



# 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

Two Valleys Community Land Trust

### Mailing Address

P.O. Box 152  
Woodacre, California, 94963

### Website (if applicable)

www.tvclt.org

### Organization DUNS#

804708969

### Executive Director/CEO

Hal Russek

### Email Address

hal@tvclt.org

### Phone Number

(415) 488-4890

## Project General Information

### Program/Project Name

Forest Knolls Mobile Home Park Common Building

**Program/Project Site Address**

6690 Sir Francis Drake Boulevard  
Forest Knolls, California, 94933

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

59000

**Application Contact Person**

Hal Russek

**Title of Contact Person**

Executive Director

**Contact Email Address**

hal@tvclt.org

**Contact Phone Number**

(415) 488-4890

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.**

County Other

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

Yes

**Funding Amount**

30000

**Date Funding Received**

Wednesday, July 12, 2023

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

Our mission is to preserve, create, and manage affordable housing in the San Geronimo Valley, Nicasio Valley, and beyond.

Our vision is for culturally diverse and vibrant San Geronimo and Nicasio Valley communities that retain their unique rural and natural qualities, while offering housing opportunities for people of all income levels and walks of life.

The San Geronimo Valley Affordable Senior Housing Association (SGVAHA) was formed in 1978. It was incorporated as a 501c3 nonprofit corporation in 1984.

In 2000, SGVAHA purchased 3 properties with for six units of Very Low Income Senior Housing on Sage Lane, built as part of the French Ranch Development. The following year, we purchased, upgraded and currently maintain the Forest Knolls Mobile Home Park.

As a response to the critical need for affordable housing in our community, in 2022 SGVAHA became the Two Valleys Community Land Trust (TVCLT), and our organization is now expanding this work in the San Geronimo Valley, and extending into Nicasio Valley. TVCLT seeks to both acquire existing housing and to develop new, permanently below-market rate housing - then to manage it in perpetuity in an environmentally and socially responsible manner. As such, we also want to serve as a model of land stewardship and community development, and enable others to form CLTs by providing information, resources, and expertise.

TVCLT also works to educate the community on housing issues. Some of these issues include fair housing practices, eligibility for economic/technical assistance from public agencies, and the presence of community housing organizations that promote housing practices in alignment with AFFH policy. Our organization also holds events presenting models and approaches for home sharing and intentional community. Through these events we hope to inspire and generate networking opportunities between home seekers and landlords, to create cooperative occupancy of existing housing stock.

The Two Valleys Community Land Trust has joined with the Community Land Trust of West Marin (CLAM), the Bolinas Land Trust (BCLT) and the Stinson Beach Affordable Housing Association to form the West Marin Housing Collaborative. The goals of the Collaborative are to share resources, share expertise, and to speak with one voice to the County of Marin on behalf of West Marin. TVCLT is also a member of the California CLT Network, the San Francisco CLT's Capacity Collaborative and a national CLT organization, Grounded Solutions.

**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.**

The Forest Knolls Mobile Home Park is home to 20 mobile homes for low income individuals and families. The Common Building Project was developed with the approval of the County with the \$55,000 remainder of a Housing Trust Fund Loan plus Residual Receipts from 2021 of \$30,000.

The total budget for the project is \$144,000 and includes purchase of a 24'x30' metal building on a concrete slab containing an 8'x7' Maintenance Room, 8'x6.5' ADA Bathroom, 8'x9' Laundry Room, and a 20'x23' Meeting Room. Other project features include coin operated electric Washing Machine and Dryer, Heat Pump Water Heater, Heat Pump HVAC, and roof mounted Solar System.

Most of the mobile homes do not have washers/dryers and the tenants lack a common area to gather. Our residents, many of them seniors, have repeatedly requested a common building for socializing. TVCLT lacks a common space for posting important notices and sharing resources meaningful to the residents.

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

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

[Empty dashed box for selecting HUD National Objectives]

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?

A downside to living in a rural area, particularly for seniors, is the isolation and distance to services and amenities. The purpose of the Common Building is to serve as a hub for gathering, socializing, sharing resources and otherwise combatting that sense of isolation.

The project includes ADA building access and an ADA bathroom. Two of our residents are disabled and have requested accommodations.

The Common Building will be for many of our residents their link the Community Center and the outside world.

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	3
Very Low Income	9
Extremely Low Income	11
TOTAL	23

### Notes or clarifying information on the unit count:

All mobile homes.

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.

TVCLT maintains a current approved Affirmative Marketing Plan that is used to source, qualify and lease to AMI qualified applicants for both its Mobile Home Park and Sage Lane properties.

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		
Black or African American		
Native Hawaiian or Other Pacific Islander		
White	19	
American Indian and White		
Asian and White		
Black and White		
American Indian and Black		
Multi-Racial	1	2
<b>TOTAL</b>	<b>21</b>	<b>2</b>

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

21

**Total Number Identifying as Hispanic**

2

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

10

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

2

**Notes or clarifying information on the unit count:**

We have 2 residents documented who have asked for accommodations and 4 who officially identify as non-white.

## PROJECT MANAGEMENT & FINANCIAL DATA

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

The Mobile Home Park was purchased in 2001 with a HUD loan and the rehabilitation was funded with a Workforce Housing Trust Loan of \$617,198. This loan was later transferred to the Housing Trust Fund to whom we report every year and to whom we apply for use of residual receipts. Another HUD loan for \$162,000 was also secured, of which \$85,000 is being applied to this project.

Our Sage Lane Senior Homes were acquired with the assistance of a Housing Trust Fund loan in the amount of \$205,000. The San Geronimo Valley Affordable Housing Association received annual CDBG rehab grants beginning with \$13,000 in 2016-17, \$23,379 in 2017-18, \$40,105 in 2018-19, \$32,175 in 2019-20 and \$32,000 in 2021-22.

TVCLT was also awarded \$25,000 from Measure W Community Fund for Project Development on it's 6956

Sir Francis Drake Project, followed by rehab grants of \$75,000 from Tam Pacific and \$99,000 from CDBG. The project is currently under consideration by the Marin Housing Authority's Below Market Program.

This is the first request of CDBG funds for the Mobile Home Park.

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

The Common Building Project was developed with the approval of the County with the \$55,000 remainder of a Housing Trust Fund Loan plus Residual Receipts from 2021 of \$30,000.


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

TVCLT, and previously as the San Geronimo Valley Affordable Housing Association, as a condition of its grant funding, has furnished with the granting organization all accurate reporting, both in narrative form and with audited financials, required to remain in compliance with the terms and conditions of the grants. Our Certificate of Status with the State of California is attached.

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

All laborers are paid the prevailing local wages on all TVCLT projects in full compliance with Davis-Bacon.

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

Kit Krauss, Board President, is the Project Manager on the project. He has successfully managed the Sage Lane rehabilitation, including the solar upgrade, and he's also Project Manager on our 6956 Sir Francis Drake project 

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

Hal Russek was hired at TVCLT's first Executive Director in March 2023.


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

The California Department of Housing and Community Development (HCD) regulates mobile home parks in California, and TVCLT is set to apply to HCD for a Building Permit in March/April 2025 

**What stage is your project in?**

Planning

**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.**


The design is completed and the contractor has been selected. Only one submitted a bid 

Application for an HCD Building Permit is being finalized and is scheduled to be submitted in March/April 2025. Purchase of the already sourced prefab building will take place in April 2025.

CDBG Grant Funding would be the much needed project completion funds. Construction will begin in September/October 2025. The scope of work is detailed in the budget and includes the foundation, assembly of the prefab building, plumbing, electric and wifi connections, interior walls and fixtures, installation of water heater, HVAC, and 6.4Kw solar unit.

Project completion is anticipated for February/March 2026.

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


Our timeline is contingent on approval by HCD of the Building Permit and securing of the necessary \$59,000 completion fundir 

**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.

 FKMHHP Comm Bldg Budget.docx

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

 TVCLT 2023 Budget.xlsx

**Attach Dynamic Flood Map**

 FIRMETTE\_6690 SFD, Forest Knolls, C... .pdf

**Attach Optional Miscellaneous Documents**

 Certificate of Status\_1737929081678.pdf

**Submission**

Please review your responses above for accuracy.

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

Hal Russek, Executive Director

**By checking this box**

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

**FKMHP** Common Building Budget & Financial Plan

**Commented [JZ1]:** Who put together this budget?

Description: 24'x30' metal building on a concrete slab containing an 8'x7' Maintenance Room, 8'x6.5' ADA Bathroom, 8'x9' Laundry Room, and a 20'x23' Meeting Room, with: coin operated electric Washin Machine and Dryer, Heat pump Water Heater, Heat Pump HVAC, roof mounted Solar System.

**Budget:**

Move electricity and cable service connections	9100
Demo old bathhouse and concrete patio	5600
Foundation/slab for Common Bldg and concrete patio	12,900
Plumbing in new slab	8100
20'x24' Metal Building kit delivered, plus Doors and Windows	25,000
Erection of building, interior walls, wiring, plumbing & elec. fixtures	15,000
6.4Kw roof mounted solar system	28,000
Heat pump water heater and HVAC	20,000
Laundry equipment, Tables, chairs, cupboards and shelving	7000
10% Contingency	13,000
<b>Budget Total:</b>	<b>143700</b>

**Commented [JZ2]:** This seems low

**Commented [JZ3]:** This seems low

**Commented [JZ4]:** Can they take out solar and do it when they have more money later?

**Financial Plan:**

**Commented [JZ5]:** This is really confusing can't tell what is an input and what is currently funded?

Demo Bath House Funds in Rehab Budget	4000
New Laundry/Restroom/Shop Funds in Rehab Budget	60,000
Unused Rehab funds	25000
Replacement Reserves	30,000
Grants and Rebates	25,000
<b>Total:</b>	<b>144000</b>

## Two Valleys Community Land Trust Budget 2023

Ordinary Income/Expense	Jan-Dec 2023
<b>Income</b>	
41010 · Rent Income	206,500
41020 · Electricity-MHP	16,000
41030 · Propane-#4	700
4200 · Returned Check Charges	25
42010 · Contributions - Unrestricted	20,000
42050 · Grants	90,000
42050 · Donations - Major	50,000
44000 · Management Fee	5,000
46000 · Interest Income	40
<b>Total Income</b>	<b>388,265</b>
<b>Gross Profit</b>	<b>388,265</b>
<b>Expense</b>	
51010 · Electricity	19,000
51015 · Non-Energy charges	50
51020 · Propane	1,000
51030 · Water	9,500
51040 · Trash	7,500
51050 · Wastewater Maintenance-FK	4,000
51110 · Insurance-Property & Liability	9,000
51120 · Property Tax	3,000
51130 · Homeowners Dues	9,036
51210 · Mortgage Interest - MCF	46,000
51310 · Repairs/Maintenance	35,000
51410 · Tenant Advertising	1,000
51412 · Advertising	500
51610 · Management fee expense	5,000
52010 · Gross Salary	92,000
52020 · Payroll Taxes - FICA	4,000
52030 · Payroll Taxes - SUI	1,000
52040 · Worker's Comp Insurance	1,500
52050 · Payroll Processing	1,500
53010 · Telephone,Internet,Website,etc	3,500
53020 · Office Supplies & Expense	1,750
53030 · Postage and Printing	1,500
53040 · Licenses and Permits	3,000
53070 · Audit Fees	5,500
53080 · Legal	1,250
53090 · Auto	250
53110 · Directors and Officers Insur.	1,600

53120 · Organizational Meetings	500
53130 · Dues and Subscriptions	750
53140 · Bank Charges & Paypal Fees	300
53150 · Travel, Training, Entertainment	1,800
53410 · Fundraising	5,000
53420 · Community Events	1,000
6200 · Interest Expense	-
6240 · Miscellaneous	-
6270 · Legal/Professional	5,000
Other Consulting	35,000
6650 · Accounting	20,000
Total 6270 · Legal/Professional	-
66910 · Bank Service Charges	-
Total Expense	<u>337,286</u>
Net Ordinary Income	<u>50,979</u>

# National Flood Hazard Layer FIRMMette



122°41'25"W 38°1'12"N



## 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, AO, 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		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall

OTHER FEATURES		Cross Sections with 1% Annual Chance Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Profile Baseline

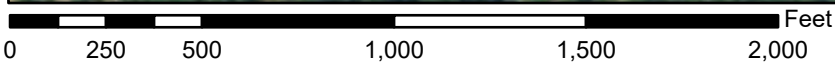
MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped

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 **2/16/2025 at 8:05 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.



1:6,000

122°40'48"W 38°0'44"N

Basemap Imagery Source: USGS National Map 2023



# Secretary of State Certificate of Status

I, SHIRLEY N. WEBER, PH.D., California Secretary of State, hereby certify:

**Entity Name:** TWO VALLEYS COMMUNITY LAND TRUST  
**Entity No.:** 1229398  
**Registration Date:** 10/12/1983  
**Entity Type:** Nonprofit Corporation - CA - Public Benefit  
**Formed In:** CALIFORNIA  
**Status:** Active

The above referenced entity is active on the Secretary of State's records and is authorized to exercise all its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the date of this certificate and does not reflect documents that are pending review or other events that may impact status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.



**IN WITNESS WHEREOF**, I execute this certificate and affix the Great Seal of the State of California this day of January 26, 2025.

**SHIRLEY N. WEBER, PH.D.**  
**Secretary of State**

**Certificate No.:** 289035224

To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at [bizfileOnline.sos.ca.gov](http://bizfileOnline.sos.ca.gov).