

Ⓣ C8737
14-15



Community Development

April 6, 2015

Mr. William G. Vazquez, Director
U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Los Angeles Field Office, Region IX
611 W. 6th Street, Suite 1000
Los Angeles, CA 90017-3101

Re: Summary Report of Investigation for Complaints filed with HUD relative to East County Transitional Living Center in the City of El Cajon
CDBG Grant Number: B-14-MC-06-0541

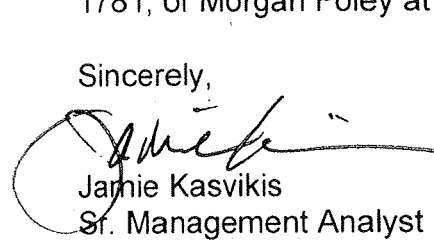
Dear Mr. Vasquez:

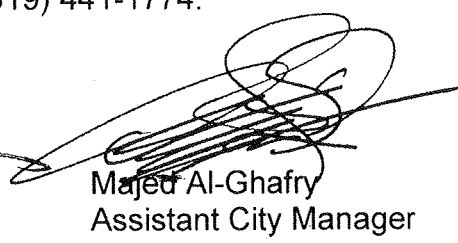
Enclosed please find the City's Summary Report of Investigation for Complaints filed with HUD relative to East County Transitional Living Center ("ECTLC") in the City of El Cajon. At the request of Nelson D. Huseby and Chin Woo Choi, this special review and investigation were conducted to ensure ECTLC's compliance with HUD regulations governing the provision of CDBG funds to faith-based organizations for eligible activities, as well as to ensure fulfillment of its contractual obligations with the City.

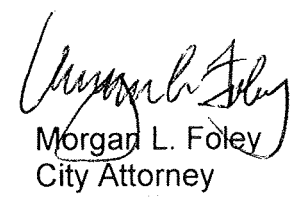
Based on a review of the relevant federal regulations, guidelines, project documents and report of on-site investigation, it is the City's conclusion that ECTLC has, at all times, conducted its CDBG-funded projects and activities in compliance with federal regulations and guidelines governing the provision of CDBG funds to faith-based organizations. The City finds that ECTLC has acted diligently to comply with applicable Federal requirements, has met its contract objectives, and its projects and activities have progressed on schedule. **As a result, there are no findings or concerns at this time.**

In the event you or your staff has questions regarding the enclosed materials, please feel free to contact Jamie Kasvikis at (619) 441-1786, Majed Al-Ghafry at (619) 441-1781, or Morgan Foley at (619) 441-1774.

Sincerely,


Jamie Kasvikis
Sr. Management Analyst


Majed Al-Ghafry
Assistant City Manager


Morgan L. Foley
City Attorney

Enclosure (1)

Summary Report of Investigation for Complaints filed with HUD relative to East County Transitional Living Center in the City of El Cajon

(Subrecipient Special Monitoring Report)

Agency: East County Transitional Living Center (ECTLC)

Program/Project: FY 2014-15 "Emergency Shelter Program" (C0737); FY 2014-15 "Solar Panel Project" (C0737); tentative allocation for FY 2015/16 "Solar Panel Project"

City staff present: Jamie Kasvikis

Agency staff present: Ivan Andujar

Date of Monitoring: 3/24/2015

Date of this Report: 4/6/2015

Areas Covered: This was an investigative site visit in response to recent complaints of citizens to HUD Program offices. Complaints were forwarded to the City from the City's HUD Representative on 3/10/15 (copies attached). Issues included:

- ECTLC proselytizes to clients while at the same time receiving federal funds;
- The provision of federal funds to ECTLC is a violation of the "U.S. Constitution establishment clause," and the "California State constitution non-preferential treatment" clause;
- The complainants are "against using that [CDBG] money for a solar panel system when that will benefit the facility..."; and
- Funds are being distributed by the City "unlawfully."

This report encompasses a special interim monitoring to address only the following:

- Confirmation that the programs proposing and/or using CDBG funds exist;
- Confirmation that the programs proposing and/or using CDBG funds are secular; and
- Confirmation of where CDBG funds are being spent.

Overview:

In FY 2014-15, the Emergency Shelter program with this agency is being funded with CDBG funds in the amount of \$75,000. The Emergency Shelter program provides safe, clean, and comfortable housing for families who would otherwise live on the streets of El Cajon.

In addition, an allocation of \$60,000 was awarded to ECTLC for a "solar panel project." The solar panel project was originally proposed to be built over a children's playground area in the center of the complex. The playground serves the families receiving assistance through ECTLC's Emergency Shelter program. A solid cover would provide shade for children playing in the hot

sun and the solar panels would provide energy efficiency and reduced utility costs for the agency.

However, in the process of getting bids for the solar project, the agency was advised that the two-story building located in that complex was better suited to support a full solar panel system (electrical panels and other critical connections already exist in the building, but not near the playground). Thereafter, ECTLC staff advised the Housing Division that it would be requesting additional CDBG funds to do a larger solar panel system than previously requested. ECTLC indicated that it would seek to combine the two funding allocations to complete the larger project. Staff determined that this constituted a major change in the scope of the FY 2014/15 project, and the agreement was held pending a final determination of any new allocation amount.

A tentative new allocation of \$60,000 was made to ECTLC by the City Council on 2/24/15 with the intent to combine the funds with the prior year allocation of \$60,000 to enable ECTLC to complete a larger solar panel system. Prior to the final allocations for FY 2015/16 being made at the second public hearing (scheduled for 4/28/15), the above complaints were filed.

ECTLC Programs offered on-site:

The following information is taken from discussions and documents provided by ECTLC staff, program brochures and ECTLC's website, regarding the four (4) programs in progress at the ECTLC facility:

Emergency Shelter Housing

ECTLC provides emergency shelter to homeless individuals and families regardless of their culture, ethnicity and/or faith. Participants also receive 3 meals per day and have access to case management and educational services. Shelter participants also have access to, but are not required to attend, ECTLC's religious education classes. Participants are allowed to stay up to 28 nights and pay no fees for this housing or the services. **CDBG funding for operational support is provided for this program.**

Transitional Living

ECTLC provides temporary affordable transitional living and services on the site. Participants are allowed to stay up to 28 days at a time (they have the ability to stay up to 12 months but must check out for 24 hours every 28 days). Families/individuals pay approximately \$199.65 per week while looking for permanent accommodations. Participants also receive 3 meals per day and have access to case management and educational services. Participants also have access to, but are not required to attend, ECTLC's religious education classes. CDBG funding is not used to provide operational support to this program.

Family Restoration Program

ECTLC provides this program for single- and two-parent families broken apart by various issues including drugs, alcohol, job loss, etc. The goal of the program is to mend the family and

restore relationships. This program is a discipleship program and requires attendance at religious education classes. CDBG funding is not used to provide operational support to this program.

Men’s and Women’s Discipleship Programs

ECTLC provides this program on-site for men and women who are committed to a life free from homelessness and addiction. The first 90 days of the program are located off-site on a “ranch” facility. Men and women who graduate the 90 day program are eligible to return to the facility to complete their program. This program is Christian-centric and requires attendance at religious education classes, among other things. CDBG funding is not used to provide operational support to this program.

Various CDBG Capital Projects

Since 2011/12, CDBG funds have been sought and awarded for the following capital projects at the ECTLC facility:

FY 2011-12	ECTLC	\$30,000 (heat/air units)
FY 2012-13	ECTLC	\$30,000 (heat/air units)
FY 2013-14	ECTLC	\$60,000 (parking lot)
FY 2014-15	ECTLC	\$60,000 (solar panel #1)
FY 2015-16	ECTLC	Tentative award: \$60,000 (solar panel #2)

Because all programs co-located in this facility serve the homeless in various stages of recovery, these projects were determined by staff to be eligible for CDBG funding (even though the projects may benefit the entire facility) because no religious education services take place in the buildings being used for shelter or housing. These projects were/will be provided with funds for purchase of materials and/or construction of the improvements under the Capital category of CDBG funding.

Documents and brochures reviewed relative to Site Visit:

The following documents were requested at the time of the 3/24/15 site visit:

- Occupancy lists of all Emergency Shelter clients receiving services on randomly chosen days during the fiscal year
- Copy of any “Program Rules” provided to Emergency Shelter Clients at time of service

ECTLC staff produced occupancy lists of shelter and transitional living clients receiving services on various days which staff cross-checked against invoices of the same date. ECTLC staff also confirmed that there are 3 levels of staff oversight to ensure that clients are fully screened, appropriate data is collected, and that clients are placed into the right program and billings are accurate. In addition, data for every client receiving services in the shelter and transitional

living programs is now input into the county-wide Homeless Management Information System (HMIS) which tracks duplicate entries carefully.

City staff also asked questions and requested written proof of ECTLC's verbal statements that no religious services are required in the shelter program. ECTLC provided two different brochures which clearly show that the Emergency Shelter program is secular and that participants are not required to attend any of the Christian-centric classes or studies offered. Copies of the two brochures are attached. Copies of Intake forms and program rules for shelter participants also showed no evidence that attendance at religious services is required of those participants (copies attached).

Staff reviewed ECTLC's website thoroughly. Under a description of the Emergency Housing program page, it states "This is not a Christ centered program, and families are not required to attend Bible studies and classes, although it can certainly be beneficial and is not discouraged." A copy of the relevant webpages is attached.

Finally, invoices submitted monthly by Set Free/ECTLC and reviewed by staff provide confirmation that CDBG funds are used to pay for emergency shelter clients only.

Results of Physical Inspection of Two-story Building:

ECTLC staff produced a diagram of all the units in the facility complex which distinguishes which units are available for which of the programs offered to the residents (copy attached). The units reserved for shelter programs are located nearest the front of the complex for easier supervision and are easily identifiable. On the day of the inspection, City staff attempted to knock on a few doors to confirm which program participants were in and to ask additional questions, however, all units were empty since it was during a meal hour. Staff was able to meet with and interview three shelter clients a short time later during an inspection of the meal-hall/education center in the "restaurant" facility next door to confirm they were receiving services and to ask additional questions. From the exterior, the buildings appear to be well-kept.

Results of Physical Inspection of off-site "Restaurant" facility:

The City monitor was able to physically inspect a portion of the interior of "restaurant" building next door to the shelter facility. The facility contains a kitchen and a main room filled with tables and chairs in the back (nearest the kitchen) and chairs set up facing a stage in the front. The stage is the central focus of the room. The stage contained musical gear and a microphone.

While the meal was in session, ECTLC staff identified a few shelter participants and asked if they would speak with City staff. ECTLC staff then moved away from the conversation. Results of the interviews are reported below.

Interviews with Shelter Participants:

Three shelter clients were invited to speak with City staff (out of earshot of ECTLC staff) and provided responses as follows:

Participant 1:

- Name of client: **Jonathon**
- Length of stay in shelter: **2 days**
- Are you offered religious services in conjunction with shelter services? **Yes**
- Are you required to attend religious services in conjunction with shelter services? **No. Attends by choice.**
- If offered, do you know where religious education and services are conducted? **Religious services are conducted in the restaurant facility.**
- Have you ever seen religious classes or discussions take place in the other (housing) facility: **No.**

Participant 2:

- Name of client: **John & Nancy**
- Length of stay in shelter: **11 days**
- Are you offered religious services in conjunction with shelter services? **Yes**
- Are you required to attend religious services in conjunction with shelter services? **No.**
- If offered, do you know where religious education and services are conducted? **Religious services are conducted in the restaurant facility.**
- Have you ever seen religious classes or discussions take place in the other (housing) facility: **No.**

Participant 3:

- Name of client: **Lavada**
- Length of stay in shelter: **Not sure - less than a week**
- Are you offered religious services in conjunction with shelter services? **Yes**
- Are you required to attend religious services in conjunction with shelter services? **No. Attends by choice.**
- If offered, do you know where religious education and services are conducted? **Religious services are conducted in the restaurant facility.**
- Have you ever seen religious classes or discussions take place in the other (housing) facility: **No.**

All interviews were voluntary and participants were open and friendly. All participants interviewed were impressed with and grateful for the services offered by ECTLC. From the perspective of the City's staff, this is the most conclusive proof that religious proselytization is not occurring for shelter participants.

Findings and Concerns

A finding is defined as a program element that does not comply with a Federal statute or regulation. Findings require a response and must be resolved by implementing specific corrective actions.

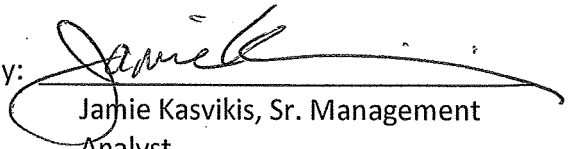
A concern is either a potential finding or program weakness that should be improved to avoid future problems. Concerns bring to the attention of the recipient potential areas where changes could be beneficial to the program, and/or if not addressed could lead to findings in future program reviews.

No Findings or Concerns were noted.

As a subrecipient of CDBG funds from the City, Set Free/ECTLC is aware of its responsibility for all of the same rules and regulations as the City, including the duty to operate its program in accordance with federal regulations. The City believes that ECTLC takes its role as a subrecipient very seriously and endeavors to follow the federal regulations carefully in order to avoid jeopardizing federal funding. Whenever staff visits the ECTLC facility, members of the ECTLC staff have always been forthright and transparent in providing any documentation requested, answering questions, and providing tours of the facilities. Housing Division staff is given free access to the program files and units, and has never been denied access to any part of the property when requested.

Overall, the City is satisfied that the subrecipient is fulfilling its contract requirements with the City of El Cajon, that no religious proselytization is occurring with emergency shelter participants, and that no religious services or education are not required and are not occurring in the facility actually housing the shelter. It is the City's determination that no corrective actions or additional training are needed at this time.

Dated: 4/6/2015

By: 
Jamie Kasvikis, Sr. Management
Analyst

Attachments:

- 1) Copies of two emails received from HUD on 3/10/2015 (3 pages).
- 2) Copy of booklet-style brochure from ECTLC (9 pages)
- 3) Copy of tri-fold brochure from ECTLC (2 pages)
- 4) Copy of registration packet for secular programs of ECTLC (8 pages)
- 5) Copy of webpages printed from the following websites (6 pages):
 - a. <http://www.ectlc.org/newsite/index.php/about-us/welcome> ;
 - b. <http://www.ectlc.org/newsite/index.php/programs/emergency-housing> and
 - c. <http://www.ectlc.org/newsite/index.php/programs/transitional-living>
- 6) Copy of "Room Usage Map" provided by ECTLC (1 page)

Jamie Kasvikis - FW: Use of Community Block Grant Monies for Religious Support

From: "Huseby, Nelson D" <nelson.d.huseby@hud.gov>
To: 'Jamie Kasvikis' <JKasvikis@cityofelcajon.us>
Date: 3/10/2015 4:58 PM
Subject: FW: Use of Community Block Grant Monies for Religious Support
CC: "Choi, Chin Woo" <ChinWoo.Choi@hud.gov>

Below is one of two emails we received complaining about the use of CDBG funds by the City for the East County Transitional Living Center. Please investigate this person's allegations and provide us a report of any findings within 30 days. Thank you.

N. Dean Huseby

Community Planning and Development Representative
 U.S. Department of Housing and Urban Development
 611 West 6th Street, Suite 801
 Los Angeles, CA90017

New Work Schedule: Monday - Thursday 7:30 a.m. - 6:00 p.m.
 Telephone: (213) 534-2569 (Tu/Th); New phone: (818) 912-6345 (M/W); Fridays: off
 Fax: (213) 894-8122
 Email address: Nelson.D.Huseby@hud.gov

From: Ray Lutz [<mailto:raylutz@citizenoversight.org>]
Sent: Friday, March 06, 2015 1:26 PM
To: CA_Webmanager; John Kitchin; Bonnie Price; Gloria Martes; Robert Clark
Subject: Use of Community Block Grant Monies for Religious Support

CITIZENS' OVERSIGHT PROJECTS (COPS)

771 Jamacha Blvd, #148
 El Cajon, CA 92019

Dear HUD:

The City of El Cajon recently approved expenditures of \$75K for direct support and \$60K to install solar panels at the East County Transitional Living Center. See this news report:
<http://www.utsandiego.com/news/2015/mar/05/tp-more-than-1m-in-hud-funds-given-out/>

QUOTE

\$75,000 to the East County Transitional Living Center's Emergency Shelter Program.

- \$60,000 to the East County Transitional Living Center for a solar panel project.

UNQUOTE

They have also been allocated funds in past years, some of which has not been transferred yet. We believe they are in violation and all monies should be withheld.

Although we are happy to see homeless individuals given a helping hand, we are concerned because the stated primary purpose of the ECTLC is to promote Christianity.

On the front page of their website at this address: <http://www.ectlc.org/newsite/>

We read:

"ECTLC is a 501(c)(3) corporation with the specific purpose of leading men, women, and families to a saving faith in Christ. "

We have interviewed people who have taken up residence there and they tell us proselytizing is rampant.

We notice in their recent 990 disclosures that they also support a church on the site, called the Christian Fellowship of El Cajon (<http://CFOEC.org>) You will notice if you google these, they use the same telephone number. Also, there was at least 33,000 of money transferred from the ECTLC to CFOEC in recent years. The residents of the ECTLC can opt out of attending church services but they have to pay more if they do.

We believe the use of the block grant monies to support the ECTLC and the CFOEC, both of which claim to have as their primary purpose, a religious purpose, is in violation of the U.S. Constitution establishment clause, and the CA State constitution nonpreferential treatment clause. We believe this money can be spent better elsewhere as there were many deserving groups asking for money at the recent city council meeting.

We are also against using that money for a solar panel system when that will benefit the facility, including the adjacent church sanctuary.

You can consider this a formal objection to the support of these religious organizations with HUD monies.

Please let us know if there is anything further we must do to make a formal objection and to make sure government money is not used to support a specific religion.

Please feel free to contact us if you need any further information.

Question: Do you have any specific policies that prohibit support of religious groups with HUD money?
Thanks you.

Sincerely,
Ray Lutz
Citizens Oversight
619-820-5321
<http://www.CitizensOversight.org>

Jamie Kasvikis - FW: Religion misusing HUD money

From: "Huseby, Nelson D" <nelson.d.huseby@hud.gov>
To: 'Jamie Kasvikis' <JKasvikis@cityofelcajon.us>
Date: 3/10/2015 5:03 PM
Subject: FW: Religion misusing HUD money
CC: "Choi, Chin Woo" <ChinWoo.Choi@hud.gov>

Below is the second of two complaints regarding the use of CDBG funds for services and facility improvements for the East County Transitional Living Center. Please investigate their allegations and report back to us regarding any findings within 30 days.

N. Dean Huseby

Community Planning and Development Representative
 U.S. Department of Housing and Urban Development
 611 West 6th Street, Suite 801
 Los Angeles, CA90017

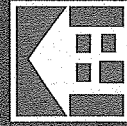
New Work Schedule: Monday - Thursday 7:30 a.m. - 6:00 p.m.
 Telephone: (213) 534-2569 (Tu/Th); New phone: (818) 912-6345 (M/W); Fridays: off
 Fax: (213) 894-8122
 Email address: Nelson.D.Huseby@hud.gov

On Mar 7, 2015, at 11:32 AM, "John Kitchin" <voguehip@hotmail.com> wrote:

The El Cajon Transitional Living Center is a Religion, or perhaps a cult, dedicated to Jesus for many years, and teaching folks how to become ministers, nothing more. Under the rules for Separation of Church and State, they should NOT be receiving \$75,000 in HUD money to run operations, plus another \$60,000 for solar installation. These monies are being distributed unlawfully by the City of El Cajon, California. There are other moneys similarly distributed in the past, but not paid out yet.

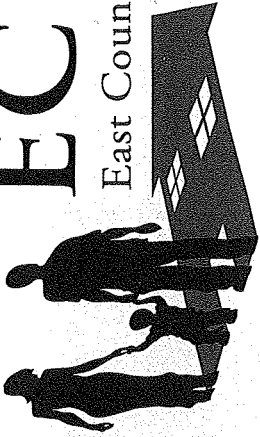
Please help to stop this abuse of Public Funds. **In my opinion** as a Psychologist, the leaders of this group are hopelessly addicted to "Spirituality" (human love) and will do anything to accumulate more. I have personally visited this group, and even have a mole inside the organization for the past several years. The abusive nature of this group, victimizing the poor and weak in our society, including families, must stop. Unable to get private funding, they are now abusing public money, in my opinion.

East County Transitional Living Center



ECTLC

East County Transitional
Living Center



Emergency housing
and transitional living

Offering help through
1-year training programs

Growth and hope with
a new life in Christ

East County Transitional Living Center

ECTLC is a 501(c)(3) nonprofit corporation with the specific purpose of leading men, women, and families to a saving faith in Christ. This includes, but not exclusively, those who are homeless, nearly homeless, and affected by drugs, alcohol, and other issues. To accomplish this goal we operate several transitional living centers in San Diego's east county, with our main campus in El Cajon. There are five (5) separate programs offered to meet the needs of the homeless, whether they are single men or women, or families fallen on hard times.

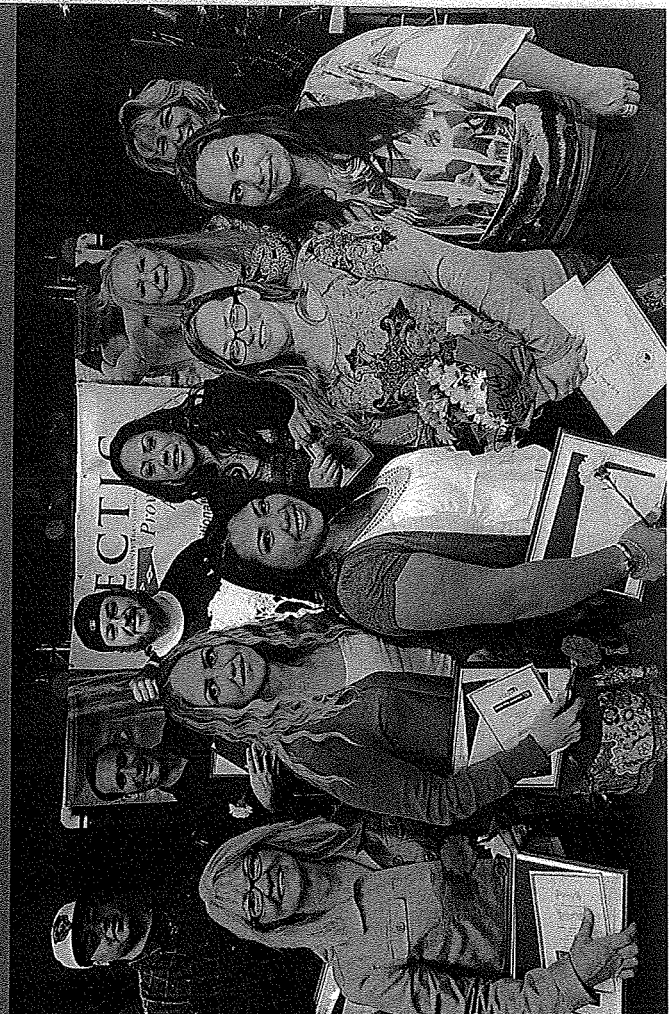
Our Discipleship Training Programs are Christ-centered, and are designed to bring individuals & families from hopelessness to faith in Christ; no longer homeless, but employed and transitioned to self-sufficiency as productive members of our communities.

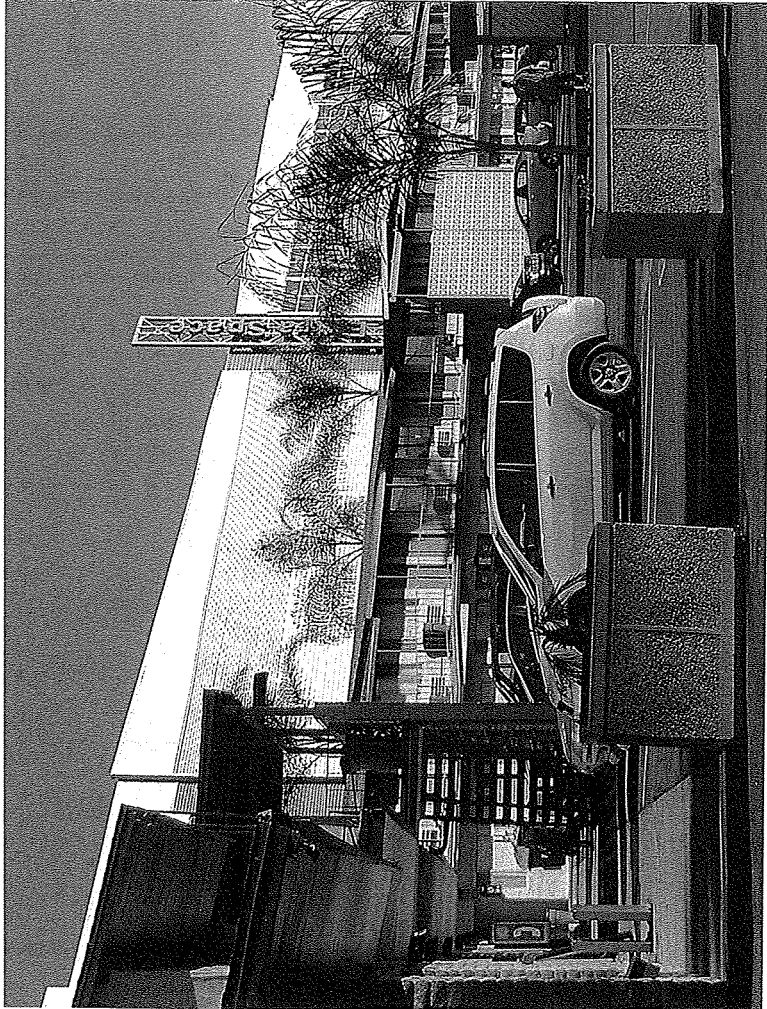
Our Emergency Shelter and Transitional Living programs are secular in nature, and work with local social service providers to find permanent low-income housing and long-term programs for those seeking help. The families and individuals participating in these programs are not required to attend any of the Christ-centered classes or studies, but they are welcome to if they choose. These classes include Bible studies, GED preparation, anger management, parenting, substance abuse recovery, and other life skills curriculum.



Senior Staff (l to r):
Robert Webb, Ivan Andujar, Helen Zamora, Harold Brown,
Crystal Scott, Don Tendvahl, and Miles Johnson

GED Graduation Class





Our Mission

Our mission is to provide transitional living centers that meet the needs of all homeless persons through both long and short-term case-managed programs. ECTLC maintains clean, safe facilities that provide individuals and families with temporary housing until they can regain control of their lives.

**"Find rest, O my soul, in God alone;
my hope comes from him."**

Psalm 62:5

Our Message:

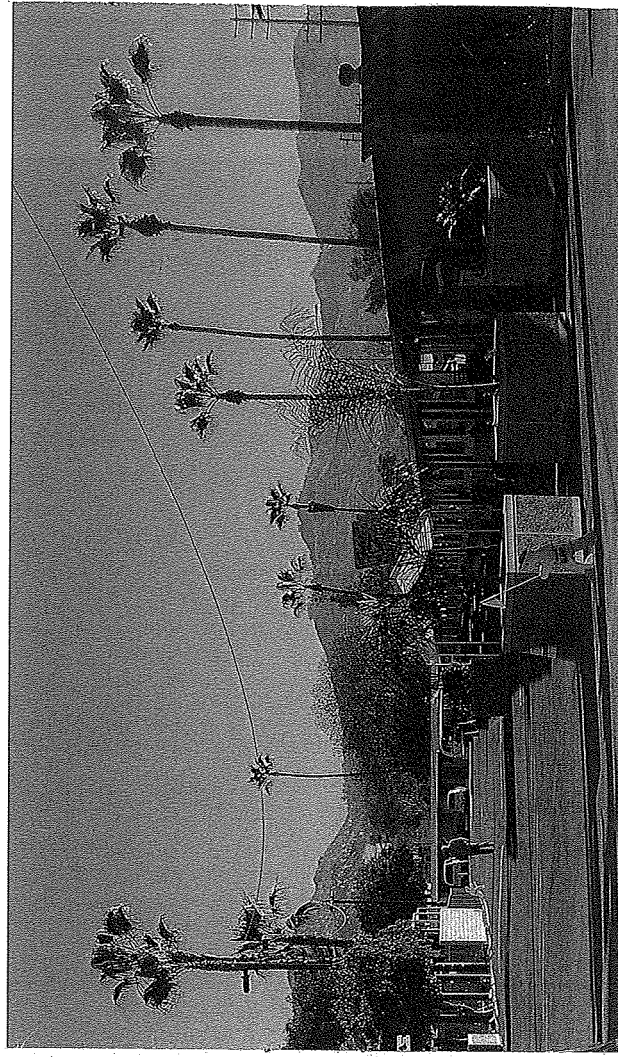
There are no throw-away people: all have tremendous value to those they love, to society, and to Almighty God. God would have that none be lost, but that all would come to a saving knowledge of His Son Jesus Christ.

Our Vision:

To give hope to homeless individuals and families, by assisting them into independent living through case-managed transitional programs.

Our Values:

Founded upon the word of God, we value each individual as precious and we commit to treat each person as priceless. Love, joy, peace, patience, kindness, gentleness, faith, meekness, and self-control will be the core of our teachings.



Family Restoration

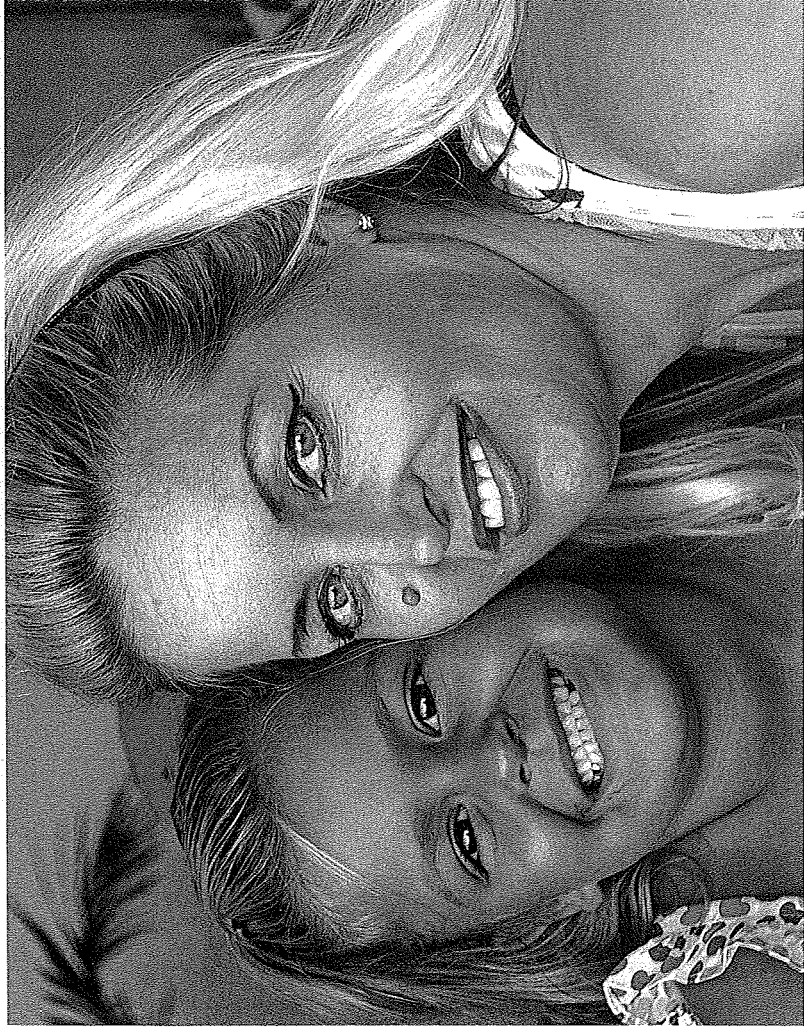
Stress can break a family apart. It might be drugs or jail, poor financial decisions and/or job loss, abuse, neglect, violence, or any number of issues. The family unit—a concept created by God—has deteriorated and nearly died.

ECTLC's Family Restoration Program is a one-year discipline commitment. The goal is to mend the broken family and restore relationships that have been damaged by poor lifestyle choices. Single and two-parent families can come off the streets into a clean, safe housing environment.

We will case-manage these families on an individual basis to restore child custody, heal marriages that have suffered from homelessness & addiction, and prepare them to return to the community restored, employed, and whole.

"Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonor others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres."

1 Corinthians 13:4-7

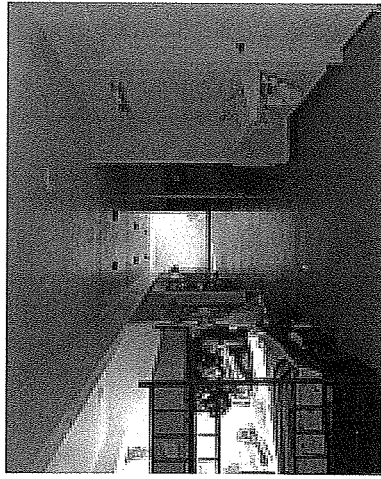


Men's Discipleship Program

The ECTLC Men's Discipleship Program is a one year Christ-centered program that will guide homeless men to find new hope and a new life in Christ, free from homelessness and addiction.

The requirement to enter this program is a sincere desire to be free from the old life, and be willing to learn how to live the abundant life through the teachings of Jesus Christ.

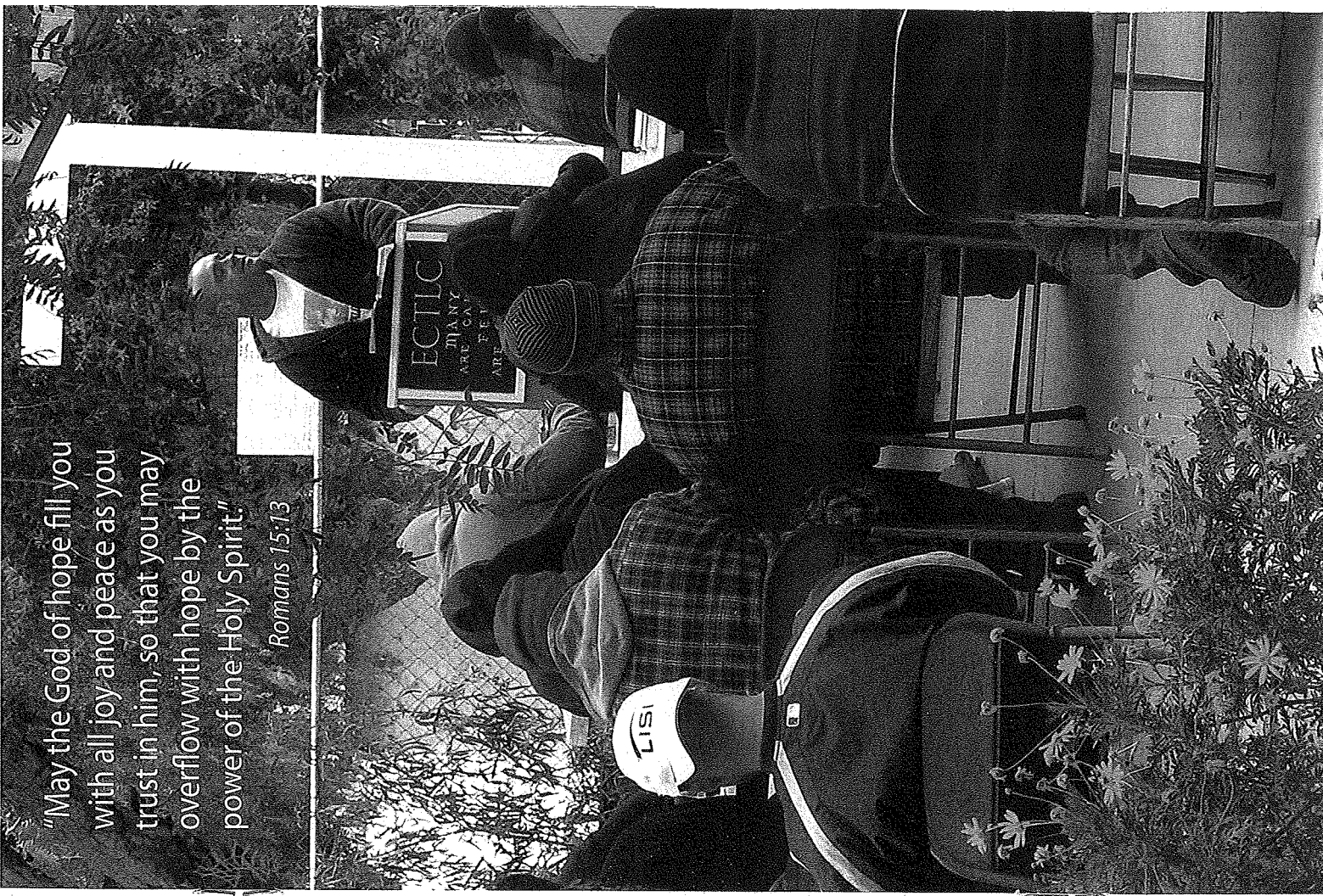
Our center is located on 12 acres in the rural community of Dulzura where men will spend their first three months in the program. Free from the temptations of life, they are taught to take responsibility for their poor choices and, through the leading of the Spirit of God, they can now say "no" to these temptations.



After 90 days, men are eligible to return to our main campus in El Cajon to complete their program training, which include work therapy, GED classes, recovery programs, job search, and other life skills. Upon graduation, these men will be employed, sheltered, and ready to re-enter our communities as productive members.

"May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit."

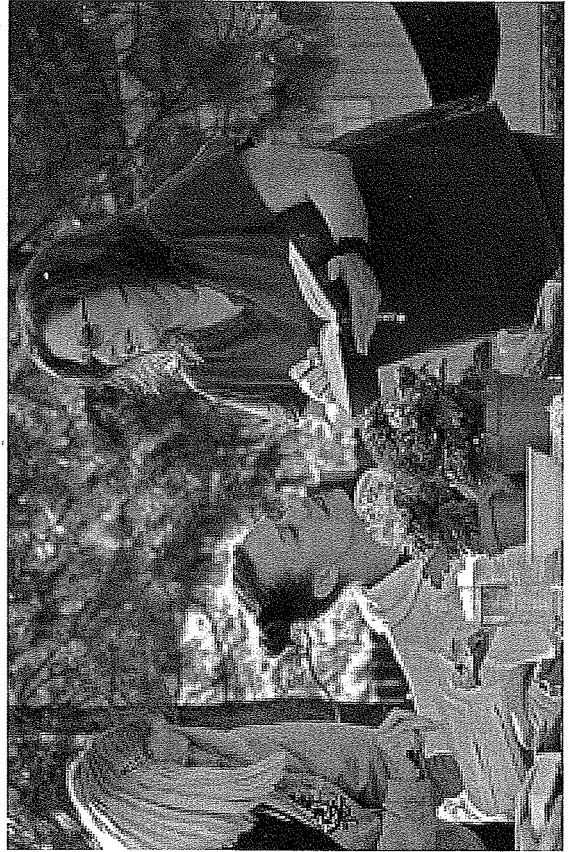
Romans 15:13



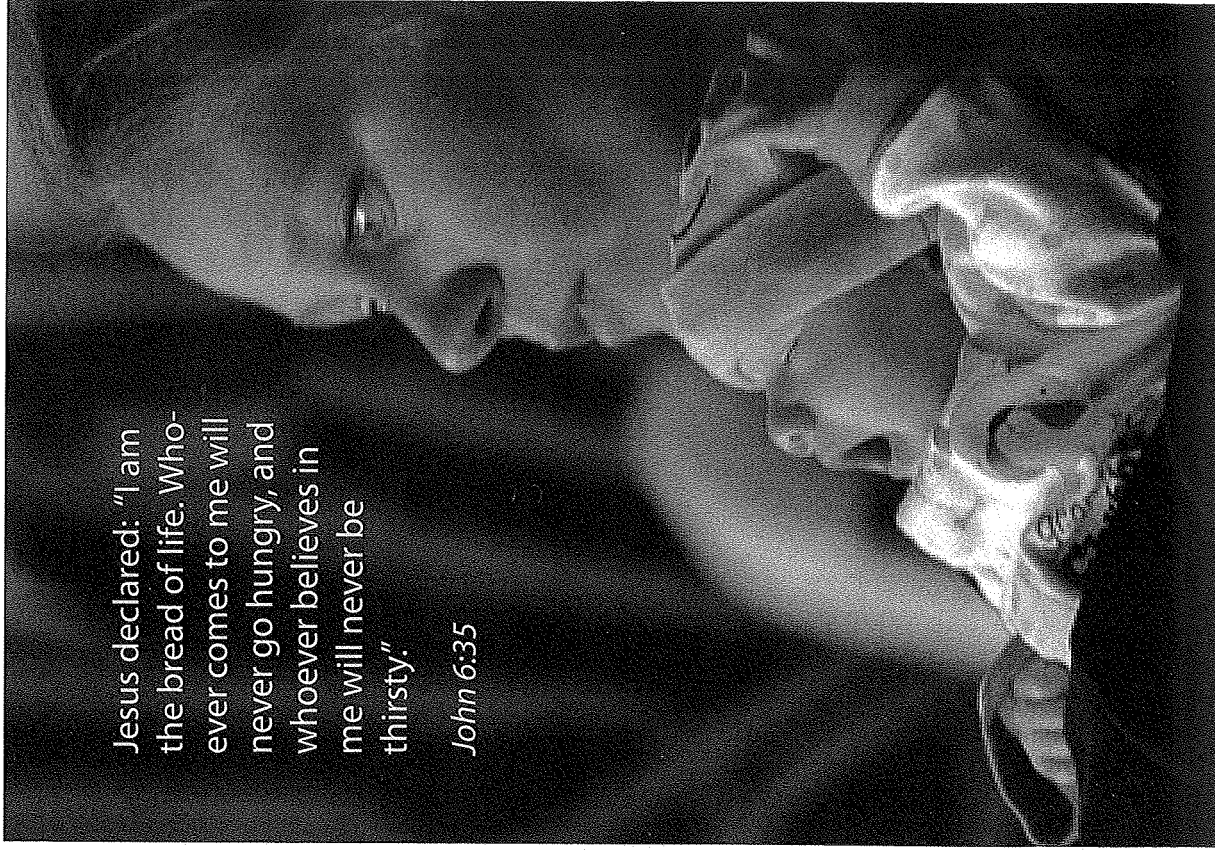
Much the same as the men's program, the Women's Discipleship Training Program offers women the opportunity to turn their shattered lives around through the teachings of Jesus Christ.

The women's home is in an undisclosed location in Flinn Springs because we are very protective of the ladies that come to us for help. They will remain there for 90 days as they heal and connect with the other women, separated from their old neighborhoods and acquaintances, tossing off the baggage that accompanies homelessness, addiction, and unhealthy relationships.

When they graduate to the main campus in El Cajon, they will utilize the remainder of the year-long program to learn the life skills needed to return to the community. The transformations made in their lives will have a lasting beneficial impact, not only on their children, family, and friends, but on society as a whole. They will be living the abundant life in Christ.



Women's Discipleship Program



Jesus declared: "I am the bread of life. Whoever comes to me will never go hungry, and whoever believes in me will never be thirsty."

John 6:35

Transitional Living Program

Due to the economy, many people in our communities who still work or have fixed incomes have lost their residences. Some were renters who found themselves on the streets when foreclosures went through. Others cannot keep up with the rising costs of living and find themselves living in their cars or in expensive weekly motels.

We offer temporary but affordable housing that includes opportunities for meals and social services at no additional cost. We are able to house these individuals and families for up to 28 days at a time, enabling them to save their money and find affordable, long-term housing. Our case-managers are aware of all the opportunities and benefits available to these clients, to help them into more suitable situations.

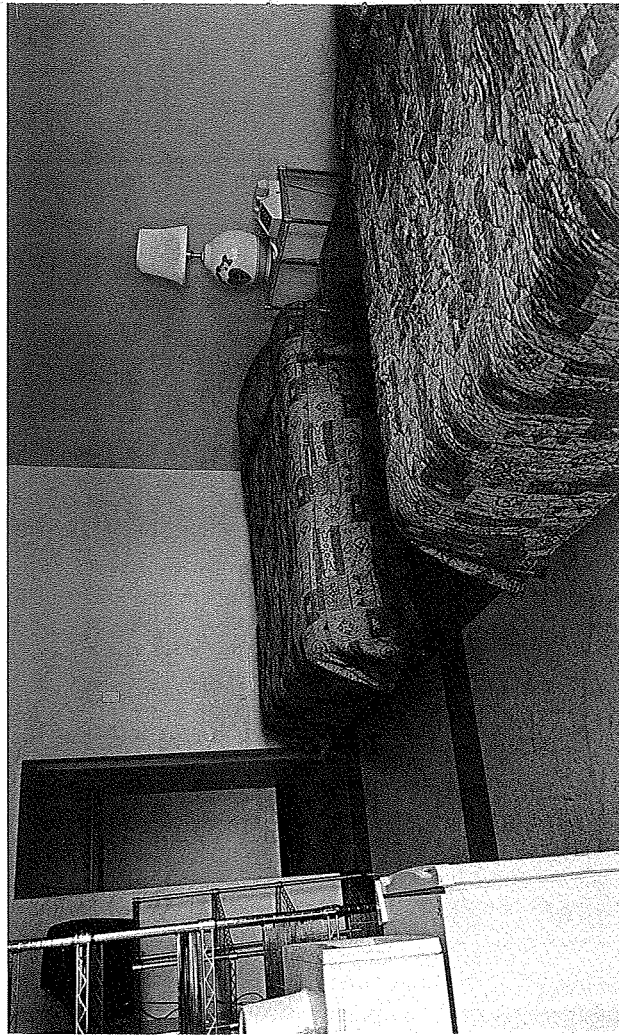


The goal of the program is to help them find permanent, long-term housing in their community. This resource helps many of our homeless families that might otherwise fall through the cracks in our social service system, simply because they are unaware of the resources available to them.

“But those who hope in the Lord will renew their strength.

**They will soar on wings like eagles;
they will run and not grow weary,
they will walk and not be faint.”**

Isaiah 40:31

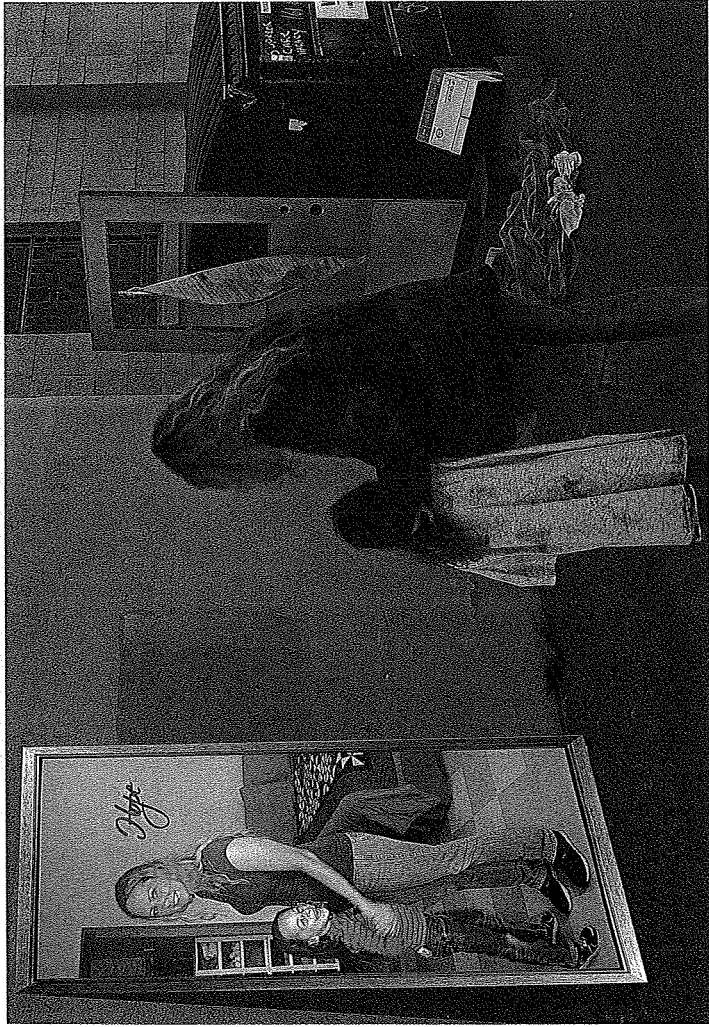


Emergency Housing

We see them on the streets and in business doorways - perhaps just outside of your home or place of business. The homeless have lost their way in life and do not have the resources to find their way back to wholeness. This program is funded primarily through HUD Community Development Block Grants in the City of El Cajon. It allows us to assist both individuals and families who are homeless in the El Cajon area.

The goal is to place participants into long-term programs which will move them from homelessness to productivity in our communities. They may choose one of our programs here at ECTLC, if they qualify, but we cannot help everyone (mental illness, physical disabilities, highly medicated, etc). If this is the case our case managers will help these individuals & families find a program better suited to their needs.

We are looking for partners to assist financially with this program, as the grant monies do not fully meet the needs of our community and are limited to El Cajon. All donations to this and the rest of the programs at ECTLC are tax deductible, and together we can make a difference in our communities.



**"Come to me, all you who are weary
and burdened, and I will give you rest."**

Matthew 11:28





HOUSING



HELP



GROWTH

Your charitable giving and generous support are appreciated. Please make your checks payable to:

**East County Transitional Living Center
1527 East Main Street
El Cajon, Ca 92021-5902**

Or go to our website to make a recurring monthly gift for as little as \$10/month.

ECTLC is a 501(c)(3) non-profit organization serving Jesus in San Diego County since 2009.
EIN: 27-0865318

Phone: (619) 442 0457

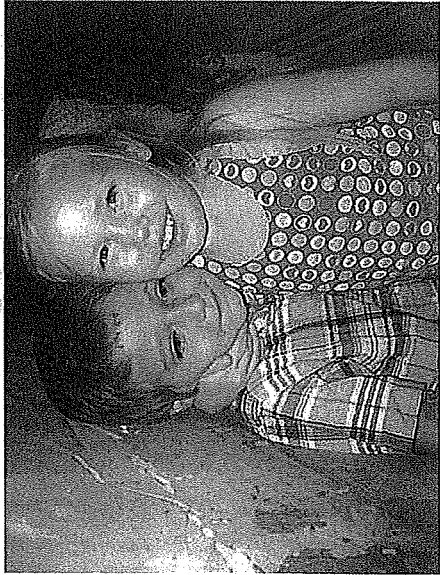
Fax: (619) 442 2534

Web: www.ectlc.org
[Facebook.com/ectlc](https://www.facebook.com/ectlc)
info@ectlc.org



Homelessness is a huge problem, and it's having a devastating effect on families—yes, families! Of the estimated 3.5 million homeless people in the United States, more than one-third are children under 18! It's hard to imagine that 1.35 million homeless people are kids! Something is very wrong here.

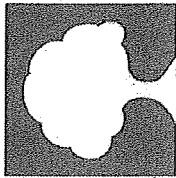
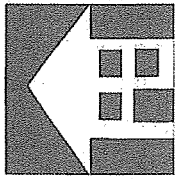
50% of homeless teens are high school drop-outs. 2/3 will have run-ins with the law, more than half will turn to drugs and alcohol to cope—many



will continue to be homeless as adults. They lack adequate food, clothing, hygiene supplies, medical & dental services—and the list goes on.

We average between 300-400 people participating in our programs on any given day. More than 20% are kids, living in a converted motel with their Mom, maybe a Dad, and whatever siblings are still part of the family. But this is so much better than living in their car, bathing in gas station bathrooms before school, clothes not as clean as they'd like, not eating as much as they should, and not feeling safe, comfortable, or warm at night.

In our first 10 years we helped thousands of men, women, & children who just needed a chance to get back on track. During our second decade, we want to do even more. But we need you to come alongside us in this monumental effort. Help us help these families!



1527 E. Main St.
El Cajon, CA 92021

Phone: 619-442-0457

Fax: 619-442-2534

web: www.ectlc.org

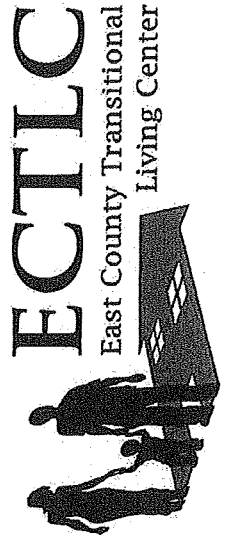
email: info@ectlc.org

facebook.com/ectlc

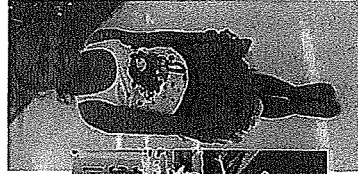
Families must call for an appt.

If rooms are available, intake hours for all Family Programs are

Monday-Friday 8 am to 4 pm



The Family Programs



Housing



Help



Growth

It's possible to bring a shattered family back to health, to restore it's structure the way God intended

For whatever reason, homeless families have found themselves in a terrible situation and lack the resources to find their way back to wholeness. They have suddenly found themselves without the basic necessities of shelter, running water, a place to cook and eat and shower. Their children should not have ended up in a place so dire and dangerous. They've contacted social service agencies, but there are no beds for them.

Emergency Shelter Program

ECTLC's Emergency Shelter Program, funded primarily by HUD Community Development Block Grants and the City of El Cajon, can take a family off the streets and put them in a safe, clean room for a short-term stay. They are provided with meals, toiletries, linens, and counseling. They have the opportunity to enter one of our long-term programs, or we will check local resources to help them find a longer-term program that will suit their needs. **Available rooms are limited.**

Unfortunately, funds are also limited and we have restricted this program to cold-weather months, usually October through March. We are looking for partners to provide matching funds to operate Emergency Shelter on a year-long basis. These contributions are always tax-deductible.

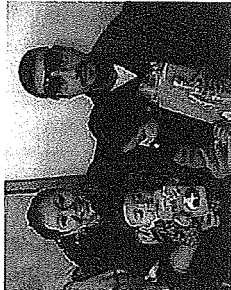
Although we are a religious nonprofit, this Emergency program is secular and does not require participation in Bible studies or other classes. However, the stay is very short-term, and they will soon need to decide whether to participate in one of our long-term programs, or find a program more suited to their situation. **The exact length of their stay will be determined by their case plan, their options, available rooms, & funding.**

When the economy recessed in 2008, many families fell through the cracks of a system unprepared for a housing crisis. They received foreclosure notices, or their landlords were foreclosed upon, or rents became more than they could bear. Whatever the reason, folks who still worked or had other incomes were suddenly faced with imminent homelessness. They came face-to-face with a nightmare!

Transitional Living Program

Faced with living in their cars or on relatives' floors, many of these families have found a clean, safe place to live while they save money to find a new apartment. **Rooms are limited**, but this is the basis for the Transitional Living Program at ECTLC.

For a nominal program fee, a family can receive a 220-sq-ft room with beds, bathroom, refrigerator, microwave, TV & phone, all utilities paid, and opportunities to eat breakfast, lunch, & dinner at scheduled meal times. In this way, they are able to bank enough money for deposits, first & last month's rent, and all the other things that come with moving into a new place. The economy is better, but the initial move-in can be tough on folks who've lost so much!



This is not a Christ-centered program, and families are not required to attend Bible studies and classes, although it can certainly be beneficial and is not discouraged.

Length of stay is determined by income, case plan, household needs, available rooms and exit strategy. However, every 28 days the family is required to pack up and spend the night at a place of their choosing—usually the motel across the street. This complies with state-mandated residency laws, and protects both parties from legal complications.

This program is funded by the participants.

Stress can break a family apart. It might be drugs or jail, poor financial decisions and/or job loss, abuse, neglect, violence, or any number of issues. Some children have seen, heard, and done things that no child should know about. The family unit—a concept that God created—has deteriorated and nearly died.

Family Restoration Program

Whatever the reason for a family crisis, we know that a life without Christ is a life without peace, joy, and stability. Jesus can change poor parenting habits, hurtful language, abusive discipline—things that create future family problems, and a new generation of broken families.

ECTLC offers a **Christ-centered, minimum one-year program** to restore families to wholeness, to help moms, dads, & children heal. School-aged children are immediately registered for school. Parents at-



tend Bible studies, scripture-based parenting classes, anger management and Bible-based drug & alcohol recovery meetings. We offer GED preparation classes, and access to our Resource Center to prepare resumes, practice job interviews, and search for work online. We will help families without vehicles get to doctor appointments, court dates, child welfare and child custody meetings.

It is our sincere desire that a family be restored and healed by the saving power of Christ Jesus. With a new-found relationship with Christ, a family prepares to resume their proper place in the community upon completion of their time here.

This program is funded by program fees. **The length of stay past 1 year depends on family case plan, their move-out options, & income.**

EAST COUNTY TRANSITIONAL LIVING CENTER

Drug free/crime free facility

Per El Cajon city Municipal Code Chapter 9.25 (Lodging Registration Regulations), the following registration form is to be filled out in ink and signed by client and facility staff; must be filled out by any facility operating within the City of El Cajon.

REGISTRATION FORM

PLEASE PRINT

Room #: _____

Date: _____

Client Information

Name: _____

Address: _____
(Street number and name)

City: _____ State: _____ Zip Code: _____

Date of Birth: ____/____/____

Race - Hispanic / Non Hispanic

Ethnicity - American Indian / Asian / White / African American / Native Hawaiian or other Pacific Islander

Picture ID #: _____
(Driver's License, Military ID, Passport, etc.)

State/Country of Issuance: _____

Guest's Vehicle Information: _____

License Plate Number and State of Issuance: _____

Please list below all additional clients and children:

Name: _____

Name: _____

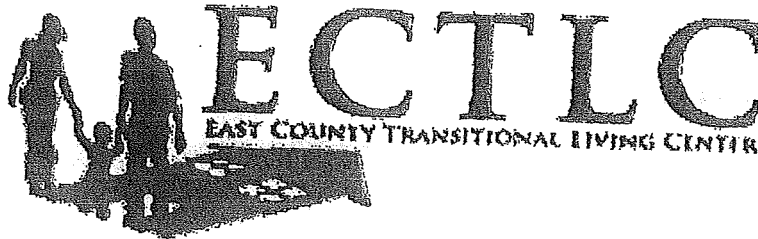
Name: _____

Name: _____

Signature of Primary Client _____

Signature of ECTLIC Staff: _____

Secula Programs only
how
Angela
3/24/15



Intake Form

Date _____ Referred by _____ Agency _____ Phone _____

Name _____ Age _____ DOB _____ SSN _____

Race - Hispanic / Non His.

Ethnicity - American Indian / Asian / White / African American / Native Hawaiian or other Pac Island

Have you received assistance from ECTLC in the last three years - Y/N

If so when and which Program _____

ID _____ Veteran _____ Parole/probation _____ Contact _____

Prior address _____ City _____ State _____ Zip _____

Income _____ Source _____ How long _____ Food stamps _____

Disabled - Yes / No Medications _____ Smoke - Yes / No

Children - Yes / No How many _____ CPS case _____ CWS Worker _____

Children in custody (living with you) - Y / N Are children currently enrolled in school - Y / N

Anyone pregnant _____ Homeless _____ How Long _____ Registered offender info _____

Situation _____

I state that the above information is true and correct. I understand that my information may be shared with those necessary in the evaluation of my situation, but is otherwise entirely confidential. I agree to a drug test prior to or in the course of my receiving services from East County Transitional Living Center or partnering facilities. I understand that a positive test will result in the discontinuance of services. I understand that the Case Managers are mandated reporters and that I threaten to harm myself or another, a report will be made to the appropriate authorities. I agree to meet with my Case Manager as requested to review and set goals. I further agree to comply with the rules and regulations of the facility that assists me. Failure to comply with these requirements will result in termination of services.

Participant's Signature _____ Date _____

Case Manager Signature _____ Date _____

Please list all additional family members:

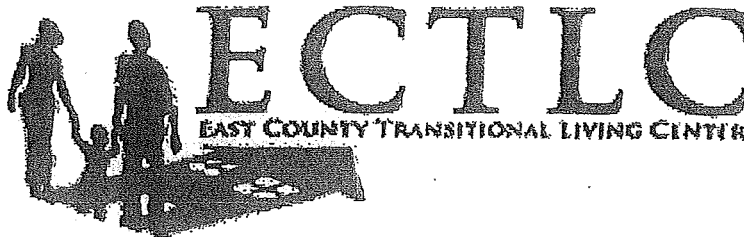
1. Name _____ Age _____ DOB _____
SSN _____ 12-27-36
 - **Race** - Hispanic / Non His.
 - **Ethnicity** - American Indian / Asian / White / African American / Native Hawaiian or other Pac Island

2. Name _____ Age _____ DOB _____
SSN _____
 - **Race** - Hispanic / Non His.
 - **Ethnicity** - American Indian / Asian / White / African American / Native Hawaiian or other Pac Island

3. Name _____ Age _____ DOB _____
SSN _____
 - **Race** - Hispanic / Non His.
 - **Ethnicity** - American Indian / Asian / White / African American / Native Hawaiian or other Pac Island

4. Name _____ Age _____ DOB _____
SSN _____
 - **Race** - Hispanic / Non His.
 - **Ethnicity** - American Indian / Asian / White / African American / Native Hawaiian or other Pac Island

5. Name _____ Age _____ DOB _____
SSN _____
 - **Race** - Hispanic / Non His.
 - **Ethnicity** - American Indian / Asian / White / African American / Native Hawaiian or other Pac Island
 -



Release of Information

I, _____, hereby authorize East County Transitional Living Center to release information to the appropriate agencies, including but not limited to police and county officials on behalf of myself and my family members regarding my residency at East County Transitional Living Center to provide necessary services and assist with case management.

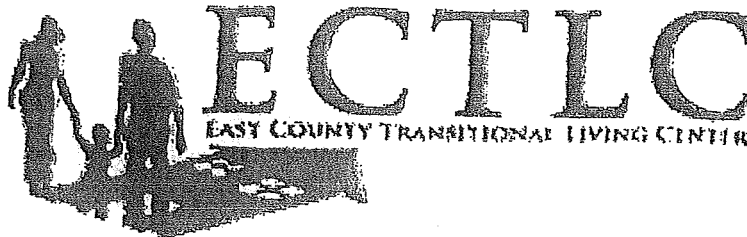
In the case of Domestic Violence victims, information will be withheld from callers or parties inquiring about the client in order to protect their safety. Information will not be released to anyone unless specified by the client. Should DV clients location become known and the safety of the client or clients be jeopardized the DV client will be referred to another shelter to ensure the security of the facility and its occupants. All other clients will be allowed to receive phone calls from all callers and information will be released unless otherwise specified.

x)
x)

Client Signature _____ Date _____

Spouse Signature _____ Date _____

Staff Signature _____ Date _____



Liability Release Form

On this day _____ of 20____, with the intention of being legally bound, the undersigned hereby releases from liability and agrees to indemnify and hold harmless East County Transitional Living Center and its employees, representatives, and agents for any and all liability for personal injuries (including death), property loss or damages resulting from activities and/or overnight housing. The undersigned agrees to abide by all the rules and the regulations promulgated by East County Transitional Living Center and Board of Directors.

Client Signature _____ Date _____

Spouse Signature _____ Date _____

Staff Signature _____ Date _____

Visitation Policies and Procedures Form

Because of the diversity of circumstances surrounding the need for obtaining the ECTLC services, there is a strict visitation policy that must be adhered to for the purpose of maintaining a safe and crime free environment. All non-program members must follow the proper protocol when visiting ECTLC Program Participants.

- ECTLC Program Participants must submit a visitor request form for Staff approval in writing prior to any non-program member visitation. _____
- Upon approval by ECTLC Staff, the non-program member will be added to an approved visitor's list. **Visitors who are not on approved list are not eligible for visitation** _____
- Visiting non-program members will check with the front office receptionist, verify that they are on the approved list, produce a photo ID for verification and allow receptionist to contact ECTLC Program member via contact number on file. _____
- Program member will then come to reception area and enter visitor information in the visitation log. This will include date, legible name, room number visited and time in. _____
- Visitations can be conducted in playground area, pool area, or in church parking lot adjacent to ECTLC facility. _____
- **Non-program members are not allowed in program member's room, under any circumstances** _____
- **All visitors must park their vehicles in church parking lot next door.** Parking spaces on ECTLC property are reserved for Program Members Only _____
- All visitors must adhere to ECTLC Policies concerning loud or abusive language, smoking on property, and being under the influence. _____

All participants in the ECTLC Programs are responsible for understanding and implementing these procedures and adhering to the all rules of conduct. By signing this document you confirm that you do understand these policies and failure to comply with above procedures will result in termination of visitation privileges and/or termination from program participation.

Name: _____

Participant's Phone # _____ Participant's Room# _____

Visitor's Name: _____

Approved By: _____ Date: _____

ECTLC RULES OF CONDUCT

1. _____ Maximum of two bags of belongings per person.

1. _____ No use or possession of illegal drugs (including “medical” marijuana) or drug paraphernalia or open alcoholic beverages on the premises during your stay. Being under the influence and/or possession will not be tolerated and will result in immediate eviction from the property with no pro-rated refunds. **Random and mandatory drug screening can/will be administered at any time, for any reason.** Failure to participate or a dirty test will result in client immediately being asked to leave with no refund
1. _____ All children under the age of 18 must be supervised at **all** times.
1. _____ **No pets** are allowed in clients’ rooms or on property.
1. _____ **Smoking is prohibited in the rooms and anywhere on the property.** This includes immediately in front of property. Violating this rule is a serious offense and will result in immediate termination of services.
1. _____ **Absolutely No cooking is allowed** in participant’s rooms at any time. Cooking devices such as microwaves, toasters, crock-pots, grills and chemically fueled devices such as Sterno heaters etc are prohibited. Violation of this rule will result in immediate termination of services.
1. _____ Three (3) **opportunities** to eat meals will be provided each day. Meal schedules are available in front office. . Participants will use their EBT cards at a rate of \$1.50 per person, per meal. No food is to be taken out of the cafeteria.
1. _____ **No visitors allowed** without prior approval of ECTLC Staff member. Visitation hours are from 9am to 7pm daily. All non-program visitors must be pre-approved by ECTLC Staff before visiting participants in Transitional/Emergency Shelter Programs. Pre-approved visitors will check in with receptionist in front lobby. Receptionist will then contact participant to come to front lobby and sign visitor in. At the end of each visit it is the responsibility of each Program Participant to insure that their guest signs out. Failure to follow this procedure will result in loss of visitation privileges.
9. _____ Please respect the welfare of the facility, its clients and staff by using an appropriate voice level, by not using offensive or abusive language and by not damaging facility property. No physical violence or threats of physical violence towards other clients, staff or family members. Weapons are not allowed on the premises
1. _____ Our hospitality workers will provide towel and sheet exchange on Tuesdays and Thursdays only, from 8am – 3pm. All sheets and pillow-cases must be stripped from bed and left near door for exchange. **Participants will be responsible for making their beds and keeping the rooms clean and orderly.** Our hospitality staff **MUST** be allowed to enter client’s rooms on these days to conduct a physical inspection for cleanliness If you cannot afford the cleaning materials, the front office will provide you with brooms, mops cleanser, and or vacuum cleaner. Failure to keep your room clean and orderly will jeopardize your stay here, so please help us keep our facility clean.. Toilet paper and/or soap will be provided on an as needed basis and can be picked up from the front office

Turn page over...

ECTLC RULES OF CONDUCT

1. _____ All clients participating in the Transitional Living / Emergency Shelter Programs are required to vacate the room and premises (taking all belongings) at the end of their 28 days. Participants will not be allowed to return or be eligible for emergency shelter for a period of 3 years. Any considerations for extended stay must be approved 48 hours prior to completing the 28 day period. If approved for extended stay all participants must vacate the premises **by noon of departure date** for a period of 24 hours at the completion of the initial 28 day period before beginning an additional .

1. _____ A room may be held until 6:00pm the following day however **not completing your check out process by noon of the departure date will result in a denial of the privilege of participating in any further assistance programming.**

1. _____ Checkout procedure is as follows:

- Empty room of all belongings. (Any personal belongings left behind will be disposed of within 72 hours.)
- Participants must bring room keys to front office and notify staff that you will be checking out.
- Deposits will be refunded at that time, if applicable. Any mail and/or packages delivered to non-current clients will be returned to sender. Staff will not hold mail for any unregistered clients

1. _____ Participants with extended stay options will be measured in twenty-eight day cycles, or (4) weeks, with participants checking out for a minimum of (24) hours at the end of each cycle. Clients are not allowed to store belongings for non-clients. Clients must take all belongings with them when checking out of the facility

1. _____ Maximum amount of participants in a room are as follows

- (3) Persons in single (5) Persons in doubles

1. _____ Extended stay Program fees are \$199.65 per week (7 Days) **FEES MUST BE PAID IN FULL AND ON TIME.** No late or/partial payments.

1. _____ Transportation will not be provided to work, school, appointments, etc.

2. _____ A valid, government issued ID is required of all participants. NO EXCEPTIONS.

3. _____ Expulsion from Transitional Living may result in permanent banning from East County Transitional Living Center.

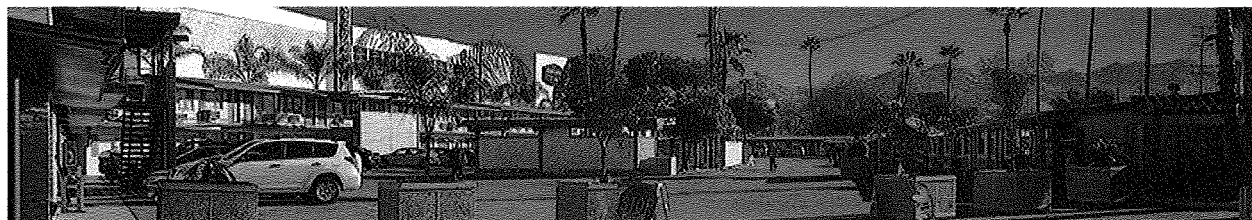
I have read the above rules and I understand that I must abide by these rules while I am temporarily residing at the East County Transitional Living Center.

Client Signature

Date

Welcome

East County Transitional Living Center



Our Vision:

To provide hope and a hand-up to homeless and other individuals/families in need, by assisting them into independent, self-sustained living through case-managed transitional programs provided by ECTLC: a 501(c)(3) non-profit corporation with the specific purpose of leading men, women, and families to a saving faith in Christ. This includes, but not exclusively, those who are homeless, nearly homeless, and those who are affected by drugs, alcohol, and other issues including aged-out foster children, unplanned pregnancies etc...

ECTLC provides emergency housing, transitional housing, job skills development, biblical training, opportunities to earn a GED, case management, and linkage to important resources which enable participants to become self-sustaining members of our community.

ECTLC provides this hand up approach to individuals who are ready to take responsibility for their lives, and leave behind negative relationships, criminal behavior, substance abuse and other choices which have led them to chronic homelessness, broken lives and broken families.

ECTLC services are available to all men, women and their minor children regardless of their culture, ethnicity and/or faith. Attendance at religious services is not a requirement of receiving services in all of our programs. ECTLC's Discipleship programs are available to men, women and families who choose to attend biblical studies, and life skill classes over a period of one year. The goal of these programs, and all of the services at ECTLC, is to provide a safe, nurturing environment where individuals and families can receive a hand up in regaining their lives, and return to our communities as productive members.

Our Values:

Founded upon the Word of God, we value each individual as precious, and we commit to treat each person as priceless. Love, joy, peace, patience, kindness, gentleness, faith, meekness, and self-control are the core of our teachings.

OurMessage:

There are no throw-away people: all individuals have tremendous value to those whom they love, to our society, and to Almighty God.

East County Transitional Living Center



[Back to Top](#)

[Home](#) [About Us](#) [Programs](#) [How To Help](#) [Contact Us](#)

[Donate](#)



Emergency Housing

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East County Transitional Living Center

[Back to Top](#)

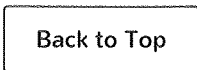


Transitional Living

Due to the economy, many people in our communities who still work or have fixed incomes have lost   their residences. Some were renters who found themselves on the streets when foreclosures went through. Others cannot keep up with the rising costs of living and find themselves living in their cars or in expensive weekly motels.

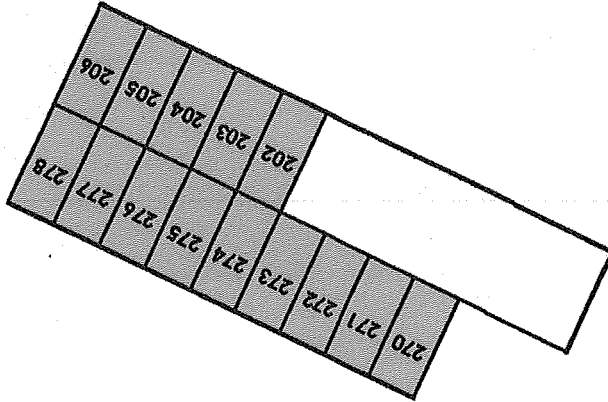
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East County Transitional Living Center

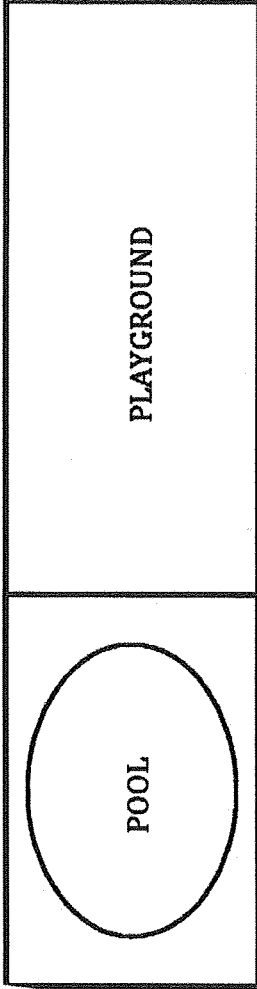


EAST COUNTY TRANSITIONAL LIVING CENTER ROOM USAGE MAP

- Transitional Living/Emergency Shelter
- Family Restoration Program
- Men/Women's Program



279	280	281	282	283	284	285	286	287	288	289	291	292	293	294	295	296	297	298	300	301	302	303		
207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	FINANCE	RESOURCE	



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