances, and museums such as the Nutcracker, The Bay Area Discovery Museum, Music Concerts etc.
 - ✓ **Internship and Dance/Theater Company Placements** through the Marin School to Career program and directly with local and national arts organizations.
- **Music Classes** – Performing Stars brings together funding, vetted musicians and Pre-K and afterschool programs in order to provide music enrichment into the lives of children.
- **Community Enrichment Activities** – Performing Stars organizes field trips for youth and their families, coordinates group performances at community events, manages an annual holiday toy drive, and supports a variety of other community related event-based needs (Mountain Play Field Trip, Veterans and Memorial Day Performances, Community Parade Performances, Funerals and Celebrations for important community leaders, etc.).

Organization Profile – 2013-14 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.

Name of Organization: Performing Stars of Marin

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

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	100%
Low income people	70
People above the low income limits	0

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	5	5				
African-American/Black	80	80	1	2	3	3
Caucasian/White	5	5			1	2
Native American	0	0				
Mixed Heritage	5	5				
Unknown/other	5	5				
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	100	100	4	1		
NOT of Latino/ Hispanic Origin						
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old						
6-17	100	100				
18-24						
25-59			1	2		
60 +					3	5
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	60	60	1	2	4	3
Male	40	40				2
Total %	100%	100%	100%	100%	100%	100%
Disabled %	0					

Involvement of Clients Your Organization Serves	
On Governing Board %	N/A
On Advisory Committee %	

55-7

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

1. Project Name: Pickleweed Children's Center

2. Total Amount Requested:

\$ 39,579

3. Project Sponsor: City of San Rafael

Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Kelly Albrecht

Title: Senior Recreation Supervisor

**Mailing Address:
City of San Rafael Community Services
P.O. Box 151560
San Rafael CA 94915-1560**

Telephone: 415-485-3386 Ext.

Fax: 415-458-5009

E-mail: kelly.albrecht@cityofsanrafael.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$39,579
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.

Pickleweed Children's Center
40 Canal Street, San Rafael CA 94901
Census Tract 1122

5. Project Description: CDBG funding will support the Assistant Teacher position assigned to the Pre-Kindergarten Classroom, working 7 hours a day from August to mid June. Currently the program is partially funded through the Department of Education and some small local grants which do not cover the full cost of running the Preschool Program and Current levels of City subsidy is unsustainable. The Center serves 42 children in two classes each day operating 8:00am-11:00am and 11:30am-2:30pm.

The Program provides developmental and age appropriate curriculum building cognitive, social, emotional, physical and linguistic growth. We provide a balance of child-initiated and teacher directed activities. The core of the Program philosophy is that time spent in our Montessori model Preschool Program is highly effective for each individual's level of need. Each child is guided to mature and develop at his or her own pace. The Program offers opportunities to meet challenges, achieve success, and develop confidence within a safe and nurturing environment. Our year-end goal is that each child be kindergarten ready. To this end, staff works closely with the Faculty at Bahia Vista School to coordinate curriculum. The Program is highly praised by the Administration of Bahia Vista School.

6. Total Project Cost: (Include all costs for this particular project regardless of source.)
\$259,000

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.

CDBG funds will be applied to the annual cost of the Pickleweed Preschool Assistant Teacher position, compensation at the fully burden rate for salary, \$ 22,053, and benefits, \$ 17,525.60, totaling \$39,579.

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>
California Department of Education	Preschool	142,000	Dec 2012	Yes	March 13	FY 2013-2014
County of Marin	Preschool	10,000	Aug 2012	Yes	Dec 12	FY 2013-2014

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?

Child Care Division Senior Supervisor, Kelly Albrecht is responsible for implementing the project. The Children's Center Director, Shawn Koller, is responsible for certifying eligibility of families for CDBG funding (based on CDBG eligibility guidelines)

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

The Preschool serves very low-and-low income San Rafael families. We use the centralized eligibility list to pull eligible families for the preschool program. They are ranked according to need and income level and all families currently attending the program meet CDBG criteria for income level. We document eligibility through our California Department of Education application of services form which requires documentation of income for all families.

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

Pickleweed Preschool has been in operation for over 20 years and is one of the longest standing Preschools in the San Rafael area. It has a consistent and recognized reputation for high quality preparation of all students for kindergarten. In Marin County it is an unfortunate fact that many students enter Kindergarten with no preschool experience. This disadvantage is difficult to overcome for some, and impacts classroom management for elementary schools. The need to stabilize preschool capacity in the County is critical. Additional funds from CDBG are essential to operate the proven exceptional Pickleweed Preschool, maintaining the staffing levels mandated by the California Department of Education. Title 5 regulations.

- 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.)

Pickleweed Preschool utilizes the centralized eligibility list maintained by the Marin Child Care Council to fill vacancies in the program. The Marin Childcare Council has over 1,000 families waiting for subsidized pre school. The list is prioritized by need and income level.

The nine Children Centers operated by the City of San Rafael are open to all city residents. Available subsidized enrollments are offered to families that meet income qualifications. The City of San Rafael provides information on the Child Care and Pre School programs in City publications directly mailed to all households three times per year, promotes the programs on the City webpage, and distributes program information through the elementary school districts. Marin Child Care Commission and Marin Child Care Council, non-profit organizations and community groups, also distribute information and recommend the programs to families wishing to enroll.

This year the Child Care Division increased distribution of information packets during the Pre School program enrollment period at all school age Centers. Family meet and greet events were held in the spring and summer to inform families of qualifications for the Pre School. Staff offered assistance to families, such as assistance filling out applications and with on-line to tours of Pickleweed Preschool.

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

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?

The City of San Rafael Child Care services are provided for all eligible children in a non-discriminatory basis without regard to sex, race, religion or ethnicity. Children with disabilities, as defined by the Americans with Disabilities Act are welcomed to enroll and accommodated according to the need and in compliance with ADA criteria.

- 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, and 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.
- Don't forget to fill out the Organization 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.

Organization Profile - 2013-14 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.

Name of Organization: City of San Rafael

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

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	33%
Low income people	17%
People above the low income limits	50%

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<i>Ethnic/Racial Demographics</i>			not available			N/A
Asian-American/Pacific Islander	7.2				20	
African-American/Black	3.7					
Caucasian/White	71.0				80	
Native American	0.5					
Mixed Heritage	—					
Unknown/other	17.1	100%				
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Latino/Hispanic Origin</i>						
Of Latino/ Hispanic Origin	30	100%				
NOT of Latino/ Hispanic Origin	70					
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Age</i>						
0-5 years old	6	42				
6-19	15					
20-24	6					
25-59	51				60	
60 +	22				40	
TOTAL %	100%	100%	100%	100%	100%	100%
<i>Gender</i>						
Female	49	20			20	
Male	51	22			80	
Total %	100%	100%	100%	100%	100%	100%
<i>Disabled %</i>	13.5					

Involvement of Clients Your Organization Serves	
On Governing Board %	100
On Advisory Committee %	100

55-8

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

1. **Project Name:** San Francisco and Marin Food Banks 2. **Total Amount Requested:** \$50,000
 3. **Project Sponsor:** Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Gina Salerno

Title: Grants Manager

Mailing Address: 75 Digital Drive
Novato, CA 94949

Telephone: (415) 282-1900 **Ext.** 297

Fax: (415) 282-1909

E-mail: grants@sffb.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$ 6,979
Novato Planning Area	\$ 10,123
Richardson Bay Planning Area	\$ 9,500
San Rafael Planning Area	\$ 16,448
Upper Ross Valley Planning Area	\$ 6,950
West Marin Planning Area	\$ 0

Website (optional): www.marinfoodbank.org

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

4. **Project Location: (Precise street address).** For housing and capital projects, include the year the building was constructed and the Assessor's Parcel Number.

The Food Bank's Marin County warehouse is located at 75 Digital Drive, Novato, CA 94949. From this location we service all of Marin County.

5. Project Description:

The merger of the San Francisco and Marin Food Banks has enabled us to expand food assistance services for residents of Marin County by a remarkable margin. We currently operate 36 weekly pantry sites in Marin. In the past year we have strengthened the food assistance network in Marin by opening 4 new weekly pantry sites; 1 Senior Brown Bag and 3 Neighborhood Grocery Network pantries. (2 in the Hamilton neighborhood of Novato and 1 each in Marin City and Tomales) and increased distribution frequency at existing pantry sites from monthly to weekly. This year we will provide 5.6 million pounds of food in Marin County—more than double the amount that the Marin Food Bank was distributing at the start of the recession. In addition to increasing the overall pounds of food we disperse in Marin, we have been able to dramatically increase the quality and variety of product distributed to low-income Marin residents, adding significant inventory from fresh rescue (grocery store pickups of meat and perishables-up 250%), food drives (canned goods), and greater availability of fresh produce. As a result of these efforts, more than half of all the food we distribute in Marin now consists of fresh fruits and vegetables. While we have significantly increased our service delivery in response to the heightened need though, philanthropic support in Marin has not similarly kept pace with our expansions. In fact, last year there was a gap of more than one half million dollars between funds raised for Marin and Marin Food Bank expenses. We need increased support from funders in Marin County to ensure that we are able to maintain our services.

We are requesting funding to cover the acquisition and distribution costs of approximately 460,000 pounds of fresh produce and other nutritious kitchen staples.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)

Our total organization budget for the San Francisco and Marin Food Banks is \$18,504,618 for the fiscal year 2012-2013. The total cost of our operations in Marin County is \$3,000,261 for this fiscal year.

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.*

Food Acquisition and Distribution costs for 460,000 pounds of food: \$50,000

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?

Below is a summary of committed funding for our Marin Food Distributions only.

<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>
Individual Support Foundations Corporations	General	\$20,230	n/a	yes	various	FY 12-13
	General	\$304,000	various	yes	various	FY 12-13
	General	\$23,250	various	yes	various	FY 12-13

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?

Sean Brooks, Director of Programs, will be responsible for implementing and overseeing our food distribution programs in Marin County. All of our food distribution programs are ongoing. We currently have two FTE Programs staff at the Marin Food Bank office in Novato who work directly with our more than 75 pantries and agency partners in Marin.

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

The Food Bank serves as the central hub of food assistance in Marin County and works with more than 75 community agency partners and pantries to provide food to those in need. All individuals that receive food from the Food Bank or our partners are low-income or very low-income. We currently serve more than 3,100 low-income households each week through our network of 30 pantries in Marin.

Since the beginning of the recession the need for food assistance in Marin has increased by 49%. Now, more than 21% of Marin residents—51,247 individuals—live at or below 185% of the federal poverty level (or \$42,642 annually for a family of 4, less than half of CDBG limits). Our pantries are located in areas with the highest rate of poverty, schools serving a large number of children receiving free and reduced lunch and low income senior housing sites.

In keeping with our goal of making food accessible, culturally-appropriate, and available in a dignified manner, the Food Bank does not collect specific demographic information related to such attributes as income level, housing status, etc. The majority of our pantries and programs however, operate out of affordable housing complexes, schools with high poverty rates, and community and social service centers serving primarily low-income populations.

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

Our programs provide food—the most basic of all human needs—to those who are most at risk of going hungry. Over the last four years of the recession, the Food Bank has greatly expanded our services to reach the unmet need for food assistance in Marin. Low-income Marin residents continue to turn to the Food Bank and our partner agencies for food assistance in increasing numbers. We have worked to reach out to those groups that have been underserved in Marin previously: including those in rural west Marin, the low-income immigrant population, and residents in public housing in Marin City. We have also greatly increased our food distribution in order to serve all those families and individuals who have been forced to reach out for food assistance for the first time due to a loss of income. Ensuring that communities are able to provide pantries at convenient locations and times for the working poor require warehouse staff to carefully juggle the needs of stores offering fresh rescue resources, community needs, and the challenges of serving remote communities in Marin County.

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.)*

We have focused our food distribution efforts on low-income groups that are often marginalized or isolated geographically. In areas such as the Canal District, where low-income residents are sometimes reluctant to reach out for assistance due to language barriers and immigration concerns, we collaborate with agencies embedded in the community such as Canal Alliance, Canal Welcome Center and Bahia Vista Elementary School. Our Programs staff works closely with these partners to strengthen the community's awareness of our food assistance programs and to ensure that more low-income clients feel comfortable accessing our services. We have recently opened a number of new pantries designed to meet the

need of those in the community who were previously being underserved: a new Brown Bag Pantry for seniors at the Villas at Hamilton in Novato; Cornerstone Baptist Church Pantry is open to the public to better meet the growing need in Marin City; Holy Innocents Episcopal Church in Corte Madera is open to the public in an area of Marin County that is often underserved; and North Bay Children's Center in the Hamilton area of Novato serves the public in this high need community.

We have also recently expanded our senior Brown Bag pantry programming in Marin, replacing monthly/semi-monthly distributions with weekly pantries and opening them to more residents at many low-income senior housing sites. These pantries are currently operating at Bennett House, MacKey Terrace, Maria Freitas Senior Housing, Martinelli House, Parnow Friendship House, Pilgrim Park Apartments, and the Villas at Hamilton. We also have public bi-monthly farmers' market style senior pantries at Margaret Todd Senior Center, Marguerite Johnson Senior Center, and the Salvation Army.

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

We provide food for many low-income individuals who have disabilities. All of our sites are accessible to those with disabilities. We have certain programs such as our Home Delivered Groceries program that provide food directly to those who have mobility challenges and are unable to pick up food at pantries or other partner sites. We strive to make our services available to all low-income individuals and families in need.

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

N/A

- o For further information, please call Roy Bateman (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 94903-4157, 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.
- o **Applications sent by fax or e-mail will not be accepted.**
- o 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.
- o Don't forget to fill out the Organization 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.

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.

Name of Organization: San Francisco and Marin Food Bank

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

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	100%
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
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	42%	3%	20%	8%	6%	
African-American/Black	18%	3%	12%	8%	0%	
Caucasian/White	15%	22%	42%	75%	94%	
Native American	1%	0%	6%	0%	0%	
Mixed Heritage	0%	0%	0%	0%	0%	
Unknown/other	24%	72%	20%	8%	0%	
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
OF Latino/ Hispanic Origin	18%	41%	23%	12%	0%	
NOT of Latino/ Hispanic Origin	82%	59%	77%	88%	0%	
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	4%	4%	0%	0%	0%	
6-17	26%	26%	0%	0%	0%	
18-24	6%	6%	2%	0%	0%	
25-59	34%	34%	90%	86%	77%	
60 +	30%	30%	8%	14%	23%	
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	55%	55%	27%	61%	23%	
Male	45%	45%	73%	39%	77%	
Total %	100%	100%	100%	100%	100%	100%
Disabled %						

Involvement of Clients Your Organization Serves	
On Governing Board %	
On Advisory Committee %	

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

- 1. **Project Name: Scholarship Assistance Fund**
- 2. **Total Amount Requested:** \$50,000
Non-housing proposals must specify the amount requested from each planning area.
- 3. **Project Sponsor: Senior Access**

Contact Person: Cris Chater

Title: Executive Director

Mailing Address:

70 Skyview Terrace, Bldg B
San Rafael, CA 94903

Telephone: 415-491-2500 Ext. 11

Fax: 415-491-2503

E-mail: cchater@senioraccess.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$7,000
Novato Planning Area	\$12,000
Richardson Bay Planning Area	\$7,000
San Rafael Planning Area	\$19,000
Upper Ross Valley Planning Area	\$5,000
West Marin Planning Area	\$0

Website (optional):www.senioraccess.org

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.

Senior Access
The Wilfred George Adult Day Center
70 Skyview Terrace, Bldg B
San Rafael, CA 94903

5. Project Description: The Senior Access Scholarship Fund provides financial assistance to Marin County's low, very low and extremely low income residents who have dementia and/or related chronic conditions for attendance at Senior Access' Adult Day Program (ADP). Senior Access (SA) offers the more than 6,000 Marin residents with dementia an affordable alternative to in-home or nursing home care. The agency's services meet critical needs for a large population of caregivers and older adults **who would otherwise not be served**. With an annual budget of \$790,000, Senior Access maintains a staff of 13 and an active volunteer and University intern program. SA operates a program in San Rafael and St. Stephen's Episcopal Church in Southern Marin.

ADP participants enjoy current events, expressive arts, concerts, trivia, word games and exercise as well as healthy snacks and lunch. Services include intake screening and assessment; development of an individual plan of care; and assistance with toileting, ambulating, transferring and eating. While the ADP is in session, family caregivers enjoy

time off from the demands of 24-hour care and have the option of taking advantage of information and referrals from the resource center and sharing personal experiences at the monthly support group. Senior Access also provides free educational workshops.

Research studies indicate that ADPs reduce emergency room and hospital visits and premature placement in skilled nursing facilities. In addition, a Senior Access caregiver impact survey demonstrated that 100% of respondents agreed that their quality of life and their loved one's quality of life improved because of the program.

SA's service area includes all of Marin County. In 2011-12, the Senior Access Scholarship Fund subsidized 1,207 days of care and 6,035 hours of caregiver respite. The average \$45 scholarship reduced the \$95 daily fee to \$50 per day for low-income participants. Though the numbers vary, the Scholarship Fund supported an average of 100 days of care for each month. In addition, the agency hosted 12 Caregiver Support Groups, and 8 Caregiver Educational Workshops. Please refer to Attachment A for charts of the anticipated impact and expenditure of the total 2013-2014 Scholarship Fund as well as the portion requested of CDBG funds.

6. Total Project Cost: *(Include all costs for this particular project regardless of source.)*

The total projected cost of the 2013-2014 Scholarship Fund is \$70,000. Based on 2011-2012 Club statistics, 44% of total participants are low income; of this group of low-income participants, 61% are extremely low-income. The need for scholarships continues to grow.

Of the monthly scholarship distribution, \$1000 is anticipated to support low income; \$2000 to support very low income and \$3000 to support extremely low income participants. Please refer to the *first* chart in Attachment A for a detailed allocation by Planning Area of the anticipated impact and expenditure of the total 2013-2014 Senior Access Scholarship Fund. **Please note: The 2011-12 Scholarship Fund Budget reflects the cost of direct subsidies toward attending Senior Access and not administration of the program.** Below is the allocation by Planning Area of the Annual Project Budget for the Senior Access Scholarship Fund:

ANNUAL Budget for the Senior Access Scholarship Fund

<u>Planning Area</u>	<u>Low Income</u>	<u>Very Low Income</u>	<u>Extremely Low Income</u>	<u>Annual TOTAL</u>
Lower Ross	\$1,500	\$3,000	\$4,500	\$9,000
Novato	\$3,000	\$6,000	\$9,000	\$18,000
Richardson Bay	\$1,500	\$3,000	\$4,500	\$9,000
San Rafael	\$3,000	\$6,000	\$16,000	\$25,000
Upper Ross	\$1,500	\$3,000	\$4,500	\$9,000
West Marin	\$0	\$0	\$0	\$0
TOTAL	\$11,500	\$23,000	\$35,500	\$70,000

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.

The \$50,000 request for CDBG Funds comprises 71% of the total \$70,000 budget for the 2013-14 Scholarship Fund. It is expected that \$4,167 of CDBG Funds will be used monthly, with \$2,417 supporting Extremely Low Income, \$1,190 supporting Very Low Income and \$560 supporting Low Income participants per month. Please refer to the *second* chart in Attachment A for a detailed allocation by Planning Area of the anticipated impact and expenditure of the CDBG request by *month*. Below is the allocation by Planning Area of the Annual Project Budget for CDBG Funds:

ANNUAL Budget for CDBG Funds

<u>Planning Area</u>	<u>Low Income</u>	<u>Very Low Income</u>	<u>Extremely Low Income</u>	<u>Annual TOTAL</u>
Lower Ross	\$960	\$2,040	\$4,000	\$7,000
Novato	\$1,920	\$4,080	\$6,000	\$12,000
Richardson Bay	\$960	\$2,040	\$4,000	\$7,000
San Rafael	\$1,920	\$4,080	\$13,000	\$19,000
Upper Ross	\$960	\$2,040	\$2,000	\$5,000
West Marin	\$0	\$0	\$0	\$0
TOTAL	\$6,720	\$14,280	\$29,000	\$50,000

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 Committed</u>	<u>When Available</u>
Supervisor Judy Arnold	Schlrshp	\$1,000	9/2012	Yes	TBD	TBD
Outdoor Art Club	Schlrshp	\$5,000	8/2012	No	TBD	TBD
Individual Donors	Schlrshp	\$10,000	All year	Yes	All year	As available
TOTAL	Schlrshp	\$16,000	Varied	Varied	Varied	Varied

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?

The Senior Access Scholarship Fund is administered by the Program Director. The Scholarship Committee and the Executive Director manage and evaluate the fund. The Scholarship Committee is comprised of the Executive, Program and Finance Directors. The Scholarship Committee determines annual scholarship award amounts and distribution limits per client; tracks the balance of the Fund throughout the fiscal year; is responsible for maintaining Scholarship Fund policy and procedure manuals; and conducts annual financial reevaluations for all scholarship recipients. The Program Director is responsible for determining scholarship eligibility via financial documents provided by families. The Finance Director retains all confidential financial documents and oversees distribution of scholarship funds. The Executive Director is responsible for securing matching funds for the program.

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

The Scholarship Assistance Fund benefits low-income adults with Alzheimer's disease, dementia or other chronic health conditions who are dependent on a family member for their care. One-hundred percent of project beneficiaries have incomes below the CDBG Low-Income limits; however, the majority does not qualify for Medi-Cal. In 2011-12, 61% of recipients were Extremely Low Income; 25% were Very Low Income; and 13% were Low Income. The average age of our scholarship recipients is 85 years-old; 69% are female; 31 % are male. Of the 2011-2012 of scholarship recipients: 48% live in San Rafael; 20% live in Novato; 4% live in Upper Ross Valley, 8% in Lower Ross Valley, 20%

8	117,250
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in Richardson Bay Area, and none live in West Marin.

Scholarship eligibility is determined for clients whose previous year's IRS Tax Form 1040 demonstrates their household income falls below HUD's San Francisco Standard upper income limits. Scholarships are awarded in incremental levels based on HUD's three income level categories: low, very low and extremely low (see chart below).

2012-2013's award amounts:

- Low Income: \$20 scholarship (Charged \$75 of the \$95 daily fee for service)
- Very Low Income: \$35 scholarship (Charged \$60 of the \$95 daily fee for service)
- Extremely Low Income: \$50 scholarship (Charged \$45 of the \$95 daily fee for service)

The Scholarship Fund is projected to fulfill the needs of Marin's large community of older adults living with dementia by providing 300 days of care and 1,500 hours of caregiver respite per month, totaling 3,600 days and 18,000 hours annually.

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

Marin's growing aging population is well documented in the Marin County Health and Human Services *Strategic Plan Data Focus Report* (2004-2014). Marin's older adult population accounts for a third of the total population, totaling over 75,900 people. **The largest proportional increase is in persons age 85+, of whom nearly 50% live with dementia.** It is estimated that more than 6,000 people in Marin currently live with dementia (Alzheimer's Association, North Bay Chapter).

Alzheimer's disease (AD) and dementia are dreaded diseases associated with aging, engendering fear and anxiety, resulting in prejudice, discrimination and social stigmatization of the person diagnosed and those caring for him/her. AD and dementia bring a progressive loss of the ability to function socially in normatively acceptable ways. The loss of initiative renders people with dementia unable to reach out; fear causes friends and colleagues to withdraw. Secession from established networks results in isolation, depression, anxiety, and premature institutionalization.

Research suggests that socialization may decelerate cognitive decline. For those affected, everyday tasks and activities become arduous or impossible. Persons with dementia need a safe haven where they can connect with their peers and participate in cognitively appropriate activities.

There is no cure for dementia. Today, quality care is the best remedy we can offer. Senior Access is the only care program of its kind in Marin, meeting critical needs of Marin's large population of caregivers and older adults with dementia who would otherwise not be served.

The Senior Access Scholarship Fund allows accessibility to low-income households, serving a population that is increasingly marginalized and undeserved; a constituency that is struggling with the challenges of both limited income and a demanding progressive disease. The economic recession has significantly impacted the Scholarship Fund. In our current fiscal year, the Scholarship Fund will be exhausted by December 2012. Current scholarship recipients are forced to cut back ADP attendance or discharge from the program altogether. Senior Access has adjusted to significant funding losses by restructuring staffing and eliminating positions, increasing fundraising efforts, and, at the same time, responding to increased demand from low-income clients.

Due to the high cost of assisted living and skilled nursing facilities, Senior Access Scholarship Fund often provides the only affordable care option for low-income older adults with dementia in its service area. The Marin County Division of Aging recognizes the lack of long-term care options for residents whose income falls below HUD's low-income criteria and in its 2006 report cautioned that other than Senior Access, "the only [other] option for these [low-income] individuals may be placement in another county outside of the Bay Area region." Senior Access'

local, affordable day-time care option is crucial for low income caregivers, whose respite needs are particularly acute because daytime hours are required to maintain employment.

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.)

Dementia carries with it a myriad of behavioral changes that stigmatize families. They quickly become isolated; friends and even extended family members withdraw. Caregivers and their loved ones become separated from their community. For this reason, all demographic groups are unlikely to seek help. Senior Access is responding to this challenge with the following approaches:

- Offering the Latino community increased access to care via our bi-lingual Program Director and Program Assistants;
- Meeting with Senior Access Advisory Council members to address issues of stigmatization, discrimination and access to appropriate care; future developments are tentative, but may include a county-wide awareness and social media campaign to address these issues;
- Confering with “Mission Possible”, a group of older adult leaders from the Marin Community Foundation and University of California, San Francisco’s cultural-competency advisory group. Senior Access is working with this group in 2013 to determine new and/or alternative practices to encourage a welcoming atmosphere for those who are less likely to attend;
- Participating in ongoing cultural competency training with Spectrum LGBT Center; Senior Access has worked closely with Spectrum to develop welcoming language as part of our information and enrollment packets and in-house signage. Program and administrative staff are trained annually in LGBT awareness; and
- Being a good community partner – partnering with Marin County’s Division of Aging and Adult Services, for-profit agencies and nonprofit organizations for community education and awareness.

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

Not Applicable

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.

Not Applicable

D. Accessibility: What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?

All of our participants live with physical and cognitive disabilities: dementia and chronic health conditions. All participants require personal assistance with activities of daily living (ambulating, toileting and eating).

Senior Access facilities are specifically furnished to accommodate the needs of our service population and staff are trained in dementia care. Licensed by the California Department of Social Services, Senior Access programs are required to be ADA compliant. Senior Access refers clients to para-transit services with wheelchair accessible vehicles and drivers who are trained in transporting disabled clients.

E. Green Building: For new construction or rehabilitation, what will you do to incorporate “green building” principles?

Not Applicable

- 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

2013-2014
SENIOR ACCESS SCHOLARSHIP FUND
 Impact & Expenditure
 Forecast

Chart 1: TOTAL Scholarship Fund

Total Scholarship Fund	Expenditure						Impact			
	Planning Area	Annual	Total	Monthly			Monthly		Annual	
				Income Level			Days of Care	Hours of Respite	Days of Care	Hours of Respite
				L	VL	ExL				
Lower Ross	\$ 9,000	\$ 750	\$ 125	\$ 250	\$ 375	38	188	450	2,250	
Novato	\$ 18,000	\$ 1,500	\$ 250	\$ 500	\$ 750	75	375	900	4,500	
Richardson Bay	\$ 9,000	\$ 750	\$ 125	\$ 250	\$ 375	38	188	450	2,250	
San Rafael	\$ 25,000	\$ 2,083	\$ 250	\$ 500	\$ 1,333	75	375	900	4,500	
Upper Ross	\$ 9,000	\$ 750	\$ 125	\$ 250	\$ 375	38	188	450	2,250	
West Marin	\$ -	\$ -	\$ -	\$ -	\$ -	38	188	450	2,250	
TOTAL	\$ 70,000	\$ 5,833	\$ 875	\$ 1,750	\$ 3,208	300	1,500	3,600	18,000	

Chart 2: CDBG Request Portion

CDBG Request	Expenditure						Impact			
	Planning Area	Annual	Total	Monthly			Monthly		Annual	
				Income Level			Days of Care	Hours of Respite	Days of Care	Hours of Respite
				L	VL	ExL				
Lower Ross	\$ 7,000	\$ 583	\$ 80	\$ 170	\$ 333	25	124	300	1,500	
Novato	\$ 12,000	\$ 1,000	\$ 160	\$ 340	\$ 500	50	248	600	3,000	
Richardson Bay	\$ 7,000	\$ 583	\$ 80	\$ 170	\$ 333	25	124	300	1,500	
San Rafael	\$ 19,000	\$ 1,583	\$ 160	\$ 340	\$ 1,083	50	248	600	3,000	
Upper Ross	\$ 5,000	\$ 417	\$ 80	\$ 170	\$ 167	25	124	300	1,500	
West Marin	\$ -	\$ -	\$ -	\$ -	\$ -	25	124	300	1,500	
TOTAL	\$ 50,000	\$ 4,167	\$ 560	\$ 1,190	\$ 2,417	200	990	2,400	12,000	

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.

Name of Organization: Senior Access

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

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	44%
Low income people	7%
People above the low income limits	49%

Percentages (%)	Clients Your Org Serves	Clients for this Project	Support Staff (admin)	Professional Staff (program)	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	3%	0	0	9%	0	1%
African-American/Black	1%	5%	0	18%	0	1%
Caucasian/White	90%	90%	100%	54%	100%	97%
Native American	1%	0	0	0	0	0
Mixed Heritage	5%	5%	0	19%	0	1%
Unknown/other	0%	0%	0	0%	0	0
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
OF Latino/ Hispanic Origin	100%	100%	0	100%	0	100%
NOT of Latino/ Hispanic Origin	0	0	0	0	0	0
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old						
6-17						
18-24				45%		
25-59	2%		66%	45%	58%	61%
60 +	98%	100%	34%	10%	42%	39%
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	65%	80%	100%	82%	42%	62%
Male	35%	20%	0	18%	58%	38%
Total %	100%	100%	100%	100%	100%	100%
Disabled %	100%	100%	0%	0%	0%	1%

Involvement of Clients Your Organization Serves

Our program clients all live with memory loss and need personal care; as such, unfortunately they are not a good match for a governing board. We have caregivers on our board and on our Advisory Council. Program participants

Organization Profile - 2012-2013 Data Collection Pilot

	are interviewed for input on specific projects.
On Governing Board %	14% (caregivers)
On Advisory Committee %	11% (caregivers)

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

55-10

1. Project Name: Small Business Technical Assistance Program, Marin County **2.Total Amount Requested: \$ 40,000**

**3. Project Sponsor: Humboldt State University,
Sponsored Programs Foundation: Norcal Small
Business Development Center Network**

Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Kristin Johnson

Title: Regional Director, Norcal SBDC Regional Network

Mailing Address: 1 Harpst Street, House 71, Arcata CA 95521

Telephone: 707.826.3920 Ext. n/a
Fax: 707.826.3912
E-mail: Kristin.johnson@norcalsbdc.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$ 3,400
Novato Planning Area	\$ 10,000
Richardson Bay Planning Area	\$ 7,000
San Rafael Planning Area	\$ 16,200
Upper Ross Valley Planning Area	\$ 3,400
West Marin Planning Area	\$ 0

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.

All business assistance services are delivered within Marin County. There are many different addresses where the project is delivered, as business consulting is offered at locations most accessible to the individual entrepreneur. **Each one-on-one counseling session location is set when the appointment is booked. Locations include the entrepreneur's company location, a local coffee shop, or donated space of a local Chamber of Commerce or similar organization.** (also see "10D" below) The program is managed remotely from Humboldt State University campus, within the Office for Economic, Community and Business Development (OECBD) which also hosts the Northern California Small Business Development Center Network. While service coordination takes place from Humboldt State University, 100% of project funds go to pay for service delivery within Marin County.

5. Project Description:

The Northern California Small Business Development Center (SBDC) program provides technical assistance to entrepreneurs and small business owners in 14 counties. Half of funding is provided by the Small Business Administration (SBA) and half of funding is generated from local cash match. Business support services in Marin and Sonoma counties were previously provided through Santa Rosa Junior College (SRJC), and SRJC provided the necessary cash match to draw down the SBA federal funding.

In August 2012, SRJC left the SBDC program. The regional Lead Center for the Northern CA SBDC (located at Humboldt State University), has operated services in Marin County since August, but is unable to provide necessary cash match in 2013/2014. Local funding partners are being sought in order to continue providing this crucial service. Without securing cash match, Marin small businesses will lose over \$114,000 in services during the 2013/14 year.

Marin CDBG funding would go directly towards business mentoring for low to moderate income small business owners in Marin County. After screening for income eligibility, these entrepreneurs will go through a business "health check" and then identify a measurable goal to work on with an SBDC Business Advisor. Through a series of follow-on meetings and trainings, the individual entrepreneur will work with their SBDC advisor to achieve one of the following: hire new employee(s), retain employees (if business is struggling and looking at layoffs), obtain a loan, increase their sales, secure equity investment, or start a new business.

Since 2007, SBDC clients located in Marin County and working with business advisors (as described above) have achieved the following economic impacts:

- Development and retention of **418 jobs**
- Increased sales totaling **\$3,731,347.00**
- Loans and equity infusion totaling **\$1,430,425.00**
- **26 New business starts**

During this time, a total of 487 Marin-based businesses received 3,800 hours of one-to-one mentoring and training and over 3,400 Marin residents attended SBDC training workshops.

Without available match funding from Marin County, these services could go away or be drastically reduced in 2013.

6. Total Project Cost: *(Include all costs for this particular project regardless of source.)*

The total cash requirements for continuation of Marin SBDC services equal \$113,959. [\$40,000 CDBG + \$73,959 SBA]

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.*

CDBG FUNDING ONLY

Budget Item	Cost
Client Intake, Income Screening, Activity Tracking and Reporting	\$ 8,000
Business Mentoring to Income-Verified Marin Entrepreneurs (1-on-1 advising) <i>500 hours x \$50/hour = \$25,000</i>	\$25,000
Business Training for Income-Verified Marin Entrepreneurs (workshop format) <i>350 scholarships x \$20 = \$7,000</i>	\$7,000
TOTAL CDBG FUNDS REQUESTED	\$40,000

7. 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>
SBA	Technical Assistance	\$73,959	Aug 2012	YES	Ongoing funding available each year	Ongoing funding available each year

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?

The Lead Center of Northern CA SBDC will be responsible for implementation. Ann Johnson-Stromberg will oversee the day-to-day management. She is the coordinator of all services in Marin and Sonoma counties. Fiscal oversight and reporting will be directed by Kristin Johnson, Region Director for Norcal SBDC. An existing team of 9 business advisors will provide the individual mentoring and also present the trainings. If funded, the program will continue uninterrupted and will continue to be available at the request of Marin residents.

Marin SBDC services are currently in-place. Implementation of the CDBG-funded portion of these services will involve simply adding in the TIG income verification component to the client screening process. This will be implemented prior to a July 1, 2013 start date. If not funded, Marin SBDC services may be discontinued as soon as March 2013 if other cash match funding is not secured within the county.

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

Many existing small businesses are still struggling to overcome the recent nationwide recession. Additionally, there is pent up demand for startup assistance from individuals who are interested in starting businesses but who have waited for several years to see signs of an economic recovery. Current and future Marin based microenterprise owners would benefit from the project. **Please note the economic results shown above.** The SBDC serves all income levels, but historical data shows us that more than 50 percent of all Marin SBDC clients fall within the allowable income limits defined by CDBG. Only income-eligible business owners will be served with CDBG funding.

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

Without securing local cash match within Marin county, SBA funding for business assistance through the SBDC will not be accessible. This will significantly impact the success of local small firms, especially those owned by individuals who cannot afford to pay for professional services. An increasing percentage of SBDC clients are Hispanic. This underserved market absolutely needs assistance wading through business legal and financial requirements during the startup phase of their business. Special efforts will be made to serve the Hispanic business owners in Marin County.

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.)

According to the statistics gathered through the client intake process, in 2011/12 Norcal SBDC clients self identified as 52.8% minority, 52.5% woman, 5.3% veteran and 7.8% disabled-owned businesses. In addition, our client database system allows us to track clients services by income. With CDBG funding, the SBDC will offer County of Marin-funded free counseling and scholarships for all trainings based on the income guidelines in the CDBG application. We will utilize partnerships with other organizations that target underserved markets to publicize CDBG-funded support services and solicit participants. (ie: Department of Rehabilitation, EDD, social services agencies and community partners like Marin Canal Alliance) We will also offer services delivered in Spanish, offer workshops in Spanish and do outreach through Spanish radio programming and public announcements. Because our services are mobile (we meet with clients where they want to meet), we ensure a level of comfort that other programs do not have. We are confident Norcal SBDC can continue to serve and grow socio-economically disadvantaged businesses in Marin County.

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

N/A

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.

N/A

D. Accessibility: What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?

As stated above, business advisors meet with clients in any location that is suitable to the business owner. This can be their company location, an SBDC outreach location listed below, or a client-chosen coffee shop or library. This allows great ease of accessibility for individuals with disabilities. Marin Outreach locations include:

- Marin Canal Alliance
- Marin Employment Connections
- San Rafael Chamber of Commerce
- Marin Community Development Center
- Novato Chamber of Commerce

Training locations include the Marin Health and Wellness Center in San Rafael and the Venture Greenhouse at Dominican University in San Rafael. Both of these locations are accessible. We make special efforts to ensure that the workshop locations are accessible to all participants and state on our online registration site/intake process that special accommodation requests for participants with disabilities can be made in advance. We have experience in providing sign language interpreters and other assistance for clients who have made such requests.

E. Green Building: For new construction or rehabilitation, what will you do to incorporate "green building" principles?

N/A

- 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.

Organization Profile - 2013-14 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.

Name of Organization: Novcal Small Business Development Center network

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

Income of Level of Clients Your Org Serves %	(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 Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
<i>This info has not been gathered</i>						
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	9					
African-American/Black	8					
Caucasian/White	49					
Native American	1					
Mixed Heritage	11					
Unknown/other	22					
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	17					
NOT of Latino/ Hispanic Origin	83					
TOTAL %	100%	100%	100%	100%	100%	100%
Age	<i>not gathered</i>					
0-5 years old						
6-17						
18-24						
25-59						
60 +						
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	52.5					
Male	47.5					
Total %	100%	100%	100%	100%	100%	100%
Disabled %	7.8					

Involvement of Clients Your Organization Serves	
On Governing Board %	<i>This info has not been gathered</i>
On Advisory Committee %	

Organization Profile - 2013-14 Data Collection Pilot

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Income Limits

Household Size	Very Low Income Limit (≈50% of Median Income)	Low Income Limit (≈80% of Median Income)
1	\$38,850	\$62,200
2	44,400	71,050
3	49,950	79,950
4	55,500	88,800
5	59,950	95,950
6	64,400	103,050

* Please note:

In the application, we noted minority demographics that differ from this form.

That is because; a) We normally do not count unknown no answer information, and b) Because many of Latino/ hispanic origin also mark themselves as white.

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

SS-11

1. **Project Name:** Short-Term Transitional Housing
3. **Project Sponsor:** Center for Domestic Peace

2. **Total Amount Requested:** \$16,460
Non-housing proposals must specify the amount requested from each planning area.

Contact Person: Donna Garske

Title: Executive Director

Mailing Address: 734 A Street
San Rafael, CA 94901

Telephone: (415) 457-2464 **Ext.** 27

Fax: (415) 457-6457

E-mail: dgarske@centerfordomesticpeace.org

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$3,292
Novato Planning Area	\$3,292
Richardson Bay Planning Area	\$3,292
San Rafael Planning Area	\$3,292
Upper Ross Valley Planning Area	\$3,292
West Marin Planning Area	\$0

Website (optional): www.centerfordomesticpeace.org

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.

Confidential location

5. **Project Description:** Center for Domestic Peace (C4DP) requests one-time funding for our Short-Term Transitional Housing (TH) Program, which provides safe housing along with intensive supportive services to domestic violence (DV) victims and their children from throughout Marin who have fled abuse, are in imminent danger, and are experiencing homelessness as a result. Due to new HEARTH Act funding regulations within the Department of Housing and Urban Development (HUD), in 2013 C4DP will be consolidating the two housing grants we receive from HUD for our Short-Term and Second Step Transitional Housing Programs. This will require delaying the start of the grant that historically has funded the Short-Term TH Program by three months, creating a 3-month funding gap of \$16,460. This gap will not be recovered once the grants are consolidated, and it is necessary to consolidate in order to continue to be eligible to receive our full amount of HUD funding. CDBG funds will enable the Short-Term project to continue operating at full capacity during the three month gap. During this period, the program will provide housing and intensive supportive services (case management, life skills education, legal advocacy, childcare, permanent housing placement, and staff accompaniment) to approx. 25 women and children who have fled DV from all areas of Marin and would be homeless without C4DP's support.

6. **Total Project Cost:** (Include all costs for this particular project regardless of source.)

The total costs for the Short-Term Transitional Housing Program for a 12-month period are estimated to be \$379,229. These include: a portion of the salaries of approx. 6 direct service staff responsible for providing supportive services to Short-Term TH residents – \$178,443; a portion of the salaries of administrative staff who support the program (including oversight of maintenance and repair of the housing facility) – \$67,670; fringe benefits for all program staff – \$29,397; a portion of operating expenses (audit, general liability insurance, utilities, repairs, etc.) – \$50,322; program expenses (food, household supplies, transportation expenses, etc.) – \$32,655; and a portion of indirect expenses – \$20,742.

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.*

CDBG funds will be used as follows: \$12,460 toward staff salaries and benefits (for advocates and program manager, who work directly with housing residents); and \$4,000 toward program operation (including utilities, building security, repairs & maintenance, etc.).

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>
CA Emergency Management Agency	Salaries, operating program, indirect	\$246,446	Will apply May 2013	No, but this is a renewal	Expected 7/13	7/1/2013
HUD	Salaries, operating program	\$49,373	12/14/12	No, but this is a renewal	Expected early 2013	4/1/2013
Blue Shield of California Foundation	Salaries, operating program	\$9,750	June 2012	Yes	August 2012	7/1/2013
Kaiser Permanente	Salaries, operating program	\$6,500	Will apply Mar. 2013	No, but this is a renewal	Expected 7/13	7/1/2013
County of Marin – Marriage License & Community Benefit	Salaries, operating program	\$50,700	No application necessary	No, but this is a renewal	Expected 7/13	7/1/2013

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?

Graciela Rodriguez, Division Manager of Emergency & Educational Services, is responsible for overseeing all program implementation, including supervising staff (family advocates) and services provided. Bilingual and bicultural in English in Spanish, she has worked with C4DP since 1998 in the capacities of hotline respondent and shelter family advocate before becoming shelter manager in 2001 and division manager in 2008. The Short-Term TH Program is an ongoing program and is fully operational, and is implemented according to the following schedule: 1) Daily (365 days/per year): Provide emergency housing for women and children fleeing DV, along with intensive one-on-one supportive services, including case management, DV education, counseling, transportation, and referrals to other community resources. 2) Three times per week: Conduct meetings with adult residents (childcare is provided) on goal-setting, emotional support, and resolving communal living issues. 3) Weekly: Conduct a children's counseling group to help them explore and resolve their feelings. 4) Quarterly: For women who have exited the program, conduct follow-up phone calls to assess their success in maintaining housing, employment, and freedom from violence, and to offer follow-up services as needed. 5) Quarterly: Compile statistics, service numbers, accomplishments, challenges, and feedback of women and children served to review the program and engage in continuous quality improvement.

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

The program serves DV victims and their children from throughout Marin, and is the only program of its kind in the county dedicated exclusively to this special population. These victims are fleeing their homes and do not have alternative safe housing; they would become homeless without access to the program. Long-term affordability is ensured in that we do not charge residents. Annually, this Short-Term TH Program houses approx. 100 women and children; 100% of these families fall below the CDBG income limit. In fact, approx. 80% fall below the federal poverty level, and the remaining 20% are low or extremely low income. Income sources and amount for each resident are documented via an online database during the intake process and again at program exit. A large percentage of residents are from marginalized populations: last year, 80% were from populations of color, 22% of adult residents were mentally/emotionally challenged, 12% were physically/medically disabled, 30% spoke limited English, and 25% were immigrants.

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

DV has been identified as the number one violent crime in Marin County according to the Civil Grand Jury Report released in 2010. Victims of DV who are fleeing their homes in Marin often find themselves with few safe, affordable housing options. Furthermore, fleeing DV victims face other substantial barriers to independence, including lack of stable income, limited education and/or job training, debt accumulated by abusive partners, health and mental health problems, and emotional trauma from the abuse they experienced. These DV victims and their children need safe, affordable housing, where they can receive help in beginning to heal and developing a plan to achieve independence and self-sufficiency. Yes, the population served is an especially needy and underserved group: as stated above, they have few financial resources, and a large proportion experience additional barriers due to language, immigration status, and physical/mental abilities. As victims of DV, they also face ongoing concerns about their safety, should their abuser try to harm them further.

CDBG funding is needed to help stabilize the program in the face of the unexpected gap in HUD funding (see #5 above).

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.)*

C4DP regularly reviews the ethnicity data of those served by the program, and has identified African American victims of DV as a demographic group that may be less likely to apply. In response, C4DP has stationed an advocate once a week for several hours in Southern Marin to enable victims from Marin City and neighboring areas to access services closer to home. C4DP has also translated our Spanish language outreach CD into English and tailored it for the African American community, and is working with our community-based survivors group to distribute this CD broadly throughout the African American community in Marin.

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

C4DP has adopted an organizational-wide Equal Opportunity and Cultural and Linguistic Competency Policy, which establishes responding to diverse populations and attracting new users to shelter-based DV services as a business imperative. According to this policy, through the proposed housing program and our other services, C4DP will: 1) consciously seek to increase participation of members from populations that are traditionally marginalized or excluded due to discrimination and oppression (people of color including those who are bilingual, LGBTQ persons, older people, religious minorities, parents, formerly battered women, the disabled, and any other group of people determined to be subject to discrimination or oppression); 2) implement diversity on every level of C4DP's organizational structure, and maintain diversity during any restructuring; and 3) offer programs and housing that are culturally and linguistically appropriate. Ongoing implementation of these steps will affirmatively further fair housing and diversity in all our programs and services.

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.

N/A

D. Accessibility: *What steps are you taking to make this project (and your overall program) accessible to people with physical and other disabilities?*

The housing facility where this program is located is currently undergoing major renovation to improve accessibility for people with physical disabilities and to ensure that the entire property is in compliance with ADA requirements. This includes modifying all entrances, bathrooms, walkways, bedrooms, shared living spaces, and outdoor spaces as needed to accommodate wheelchairs and individuals with limited mobility. Once these renovations are complete, the program's accessibility will be considerably enhanced.

E. Green Building: *For new construction or rehabilitation, what will you do to incorporate "green building" principles?*

N/A

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.

Organization Profile - 2013-14 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.

Name of Organization: Center for Domestic Peace

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

Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	84%
Low income people	10%
People above the low income limits	6%

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						N/A
Asian-American/Pacific Islander	3%	4%	20%	6%		
African-American/Black	9%	8%			10%	
Caucasian/White	38%	34%	80%	59%	80%	
Native American	1%	2%				
Mixed Heritage						
Unknown/other	49%	52%		35%	10%	
TOTAL %	100%	100%	100%	100%	100%	100%

Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	46%	47%		35%	10%	
NOT of Latino/ Hispanic Origin	54%	53%	100%	65%	90%	
TOTAL %	100%	100%	100%	100%	100%	100%

Age						
0-5 years old	6%	25%				
6-17	7%	31%				
18-24	11%	6%				
25-59	72%	36%	100%	100%	90%	
60 +	5%	2%			10%	
TOTAL %	100%	100%	100%	100%	100%	100%

Gender						
Female	40%	72%	80%	100%	100%	
Male	10%	27%	20%			
Total %	100%	100%	100%	100%	100%	100%

Disabled %	33%
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Involvement of Clients Your Organization Serves	
On Governing Board %	20%
On Advisory Committee %	N/A