



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 Marin Community Services

Mailing Address

680 Wilson Ave.
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

Nourishing North Marin

Program/Project Site Address

680 Wilson Ave.
Novato, California, 94947

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

25000

Application Contact Person

Emily Bugos

Title of Contact Person

Child Development Program Director

Contact Email Address

ebugos@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.

NMCS offers year-round licensed childcare for children ages 2-14 in Marin County, including early childhood education for 2-5 year olds and an after-school enrichment program for students TK-8th grade. This fiscal year, the program has served 107 children, 74% of whom received childcare scholarships and come from low to extremely low-income households.

According to our partner SF-Marin Food Bank, 83% of food pantry recipients are worried about running out of food. Research shows that people who are hungry and food insecure are also at risk for chronic diseases, such as obesity (National Institutes of Health). In Marin County, in addition to the burden of inflation, the high cost of living, lack of social safety nets, systemic racism, and other inequalities cause many to struggle to afford rent, bills, and food. NMCS provides a food program at no additional cost to childcare participants, regardless of income. NMCS considers nutrition a central component of providing high-quality care, as access to nutritious, no-cost food is essential for the health and wellness of children at risk of hunger. In 2023-24, NMCS' food program provided 30,407 nutritious meals to students and 96% of families reported being satisfied/very satisfied with NMCS' nutrition component (via annual parent survey).

NMCS employs a Head Cook and Kitchen Assistant, both of whom maintain Food Manager Certifications through ServSafe and are responsible for menu production and preparation of all daily meals that must comply with CACFP guidelines, Title 22 licensing regulations, and Title 5 education requirements. They work to meet the individual needs of children with consideration to allergies, food preferences, and provision of culturally appropriate meals/snacks. Children in the early childhood education program are provided breakfast, lunch, and an afternoon snack each day. School age children are provided an afternoon snack on school days and breakfast, lunch, and afternoon snack on non-school days.

This program supports the importance of meeting children's physiological needs with an understanding that basic needs must be met before higher needs, and optimal learning and growth, can be fulfilled (Maslow's Hierarchy of Needs). This program meets the nutritional needs of children by ensuring that meals are provided at regular intervals and meet federal nutrition guidelines, and it also helps to eliminate an additional financial burden for families who are already paying a high cost for childcare, which has surpassed housing as the highest household expense in almost all counties in California (Children Now & Insight Center).

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.

This project aligns with the Children, Youth, and Parent Services area in the following ways:

- Eliminates an additional cost often shouldered by families accessing childcare, including the economic burden and time constraints around meal shopping and food preparation
- Provides access to nutritious food, up to 3 meals a day
- Ensures that children's food options are respectful of their family's culture and meet individual dietary

needs

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?

Most childcare participants belong to racial groups historically subjected to discrimination; many are immigrants, and some live with a disability. This project provides nutritious meals to children who have been disadvantaged by systemic racism, policies affecting homeownership, income, and unemployment, and other factors contributing to food insecurity (Feeding America Action). 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. We also serve as a liaison for individuals experiencing homelessness, coordinating with the County Coordinated Entry system to promote housing stability. Our policy agenda prioritizes racial, gender, and economic justice, recognizing that all families are affected by poverty, discrimination, and lack of opportunity.

However, while we remain committed to advancing fair housing and equitable access to resources, we anticipate several challenges that may impact the success of this project. One significant concern is the potential reduction of federal funding, particularly for programs like the Child and Adult Care Food Program (CACFP), which reimburses meals for children. NMCS serves as a CACFP operator, and while the program provides reimbursement for meals and snacks for eligible children enrolled in participating programs, the reimbursement rates do not cover the full operating costs of the program, including food, supplies, and staff salaries/benefits. Federal budget discussions have identified CACFP as a vulnerable program, and cuts could limit the number of children served or reduce the quality of meals provided. In addition, cuts to emergency rental assistance could hinder our efforts to support families facing housing instability.

Another challenge is that immigrant families often encounter difficulties accessing services due to language barriers, cultural differences, or concerns about their legal status. Despite our best efforts, some may hesitate to engage with NMCS due to fears related to immigration policies, which can prevent them from benefiting fully from the childcare and food programs.

Additionally, outreach to communities of color and other federally protected classes can be difficult, especially when families are unaware of available services. Our outreach efforts can be hindered by resource constraints and by systemic barriers such as lack of transportation or language support. To address this, we need to enhance our outreach strategies to ensure all eligible families are aware of and can access the services they need.

With the rising cost of living and inflation, we also anticipate an increase in demand for both childcare and food services, which could strain our resources. This challenge is compounded if federal or state funding is reduced, as more families may seek assistance, testing our capacity to meet their needs.

Finally, maintaining a skilled and certified staff is crucial for the success of this project. Funding cuts could limit our ability to retain qualified staff in essential roles, such as meal preparation and food safety, potentially affecting the quality of the services we provide.

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.

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 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 pay stubs; 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.

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

	Total Number of Persons	Number Identifying as Hispanic
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:

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.

NMCS' current CDBG funding is for Nourishing North Marin. Between July 1, 2024 and December 31, 2024, NMCS has served 107 through this project. Of those 107 children, 74% have received scholarship funding, which typically means they are coming from low to extremely low-income households, have exceptional needs, are seeking permanent housing, or are working with Child Protective Services. The food program continues to be provided to families at no additional cost regardless of income level. So far this fiscal year, this project has supported approximately 15,217 meals for children ages 2-14. On average, NMCS provides an after-school snack for 62 SA children and 3 meals a day for 28 preschool children Monday-Friday. NMCS' prior CDBG funding for 2022-24 was for the NMCS Teacher Workforce Stabilization project. This project ensured that NMCS was able to maintain consistency for childcare participants from low income working families by providing competitive wages and benefits, retaining three key positions: ECE Assistant Manager, School Age Assistant Manager, and Middle School Head Teacher. NMCS has been able to raise teacher wages a minimum of 3% annually, as well as provide a 5% bilingual premium to Spanish speaking staff. The retention of these three positions resulted in (based on most recent semiannual report):

- 133 children served July 1, 2023-Dec 31, 2023, 68% on childcare scholarships
- 10 families served weekly through Developmental Playgroup, which includes school readiness support, case management services, and referrals to early interventions supports
- Parent workshops on variety of topics and quarterly Parent Advisory Committee meetings
- Twice annual developmental assessments for all children enrolled and optional semi-annual parent conferences
- Annual Holiday Share and Toy Drive for all scholarship recipients
- Basic needs screening/support for all eligible families
- Implementation of 6 week Digital Citizenship curriculum and weekly Second Step curriculum
- Summer field trips and guest speakers
- Participation in DRDP Data Exchange Project for children entering TK/Kindergarten

- Referrals to Help Me Grow Marin

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

All current CDBG Public Services funding will be expended by June 30, 2025.

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.

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

Emily Bugos, NMCS' Child Development Program Director, oversees the childcare program. Emily has 15+ years experience in early childhood education programs. She oversees projects and grants related to NMCS' Child Development program, including state contracts for preschool and after-school care, a grant funded Developmental Playgroup, and the CACFP food program. NMCS' Finance Office uses both Excel Abila MIP Fund Accounting software in support of the financial tracking and reporting.

Describe any recent or upcoming leadership transitions.

Over the past year, North Marin Community Services has expanded its leadership team with the addition of two executive positions: Vice President of Programs and Impact, and Vice President of Philanthropy and Operations. These roles were created to better support all NMCS programs in achieving key performance indicators and addressing the diverse needs of our community. The new staff members have streamlined operations and communication across the organization, while also enhancing the leadership team's capacity to promote and further develop our wide range of services

Describe any flexibility regarding your projects start/completion date.

This is a year-round program that operates at a deficit. Children in our Child Development program receive healthy meals as part of the program, Monday-Friday. We will continue to operate the food program to support children and families. This funding start/completion date can be flexible.

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.



NMCS FY25 Food Program budget.pdf

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



FY25 Agency Budget.pdf

North Marin Community Services
Fiscal Year July 1, 2024-June 30, 2025
Food Program Budget



FY25

REVENUES

Contract - CDE Food Program	\$	33,000.00
Grant - Marin Charitable	\$	1,000.00
Contributions - Business	\$	3,000.00
Net Assets Released from Restr	\$	108,465.23
		145,465.23

EXPENDITURES

Salaries		119,129.50
Payroll Taxes		10,173.17
Health Benefits		16,331.05
Workers Compensation		3,323.71
Retirement Benefits		2,382.59
Employment screening		250.00
Telephone Expense		960.00
Postage and Shipping		100.00
Printing and Copying		75.00
Supplies		200.00
Supplies - Food		40,000.00
Supplies - Kitchen		3,000.00
Travel - Employee		150.00
Dues and Fees		700.00
Professional Development		370.00
Allocated-Property Tax		480.11
Allocated-Utilities - P.G.&E		1,530.34
Allocated-Utilities - Water		189.04
Allocated-Utilities - Garbage Disposal		324.79
Allocated-Security Expense		135.63
Allocated-Insurance - Liability		3,719.24
Allocated-Supplies - Building		780.17
Allocated-Professional Service		4,147.51
Allocated-Computer Support		5,544.98
Allocated-Leased Equipment		397.29
Allocated-License & Member Fee		360.08
Allocated-Subscriptions		657.60
Allocated-Misc Business Exp		105.02
Allocated-Repairs & Maint		3,022.03
Allocated-Telephone		2,605.68
Allocated-Postage		60.01
Allocated-Printing		148.98
Allocated-Office Supplies		360.08
Allocated-Food Supplies		454.15
Allocated-Small Equipment		1,320.29
		223,488.04

Net Balance		(78,022.81)
ALLOCATED-Depreciation Expense		(2,325.51)
Total Net balance including depreciation		(80,348.32)
ADMIN		
ALLOCATED COSTS		26,343.03
Revenue		145,465.23
Direct Program Costs		197,145.02
Net Balance without allocated costs		(51,679.79)

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

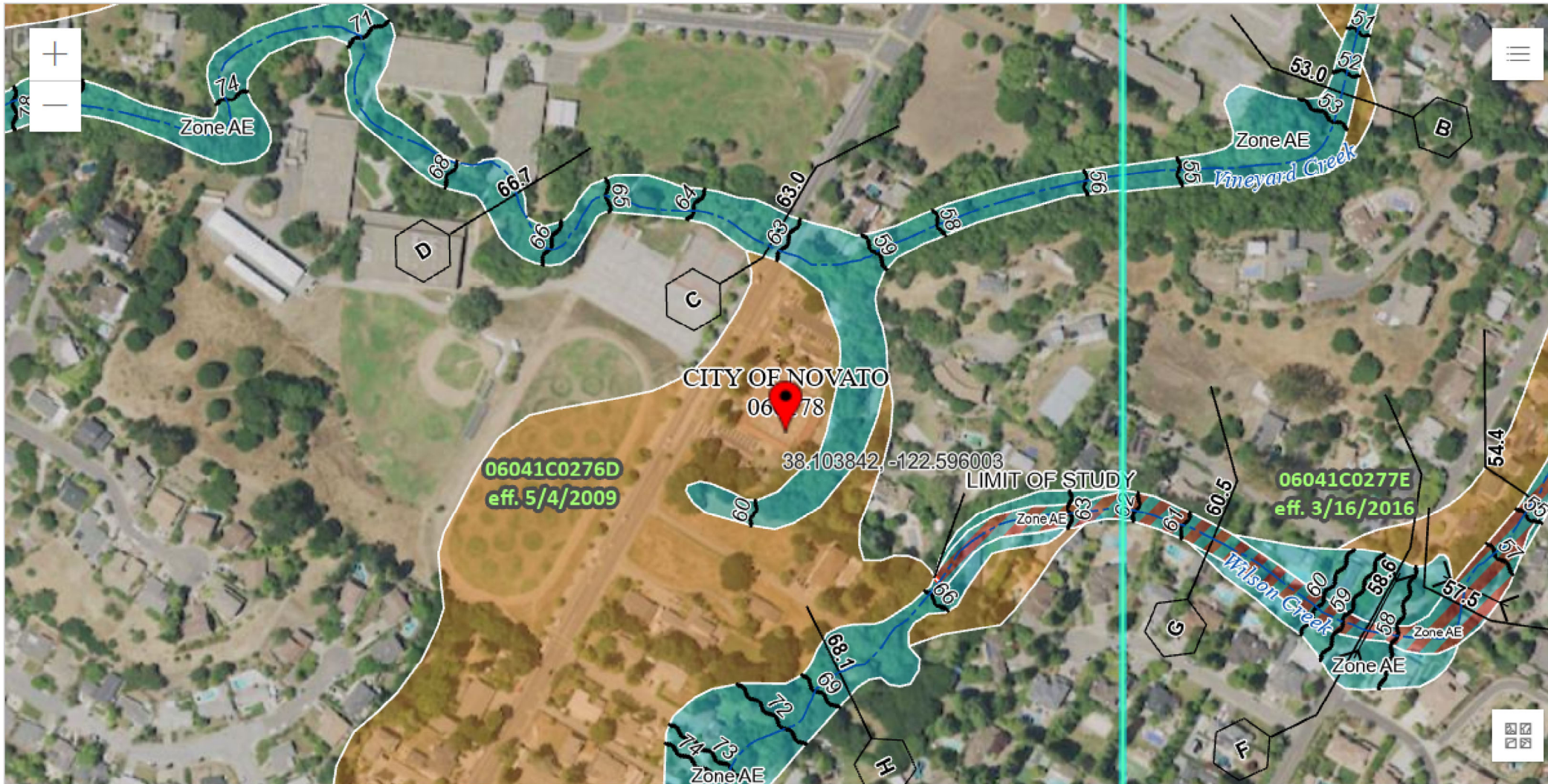
Postage/Shipping, Print/Copying, Marketing, Advertising	\$35,163
Supplies	\$272,312
Travel & Transportation	\$57,973

Professional Development	\$61,112
--------------------------	----------

Professional Services (Clinical Supervisors, evaluation and marketing consultants, janitorial services, IT/IS Consultants)	\$652,528
--	-----------

Other Expenditures (admin, rental assistance & other programs, bank fees, misc)	\$557,692
---	-----------

	<u>\$8,743,323</u>
--	---------------------------



USGS, USDA, The National Map: Orthoimagery. September 12, 2024.

Powered by Esri

<p>PIN</p> <ul style="list-style-type: none"> Approximate location based on user input and does not represent an authoritative property location 	<p>MAP PANELS</p> <ul style="list-style-type: none"> Selected FloodMap Boundary Digital Data Available No Digital Data Available Unmapped 	<p>OTHER AREAS</p> <ul style="list-style-type: none"> Area of Minimal Flood Hazard Zone X Effective LOMRs Area of Undetermined Flood Hazard Zone D Otherwise Protected Area Coastal Barrier Resource System Area 	<p>SPECIAL FLOOD HAZARD AREAS</p> <ul style="list-style-type: none"> Without Base Flood Elevation (BFE) Zone A, V, A99 With BFE or Depth Regulatory Floodway Zone AE, AO, AH, VE, AR 	<p>OTHER AREAS OF FLOOD HAZARD</p> <ul style="list-style-type: none"> 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 	<p>CROSS SECTIONS</p> <ul style="list-style-type: none"> 20.2 Cross Sections with 1% Annual Chance Water Surface Elevation 17.5 Cross Sections with 1% Annual Chance Water Surface Elevation Coastal Transect Base Flood Elevation Line (BFE) Limit of Study Jurisdiction Boundary 	<p>OTHER FEATURES</p> <ul style="list-style-type: none"> Coastal Transect Baseline Profile Baseline Hydrographic Feature 	<p>GENERAL STRUCTURES</p> <ul style="list-style-type: none"> Channel, Culvert, or Storm Sewer Levee, Dike, or Floodwall
---	--	---	---	---	---	---	--