



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

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

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

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

Public Services (CDBG)

Organization (Fiscal Sponsor) General Information

Organization (Fiscal Sponsor)/Agency Name

Adopt A Family of Marin

Mailing Address

35 Mitchell Blvd., Suite 16
San Rafael, California, 94903

Website (if applicable)

<https://www.adoptafamily.org/>

Organization DUNS#

883827537

Executive Director/CEO

Jacqueline Jaffee

Email Address

jacqueline@adoptafamily.org

Phone Number

(415) 456-7805

Project General Information

Program/Project Name

Emergency Rental Assistance for Families at Risk for Homelessness

Program/Project Site Address

55 Mitchell Blvd., Suite 16
San Rafael, California, 94903

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

25000

Application Contact Person

Jacqueline Jaffee

Title of Contact Person

Executive Director

Contact Email Address

jacqueline@adoptafamily.org

Contact Phone Number

(415) 456-7805

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

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

No

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

Project Specifics

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

Novato

San Rafael

County Other

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

No

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

Adopt A Family's mission is to prevent homelessness in Marin County by supporting families in crisis and providing pathways to regain economic security. We are the only agency in Marin County dedicated solely to helping families access and sustain housing. Many low-income families are just one financial hardship away from homelessness. Job loss or cutbacks in hours, medical emergencies, spikes in utility bills, or vehicle malfunctions can quickly destabilize a family's financial situation in a way that puts their housing at risk. For 35 years, Adopt A Family has been a critical contributor to Marin County's safety net for low-

income families.

Serving 374 families in the last year alone, Adopt A Family delivers case management, short-term financial assistance, and a range of supportive services for families. By filling financial gaps to cover rent, security deposits, utilities, and safety-related auto repair, we help vulnerable families avoid the innumerable hardships that accompany homelessness. Initiatives like our Credit Repair Program help families build more sustainable financial futures. Adopt A Family also administers annual programs that leverage broad community support for families in need, including our annual Backpack Open House and Holiday Program.

Project Description: Provide a detailed scope of work including services to be provided and/or development activities to be engaged. Describe how this project will benefit the community.

Paired with our Case Management, Emergency Rental Assistance is the most essential and impactful service that Adopt A Family provides. The goal of this program is to prevent family homelessness. We know that providing families with the assistance they need to retain their housing is far more efficient and involves far less hardship than finding and securing homes for families who have lost their housing. When families come to Adopt A Family for rental assistance, our team of case managers conduct intake appointments to gather extensive information about their unique situation and needs. As part of this process, documents are collected to verify income and expenses. Case managers review all documents to determine the assistance and referrals each family needs. They also become trusted allies who support families' long-term sustainability plans through direct consultation and resource referrals.

All of Adopt A Family's programs, including Emergency Rental Assistance, help families stay housed and employed and promote broad economic participation, strengthening the fiscal health of our whole community.

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

Housing Support Services

Describe how your project aligns with these priorities.

Adopt A Family's mission and the Emergency Rental Assistance Program directly address both national and local Housing Support Services priorities in that they exclusively benefit low-income people, the majority of whom are people of color. The Rental Assistance program directly prevents family homelessness in these populations.

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

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

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

How will this project Affirmatively Further Fair Housing?

In the 35 years since our founding, Adopt A Family has been a trusted resource for people of all backgrounds and protected characteristics. Our clients are predominantly people of color, all living in low-income circumstances.

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

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

Approximately how many moderate, low, very low and extremely low-income persons will directly benefit from the program/project? Projects that support low-income persons will be prioritized.

	Number
Moderate Income	
Low Income	
Very Low Income	
Extremely Low Income	426
TOTAL	426

Notes or clarifying information on the unit count:

Extremely Low Income as specified by Marin County Income Limits

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

Each client intake includes collecting bank statements, pay stubs, self-declaration letters of income, and letters outlining receipt of public benefits.

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

	Total Number of Persons	Number Identifying as Hispanic
American Indian or Alaskan Native	1	
Asian	6	
Black or African American	35	
Native Hawaiian or Other Pacific Islander	1	
White	42	
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		

	Total Number of Persons	Number Identifying as Hispanic
Multi-Racial	341	268
TOTAL	426	268

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

426

Total Number Identifying as Hispanic

268

Notes or clarifying information on the unit count:

Hispanic, "Other", Multiracial, and Unspecified are counted under Multi-Racial category. The number of people identifying specifically as Hispanic is in column 2.

PROJECT MANAGEMENT & FINANCIAL DATA

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

N/A

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

N/A

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

While Adopt A Family does not have specific experience administering federal grants, we have extensive experience fulfilling county contracts.

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

This program is overseen by Program Manager Jasmine Martinez. Ms. Martinez is bilingual and has years of experience serving low-income and high-risk communities, working with individuals in crisis, at-risk youth, and in community health. She holds a Bachelors Degree in Psychology and Women & Gender Studies from Dominican University of California. The position of Program Manager reports directly to the Adopt A Family Executive Director, Jacqueline Jaffee.

Describe any recent or upcoming leadership transitions.


N/A

Describe any flexibility regarding your projects start/completion date.

N/A

Required Attachments:

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


Emergency Rental Assistance Budget.pdf

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



Adopt A Family of Marin 2025 Organiz... .pdf

Attach Dynamic Flood Map



AAF flood map_4192.pdf

Submission

Please review your responses above for accuracy.

Name and Title of person completing this application.

Brooke Burns, Grant Writer

By checking this box

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

Adopt A Family Emergency Rental Assistance Budget 2025

DIRECT EXPENSES		
		County NOFA Request
Staff		
Case Management	\$ 178,318	\$ 5,000
Direct Assistance		
Direct Rental Assistance	\$ 431,090	\$ 20,000
TOTAL Direct Expense	\$ 609,408	
PROJECTED INCOME		
Donations	\$ 45,288	
Grants (Including County NOFA Request)	\$ 60,000	
Contracts	\$ 441,120	
Events (Luncheon)	\$ 63,000	
TOTAL Projected Income	\$ 609,408	
Total County NOFA Request		\$ 25,000

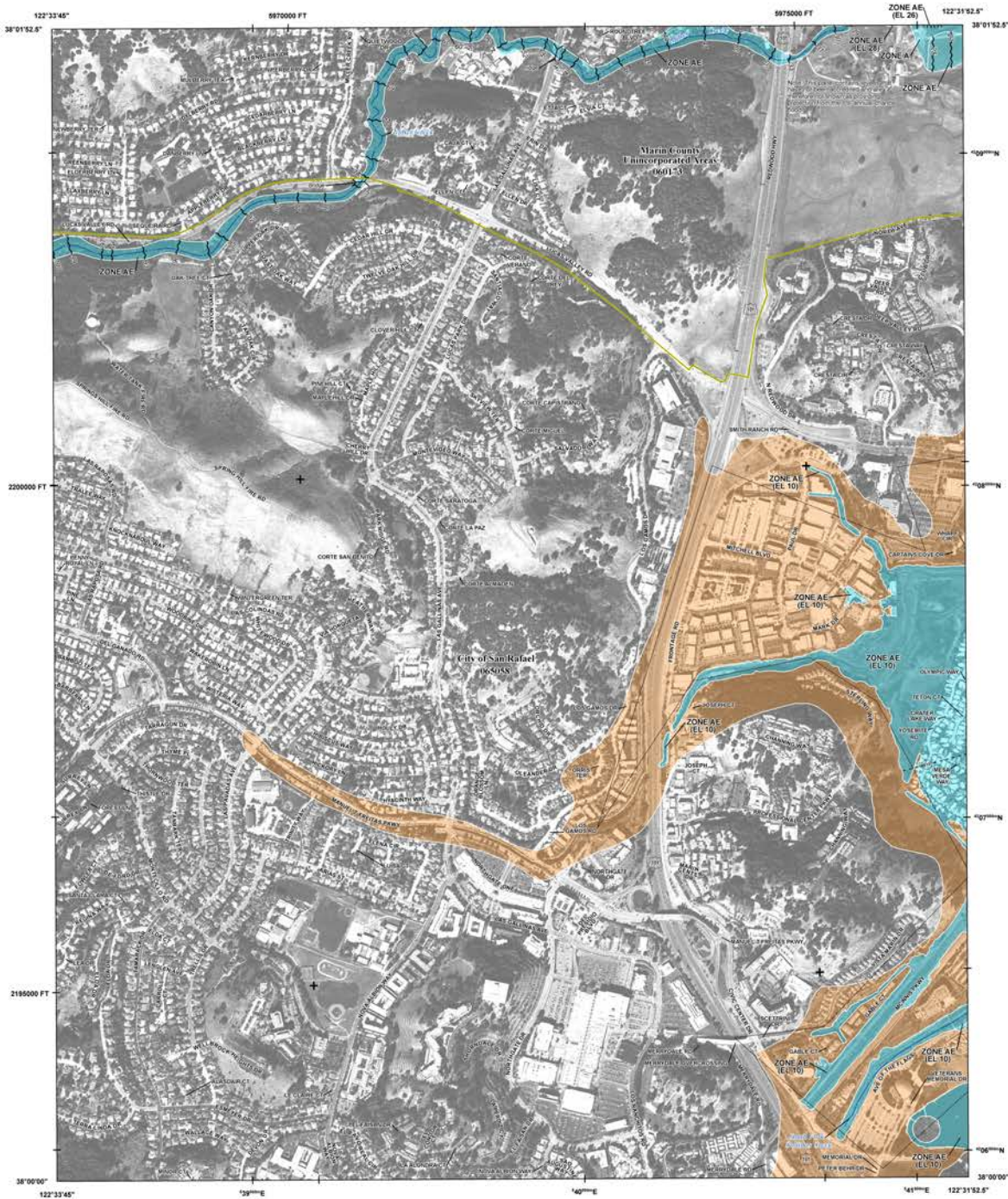
Budget Narrative:

- The majority of our Case Management involves facilitating Emergency Rental Assistance
- All Indirect Costs are detailed in the attached Organizational Budget

Adopt A Family of Marin 2025 Organization Budget

Adopt A Family of Marin 2025 Organization Budget		
INCOME		
Contributed		
	4100 · Donations	\$ 400,000
	4110 · Grants	\$ 280,000
	4111 · Contracts	\$ 728,238
	9410 · Luncheon	\$ 125,000
Total Contributed		\$ 1,533,238
TOTAL INCOME		\$ 1,533,238
EXPENSE		
Direct Aid		
	5000 · Assistance to Families	
	5005 · Application Fees	\$ 3,000
	5010 · Auto expense	\$ 15,000
	5030 · Clothing & Shoes	
	5035 · Credit Repair	\$ 60,500
	5055 · Food vouchers	\$ 6,000
	5060 · Furniture	\$ 16,500
	5065 · Holiday Program	\$ -
	5075 · Landlord Incentive	\$ 3,000
	5080 · Legal Fees	
	5092 · Case Management	\$ 178,318
	5094 · Program Management	\$ 46,000
	5105 · Motel vouchers	\$ 13,000
	5110 · Moving & Storage	\$ 5,000
	5112 · Other Expenses	
	5115 · Other Transportation	
	5120 · Rental Assistance	\$ 431,090
	5130 · Security Deposits	\$ 75,100
	5135 · Special Programs	\$ 1,500
	5140 · Telephone	\$ -
	5145 · TFN - Tides	\$ 38,500
	5150 · Utilities	\$ 34,000
	5500 · Supplies & other	\$ -
	Education	\$ -
Total Direct Aid to Families		\$ 926,508
Operating Expenses		
	6070 · Employee education	\$ 1,000
	6400 · Employee transportation	
	6650 · Professional fees	
	7005 · Bank Charges	\$ 100
	7010 · Board Initiatives	\$ 1,500
	7015 · Credit Card Fees	\$ 3,000
	7020 · Donor Expenses	\$ 20,000

	7025 · Dues & Subscriptions	\$ 2,000
	7040 · Equipment Rental & Maintenance	\$ 3,000
	7045 · Fundraising - General	\$ 10,000
	7050 · Holiday Program	\$ 1,000
	7060 · Insurance	\$ 10,650
	7070 · Internet	\$ 3,950
	7075 · Marketing	\$ 4,000
	7085 · Office Cleaning	\$ 2,200
	7090 · Office Security	\$ 1,710
	7095 · Office Supplies	\$ 6,600
	7100 · Postage	\$ 1,000
	7150 · Printing & Copying	\$ 100
	7200 · Professional Development	\$ 1,000
	7310 · Accounting	\$ 18,000
	7320 · Consulting	\$ 27,500
	7325 · Database	\$ 7,000
	7330 · Grant Writer	\$ 46,800
	7340 · HR	\$ 7,000
	7350 · Legal	\$ 3,000
	7360 · MAN	\$ 35,000
	7370 · Marketing & Dev. (RO3)	\$ 25,000
	7400 · Rent	\$ 45,380
	7450 · Repair & Maintenance	\$ 500
	7512 · Salaries - Administration	\$ 105,986
	7514 · Salaries - Programs	\$ 94,237
	7520 · Employee Benefits	\$ 42,677
	7540 · Payroll Fees	\$ 5,000
	7550 · Payroll Taxes	\$ 30,005
	7560 · Staff Appreciation	\$ 2,000
	7570 · Workers Comp Insurance	\$ 2,000
	7600 · Telephone	\$ 3,435
	7625 · Mileage	\$ 800
	7650 · Utilities	\$ 200
	9210 · Depreciation Expenses	\$ 2,000
	Emergency Preparedness	\$ -
	Total Operating Expenses	\$ 576,330
	Fundraising Expenses	
	6000 · Luncheon	\$ 30,000
	Total Fundraiser Expense	\$ 30,000
	TOTAL EXPENSE	\$ 1,532,838
	Net Income	\$ 400



FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR ZONE DESCRIPTIONS AND INDEX MAP
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT [HTTP://MSC.FEMA.GOV](http://MSC.FEMA.GOV)



NOTES TO USERS

For information and questions about this map, available products associated with this FIRM including historic versions of the FIRM, how to order products or the National Flood Insurance Program in general, please call the FEMA Map Information Exchange at 1-877-FEMA-MAP (1-877-324-2671) or visit the FEMA Map Service Center website at <http://msc.fema.gov>. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the website. Users may determine the current map date for each FIRM panel by visiting the FEMA Map Service Center website or by calling the FEMA Map Information Exchange.

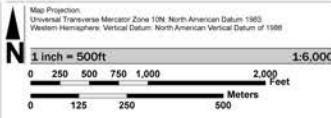
Communities acquiring land on adjacent FIRM panels must obtain a current copy of the adjacent panel as well as the current FIRM index. These may be obtained directly from the Map Service Center at the number listed above.

For community and countywide map sales refer to the Flood Insurance Study report for the jurisdiction.

To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6023.

Base map information shown on this FIRM was derived from Coastal California LCMR and Digital Imagery dated 2011. USCA NAD83 2012 Imagery is used in areas not covered by the Coastal California Imagery.

SCALE



PANEL LOCATOR



NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP

MARIN COUNTY, CALIFORNIA
 and Incorporated Areas
PANEL 293 of 531

COMMUNITY	NUMBER	PANEL	SUFFIX
MARIN COUNTY	060173	0293	E
SAN RAFAEL, CITY OF	068056	0293	E

VERSION NUMBER 2.3.2.0
 MAP NUMBER 060410293E
 MAP REVISED MARCH 16, 2016