



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)

Community Infrastructure/Capital Improvements(CDBG)

Organization (Fiscal Sponsor) General Information

Organization (Fiscal Sponsor)/Agency Name

North Marin Community Services

Mailing Address

680 Wilson Avenue
Novato, California, 94947

Website (if applicable)

www.northmarincs.org

Organization DUNS#

118178391

Executive Director/CEO

Cheryl Paddack

Email Address

cpaddack@northmarincs.org

Phone Number

(415) 892-1643

Project General Information

Program/Project Name

680 Wilson Siding Replacement; Northern Facade and Upper Roof

Program/Project Site Address

680 Wilson Avenue
Novato, California, 94947

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

110000

Application Contact Person

Paul Russell

Title of Contact Person

Director of Operations

Contact Email Address

prussell@northmarincs.org

Contact Phone Number

(415) 892-1643

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.

A trusted community resource, our quality programs are grounded in stability, expertise, and commitment to effectively address the changing needs of our community. NMCS is the product of a successful 2018 merger of two foundational social service nonprofits (Novato Youth Center and Novato Human Needs Center). Now in our 52nd year as a resource for North Marin, our mission is to empower youth, adults, and families in our diverse community to achieve well-being, growth, and success. We envision a strong community with opportunities for all.

Our services are designed to help correct Marin County's extreme disparities in health and wealth. Over the past year, 13,379 people have accessed our services; 97% are members of low-income households and 89% are people of color (82% Latine, 11% White, 3% African American/Black, 2% Multi-Racial, and 2% Asian/Pacific Islander) (known demographics). Participants include children ages 2+, low-income families, older adults, immigrants, single parents, and service workers. Since the in-need population is not concentrated in one area, we implement outreach and service strategies throughout Marin. Our programs are offered on-site at our two centers, 680 Wilson Ave. and 1907 Novato Blvd.; on Novato and Shoreline Unified School District campuses; at the Novato Teen Clinic (a partnership with Marin Community Clinics); in West Marin; and remotely.

With a proven track record of success, NMCS is the anchor human resources nonprofit in North Marin. Our dedicated team of 492 (65 skilled professionals and 427 volunteers) brings a wealth of knowledge and a passion for serving others. Over half of our staff members are bilingual and bicultural, enabling us to serve a culturally and socio-economically diverse mix of families in a manner that integrates and unites our community. Our staff works with individuals and families to increase their self-sufficiency. In addition, we advocate for community system changes so that all people can succeed.

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.

North Marin Community Services Center at 680 Wilson Ave is 23,000 square feet and houses its Child Development Programs, Developmental Playgroup, Mental Health Program, headquarters to administrative staff, and low-cost community rentals. The exterior siding and trim of the building are beginning to show signs of rot and decay along the Northern façade and the siding between the two flat roof sections. The Northern Facade consists of the primary wall facing the front parking lot and extends Eastward to the side entrance near the facilities office. The Northern facade extends Westward to the kitchen. The upper roof panel extend along the Northern, Western, and Southern faces of the building where the gymnasium roof rises above the rest of the building. If the issues are not addressed, the building integrity will eventually become compromised and the risk is that dry rot spreads into the frame weakening the structural integrity of the multi-story building. The project will remove and replace the aging siding where dry rot and decay are present along with existing vapor barriers exposing the wood frame. The frame will be inspected for damage while exposed and any necessary repairs conducted. Once the frame is cleared, new vapor barriers and siding will be applied to the building. When the siding and associated trim is installed, the walls will be painted to match the rest of the building. The proactive removal of decaying siding, along with inspection and repair of the frame, will extend the useful lifetime of the building. Since NMCS owns the land and the building, it is in the best fiscal interest of the programs to make an investment in the current building, so that all fundraising and fees can focus on delivering quality programming to the community at no or low cost. If NMCS were forced to rebuild this building or move to a new, leased facility, the organization overhead would increase impacting the ability to deliver high quality, low cost community programming, particularly in the areas of Child Development and Mental Health delivered within this building.

Select HUD National Objective to be achieve 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?

The building at 680 Wilson houses our childcare and mental health programs. The majority of childcare participants belong to racial groups that have been subject to a legacy of discrimination, many are immigrants, and some live with a disability. These families have been historically disadvantaged through structurally racist policies and practices that impact homeownership, income, unemployment, and other factors that impact food security. The mental health program provides needed and necessary mental health services to persons whose insurance is Medi-cal. These services are at no cost to the client. For

non Medi-cal participants, we utilize a sliding scale fee system based on income to ensure quality mental health services are available in our area at little or no cost. Access to critical mental health care is critical for individuals and families struggling to afford housing locally. NMCS' pathways to programs ensures that all eligible participants are offered case management services, including coordinated housing supports. As part of NMCS' safety net supports, the case management team expects to increase housing security via the qualification and distribution of \$240,000+ in emergency rental assistance and financial assistance to 150+ low-income households, serve as a liaison and entry point in coordination of services to those individuals experiencing homelessness and working in collaboration with County Coordinated Entry system of care to promote housing identification, location, and sustainability. We are committed to advocating for policies and services that benefit the underserved communities, repair systems of inequity, and promote racial, gender, and economic justice. Our policy agenda and strategies prioritize communities of color and recognize that all families may have been adversely affected by childhood experiences in the context of community environments. These environments include poverty, discrimination, violence, lack of opportunity, and more.

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	18
Low Income	10
Very Low Income	8
Extremely Low Income	61
TOTAL	97

Notes or clarifying information on the unit count:

The above numbers are based on current enrollment in child development programs.

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.

All childcare families seeking funding through NMCS' state contracts must meet with CA Department of Education (CDE) and Department of Social Services (CDSS) eligibility and need criteria. For families applying for funding based on income eligibility, families must provide proof of income with: 30 days worth of paystubs; or latest tax return; or parent certification of income if no record of employment, including documentation of that income (such as recent bank deposit statements); or verification of government financial assistance. In addition, families must provide a copy of birth certificates for those children living in the household, which are used to verify family size. NMCS uses income guidelines provided by CDE and CDSS to determine whether a family meets state income eligibility based on income/family size and the documentation provided. In addition, as a CACFP contractor, NMCS has families complete an annual Meal Benefit Form. The form has space for families to indicate household income or whether they are recipients

of CalFresh or CalWorks. Mental health clients not pre-verified by Medi-cal are required to provide a recent paystub to determine reduced rate eligibility.

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	34	34
Asian	2	0
Black or African American	4	2
Native Hawaiian or Other Pacific Islander	0	0
White	48	31
American Indian and White	2	2
Asian and White	3	0
Black and White	2	1
American Indian and Black	1	0
Multi-Racial	1	0
TOTAL	97	70

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

97

Total Number Identifying as Hispanic

70

Female-Headed Households (out of above total)

30

Persons with Disabilities (out of above total)

12

Notes or clarifying information on the unit count:

Child Development families disclose information on race/ethnicity on their Meal Benefit Forms and/or their application for services for those who receive state-funded care. Those with disabilities include children with a special needs diagnosis, Individualized Education Plan (IEP) or Family Services Plan (IFSP), and those with a physical disability.

PROJECT MANAGEMENT & FINANCIAL DATA

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

Past/current CDBG public services funding allowed us to provide affordable, quality childcare to low income families of protected classes to remain in the workforce so they are either stable or upwardly mobile.

In 2018-19, NMCS received its first CDBG Capital funding to update flooring throughout the 680 Wilson building. CDBG capital funding received in 2019-20 was used to modernize the elevator at 1907 Novato

Blvd Center ensuring the two story building was safe and accessible for all individuals regardless of physical abilities. In 2020-21 CDBG funds were used to resurface the roof directly over the gym at 680 Wilson. In 2021-22, CDBG funding was used to refurbish the gymnasium floor, removing old floor stanchions and unused court lines, filling in gaps, and resurfacing the wooden floors for another 10 years of service to the community. In 2023-24, CDBG funding was used to install security cameras and access door controls at both facilities, 1907 Novato Blvd and 680 Wilson Ave. During the current fiscal year, NMCS will be using CDBG funds to resurface the remaining flat roof sections of 680 Wilson Ave, directly over the Child Development classrooms and kitchen with a TPO treatment to match the upper roof replaced in 2021-22.

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

NMCS has \$122,875 to replace the lower flat roof at 680 Wilson Ave from CDBG funds awarded for the 2024-25 cycle. The RFP, using an informal sealed bid process, was released on February 5 and will close on March 10. The RFP Bid Opening is scheduled for March 12 and we anticipate being in contract with the qualified, winning bidder by March 14, with a goal to schedule all work in the month of April per the RFP. The plan is all reporting for the grant to be completed within the month of May so we can apply for reimbursement and release of all awarded funds in June prior to the end of the fiscal year.

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

NMCS has been successfully implementing the CDBG Public Services grant since 1990. We spent five years, between 2011-2016, successfully implementing the Federal Drug-Free Communities Grant. We successfully manage a Child and Adult Care Food Program (CACFP) contract, which is a federal funding source for the Child Development food program. NMCS is a state-funded childcare program, which involves strict compliance with contracts through the Department of Education and Department of Social Services.

In addition, NMCS has been successfully implementing the CDBG Capital Grants since 2018 as detailed in this application.

What experience do you have with complying with Davis-Bacon prevailing wage and procurement requirements?

NMCS has successfully complied with Davis-Bacon prevailing wage and procurement requirements through the four completed CDBG capital projects listed above from 2019 to 2024. In addition, the project manager, Paul Russell, successfully managed a \$150,000 CDBG funded capital project for a new modular distribution center for the Alameda Food Bank administered by the City of Alameda for an organization with no such experience. The CFO, Vanshika Nachnani, has successfully overseen all the reporting and billing for these projects throughout this period and remains an active member of the project oversight team.

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

The project will be supervised by Vanshika Nachnani, Dr. Kate Shilvock and Paul Russell. Vanshika Nachnani, Chief Financial Officer, manages the financial resources of the organization; including accounting, finance, organization-wide budgets, and investments in accordance with generally accepted accounting principles. She has managed many capital projects to ensure compliance with budgets, contracts, and government health and safety standards. Dr. Shilvock, Vice President of Philanthropy and Operations, oversees development, human resources, information technology, and facilities. She holds a PhD in non-profit governance from the University of Southern California. In addition, she has over 20 years of work experience in all aspects of non-profit leadership and consulting. Paul Russell, Director of Operations, is a non-profit professional with over 20 years of leadership in the non-profit sector including serving as Executive Director of two organizations and as the Director of Finance and Operations in addition to his current role of Director of Operations. Paul has successfully completed five CDBG funded capital projects for two organizations and is currently overseeing the sixth such project. Paul has held primary responsibilities for vendor contracts and facilities improvements at his current and prior positions. Prior to his non-profit resume, Paul served as an Operations Director for a large retailer overseeing the design and implementation of a major warehouse remodel to emphasize efficiency and safety.

Describe any recent or upcoming leadership transitions.

Dr. Kate Shilvock, Vice President of Philanthropy and Operations, is a new member of the North Marin Community Services leadership team. Prior to joining NMCS as a staff member, she served on the NMCS Board of Directors for nearly ten years, collaborating with the CEO on multiple projects to expand the capacity and reach of Novato Youth Center (pre-merger) and North Marin Community Services (result of 2018 merger with Novato Human Needs Center). Dr. Kate’s position is a new role for the organization providing more leadership and support in the areas of operations and facility maintenance relative to the capital projects supported by CDBG funding.

List any entitlements, planning approvals, or authorizations that are necessary for the project to proceed and list those already received.

A NEPA review is necessary for this type of work. A review that specifically listed the upper roof portions of siding included in this project was completed in November, 2023 (attached to the application). It is unclear if that NEPA review will suffice or will need to be expanded and updated. If any building permits are required they will be the responsibility of the contractor awarded the bid.

What stage is your project in?

Cost Estimate

What is your project timeline? List program/project objectives and milestones, along with an estimated timetable for reaching them. Examples of program/project objectives: Define scope of work/finish design, Complete planning and environmental review, Release bid package, Select contractor, Finalize contract, Obtain building permits, Start construction, Complete construction.


If funding is granted, NMCS is prepared to begin the bid process as soon as the contract is received. In order to focus the construction on a dry time frame the bid process would be conducted in the winter period of 2025-2026, with a goal to schedule the work for early Spring 2026, finishing all work by April 30, 2026.

Describe any flexibility regarding your projects start/completion date.


The project is currently dependent on securing sufficient funding. If CDBG funds are not available, additional time will be required to pursue other funding opportunities before the project moves forward to the bid phase.

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.

 Project Budget_NMCS_Siding Replac... .xlsx

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

 FY25 Agency Budget.pdf

Project Budget Template

Organization Name: North Marin Community Services

Project Title: Siding Replacement; Northern Facade and Upper Roof

Date: 02/16/2024

INCOME:	County NOFA Request	Other Funding Sources	In Kind
Committed			
Foundations:			
(Add rows)			
Government:			
(Add rows)			
Corporations:			
(Add rows)			
Individual Contributions:			
(list total):			
Earned Income:			
(Add rows)			
Other (specify):			
(Add rows)			
Subtotal, Committed Income		0	0
Uncommitted			
Other (specify):			
Federal Grants Request	110,000		
Other Foundations:		10,000	
(Add rows to list other Foundations)			
Government:			
(Add rows to list other Government agencies)			
Corporations:			
(Add rows to list other corporations)			
Individual Contributions:			
Subtotal, Uncommitted Income		10,000	0
Other- Investment Fund		15,500	
Earned Income:			
(Add rows)			
Subtotal, Earned Income		0	
Grand Total Income	110,000	25,500	0

EXPENSES (Add rows to list other expenses)	County NOFA Request	Other Funding Sources	In Kind
Personnel Expenses			
Executive Director (% FTE: ____)			
Program Director (% FTE: ____)			
(Add rows)			
Benefits (@ %: ____)			
Subtotal Salaries and Benefits	0	0	0
Contracted Services			
Professional Fees			
Project Consultant			
(Add rows to list other contracted expenses)			
Subtotal Contracted Services	0	0	0
Direct Project Related Expenses			
Rent			
Utilities			
Supplies			
Equipment			
Travel			
Professional Development			
Marketing			
(Add rows to list other direct project expenses)			
Subtotal, Direct Project Related Expenses	0	0	0
General Development			
Electrical			
Plumbing			
Siding Replacement	\$ 98,000.00		
Painting	\$ 37,500.00		
(Add rows to list other specific project expenses)			
Subtotal, Direct Project Related Expenses	135500	0	0
Indirect Expense - specify % in column A below (must be HUD approved)			
Fiscal Sponsorship Fee (specify % in column A below)			
Grand Total All Expenses	\$ 135,500.00	\$ -	\$ -

North Marin Community Services
Fiscal year July 1, 2024-June 30, 2025
Agency Operating Budget



FY25

Revenue

Program Fees, tuition	\$908,628
Foundation grants	\$1,961,755
Government grants and contracts	\$3,398,629
Individuals	\$132,000
Business, Service Clubs	\$58,500
Special Events	\$30,000
Misc funding: rental income; interest income	\$74,500

Other funding: Release from prior year restricted; Investment Draw	\$2,179,311
	<u>\$8,743,323</u>

Expenses

Salaries/Wages	\$5,465,827
Taxes and benefits	\$1,196,232
Building Costs, Utilities, Overhead	\$320,537
Insurance	\$123,947

Postage/Shipping, Print/Copying, Marketing, Advertising	\$35,163
Supplies	\$272,312
Travel & Transportation	\$57,973

Professional Development	\$61,112
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Professional Services (Clinical Supervisors, evaluation and marketing consultants, janitorial services, IT/IS Consultants)	\$652,528
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Other Expenditures (admin, rental assistance & other programs, bank fees, misc)	\$557,692
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\$8,743,323





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LEGACY
ELITE

Puron



**U.S. Department of Housing and Urban
Development**
451 Seventh Street, SW
Washington, DC 20410
www.hud.gov
espanol.hud.gov

**Environmental Review for Activity/Project that is
Categorically Excluded Subject to Section 58.5
Pursuant to 24 CFR 58.35(a)**

Project Information

Project Name: NMCS-BldgSecurity

HEROS Number: 900000010350255

State / Local Identifier:

Project Location: 1907 Novato Blvd, Novato, CA 94947

Additional Location Information:

Second property is at 680 Wilson Ave., Novato, CA 94947

Description of the Proposed Project [24 CFR 50.12 & 58.32; 40 CFR 1508.25]:

NMCS owns and operates two buildings in order to manage and run its various programs. The buildings are 47 and 38 years old respectively. As the profile and reach of the NMCS programs increase, the vulnerability to security threats increases as well. Four years ago, NMCS installed a basic, home security camera system which has proven inadequate to capture accidents and thefts and other security risks on the property, such as a stolen catalytic converter from an NMCS student shuttle van, requiring NMCS to hire third-party security for critical community events such as the Holiday Share toy distribution. Cameras would also be placed in strategic interior locations, such as the gym at 680 Wilson to provide video documentation of any threatening behavior or accidents. The project would install a new, remote release front door to limit access to screened visitors only at the 680 Wilson building. (Note: a similar system is already in place at 1907 Novato Blvd.) The new entry would allow NMCS to leave the front entrance locked all day, with access being granted after visitors have been screened by staff bringing the building security in line with established standards prevalent in the child care and preschool industries. An additional project includes the replacement of the secondary roof covering the offices and classrooms along with the associated siding leading from the primary to secondary roof. The project scope would include the following for 680 Wilson Ave; approximately 12 outdoor cameras and 11 indoor cameras, removal of existing entry frame and doors and build 1 new secure entry frame and doors, upgraded access control for 8 exterior entry doors with new door hardware, and up to 18 interior doors, depending on available funds. 1907 Novato Blvd would include approximately 8 outdoor cameras and 8 indoor cameras, upgraded access for approximately 10 exterior doors and 12 interior doors, funds permitting. The cameras will be commercial grade, always recording, and all hard-wired. The door access elements may include a variety of upgrades from installing card readers, a remote entry accessible door, to updating door handles so that every room can be locked from the inside in the event of an armed intruder. Place a TPO roof overlay over secondary roof and replace all the siding set between the primary and secondary roof at 680 Wilson Ave.

Level of Environment Review Determination:

Categorically Excluded per 24 CFR 58.35(a), and subject to laws and authorities at §58.5:

58.34(a)(12)

58.35(a)(3)(iii)

Funding Information

Grant Number	HUD Program	Program Name
B-23-UC-06-0004	Community Planning and Development (CPD)	Community Development Block Grants (CDBG) (Entitlement)

Estimated Total HUD Funded Amount: \$300,000.00

Estimated Total Project Cost [24 CFR 58.2 (a) (5)]: \$450,000.00

Mitigation Measures and Conditions [CFR 1505.2(c)]:

Summarized below are all mitigation measures adopted by the Responsible Entity to reduce, avoid or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure or Condition	Comments on Completed Measures	Complete
Flood Insurance	For loans, loan insurance or guarantees, the amount of flood insurance coverage must at least equal the outstanding principal balance of the loan or the maximum limit of coverage made available under the National Flood Insurance Program, whichever is less. For grants and other non-loan forms of financial assistance, flood insurance coverage must be continued for the life of the building irrespective of the transfer of ownership. The amount of coverage must at least equal the total project cost or the maximum coverage limit of the National Flood Insurance Program, whichever is less.	N/A	Evidence of Flood Insurance is included in the ERR. No additional mitigation is necessary.
Floodplain Management	No mitigation required, as the project would not involve any alteration of the floodplain.	N/A	The 5-Step Process was completed and is in

			the ERR. No mitigation or alternatives were selected, as none were feasible or necessary.
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Determination:

<input checked="" type="checkbox"/>	This categorically excluded activity/project converts to EXEMPT per Section 58.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license; Funds may be committed and drawn down after certification of this part for this (now) EXEMPT project; OR
<input type="checkbox"/>	This categorically excluded activity/project cannot convert to Exempt status because one or more statutes or authorities listed at Section 58.5 requires formal consultation or mitigation. Complete consultation/mitigation protocol requirements, publish NOI/RROF and obtain "Authority to Use Grant Funds" (HUD 7015.16) per Section 58.70 and 58.71 before committing or drawing down any funds; OR
<input type="checkbox"/>	This project is not categorically excluded OR, if originally categorically excluded, is now subject to a full Environmental Assessment according to Part 58 Subpart E due to extraordinary circumstances (Section 58.35(c)).

Preparer Signature: Taylor Date: November 8, 2023

Name / Title/ Organization: Tamara Taylor / Senior Planner / MARIN COUNTY

Responsible Entity Agency Official Signature: M. Hymel Date: 11-9-23

Name/ Title: Matthew Hymel, County Administrator

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environment Review Record (ERR) for the activity / project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).