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

1. **Project Name:** Fairfax House

3. **Project Sponsor:** Lifehouse

Contact Person: Brent Kush

Title: Director of Finance and Administration

Mailing Address: 899 Northgate Drive, Suite 500
San Rafael, CA 94903

Telephone: 526-5308 **Ext.**

Fax: 472-5739

E-mail: bkush@lifehouseagency.org

2. **Total Amount Requested:** **\$12,500**

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

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

Website (optional):

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

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

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

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

16 Porteus Avenue, Fairfax, CA 94930 Parcel number 002-034-05
This home is approximately 80 years old.

5. **Project Description:** This is a home licensed by the Department of Social Services to serve 6 adults with developmental disabilities. Some 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.) \$12,500

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.

Tear out bathroom. Change layout of bathroom to all better access for residents. Remove tub and dispose of it. Build out for shower area. Install new water conservation toilet. In stall new pedestal sink. Change plumbing to fit new design. Re-tile

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

This is an older home with 6 adult residents with developmental disabilities. The home is approximately 80 years old. The structure shows the wear of being an old home. Lifehouse as the owner is a non-profit agency. 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.*

Overall costs of operation have continued to increase while the state continues rates that were reduced 4 years ago

- 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?
All residents of this home have disabilities and have extremely low incomes.*

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?*

Equipment needed for physical disabilities such as grab bars will be installed. The home is already occupied by individuals with disabilities.

- 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.

- 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: San Anselmo House

2. Total Amount Requested:

\$16,800

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 Drive, 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):

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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.

1032 Sir Francis Drake Blvd, San Anselmo, CA 94960 Parcel number 006-632-09

This home is approximately 80 years old.

5. Project Description: This is an Independent Living Skills home serving five adults with developmental disabilities. It is a unique training home for individuals to increase their independence and the only one of its type in Marin County. Many residents have lived in this home for several years and have continued to benefit from the services provided by Lifehouse. The bedrooms in this home currently have asbestos "popcorn" ceilings that need abatement and refinishing.

6. Total Project Cost: (Include all costs for this particular project regardless of source.) \$16,800

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.

Clear each room of all personal articles and furniture. Install ¼ inch sheetrock over asbestos popcorn ceiling. Tape, mud, and texture sheetrock. Prime rooms with two coats of sealer. Spray two coats finish latex paint entire room.

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

There are 5 adults with developmental disabilities living in this home. Many have been roommates for 16 years. Lifehouse as the owner is a non-profit agency. Copies of SSI checks can be provided for verification of income. The residents receive a rent subsidy due to being low 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.

Overall costs of operation have continued to increase while the state continues rates that were reduced 4 years ago

- 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?
All residents of this home have disabilities and have extremely low incomes.*

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?*

Equipment needed for physical disabilities such as grab bars will be installed. The home is already occupied by individuals with disabilities.

- 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.

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

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

1. **Project Name:** Peace Village
3. **Project Sponsor:**
Resources for Community Development

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

\$166,000

Contact Person: Alicia Klein

Title: Senior Project Manager

Mailing Address: 2220 Oxford St., Berkeley, CA 94704

Telephone: 510 841-4410 **Ext.** 336
Fax: 510 548-3502
E-mail: aklein@rcdev.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):

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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: 2626 Sir Francis Drake Blvd., Fairfax, CA 94930
Year Built Main building: 1960; Secondary building moved to site in 1980's
APN: 174-070-17

5. **Project Description:**

In collaboration with Christ Lutheran Church and the City of Fairfax, Resources for Community Development proposes to develop Peace Village, 40 units of housing for low income seniors, incorporated within an existing neighborhood and school community. The project will be designed as a beautiful and healthy place for seniors to age-in-place in Marin, in addition to being a showcase example for green, sustainable model of housing in Marin County. The Town of Fairfax strongly supports this project, having included the church's property as an opportunity site in the Housing Element of its General Plan. At its own expense the Town has rezoned the site to accommodate the 40 units, as well as having gone through the EIR process. The design review is the only remaining discretionary approval required.

Resources for Community Development (RCD), a nonprofit dedicated to creating and owning affordable housing, has 28 years of experience developing affordable housing for those with the fewest options. While RCD has developed 1700 units in eighteen communities, Peace Village will be RCD's first development in Marin County. See RCD's statement of qualifications, attached, for additional information.

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

Total Cost	\$14,777,700
Acquisition	\$1,569,500
Hard Costs (including builder's risk)	\$6,825,000
Hard Cost Contingency	\$682,500
Permits, Fees and Utilities	\$1,178,909
Design Costs	\$875,000
Construction Loan Financing	\$758,868
Perm Loan Costs	\$29,771
Syndication Costs	\$141,815
Reserves	\$445,857
Developer Fee	\$1,400,000
Other Soft Costs	\$870,481

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.

Acquisition	\$166,000
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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?*

Source	Use	Amount	Date You Applied	Are Funds Committed?	Date Funds Were Committed	When Available
Marin Workforce Housing Trust Catalyst Loan	Predevelopment	30,000	7/24/12	Yes	8/9/12	9/1/12
Tamalpais Pacific	Predevelopment	75,000	Will apply in Spring 2013	No	N/A	6/1/13
Marin Community Foundation	Predevelopment	407,000	Will apply in Spring 2013	No	N/A	12/1/13
Marin County HOME	Predevelopment, Acquisition, Construction & Permanent	1,000,000	12/13/12 (will apply in 2013 for additional HOME)	No	N/A	7/1/13, 7/1/14
Predevelopment Loan	Predevelopment	572,875	N/A	No	N/A	7/1/14
Marin Community Foundation	Construction & Permanent	1,770,035	N/A	No	N/A	3/1/16
9% Tax Credit Equity	Construction & Permanent	7,931,436	N/A	No	N/A	3/1/16
Christ Lutheran Church	Construction	500,000	N/A	No	N/A	3/1/16
AHP	Construction	390,000	N/A	No	N/A	3/1/16
Construction Loan	Construction	7,964,665	N/A	No	N/A	3/1/16
First Mortgage	Permanent	563,125	N/A	No	N/A	7/1/17
Second Mortgage	Permanent	1,391,104	N/A	No	N/A	7/1/17
Deferred Developer Fee	Permanent	500,000	N/A	No	N/A	7/1/17

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?

Christ Lutheran Church and RCD have entered into a Memorandum of Understanding delineating the roles and responsibilities of both parties. The church will remain as owner of the land and lease the land to RCD. RCD will implement development and oversee long term management of the property. The development milestones are projected as follows:

- 9/2012 – Begin Predevelopment
- 12/2014 – Design review approval
- 9/2015 – 100% of financing secured
- 5/2017 – Construction complete
- 7/2017 – 100% leased up and occupied

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

Fairfax Peace Village will serve adults aged 55 and over making no more than 50% of the local area median income. Deed restrictions and loan agreements will ensure that the development remains affordable to residents with this income range for a 55-year term, with all residents' income re-certified annually.

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

Among seniors, there is a critical demand for housing stock that is both smaller and affordable. About one-quarter of the homeless population in Marin County is over the age of 51¹. This demand is bound to become even more acute as Marin's aging baby boom generation confronts the need to "scale down" from the single family multiple bedroom housing stock that is predominant in Marin. Indeed, in early 2012 the county housing authority had a waitlist of 2000 applicants for senior housing.

By providing smaller affordable housing for seniors, Peace Village will also relieve market pressures on other types of housing stock that might otherwise be occupied by this demographic. Additionally, since some of the residents may rely on Section 8, Peace Village also represents an opportunity to expand the stock of Section 8 housing outside of certain Marin communities in which it has typically been concentrated.

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 Town of Fairfax contains a proportionally larger white population than Marin County as a whole. According to the 2010 Census the racial makeup of the Town of Fairfax was 88.9% White, 1.5% African American, 5.9% Hispanic, and 2.7% Asian. This compares to the demographics of Marin County: 81 % White, 3.2% African American, 13.6% Hispanic, and 5.7% Asian. An affirmative marketing campaign would take extra steps to have a presence in areas of Marin with significant presence of African American and Hispanic populations such as San Rafael and Marin City. Such measures

¹ "For Richer or for Poorer?" by Rachel Dovey, North Bay Bohemian, March 28, 2012.

would include placing advertisements in local newspapers and newsletters. RCD would also take special steps to approach such groups as the Marin City Community Development Corporation, Canal Alliance, and the Asian Community Church in San Rafael, during initial marketing and whenever there is a new opening for an apartment in Peace Village.

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

RCD executes and meets the goals of fair housing. We support affirmative advertising programs that target those who are least likely to apply. A copy of RCD's Affirmative Fair Marketing Policy and Procedure has been attached to this application.

RCD is in compliance with all relevant state and local statutes on 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.

RCD encourages consideration of small businesses, minority-owned and women-owned firms to bid on predevelopment, design, and development activities on this project. RCD has already solicited minority and women-owned firms for predevelopment studies to date.

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

Given the target population, universal accessibility will be of critical importance. In past senior oriented developments RCD has incorporated such features as a minimal amount of stairs, ramps approaching higher surfaces, elevators, grab bars, and easily removable cabinets. All units will be adaptable and reachable by elevator and at least five percent of the units will be accessible to the physically disabled and an additional two percent accessible to the hearing and vision impaired.

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

RCD is known as a cutting edge green builder. RCD ensures the long term sustainability of its properties by relying upon green building materials and practices, even if it means taking short term risks on new green building techniques and technologies. RCD developments typically include such green methods and materials as:

- The combination of a well-designed and well-insulated building envelope;
- Highly efficient appliances and mechanical equipment which exceed state energy codes and reduce operating costs;
- Low-flow plumbing fixtures which use less water;
- Non-toxic finishes and carefully designed ventilation systems which support occupants' health;
- Renewable energy in the form of rooftop solar thermal or photovoltaic panels;
- Strategies for careful stewardship of materials, including construction waste management and use of recycled or renewable materials.

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- 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.

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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: Resources for Community Development

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 Org Serves	Clients for this Project (N/A)	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	15%		4%	15%	8%	
African-American/Black	39%			15%	38%	
Caucasian/White	15%		4%	46%	54%	
Native American	<1%					
Mixed Heritage				8%		
Unknown/other	31%			4%		
TOTAL %	100%	100%	8%	88%	100%	0%
Latino/Hispanic Origin						
OF Latino/ Hispanic Origin	20%			4%		
NOT of Latino/ Hispanic Origin	80%					
TOTAL %	100%	100%	0%	4%	0%	0%
Age						
0-5 years old	9%					
6-17*	23%*					
18-24	Unknown			12%		
25-59	Unknown		8%	76%	77%	
60 +	Unknown			4%	23%	
TOTAL %	100%	100%	8%	92%	100%	0%
Gender						
Female	54%		8%	61%	62%	
Male	46%			31%	38%	
Total %	100%	100%	8%	92%	100%	0%
Disabled %	7%					

*Data collected for RCD ranges from 6-18

Involvement of Clients Your Organization Serves	
On Governing Board %	38% (5 of 13 Board members are CHDO eligible; 2 are residents)
On Advisory Committee %	N/A



Resources for Community Development

Homes that Build Community

A low-income family paying 50% of their income to rent and utilities can be stuck in a cycle of poverty where any unexpected cost tips the scale from getting by to going under water, putting their housing at risk, too.

RCD's quality housing *is* affordable, giving low-income people a foundation for a better future. The community resources that we develop offer:

- Affordable rent and professional property management
- Access to on-site resident services and community resources
- Green building features that are healthy and cost-efficient, and
- A safe home near transportation, jobs, retail, and services

RCD provides affordable housing to more than 3,500 low-income people. Since 1984, we have developed over 1750 units, with more than 35 percent for people with special needs.

Our properties include staff and property management offices, community rooms, computer rooms, and landscaped outdoor spaces – designed to support strong communities.

Newly constructed buildings and rehabilitations of older buildings use green building materials and methods to meet the highest standards of environmental sustainability to provide:

- A healthy indoor environment
- Energy conservation and lower energy costs
- Locations near public transit, retail and services, and jobs

Collaborations with local governments, lenders, investors, funders, and donors contribute greatly to our success in creating housing options that work for people with very low incomes.

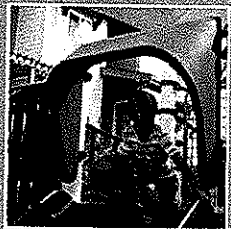
The Bay Area needs more affordable housing for low-income residents. From single rooms to four-bedroom apartments, our housing will remain affordable for at least 50 years! Our mission is to create and preserve more affordable, services-enriched housing to help meet the need.



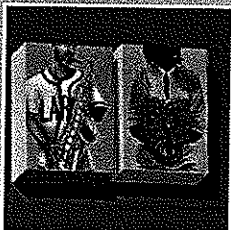
Resident Services and Property Management staff are onsite to provide information and workshops, referrals to other community resources, and to help residents solve problems



Green, healthy building materials and construction methods conserve resources and reduce waste, for healthy, energy efficient homes



Play yards and landscaped areas let kids and parents meet outdoors to connect with each other and with nature, and many properties have community garden spaces where they can grow food and flowers



Community rooms are open to all residents for after school and summer youth programs, budget and finance workshops, exercise classes, wellness discussions, emergency preparedness training, and more

On-site amenities include computer rooms with internet access and training to build skills that transfer from home to school to work

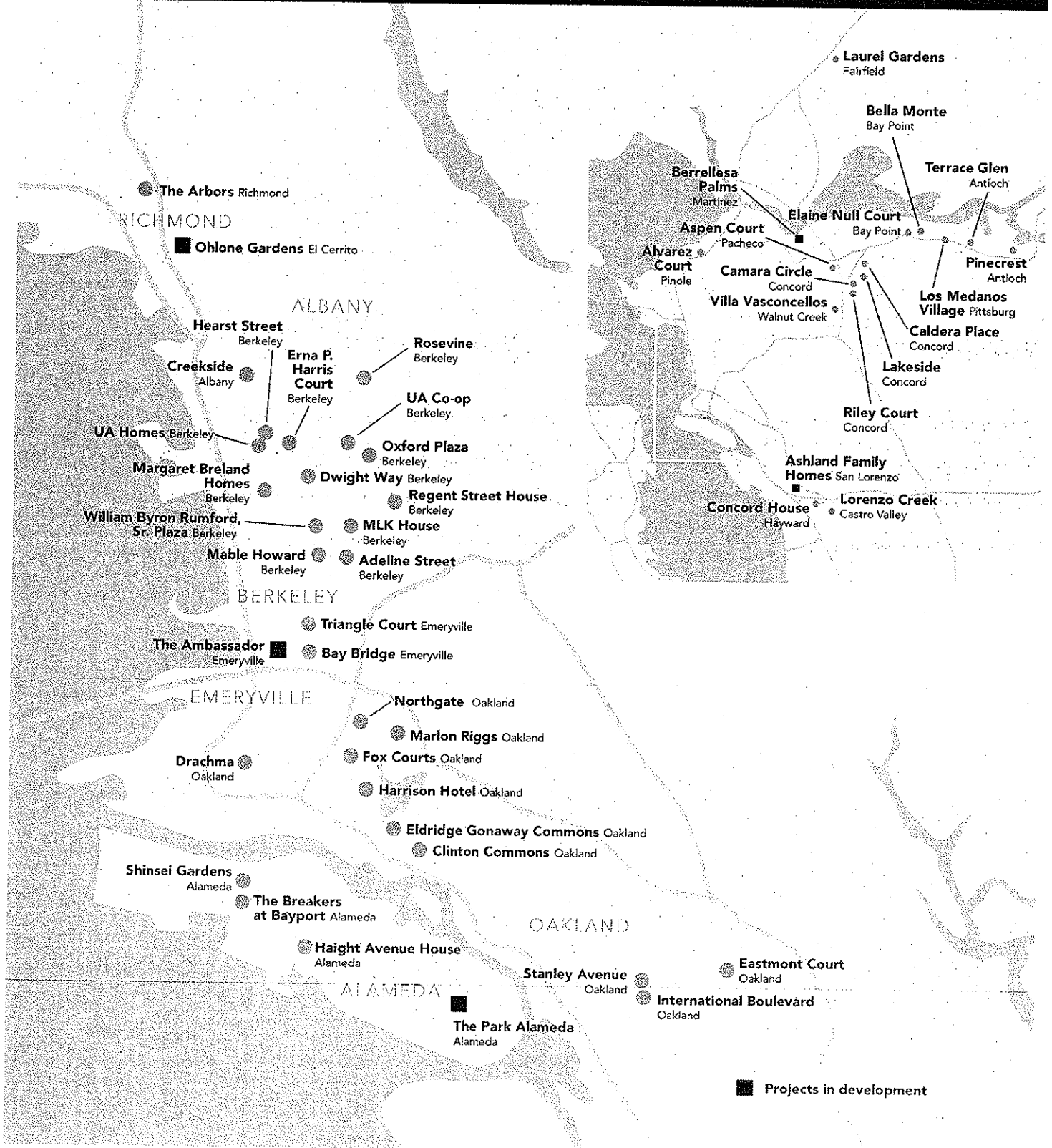
Public art brings the work of local artists into the neighborhood for everyone to enjoy



Resources for Community Development

AFFORDABLE HOUSING PROJECTS

Creating & Preserving Affordable Housing



RCD AGENCY POLICIES

CREATING AND PRESERVING AFFORDABLE HOUSING

Housing Development Affirmative Fair Marketing Policy and Procedure

Effective Date: 9/1/05

Ending Date (if applicable, otherwise "None"): None

Responsible for Enforcement: Director of Housing Development

Policy: RCD will provide and direct all staff, vendors and consultants to provide access to RCD housing opportunities as broadly as possible so that diverse communities, including ethnic, language and cultural minorities and other persons with special needs who income qualify may apply for housing at RCD developments.

Purpose (optional): To provide access to RCD housing opportunities to as diverse a population of low and very low income people as possible.

Procedures (if applicable):

1. Project managers will verify the demographic composition of the community surrounding the proposed development.
2. Project managers will coordinate with staff in the services department to identify service providers and special needs groups.
3. Project managers will research media outlets serving the target groups that may be relevant in the project area.
4. Project managers will identify schools and churches in the project area and their contact persons.
5. Project managers will complete HUD form 935.2 for internal use and reference.
6. Project managers will develop the marketing and rent up budgets to take into account any costs related to a broad outreach effort including translation of documents, advertising in ethnic media and mailings to service providers.
7. At the start of lease up, project managers will provide the list of service providers, media outlets, schools and churches ("outreach list") to the property management agent as part of the lease up materials.
8. The Housing Development Director will receive a copy of the outreach list for each project.

UH-4

**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 120 loans totaling \$2,207,022 in the Upper Ross Valley 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	42	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

UH-5

1. **Project Name:** San Anselmo Seminary Housing 2. **Total Amount Requested:** \$600,000

3. **Project Sponsor:** EAH, Inc.

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

Contact Person: Steve Lucas

Title: Vice President

Mailing Address:

2169 E. Franciscan Blvd., Suite B
San Rafael, CA 94901

Telephone: (415) 295-8850 **Ext.**

Fax: (415) 453-3683

E-mail: steve.lucas@eahhousing.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.eahhousing.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.

- 19 Belle Avenue, San Anselmo, CA, 10 units, 1961 construction; APN 007-302-11
- 21 Belle Avenue, San Anselmo, CA, 7 units, 1961 construction; APN 007-302-10
- 100 Mariposa Avenue, San Anselmo, CA, 3 units, 1980 construction; APN 007-283-07
- 108 Ross Avenue, San Anselmo, CA, 13 units, 1968 construction; APN 007-281-26
- 111 Ross Avenue, San Anselmo, CA, 4 units, 1980 construction; APN 007-283-05

5. **Project Description:**

The San Francisco Theological Seminary is disposing of some of their student housing located in the Town of San Anselmo, near the seminary campus. This housing consists of 37 residential flats and townhomes clustered in 2 areas near Ross Avenue and Belle Avenue, on 5 separate parcels. The unit mix consists of eleven 1-bedroom units, sixteen 2-bedroom units, and ten 3-bedroom units.

EAH proposes to acquire and rehabilitate the Seminary housing using a combination of low income housing tax credits (a scattered site 9% CTCAC application), and locally administered low income housing funds. The locally administered low income housing funds that EAH is pursuing for this project includes HOME funds, CDBG funds, MHSA funds, and Marin Community Foundation funds. We are also pursuing project based Section 8 vouchers for the Marin County Housing Authority and MHSA operating subsidies from the Marin County Division of Community Mental Health Services.

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

\$13,927,455 (see the attached preliminary pro forma sources and use worksheet)

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.

Property acquisition costs @ \$600,000

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>
CDBG	Acquisition	\$600,000	12/13/12	No		
HOME	Acquisition	\$600,000	12/13/12	No		
MHSA	Acquisition	\$840,000		No		
Marin Community Foundation	Acquisition	\$1,200,000		No		
Tax Credit Equity	Acq./Const./Perm.	\$6,195,353		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?

EAH Inc. intends to form a limited liability company (LLC) that will be responsible for implementing this project. The LLC, which will enjoy nonprofit status for many purposes because EAH Inc. will be the sole member, will become the managing general partner of a limited partnership that will own the project. EAH may also joint venture with the Marin County Housing Authority to secure Project based Section 8 vouchers for 25% of the units without an RFP process. If this occurs EAH would be the managing co-general partner. The preliminary project schedule is:

- | | |
|---|---------|
| 1) Execute Option Agreement | 2/28/13 |
| 2) Submit MHSA and MCF funding applications | 3/30/13 |
| 3) Receive local funding commitments | 6/28/13 |
| 4) CTCAC application | 3/2014 |
| 5) CTCAC award | 5/2014 |
| 6) Close escrow and construction loan | 7/2014 |
| 7) Start construction | 8/2014 |
| 8) Complete construction | 2/2015 |

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

Twenty-five percent of the Seminary Housing units (9) will be available to individuals and families with incomes at or below 30% area medium income (AMI), 25% of the units (9) will be affordable to those with incomes up to 45% of AMI, 25% of the units (9) will be affordable to those with incomes up to 50% of AMI, and 25% of the units (9) will be affordable to those with incomes up to 60%. At this time, we anticipate that 7 of the 30% AMI one-bedroom units will be reserved for the county MHSA program, with Buckelew Programs proving the service to these residents. The project will be financed with 9% low income housing tax credits and local housing funds, which require regulatory agreements that ensure that the units are rented at these levels of affordability for 55 years.

This project consists of the conversion of student housing to affordable housing. The Seminary intends to house all of the existing student tenants at this property in their new housing which will be constructed on their campus grounds. The Seminary intends to vacate the site, and relocate their students at their new facilities at their own expense. Accordingly, EAH will not be responsible for relocation expenses. All new applicants for residency will be subject to third party certifications and other verifications to document that they are within income requirements for the project. EAH will manage the property management and will conduct re-certifications for all units annually as part of the ongoing compliance monitoring.

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

The proposed Seminary Housing project will provide 37 units of low income housing to families and individuals in one of the most constrained real estate markets in Marin County. These properties are well located near excellent schools and services, and would provide families with children decent housing in a safe and desirable community. This project would also reserve some housing for some transition age youth through the County MHSA program, with services from the Buckelew Programs.

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.)*

EAH prepares a marketing plan specific to each development. The marketing plan for the subject project will detail steps needed to comply with affirmative marketing requirements, and to ensure that all demographic groups in the market area are notified of the rental opportunity. We believe that the non-Caucasian demographic will be least likely to apply for housing at the Seminary property. Therefore, we will advertise in English and non-English-language media and notify public agencies and community groups that serve all demographic groups of this housing opportunity.

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

EAH will aggressively market the Seminary housing to all demographic groups.

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.

EAH will seek competitive proposals for the design and development of this project from women and minority-owned and firms.

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

EAH intends to modify several ground floor units so they are substantially (or fully) in compliance with ADA accessibility requirements. In addition, EAH intends to improve the exterior landscaping and walk ways to make them wheel chair accessible, wherever feasible.

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

Principles of "green building" will be incorporated as much as possible, based upon funding resources. Among the many ideas under consideration are: Energy Star appliances and low E₂ windows in all the buildings to reduce energy usage; low- or no-Volatile Organic Compounds (VOC) paint to minimize toxicity and gas emissions; native, drought-resistant landscaping; low-flow toilets and fixtures. The contractor will be encouraged to use products containing recycled material, and to recycle as much unused construction material as 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.

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: EAH, Inc.

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

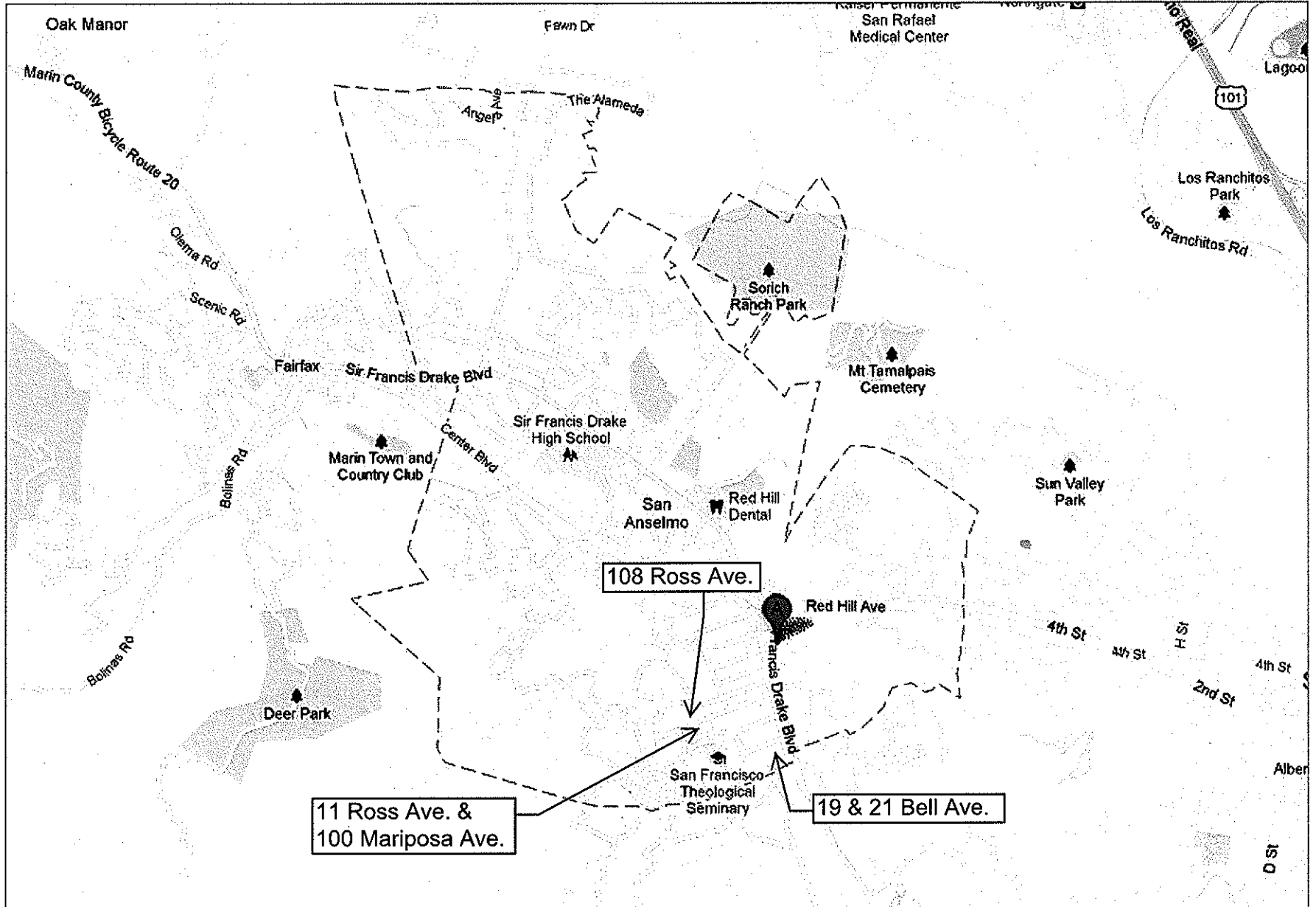
Income of Level of Clients Your Org Serves %	(Please use the federal income guidelines on the reverse of this page.)
Very low income people	20%
Low income people	75%
People above the low income limits	5%

Percentages (%)	Clients Your Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics		TBD				
Asian-American/Pacific Islander	9%		19%	25%	16%	
African-American/Black	9%		9%	13%		
Caucasian/White	33%		27%	42%	84%	
Native American	13%		4%	2%		
Mixed Heritage	13%		2%	4%		
Unknown/other	23%		39%	14%		
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin		TBD				
Of Latino/ Hispanic Origin	30%		39%	14%	0%	
NOT of Latino/ Hispanic Origin	70%		61%	86%	100%	
TOTAL %	100%	100%	100%	100%	100%	100%
Age		TBD				
0-5 years old	7%					
6-17	20%					
18-24	10%		4%	1%		
25-59	43%		80%	83%		
60 +	21%		16%	16%	100%	
TOTAL %	100%	100%	100%	100%	100%	100%
Gender		TBD				
Female	50%		32%	70%	33%	
Male	50%		68%	30%	67%	
Total %	100%	100%	100%	100%	100%	100%
Disabled %	9%					

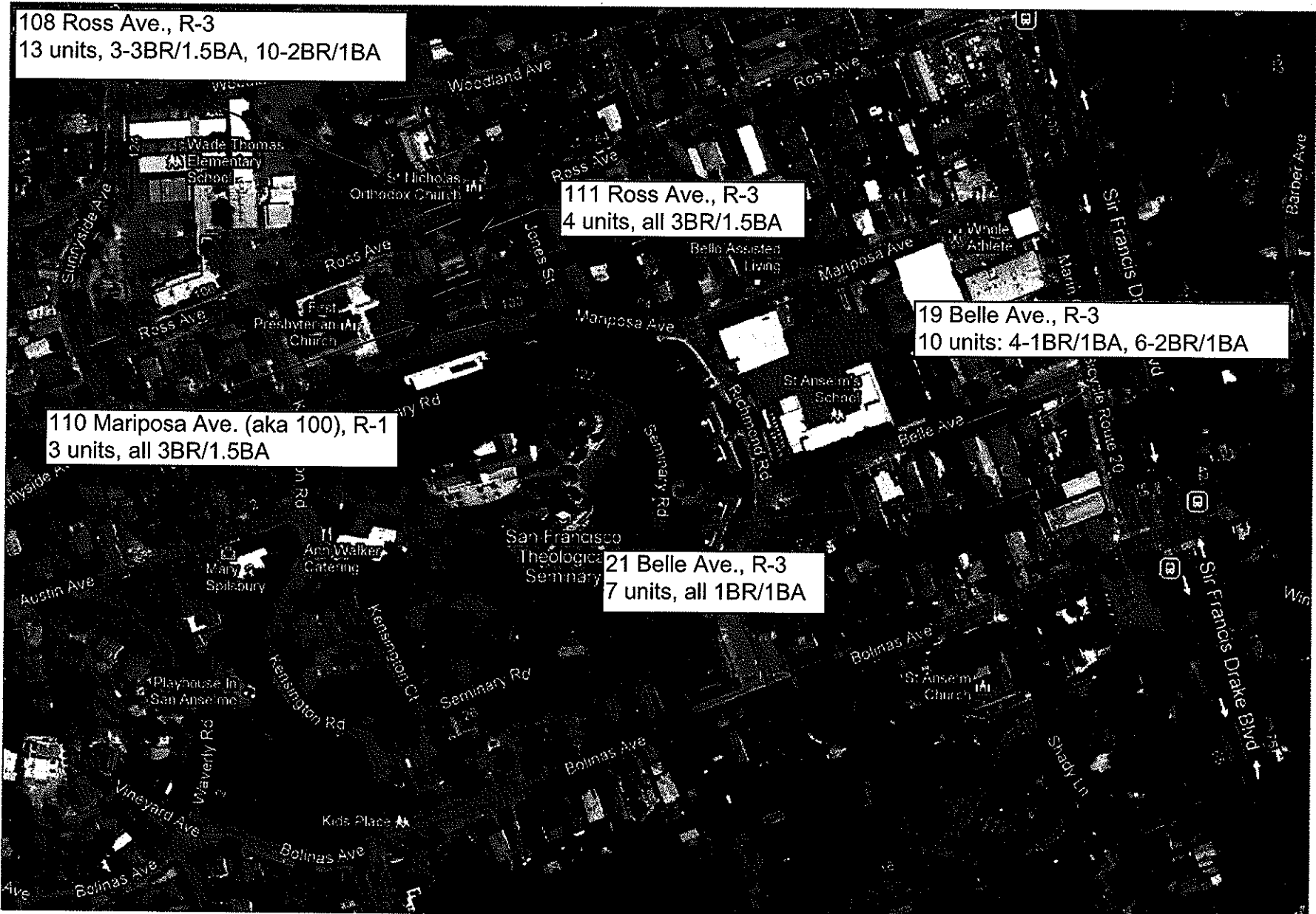
Involvement of Clients Your Organization Serves	
On Governing Board %	
On Advisory Committee %	



San Francisco Theological Seminary
 Student Housing Properties
 San Anselmo, CA
 1 inch = 2000 feet



Google



S.F. Theological Seminary, San Anselmo, CA
Sources & Uses - Basis

4,582,094 0

Funding Uses (Development Budget)

	Adjust Factor	TOTAL	Cost Breakdown	
			Cost per 37 Units	Cost per 34,004 SF
ACQUISITION & LAND COSTS				
Purchase Price of Land		1,350,000	36486	39.70
Purchase Price of Improvements		7,650,000	206,757	224.97
Extension Fees not in price		0	0	0.00
Title/Recording/Escrow		8,750	236	0.26
Buyer paid Transfer Taxes		29,700	803	0.87
Destructive Testing		5,700	154	0.17
Demolition		0	0	0.00
Acquisition of Seller Reserves		226,753	6,128	6.67
Subtotal, Acquisition		9,270,903	250,565	272.64
GENERAL DEVELOPMENT COSTS				
Building Hard Costs	40,000	1,480,000	40,000	43.52
Site Improvements		250,000	6,757	7.35
General Conditions & Contractor Insurance	6.0%	103,800	2,805	3.05
Contractor Overhead and Profit	6.0%	103,800	2,805	3.05
Construction Security		75,000	2,027	2.21
Bond Premium	0.8%	27,507	743	0.81
Photovoltaic System		0	0	0.00
Hard Cost Estimating Contingency	6.0%	220,056	5,947	6.47
Const Period Change Order Contingency	10%	193,760	5,237	5.70
Subtotal, Construction Hard Costs	\$66,322	2,453,923	66,322	72.17
Local Impact Fees		0	0	0.00
Local Permits/Fees		100,000	2,703	2.94
Utility Installations PG&E Water		0	0	0.00
Public Improvement Bonds		0	0	0.00
Subtotal, Permits & Fees		100,000	2,703	2.94
Architectural & Engineering		311,615	8,422	9.16
Geotechnical Analysis		0	0	0.00
Phase I & II Reports/Toxic		2,450	66	0.07
Construction Consultants		46,000	1,243	1.35
Construction Testing and Inspection		25,000	676	0.74
Subtotal, A&E and Consulting		385,065	10,407	11.32
FINANCING				
Appraisal		23,631	639	0.69
Market Study		5,900	159	0.17
Construction Loan Counsel, Inspection, DD fees		0	0	0.00
Construction Loan Origination and Misc Fees		73,512	1,987	2.16
Construction Loan Interest		383,937	10,377	11.29
Interest on Seller Take Back Loan		0	0	0.00
Interest on Predevelopment Loans		0	0	0.00
Costs of Issuance		15,981	432	0.47
Permanent Loan Fees		59,038	1,596	1.74
CDLAC Deposit (app. fee included in Costs of Issuance)		0	0	0.00
TCAC App/Monitor/Reserve Fee		40,000	1,081	1.18
Subtotal, Financing		601,999	16,270	17.70
Legal - Acquisition		5,000	135	0.15
Legal - Formation and Syndication		25,000	676	0.74
Legal - Construction Closing (Borrower)		30,000	811	0.88
Legal - Construction Closing (Lender)		40,000	1,081	1.18
Legal - Permanent Closing (Borrower)		5,000	135	0.15
Legal - Permanent Closing (Lender)		20,000	541	0.59
Title/Recording/Escrow - Construction		30,500	824	0.90
Title/Recording/Escrow - Permanent		9,000	243	0.26
Subtotal, Legal & Title		164,500	4,446	4.84
Real Estate Taxes & Carrying Costs		0	0	0.00
Builder's Risk and Owner Liability Insurance		40,000	1,081	1.18
Subtotal, Tax & Insurance		40,000	1,081	1.18
Furniture & Equipment		20,000	541	0.59
Temporary Relocation Costs		0	0	0.00
Voluntary Move Incentive Payments		10,000	270	0.29
Marketing/Income Cert for Section 42		20,000	541	0.59
Subtotal, Relocation, Marketing, F&E, Other Soft		50,000	1,351	1.47
Capitalized Operating Reserves (# months per Finance Assump't)	6	111,000	3,000	3.28
Capitalized Replacement Reserves		0	0	0.00
Capitalized Partnership Reserve	3	0	0	0.00
Subtotal, Capitalized Reserves		111,000	3,000	3.28
Soft Cost Contingency		75,000	2,027	2.21
Subtotal, Soft Contingency		75,000	2,027	2.21
Syndication Financial Consultant		50,000	1,351	1.47
Audit and Cost Certification		15,000	405	0.44
		0	0	0.00
		0	0	0.00
Subtotal, Syndication Costs		65,000	1,757	1.91
Developer Fee		610,064	16,488	17.94
TOTAL DEVELOPMENT COSTS		\$ 13,927,455	376,418	\$ 410

Permanent Sources of Funds:

Source	Amount	Percent of Total	Int Rate
New Debt			Int Rate
Const/Perm Loan (Base Rent Tranche)	2,913,669	20.9%	5.30%
Const/Perm Loan (Section 8 Tranche)	990,127	7.1%	5.30%
Seller Take-Back Loan	0	0.0%	5.00%
Accrued Seller Take-Back Loan Const Period Interest	0	0.0%	
Interest Earnings on Bonds Held by Trustee	0	0.0%	
Other			
Property Reserves as Source	226,753	1.6%	
Cal Fed AHP	0	0.0%	
MCF grant	1,200,000	8.6%	
County HOME and/or CDBG	1,200,000	8.6%	
MHSA capital grant	840,000	6.0%	
General Partner Equity	2,000	0.0%	
Deferred Developer Fee	128,405	0.9%	
LP's Tax Credit Equity	6,195,353	44.5%	
Net Operating Income to Conversion	231,118	1.7%	
Total Permanent Sources:	13,927,455	100.0%	
SURPLUS (GAP)	\$0		

S.F. Theological Seminary, San Anselmo, CA
Rent Schedule

Current Rents													
				←←← MONTHLY, PER UNIT →→→				←← ANNUAL, ALL UNITS →→					
Unit	#	% of		Gross Rents	Max Unassisted	Utility	Max Unassisted	Monthly Rent	Annual Base	Section 8	Annual Sec 8	Combined AGI	
Description	BRs	Median Income	# of Units	1/11-12/11	Gross Rent	Allowances	Net Rent	net of Utilities	Months	Increment	Months		
S8 Units								<i>Contract Rent</i>					
Section 8	Studio	30%	0	\$1,182	\$583	\$67	\$516	\$1,115	12	\$0	12	\$0	
Section 8	One	30%	7	\$1,453	\$624	\$83	\$541	\$1,370	\$45,444	\$5,803	\$69,636	\$115,080	
Section 8	Two	30%	1	\$1,822	\$749	\$107	\$642	\$1,715	\$7,702	\$1,073	\$12,878	\$20,580	
Section 8	Three	30%	1	\$2,425	\$866	\$135	\$731	\$2,290	\$8,770	\$1,559	\$18,710	\$27,480	
Section 8	Studio	45%	0	\$1,182	\$874	\$67	\$807	\$1,115	\$0	\$0	\$0	\$0	
Section 8	One	45%	0	\$1,453	\$936	\$83	\$853	\$1,370	\$0	\$0	\$0	\$0	
Section 8	Two	45%	0	\$1,822	\$1,123	\$107	\$1,016	\$1,715	\$0	\$0	\$0	\$0	
Section 8	Three	45%	0	\$2,425	\$1,299	\$135	\$1,164	\$2,290	\$0	\$0	\$0	\$0	
Section 8 Total									\$61,915		\$101,225	\$163,140	
Unassisted Units			9										
25% for 22.5 pts.													
9	Studio	30%	0	\$583	\$583	\$67	\$516	\$0	\$0			\$0	
9	One	30%	0	\$624	\$624	\$83	\$541	\$0	\$0			\$0	
0	Two	30%	0	\$749	\$749	\$107	\$642	\$0	\$0			\$0	
9	Three	30%	0	\$866	\$866	\$135	\$731	\$0	\$0			\$0	
25% for 15 pts.													
9	Studio	45%	0	\$874	\$874	\$67	\$807	\$0	\$0			\$0	
9	One	45%	4	\$936	\$936	\$83	\$853	\$0	\$40,944			\$40,944	
9	Two	45%	5	\$1,123	\$1,123	\$107	\$1,016	\$0	\$60,972			\$60,972	
0	Three	45%	0	\$1,299	\$1,299	\$135	\$1,164	\$0	\$0			\$0	
25% for 12.5 pts.													
9	Studio	50%	0	\$971	\$971	\$67	\$904	\$0	\$0			\$0	
9	One	50%	0	\$1,040	\$1,040	\$83	\$957	\$0	\$0			\$0	
9	Two	50%	9	\$1,248	\$1,248	\$107	\$1,141	\$0	\$123,228			\$123,228	
0	Three	50%	0	\$1,443	\$1,443	\$135	\$1,308	\$0	\$0			\$0	
remainder													
9	Studio	60%	0	\$1,165	\$1,165	\$67	\$1,098	\$0	\$0			\$0	
9	One	60%	0	\$1,248	\$1,248	\$83	\$1,165	\$0	\$0			\$0	
9	Two	60%	0	\$1,498	\$1,498	\$107	\$1,391	\$0	\$0			\$0	
0	Three	60%	9	\$1,732	\$1,732	\$135	\$1,597	\$0	\$172,433			\$172,433	
52 total pts.													
	Studio	80%	0	\$1,554	\$1,554	\$67	\$1,487	\$0	\$0			\$0	
	One	80%	0	\$1,664	\$1,664	\$83	\$1,581	\$0	\$0			\$0	
	Two	80%	0	\$1,997	\$1,997	\$107	\$1,890	\$0	\$0			\$0	
total check -MU	Three	80%	0	\$2,309	\$2,309	\$135	\$2,174	\$0	\$0			\$0	
36													
Unassisted Unit Total			27						\$397,577			\$397,577	
Staff													
	One	50%	0	\$1,040	\$1,040	\$83		\$784	\$0			\$0	
	Two	50%	1	\$1,248	\$1,248	\$107		\$871	\$10,452			\$10,452	
Staff Total			1						\$10,452			\$10,452	
Totals			37				\$0		\$469,944	\$0	\$101,225	\$571,169	

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

UC-1

1. **Project Name:**
Kitchen Health & Safety Renovation

2. **Total Amount Requested:** \$ 93,500

3. **Project Sponsor:**
FAIRFAX-SAN ANSELMO CHILDREN'S CENTER

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

Contact Person:
HEIDI TOMSKY

Title:
EXECUTIVE DIRECTOR

Mailing Address:
199 PORTEOUS AVENUE,
FAIRFAX, CA 94930

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	\$ 93,500
West Marin Planning Area	\$

Telephone: 415-454-1811 **Ext.**

Fax: 415-454-5796

E-mail: hstomsky@comcast.net

Website (optional): www.fsacc.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.
199 Porteous Avenue, Fairfax, CA 94930

5. **Project Description:**

Renovate our commercially licensed kitchen to bring it up to current health and safety codes. All cabinetry, the dishwashing area (including plumbing) and ceiling tiles must be removed and upgraded (may entail asbestos abatement) as well as the walls need to be painted. The dishwashing area must be renovated to include a mop sink, hand washing station and dishwashing sinks. Our food storage area must be upgraded to have stainless steel shelving rather than the current wooden shelving and tile flooring (currently it is cement). The walls must also be covered with splash guard material in order to provide better cleaning and sanitation. This work has been strongly suggested each time we have our annual inspection from the Marin County Environmental Health Services. Completing this project would bring our kitchen up to current health and safety codes.

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

The total estimated cost for this project is \$ 93,500

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.

Cabinet replacement	\$ 15,500
Painting	\$ 7,000
Ceiling Tile Removal & Abatement	\$ 15,000
Upgrade of Dishwashing Area	\$ 25,000
Food Storage Area	\$ 14,000
Flooring	\$ 11,000
Splash Guard	\$ 6000

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?

Program Director, Erik Schweninger will be responsible for this project with support from Executive Director, Heidi Tomskey

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 Fairfax-San Anselmo Children's Center serves 115 children in the Upper Ross Valley Area. All families fall well below the current income limits listed in this application. Our program mission is the provide child care to low income families as this is also a requirement of the California State Department of Education funds we receive. Income limits for eligibility are established by SDE and they are based on families falling 50% below the state median income.

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

This renovation project is critical to an important component of our services, our food program. The children and families we serve are income eligible for the California Childcare Food Program (CCFP) so we provide meals daily to the children who attend our Center. Our recent audit from CCFP included recommendation to repair and sanitize the kitchen area. Our annual inspections from the Marin County Environmental Health Services have also had strong recommendations to bring our kitchen up to current health and safety codes. If our kitchen were to become inoperable due to health and safety reasons then our program would be unable to provide healthy meals to many low-income children. A critical component of our services would be gone.

- 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.)

Due to funding and contract requirements from the California State Department of Education our agency is required to enroll based on the lowest income and need. Family eligibility and need are primary in our outreach for enrollment.

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.

During the recruitment stages of this project we will make an honest attempt to outreach to women and/or minority owned firms for bids.

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

We will incorporate accessibility where needed into the project.

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

Green building principles will be incorporated in any possible way we are able, such as purchasing "Energy Star" appliances.

- 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: Fairfax-Bun Anselmo Children's Center

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 Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	4 %	4 %		4 %	20 %	
African-American/Black	10 %	10 %		8 %		
Caucasian/White	18 %	18 %		48 %	60 %	50 %
Native American						
Mixed Heritage						
Unknown/other - <u>Hispanic</u>	68 %	68 %			20 %	50 %
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	68 %	68 %		40 %	20 %	50 %
NOT of Latino/ Hispanic Origin	32 %	32 %		60 %	80 %	50 %
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	35 %	35 %				
6-17	65 %	65 %				
18-24				9 %		
25-59				82 %	100 %	100 %
60 +				9 %		
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	47 %	47 %		70 %	100 %	65 %
Male	53 %	53 %		30 %		35 %
Total %	100%	100%	100%	100%	100%	100%
Disabled %						

Involvement of Clients Your Organization Serves	
On Governing Board %	75 %
On Advisory Committee %	90 %

US-1

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

1. **Project Name:**
AFTER SCHOOL TRANSPORTATION PROGRAM

3. **Project Sponsor:**
FAIRFAX-SAN ANSELMO CHILDREN'S CENTER

Contact Person:
HEIDI TOMSKY

Title:
EXECUTIVE DIRECTOR

Mailing Address:
199 PORTEOUS AVENUE
FAIRFAX, CA 94930

Telephone: 415-454-1811 **Ext.**

Fax: 415-454-5796

E-mail: hstomsky@comcast.net

2. **Total Amount Requested:** \$13,850

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

For non-housing projects only:	Funds Requested
Lower Ross Valley Planning Area	\$
Novato Planning Area	\$
Richardson Bay Planning Area	\$
San Rafael Planning Area	\$
Upper Ross Valley Planning Area	\$ 13,850
West Marin Planning Area	\$

Website (optional): www.fsacc.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.

5. **Project Description:**

This grant request is to fund three part-time driving positions as well as the costs of operation, repair and maintenance, and vehicle insurance of our 5 vans. This program supports the transportation of 70 school-age children to and from school. This request is for the continuation of our transportation project funded on previous years.

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

Drivers: \$16,200

Office Support: \$11,880

Vehicles: \$14,430

TOTAL COST \$42,510

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.

Drivers:	\$5400
Office Support:	\$3700
Vehicles:	\$4750
TOTAL REQUEST	\$13,850

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 STATE DEPT OF ED	GENERAL	\$28,300	12/1/11	YES	7/1/12	7/1/12

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?

Executive Director, Heidi Tomsy, is responsible for this project and under her supervision is our transportation coordinator. It is our intention to provide safe and reliable transportation for all of our school age children enrolled in our program. The schedule for services would follow the school year calendar.

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 Fairfax-San Anselmo Children's Center serves 115 low-income children in the Upper Ross Valley area. All of the families we serve fall well below the current income limits listed in this application. Our program mission is to provide child care to low income families as this is also a requirement of the State Department of Education (SDE) funds we receive. Income limits for eligibility are established by SDE and they are based on families falling 50% below the state median income.

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

Our school age program has 70 children enrolled, all of whom attend school in the Upper Ross Valley area. All the children require transportation after school to our site at Deer Park School in Fairfax. We currently drive to 5 schools at varying times throughout the day. The children have varying schedules depending on school, grade and school program. The scheduling requires us to be flexible in order to meet the needs of the children we are transporting. Parents are unable to drive their children because of work and/or school schedule conflicts.

- 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.)

Due to funding and contract requirements from the California State Department of Education our agency is required to enroll based on the lowest income and need. Family eligibility and need are primary in our outreach for enrollment.

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?

Children with differing abilities are enrolled in or program and we own a wheel chair accessible van which allows us to transport children with physical disabilities as well.

- 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: Fairfax-San Anselmo Children's Center

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 Organization Serves	Clients for this Project	Support Staff	Professional Staff	Board	Advisory Committee
Ethnic/Racial Demographics						
Asian-American/Pacific Islander	4%	4%		4%	20%	
African-American/Black	10%	10%		8%		
Caucasian/White	18%	18%		48%	60%	50%
Native American						
Mixed Heritage						
Unknown/other - Hispanic	68%	68%			20%	50%
TOTAL %	100%	100%	100%	100%	100%	100%
Latino/Hispanic Origin						
Of Latino/ Hispanic Origin	68%	68%		40%	20%	50%
NOT of Latino/ Hispanic Origin	32%	32%		60%	80%	50%
TOTAL %	100%	100%	100%	100%	100%	100%
Age						
0-5 years old	35%	35%				
6-17	65%	65%				
18-24				9%		
25-59				82%	100%	100%
60 +				9%		
TOTAL %	100%	100%	100%	100%	100%	100%
Gender						
Female	47%	47%		70%	100%	65%
Male	53%	53%		30%		35%
Total %	100%	100%	100%	100%	100%	100%
Disabled %						

Involvement of Clients Your Organization Serves	
On Governing Board %	75%
On Advisory Committee %	90%

US-2

**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.

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Name of Organization: Family & Children's Law Center

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	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**

US-3

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
<u>Youth stipends</u>	<u>\$ 2,500</u>
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 Confirmed</u>	<u>Date Funds Were Committed</u>	<u>When Available</u>
Marin Charitable	Vulnerable Teens	\$5,000	June 2012	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.

K:\Cycle\2013 Cycle\Priority Setting Committee\Application Process-Subcommittee\Materials To Bring To Sept 24 2012 Priority Setting Committee Meeting\CDBG Application Form With Suggested Changes As Of Sept 13 2012.Doc/roy

Organization Profile - 2013-14 Data Collection Pilot

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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**

US-4

1. **Project Name:** Brain Injury Network of the Bay Area Therapeutic Day Program and Other Services **2. 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% 100% 43% 19%
Low income people	
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 these 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/ a disability

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

US-5

**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.

<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	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

3. **Project Sponsor: Senior Access**

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

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

Planning Area	Low Income	Very Low Income	Extremely Low Income	Annual TOTAL
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.

<u>Household Size</u>	<u>Income Limit</u>
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. Seclusion 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 underserved; 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
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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**

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**

US-8

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						
Asian-American/Pacific Islander	3%	4%	20%	6%		N/A
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%				

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