



Wednesday, February 19, 2025

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

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

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

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

Public Services (CDBG)

## Organization (Fiscal Sponsor) General Information

### Organization (Fiscal Sponsor)/Agency Name

North BAY Children's Center

### Mailing Address

932 C Street  
Novato, California, 94949

### Website (if applicable)

www.nbcc.net

### Organization DUNS#

186540712

### Executive Director/CEO

Susan Gilmore

### Email Address

sgilmore@nbcc.net4159998457

### Phone Number

(415) 999-8457

## Project General Information

### Program/Project Name

Outdoor Classrooms, Learning Lab

**Program/Project Site Address**

932 C Street  
Novato, California, 94949

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

75000

**Application Contact Person**

Ralph O'Rear

**Title of Contact Person**

VP, Facility Planning & Development

**Contact Email Address**

rorear@nbcc.net

**Contact Phone Number**

(707) 338-0823

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

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

No

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

**Project Specifics**

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

Novato

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

No

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

North Bay Children’s Center (NBCC) provides children and their families, the majority low-income; with comprehensive high-quality childcare and early education that builds the foundation for academic success and lifelong healthy achievement. In 1988, NBCC opened its doors to 60 children, becoming the first childcare program in Marin County to serve low-income infants and toddlers. For 37 years, the organization has successfully grown in locations and enrollment to address the everincreasing community needs throughout Novato and Marin County. NBCC has grown to provide part

and full-day safety net services at 4 sites in Novato. The Novato sites serve over 200 children and their . NBCC’s mission is to assure optimal development for every child we serve through:

- Culturally rich curriculum and services that prepare children from diverse backgrounds to succeed socially, emotionally, and academically,
- The Garden of Eatin’® program weaves a culture of health and wellness throughout the organization and serves as a model for other communities to emulate,
- Strong family, school, and community partnerships that support a shared belief in every child’s ability to succeed.

In addition to the Novato sites, NBCC operates 14 other sites in Sonoma County. In total, NBCC serves approximately 620 in two counties.

**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.**

NBCC has created an early childhood education curriculum called "Garden of Eatin' (GOE). A cornerstone of the curriculum is incorporation of nature as a teacher. The NBCC seeks funding for acquisition of two modular kit buildings to create outdoor classrooms for program elements that include gardening, food production and promotion of healthy food choices and increased awareness of environmental and climate issues. The gardening provides physical activity along with learning about food production and the environment.

This request is for the modular building kits only. Assembly will be accomplished by NBCC staff and community volunteers.

As structures, the modular buildings do not directly benefit the community. However, the NBCC believes that the GOE curriculum and facilities result in school ready students prepared for the next level of their education. We believe the children and families going through our programs as well as helping children make a smooth transition from preschool to begin their journey through the next levels of formal education.

The modular kit buildings will also be used for adult education and available for community use after school. Additionally, the outdoor classrooms, gardens, grounds and conference facilities will be made available for field trips and again, for adult community use. The immediate neighbors at the site, the Novato Charter School and Novato Library will also have access to the facilities for their programs when possible.

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

Children and Youth Services

**Describe how your project aligns with these priorities.**

At North Bay Children’s Center (NBCC), our mission is to ensure that all children—especially those most vulnerable—have access to the critical early learning experiences that form the foundation for lifelong success. Our programs and safety net services are aligned with public service priorities for children, youth, and families, focusing on low-income households and addressing the disparities in access to early childhood education. We also tackle the high cost of childcare across the county and support family selfsufficiency.

Recently, NBCC has expanded our services to include mental health support, reflecting our commitment to the “Whole Child” approach. We’ve trained our teachers in Trauma-Informed Care and hired a MentalHealth Consultant to serve as a liaison between families and mental health services, helping to bridge the gap for those who need specialized care. Furthermore, our Garden of Eatin' Program provides healthy, organic meals daily to every child through produce grown in our on-site garden. Additionally, we distribute fresh produce to families every Saturday via our Food Pantry. By incorporating the produce into our curriculum, we reinforce children's nutrition education at home and encourage families to adopt healthier habits, fostering generational wellness both in and outside the classroom.

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

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

Activities benefiting low and moderate area. (LMA)

Activities which aid in the prevention or elimination of slums or blight

**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?**

Although the requested funding for modular building kits is not a housing issue, the items described above have relevance to assuring lower income families have fair access to the NBCC early childhood education programs and childcare services. Our affirmative marketing plan follows.

North Bay Children's Center (NBCC) is dedicated to promoting fair housing by ensuring all children, especially those from marginalized or underrepresented backgrounds, have equal access to quality childcare and early childhood education. Through childcare scholarships and family support programs, NBCC fosters diversity and inclusion, helping families facing economic hardship and other barriers to engage in early childhood education.

Our outreach strategy focuses on reaching Federally Protected Classes, including low-income households, households of color, non-English-speaking households, individuals with disabilities, and working families with young children.

NBCC takes proactive steps to ensure equitable access to our programs, particularly for those facing systemic barriers.

**Affirmative Marketing Actions:**

**Targeted Outreach:**

NBCC collaborates with community organizations like the Marin Child Care Council, Marin Health and Human Services, and Homeward Bound to ensure our services reach families in need, especially those facing housing instability.

**Multilingual Marketing:**

To better serve non-English-speaking households, we provide marketing materials in Spanish and other languages and use online platforms with translation capabilities. Our social media presence on Facebook, Instagram, and LinkedIn expands our reach to a broad and diverse audience.

**Community Events & Partnerships:**

NBCC participates in local events like the Novato Farmers Market and partners with nonprofits such as the SF Marin Food Bank and Gilead House to connect families facing homelessness or food insecurity to our services.

**Culturally Inclusive Curriculum:**

We prioritize cultural inclusion by embracing each child's home language, culturally appropriate foods, and diverse family structures. Many of our bilingual staff bring cultural perspectives that reflect the backgrounds of the children we serve.

**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	12
Low Income	79
Very Low Income	94
Extremely Low Income	82
<b>TOTAL</b>	<b>267</b>

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

North Bay Children’s Center (NBCC) provides childcare services for children from 6 weeks to school age, enabling parents to work full time or attend school. Our scholarship program supports families who would otherwise be unable to access these vital services.

**A. Family Selection for Enrollment (Waitlist)**

1. NBCC maintains an updated waitlist of income-eligible applicants. This list includes the following details for each family: source of referral, date added to the list, child’s name, parent’s name, birthdate, phone number, family size, income, pre-qualified for subsidy, full fee, scholarship status, and rank according to the Income Ranking Table.
2. NBCC follows the guidelines in CDE Management Bulletin 18-07, using the 2024 Income Ranking Table to determine eligibility based on family size and income.
3. Information entered into our system includes site information, family size, income, language preference, and qualification for subsidy or scholarship, as well as the child’s priority rank for enrollment.
4. Income eligibility is based on a family’s average monthly gross income being at or below 80% of the State Median Income (SMI), adjusted for family size at the time of initial enrollment. If multiple families fall within the same ranking, children with exceptional needs or those with the oldest application date are prioritized.
5. Priority for part-day enrollment is determined based on available classroom vacancies and follows the order of priority:
  - Children identified by child protective services or at risk of abuse/neglect
  - 4-year-olds
  - 3-year-olds
  - Exceptional needs children from over-income families (must have an IEP)

**B. Enrollment & Eligibility Verification**

1. To complete the enrollment process, families must provide the following documentation:
  - Birth certificate for each child in the household
  - Immunization record for the child being enrolled
  - Address verification (e.g., utility bill)
  - Income verification for all parents/guardians in the household, including:
    - One full month of consecutive pay stubs
    - If applicable, child support documentation, SSI, or CalWORKs benefits
    - If a parent(s) has no income, a Zero Income Statement must be completed.

2. Income is verified by examining the documentation submitted. If parents do not have the required documentation, they must provide alternative proof as specified. Verification helps ensure that families meet eligibility requirements for our subsidy program.

**C. Presumed Benefit**

NBCC also recognizes families that fall under HUD’s “presumed benefit” categories, including abused children, battered spouses, the elderly, persons with serious disabilities, the homeless, illiterate persons, and migrant farm workers. For these groups, income verification may not be required, in alignment with HUD’s guidelines.

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

	<b>Total Number of Persons</b>	<b>Number Identifying as Hispanic</b>
<b>American Indian or Alaskan Native</b>	1	
<b>Asian</b>	6	
<b>Black or African American</b>	7	
<b>Native Hawaiian or Other Pacific Islander</b>	0	
<b>White</b>	23	229
<b>American Indian and White</b>		0
<b>Asian and White</b>	1	0
<b>Black and White</b>	0	0
<b>American Indian and Black</b>	0	0
<b>Multi-Racial</b>	0	0
<b>TOTAL</b>	38	229

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

38

**Total Number Identifying as Hispanic**

229

**Female-Headed Households (out of above total)**

90

**Persons with Disabilities (out of above total)**

16

## **PROJECT MANAGEMENT & FINANCIAL DATA**

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

For 37 years, NBCC has helped thousands of low-income families by providing high quality childcare and early education programs that build the foundation for academic learning and lifelong success. Recent past projects using CDBG funds are as follows:

- 2024 – 2025 (July – Dec.) Project: Funded \$9,307.11 to support child car scholarships for 10 children.
- 23 -24 Project: Funded \$15,335 to support childcare scholarships for 9 children.

- 22-23 Project: Funded \$24,688 to support childcare scholarships for 4 Novato children.
- 2022 January - June Project: Funded \$7,624.50 to support childcare scholarships for 4 Novato children.
- 20-21 Project: Funded \$10,025 to support childcare scholarships for 6 Novato children.
- 19-20 Project: Funded \$15,000 to support childcare scholarships for 7 Novato children.
- 18-19 Project: Funded \$12,460 to support childcare scholarships for 13 Novato children.
- 17-18 Project: Funded \$11,479 to support childcare scholarships for 9 Novato children.
- 16-17 Project: Funded \$8,600 to support childcare scholarships for 7 Novato children.
- Family resources, early intervention, nutritional education, trauma-informed care, and support for mental health services are embedded in our daily operations. Together with generous community support, we can ensure that NBCC has all that it needs to make the greatest impact possible.

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

Not Applicable

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

NBCC is very familiar with administering the CDBG federal grant program since our beginning in 1988. CDBG funding was one of the organization's first grants, and NBCC has been committed to providing high quality care and education to our most vulnerable residents in Marin County and providing safety net services for thousands of families.

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

Ralph O'Rear, the NBCC VP of Facility Planning and Development will manage the project. Mr. O'Rear has nearly 3 decades of experience managing construction projects from small scale tenant improvements large scale construction projects in the million of dollars. He has extensive grant administration experience with federal and state grants gained during 20 years of work with non-profit entities.

**Describe any recent or upcoming leadership transitions.**


None

**Describe any flexibility regarding your projects start/completion date.**


The acquisition of the modular building kits can begin immediately after notice of grant award, if given. The assembly is expected to take two weeks and be finished in July of 2025.

**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.**


Kit Building Sample.pdf

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


NBCC Agency Budget.pdf

## Attach Dynamic Flood Map



FEMA Flood Map 932 C Street.pdf

## Submission

Please review your responses above for accuracy.

### **Name and Title of person completing this application.**

Ralph O'Rear

### **By checking this box**

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

**Capital Project Budget Template**

Organization Name: North Bay Children' Center
Project Title: Garden of Eatin' Outdoor Classrooms

Date: 3/24/2025

INCOME:	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Income
<b><i>Committed</i></b>				
<b>Foundations:</b>				
<b>Government:</b>				
<b>Corporations:</b>				
<b>Individual Contributions: (list total):</b>				
<b>Earned Income:</b>				
<i>(Add rows)</i>				
<b>Other (specify):</b>				
<i>(Add rows)</i>				
<b>Subtotal, Committed Income</b>		\$ -	\$ -	\$ -
<b><i>Uncommitted</i></b>				
<b>Federal Grants Request</b>	\$ 61,934.00			
<b>Other Foundations:</b>				
<b>Government:</b>				
<b>Corporations:</b>				
<i>(Add rows to list other corporations)</i>				
<b>Individual Contributions:</b>				
<b>Other (specify):</b>				
<b>Subtotal, Uncommitted Income</b>	\$ 61,934.00	\$ -	\$ -	\$ 61,934.00
<b>Other:</b>				
<b>Earned Income:</b>				
<b>Subtotal, Earned Income</b>		\$ -	\$ -	\$ -
<b>Grand Total Income</b>	\$ 61,934.00	\$ -	\$ -	\$ 61,934.00

EXPENSES (Add rows to list other expenses)	Federal Grants Request	Other Funding Sources	In Kind	Total Proposed Project Expenses
<b>Personnel Expenses</b>				
Executive Director (% FTE: ____)				
Program Director (% FTE: ____)				
(Add rows)				
Benefits (@ %: _____)				
<b>Subtotal Salaries and Benefits</b>	\$ -	\$ -	\$ -	\$ -
<b>Contracted Services</b>				
Professional Fees	\$ 13,000.00	\$ 13,000.00		
Project Consultant				
(Add rows to list other contracted expenses)				
<b>Subtotal Contracted Services</b>	\$ 13,000.00	\$ 13,000.00	\$ -	\$ 13,000.00
<b>Direct Project Related Expenses</b>				
Rent				
Utilities				
Supplies	\$ 5,463.00			
Equipment	\$ 56,471.00			
Travel				
Professional Development				
Marketing				
(Add rows to list other direct project expenses)				
<b>Subtotal, Direct Project Related Expenses</b>	\$ 61,934.00	\$ -	\$ -	\$ 61,934.00
<b>Indirect Expense (specify % in column A below)</b>				
				\$ -
<b>Fiscal Sponsorship Fee (specify % in column A below)</b>				
				\$ -
<b>Grand Total All Expenses</b>	\$ 74,934.00	\$ 13,000.00	\$ -	\$ 74,934.00



NORTH BAY CHILDREN'S CENTER

**North Bay Children's Center**

**FYE 6/30/25 Board Approved Agency Budget Summary**

**Income**

Parent Fees / Tuition	\$100,427
State Contracts	\$14,647,142
Grants and Contributions	\$530,727
Other Income	\$187,401
<b>Total Income</b>	<b>\$15,465,697</b>

**Expenses**

Personnel	\$12,449,051
Curriculum / Supplies	\$570,310
Service / Other Operating	\$2,024,221
Miscellaneous (Interest/Bank fees)	\$154,576
Facility repairs / Contingency (2%)	\$267,539
<b>Total Expenses</b>	<b>\$15,465,697</b>

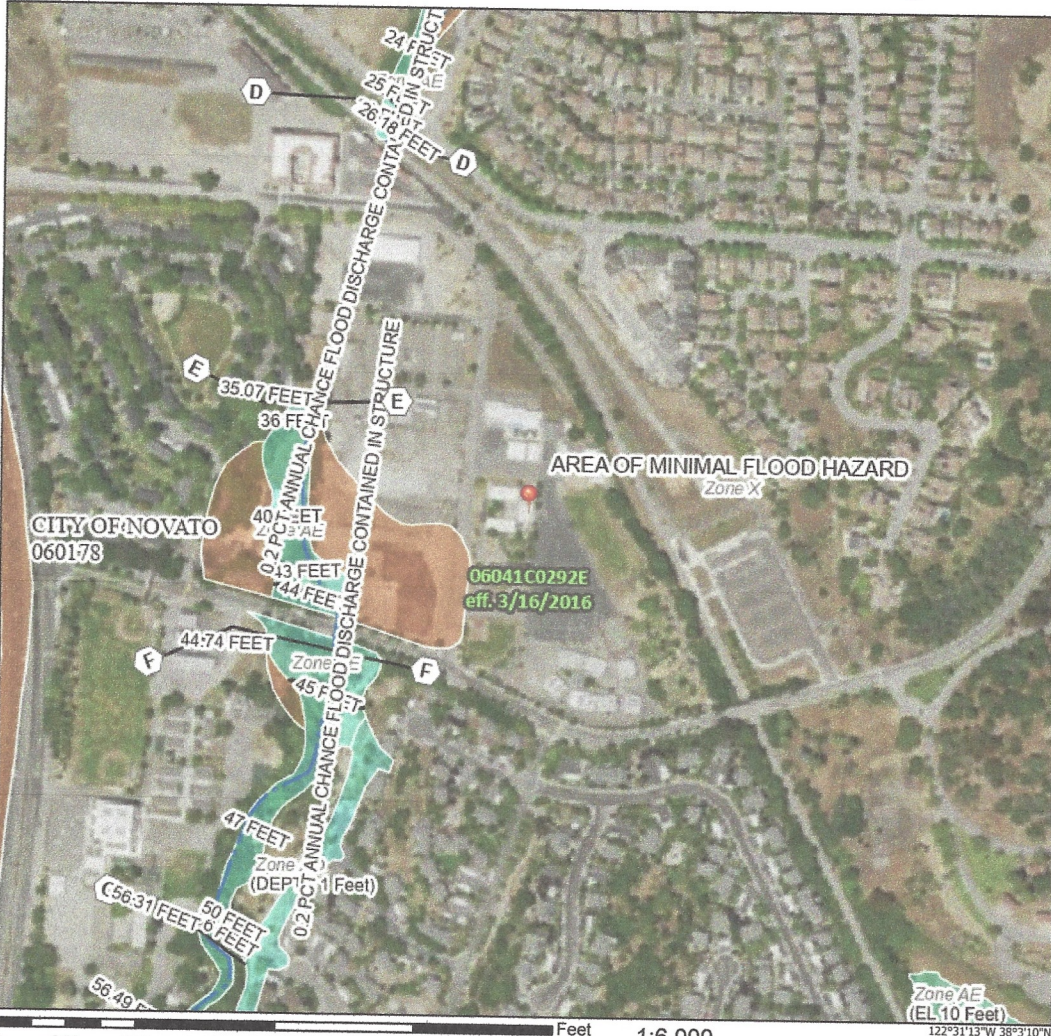
**Net Income / Loss** **\$0**



seeding... nurturing... cultivating bright futures!

# National Flood Hazard Layer FIRMette

122°31'50"W 38°3'39"N



1:6,000

Basemap Imagery Source: USGS National Map 2023

## Legend

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

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

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

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

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 1/29/2025 at 11:37 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

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

## Greenhouse/Shed Combo Price List

Prices include estimated delivery

SIZE	Price
10x12	\$ 20,660.00
10x16	\$ 23,365.00
10x20	\$ 25,845.00
10x24	\$ 28,210.00
10x28	\$ 30,665.00

SIZE	Price
12x12	\$ 23,420.00
12x16	\$ 25,890.00
12x20	\$ 29,145.00
12x24	\$ 31,740.00
12x28	\$ 34,535.00

Options			
2' x 4' Pressure Treated Raised Bed	\$315	Upgrade to Vinyl Decking	\$7 per sq/ft
2' x 6' Pressure Treated Raised Bed	\$425	Exhaust Fan w/ Thermostat	\$575
12' Flower Pot Shelf (approx. 6" wide	\$125	Misting System w/ Timer (no warranty)	\$350
Additional Outlets/Lights	\$140	Cedar Flower Box	\$95

### Standard Features:

6' x 10' Greenhouse on 10' wide building except 10x12 gets 6' x 6' and 10x16 gets 6' x 8'

8' x 10' Greenhouse on 12' wide building except 12x12 gets 8' x 6' and 12x16 gets 8' x 8'

Pressure Treated Wood Decking in Greenhouse/Deck Area.

(1) 6' Cedar Double Door w/ Arched Colonial Transom Windows

(1) 36" Cedar Double Doors w/ Arched Colonial Transom Windows

2 Windows in Shed Area. Windows on 3 sides of Greenhouse

Includes a Cedar Flower box on deck area.

(1) Potting Bench on 10' wide buildings. (2) on 12' wide buildings

Cedar Pergola on Deck Area

Metal Roof w/ Clear Roofing in part of Greenhouse Area

Electric Package: 70 amp panel and 1 light, switch and outlet in shed area and greenhouse area

