

PUBLIC SERVICE PROPOSAL*

- 1. Applicant Requesting Funding: Set Free Baptist Fellowship.
- 2. CDBG/HOME Request \$: 50,000.00
- 3. Total Program \$: 50,000.00
- 4. Program Title: Emergency Voucher Program.
- 5. Program Address: 1527 E. MAIN ST. EL CAJON CA. 92021
- 6. City of El Cajon Priority Number (See Page 11 of Application): 2.1

AGENCY INFORMATION - Limit responses to the space provided, attach information where requested.

- 7. Describe the agency and mission/purpose: 501 C-3 non profit extending housing and care for homeless or near homeless individuals.
- 8. Organizational Chart and Board of Directors. Attach both to application and label Attachment to Question 8.
- 9. Mailing Address: (Street, City, State, Zip) 1527 E. MAIN ST. EL CAJON CA. 92021
- 10. Contact Person: HAROLD BROWN Phone: (619) 977-0633 Email: hbbrown@earthlink.net
- 11. Year Incorporated: 2002 501 (c) 3? Yes No:
- 12. Is your organization Faith-Based? Yes No:

13. Census Tracts to be served by this program (Reference- Census Map)
Census Tract(s):

- 14. Meeting a CDBG National Objective - The proposed project/program must comply with applicable regulations and give maximum priority to activities that meet one or more of the following national objectives. [Note: Activities in El Cajon focus on the first objective only - benefiting low and moderate income persons]. Please check the box that appropriately applies to your service project.
 - Benefit a majority (51%) of low/moderate income residents (low/moderate income residents earn at or below 80% of the area median income, adjusted by family size);
 - Alleviate a serious and immediate threat to the health and/or welfare of the community. Threat must be recent in origin or urgency (previous 18 months) and no other source of funds is available for the program/project;
 - Serves to prevent or eliminate conditions of slum and blight

15. Applicant Certification: To the best of my knowledge and belief, the information contained in this application is true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all assurances, Federal, State, and Local laws and regulations if funding is approved.

Agency's Authorized Signee (please print):
Signature/Date: [Signature] HAROLD BROWN

* YOUR APPLICATION WILL NOT BE ACCEPTED UNLESS IT IS SUBMITTED IN QUINTUPLICATE AND ALL THE REQUIRED DOCUMENTATION IS ATTACHED.

PROGRAM DESCRIPTION

16. PROGRAM / PROJECT SUMMARY

A. Describe the program or project and provide information on how the CDBG funds will be used to address solutions and benefit low and moderate income El Cajon residents. Be specific. *see*

PROPOSAL NARRATIVE.

B. Describe the need or problem to be addressed in relation to the population served and how this project/program fulfills the following three issues:

1. What percentage of the target population is low/moderate (earning at or below 80% of the area median income), and how will this be measured?

2. Which objectives (suitable living environment, decent housing, or economic opportunity) does this program/project address, and what outcome is desired (availability/accessibility, affordability, or sustainability) **Reference: Performance Measurement Standards.**

Assist homeless or near homeless individuals find long term housing.

3. Which identified priority from the City of El Cajon's Consolidated Plan 2009-2014 does this project/program focus upon? *2.1*

C. Describe the work to be performed, including the activities to be undertaken or the services to be provided.

see proposal narrative

D. If applying for funds to purchase equipment or any capital item, include justification of the purchase to the operation of your program.

- NO -

E. If the project includes rehabilitation of residential units, please indicate how your agency will comply with the lead-based paint regulations that went into effect on September 15, 2000. These may be obtained at www.access.gpo.gov/nara, or by calling (800) 424-LEAD.

N/A

17. SERVICE DELIVERY METHOD

Describe the service delivery method and include the address where the services / program will be offered.

Fabulous 7 Transitional Living Center
1527 E MAIN ST. EL CAJON. Program to include up
to 28 days of Emergency housing to homeless and near
homeless individuals.

18. MAJOR SOURCES OF APPLICANT FUNDING (Please List)

private and self
supportive.

19. MATCHING FUNDS

Matching funds are not required for Public Service Projects, but if the program contains other non-CDBG resources that will be used to carry out the program, please list them here and on the **Schedule A and/or B**. Indicate whether matching funds are firmly committed to the program.

N/A

20. COLLABORATION WITH OTHER AGENCIES

If the program is a collaborative effort with other existing programs, services or agencies explain the partnership(s) and if the partners are committed to the program. If a partnership is proposed, explain how you will engage the partner(s).

El Cajon collaborative, Southern Baptist
Association of San Diego, San Diego Rescue Mission, Father Joe's
Villages, Salvation Army. See narrative

21. SITE CONTROL

If the program will be offered at a location owned or managed by another agency, describe and prove that the site is firmly committed for this project. Attach evidence of site control to the application and label Attachment Question 20 - Site Control. (i.e., lease or rental agreement).

N/A

22. LICENSING / FINGERPRINTING

List any and all licenses required to carry out this project and whether the license has been approved or is pending. For further information about childcare licensing, contact CA Department of Social Services, Community Care Licensing Division at (916) 229-4500 or <http://www.ccl.d.ca.gov/ChildCare>. CDBG-funded staff working with children or physically or developmentally disabled people must be fingerprinted. This is an eligible CDBG cost and should be reflected in the budget. Call LiveScan (619) 631-7535, located at 450 Fletcher Parkway, Suite #207, El Cajon, CA 92020.

Fabulous 7 Transitional Living Center
CUP 1956

MEASURABLE OUTCOMES / OBJECTIVES

23. PROGRAM PERFORMANCE MEASUREMENTS

Define the program's goals, and specific measurable outcomes (for example provide 5 workshops, serving 15 children).

Provide Emergency vouchers to homeless or near homeless individuals. Vouchers will be for 24 hours and can be renewed daily for up to 28 days. Voucher recipient must attend a daily case review to insure they are working toward a long term program.

24. TARGET POPULATION, NUMBER OF PERSONS TO BE SERVED AND SERVICE BOUNDARIES

Describe the client target population to be served. Specify the total number of El Cajon persons or households to be served by the program in the grant year and list the geographic boundaries where the clients serviced reside. - Reference- Census tract map

homeless of atleast one night in El Cajon. In 2006 voucher program served over 300 persons. must be El Cajon resident or

ADDITIONAL INFORMATION

25. ADDITIONAL INFORMATION Use the space below to provide additional information that you would like considered for this proposal.

The amount of homeless or near homeless individuals will increase this year do to the current economic situation in our county.

AGENCY INFORMATION

26. BACKGROUND

A. Outline the background of your agency, including the length of time your agency has been in operation, the date of incorporation, and the type of corporation.

see narrative

B. Describe the type of services provided.

501 c3 religious. non profit.

C. List the average number of clients assisted by your program in a typical year and the characteristics of your clients.

300 or more. most are homeless and go into the Set Free programs.

D. Describe your agency's capabilities of assisting these clients.

we are fully staffed with case management and cedac counseling. have the ability to serve 400 at any one time with beds -

27. PERSONNEL

- A. Outline the intended staffing pattern specifically for this project or program, existing staff positions and qualifications and describe experience of program staff.

we have had two very successful years of emergency voucher program. 2006 and 2007. we have a full staff of employees that are paid through alternative funding streams. there is no administrative costs to this program.

- B. Please state whether or not your agency has a personnel policy manual with an affirmative action plan and grievance procedure.

we have policies in place.

28. FINANCIAL

- A. Please explain your proposed budget with regard to this proposed project or program, specifying line items costs such as personnel, supplies, equipment, travel, etc. (Reference Schedule A)

All 100% of the \$50,000.00 proposed budget will go to the housing cost of the clients - room and three opportunities daily to eat.

- B. Describe your agency's current overall operating budget, itemizing revenues and expenses.

see Attached. budget.

- C. Describe the agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

501 c 3 overseen by an independent board. see Attached.

TRACK RECORD / CAPABILITY

28. AGENCY PERFORMANCE HISTORY

Provide information on the two most recent El Cajon CDBG funded project/programs administered by your agency. If you have never received an El Cajon CDBG grant, list other recent programs. Complete all fields or write NA for not applicable.

PROJECT ADMINISTERED BY YOUR ORGANIZATION

Project/Program Name: CDBG Emergency Voucher Program

Project/Program Address: 1527 E. MAIN ST EL CAJON CA 92021

El Cajon CDBG Funded? Yes No List other funder(s):

Year Funded: 2007 Award Amount: \$ 56,000.00

Contract Expiration Date: 6/30/08.

Performance Reports and Monthly Billing Up to Date? (yes/ no)

Indicate the most recent monthly report/billing submitted: June 2008

If Performance Reports and/or Billings are not up to date please explain why:

PROJECT ADMINISTERED BY YOUR ORGANIZATION

Project/Program Name:

Project/Program Address:

El Cajon CDBG Funded? Yes No List other funder(s):

Year Funded: Award Amount: \$

Contract Expiration Date: Amt. Spent to Date: \$

Performance Reports and Monthly Billing Up to Date? (yes / no)

Indicate the most recent monthly report/billing submitted:

If Performance Reports and/or Billings are not up to date please explain why:

Use the space provided below to enter the project status including the goals achieved and project completion date or anticipated project completion date.

Project completed.

254 Homeless men -
44 Homeless women -
14 Disabled + special needs

these numbers do not include children.

312 total Adults see report.

AUDIT AND INSURANCE REQUIREMENTS

29. Audit

In accordance with the Office of Management and Budget Circulars A-133, A-128, and A-110, the Federal Government requires that organizations receiving a cumulative amount of \$500,000 or more in Federal financial assistance in a fiscal year must have an audit prepared at the end of the fiscal year. Agencies that fall into this category must choose one of the three following ways of meeting this requirement and state which method is chosen:

- A. If your agency already conducts audits of all its funding sources including CDBG, you must submit a copy of your most recent audit, and may, at your discretion, include the CDBG portion of the audit cost in your CDBG project budget.
- B. If your agency already conducts audits of its other funding sources but has neither received nor included CDBG funds in the past, the scope of the audit should be modified to incorporate CDBG audit requirements. The associated audit cost of the addition of CDBG funds could then be included in your CDBG project budget, accompanied by the auditor's written cost estimate.
- C. If your agency does not have a current audit process in place, your agency will be required to include a 10% set-aside in the CDBG project budget for the provision of an audit.

30. Insurance

- A. Please list the amount of your liability insurance coverage and the name and address of your insurance agency.
- B. Please state whether your agency pays all payroll taxes and worker's compensation insurance as required by Federal and State law.
- C. Please state whether your agency has fidelity bond coverage for principal staff who handle your agency's accounts. If so, please indicate the amount of coverage and the insuring agency.
- D. Please list your insurance carrier and whether it is an "admitted" carrier pursuant to the provisions of the California Insurance Code and licensed by the State Insurance Commissioner as a carrier authorized to transact the business of insurance in the State of California and has received a Best's rating of B+ VII or better.
- E. See further Insurance Requirements (Instruction Guidelines - Council Policy D3)

A. included in submitted Insurance

B. Set Free Baptist Fellowship will pay All administrative costs.

C. yes we have a \$4,000,000 umbrella policy.

D. Philadelpia Insurance see Included doc.

SCHEDULE A Public Service Program Budget

PROJECT TITLE

Emergency Voucher Program

COST COMPONENT	CDBG FUNDS	OTHER FUNDS ¹	IN-KIND	TOTAL PROJECT
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PERSONNEL SERVICES

Salaries (See Schedule B)	— 0 —	\$25,000	\$75,000	\$100,000
Fringe Benefits	— 5 —			
Total Personnel				

CONTRACTUAL SERVICES

Professional Services		\$12,500		
Telephone		\$1,000		
Utilities		\$5,200		
Rent	\$50,000			
Insurance (required)		\$38,000		
Maintenance		\$1,800		
Travel/Mileage				
Fingerprinting				
Other (specify)				
Total Contractual				

COMMODITIES

Program/Office Supplies		\$0.0		
Printing				
Postage/Office Equipment				
Other (specify)				
Total Commodities				

Total Project Budget	\$50,000	83,500	75,000	\$208,500
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Use the space below to explain professional services, office equipment expenditures or other cost components that require clarification:

we will be providing case management with CEDAZ counciling daily, Room maintenance and upkeep. 3 opportunities to CAT. Transportation to long term programming.

Note: If your proposal is funded, CDBG paid expenditures must be documented with receipts and or invoices that verify the expense was incurred. To minimize the amount of expense documentation, we strongly suggest the CDBG dollars be used to pay for only a few program costs and not spread out over several line items. If CDBG funds are requested to pay for Personnel Services (salaries), Schedule B must be filled out to detail the costs for the positions to be funded. *See Instruction guidelines – outlines insurance coverage necessary for contracting with the City of El Cajon.

¹ Includes Federal and non-Federal funding sources

SCHEDULE B
Personnel Schedule
(For CDBG Funded Public Service Salaries Only)

PROJECT TITLE Emergency Voucher Program

This schedule must be completed if you are seeking CDBG funding for Personnel Services costs on Schedule A. Only information on salaried positions should be included on this schedule. Do not include fringe benefits costs on this schedule.

Employee Name/ Position Title	Percentage of job time the position spends on the program ²	CDBG Funded	Other Funds	Total Salary Amount
TOTALS				

NOTE: THE TOTAL MUST BE THE SAME AS THE SALARIES AMOUNT LISTED ON SCHEDULE A.

² Out of 100%, how much of the position funded is spent on the CDBG funded program.

SCHEDULE C

CDBG FACT SHEET, PERFORMANCE MEASURES & CITIZEN PARTICIPATON PLAN

This FACT SHEET has been prepared to assist public officials and citizens to understand the COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) program. Also, this FACT SHEET provides information as to how non-profit organizations may apply for CDBG funds from the City of El Cajon and how those funds must be used to benefit the community.

Overview of Program

A. Per Title I of the Housing and Community Development Act of 1974 (Public Law 93-383), as amended, the City of El Cajon is entitled to receive federal CDBG funds on an annual basis. The purpose of the federal grant program is to assist cities, such as El Cajon, with the development of decent housing and a suitable living environment for low and moderate-income residents.

B. All CDBG-funded projects and programs must meet one or more of the following NATIONAL OBJECTIVES:

- 1) Benefit a majority of low/moderate income residents; or
- 2) Meet a community need having a particular urgency because existing conditions pose a serious and immediate threat to the health and/or welfare of the community and no other financial resources are available to meet the need. (A condition will be considered urgent or of recent origin if it developed or became critical within the 18-month period preceding the application); or
- 3) Aid in the prevention or elimination of conditions of slum and blight.

NOTE: The City of El Cajon only uses the national objective to benefit a majority of low/moderate income residents.

C. Additionally, projects must meet at least one of the priorities developed by the City of El Cajon. Briefly, they are:

- | | |
|---------------|---|
| Priority 1.1: | Conserve and improve existing affordable housing. |
| Priority 1.2: | Provide adequate sites for affordable housing. |
| Priority 1.3: | Assist in the development of affordable housing. |
| Priority 1.4: | Remove governmental constraints. |
| Priority 1.5: | Promote equal housing opportunities. |
| Priority 2.1: | Evaluate support facilities and service needs of the homeless and near homeless, and identify appropriate agencies and resources. |
| Priority 3.1: | Provide for new community facilities and improve the quality of existing community facilities to serve those of lower income and/or with special needs. |
| Priority 3.2: | Provide needed community and supportive services to those of lower income and/or with special needs. |
| Priority 3.3: | Provide for needed infrastructure improvements in low income target areas. |
| Priority 3.4: | Provide for the economic development needs of low income target areas and promote anti-poverty activities. |
| Priority 3.5: | Provide for necessary planning activities to develop and implement both housing and community development plans to address anticipated needs. |

The priorities are more fully explained in the Combined Housing Element and Consolidated Plan 2004-2010, which is available for \$10/copy at Redevelopment and Housing Department, 200 East Main Street, El Cajon, CA 92020.

Also, the proposed project/program must be able to be measured according to the following objectives and outcomes:

PERFORMANCE MEASUREMENT STANDARDS

Outcomes → Objectives ↓	Availability / Accessibility	Affordability	Sustainability
Suitable Living Environment	Enhance suitable living environment through improved/new accessibility	Enhance suitable living environment through improved/new affordability	Enhance suitable living environment through improved/new sustainability
Decent Housing	Create decent housing with improved/new availability	Create decent housing with improved/new affordability	Create decent housing with improved/new sustainability
Economic Opportunity	Provide economic opportunity through improved/new accessibility	Provide economic opportunity through improved/new affordability	Provide economic opportunity through improved/new sustainability

NOTE: The City of El Cajon has adopted the approach that if the activity serves a low/moderate income area, its outcome is sustainability; if the activity serves specific low/moderate income clientele, its outcome is availability/accessibility; and if the activity is for low/moderate income housing, its outcome is affordability.

Eligible Activity Categories

The following provides a list of activity categories that are eligible for funding under the CDBG program. Please note that each category is subject to very specific guidelines.

- ◆ Acquisition of real property
- ◆ Disposition of real property
- ◆ Public facilities and improvements
- ◆ Clearance activities
- ◆ Public services
- ◆ Interim assistance
- ◆ Payment of non-federal share of matching requirements for other federal grants
- ◆ Urban renewal completion
- ◆ Relocation assistance
- ◆ Loss of rental income (due to relocation)
- ◆ Code enforcement
- ◆ Housing services
- ◆ Privately owned utilities
- ◆ Construction of housing
- ◆ Homeownership assistance
- ◆ Facilitation of economic development
- ◆ Technical assistance
- ◆ Assistance to institutions of higher education
- ◆ Rehabilitation and preservation activities
- ◆ Planning activities
- ◆ Program administration

Ineligible Activities

The following provides a brief summary of specific activities which would not be eligible for CDBG funding:

- ◆ Buildings, or portions thereof, used for the general conduct of government.
- ◆ General government expenses.
- ◆ Political activities.
- ◆ Purchase of construction equipment.
- ◆ Purchase of equipment, fixtures, motor vehicles, furnishings or other personal property that is not an integral structural fixture.
Exception: CDBG funds may be used to purchase or to pay depreciation or use allowances for such items when necessary for use by the City or its subrecipients in the administration of activities assisted with CDBG funds or when such items constitute all or part of the public service. Also, fire protection equipment is considered an "integral part" of a public facility; therefore, the purchase of such equipment would be an eligible activity.
- ◆ Operating and maintenance expenses of public facilities with the exception of public service activities, interim assistance and office space for CDBG program staff.
- ◆ Income payments for housing or any other purpose.

Citizen Participation Plan

To encourage public participation in the development of the CDBG program, the City has adopted a Citizen Participation Plan which outlines the procedures to be followed by public officials and private citizens to establish a statement of projects for a given program year. The complete Citizen Participation Plan is available for review in the Redevelopment and Housing Department, 200 East Main Street, El Cajon, CA 92020. A summary of the application process for CDBG funds is provided below for non-profit organizations and/or private citizens who wish to participate in the City's program.

The application process for CDBG funding begins each year in the fall. A "Notice of Funding Availability" is mailed to all persons and organizations that have been placed on the City's mailing list and published in the local newspaper of general circulation for review by the public. The notice will provide information regarding the amount of funds available, the procedures to follow for submitting proposals to the City with a schedule of applicable activities and any additional information determined to be necessary by the program coordinator.

In the "Notice of Funding Availability", the City will request proposals from the community for projects to be funded through the CDBG program. Organizations and private citizens will be given at least thirty (30) days to submit a proposal or make program comments/suggestions to the Redevelopment and Housing Department, 200 East Main Street in El Cajon. Staff will determine whether or not a proposed project is eligible for CDBG funding, then forward all eligible projects to the City Council for further consideration at two (2) public hearings.

The City Council will select the projects to be funded through the CDBG program and include them in the One Year Action Plan that is submitted to the U. S. Department of Housing and Urban Development for additional review and final approval. If approved, Community Development Block Grant funding will be available no later than September 1, for disbursement to the various non-profit organizations and/or other public agencies who were selected to participate in the program.

For additional information of the Community Development Block Grant program and/or an application for funding, contact the Redevelopment and Housing Department at (619) 441-1710.

CITIZEN PARTICIPATION SCHEDULE

November 3, 2008	Mail letter to notify interested parties of RFP.
November 3, 2008	Notice to newspaper: "Notice of Funding Availability and Request for Comments and Proposals". To be published November 6, 13, 20, 27, and December 4, 2008.
November 6, 2007	Begin mailing applications to community organizations.
November 13-14, 2008	Technical Assistance Hours (1:00 – 5:00 p.m.)
December 11, 2008	Proposals from City department applicants for CDBG funds to be submitted to Redevelopment and Housing Department by 5:00 p.m.
December 17, 2008	Notify City departments regarding eligibility
December 19, 2008	Proposals from non-profit applicants for CDBG funds to be submitted to Redevelopment and Housing Department by 5:00 p.m.
January 15, 2009	Notify non-profit applicants regarding eligibility
February 2, 2009	Notice to newspaper: "Notice of First Public Hearing" to be published Feb. 5, 12, and 19, 2009.
February 24, 2008	First Public Hearing at 7:00 p.m. to allocate FY 2009-10 CDBG funds and to solicit public input.
March 2, 2009	Notice to newspaper: "Notice of Second Public Hearing", to be published March 5, 12, and 19, 2009. Notice includes full listing of approved projects, amounts and regulatory citations.
March 24, 2009	Second Public Hearing at 3:00 p.m. to solicit public input and final adoption of One-Year Action Plan for FY 2009-10.
March 30, 2009	Notice to newspaper: "Notice of Public Review" for final adoption of One-Year Action Plan for FY 2008-09 and to solicit public input; to be published April 2, 9, and 16, 2009.
April 6, 2009	Begin environmental clearances for approved projects.
April 9, 2009	Begin contract negotiations with selected CDBG subrecipients.
May 8, 2009	One-Year Action Plan submitted to HUD for approval.
May 15-June 30, 2009	HUD review period of One-Year Action Plan.
July 1, 2009	Begin Fiscal Year 2009-10.

Set Free Baptist Fellowship of San Diego

Proposal to utilize CDBG funds for emergency vouchers to homeless.

Set Free Baptist Fellowship of San Diego, hereafter SFBF will use the proposed CDBG voucher dollars to assist homeless individuals in the City of El Cajon for emergency temporary housing. This will assist the City of El Cajon in meet priority 2.1 as listed in the priorities of the CDBG program. The proposed program will be an emergency voucher program to assist homeless and near homeless individuals and or family's to find long term programs here in the East County. Vouchers will be used by SFBF to place individuals in temporary housing while they are evaluated for placement in a program. SFBF will not use any voucher funds to assist individuals in any of its discipleship programs. SFBF will not use any of the voucher dollars for administration or program needs. All vouchers will be tracked and reported to the City of El Cajon as determined by the oversight regulations. Individuals will be contacted for a voucher by SFBF in the following manner.

- Hot team sweeps by SFBF of known homeless gathering places in El Cajon
- Referrals by local churches
- Referrals by police
- Referrals by local social service agencies

Hot Team sweeps

- Will be conducted weekly by SFBF to assist individuals in getting off the streets and into temporary housing.
- Individuals in need of a detox facility will not be accepted
- Individuals will be voucher into a hotel room on a daily basis
- Voucher recipients will be asked to follow the guidelines of the El Cajon crime free hotel motel program.
- Voucher recipients will meet daily with SFBF case manager to determine a suitable program to enter for long term assistance.
- Voucher recipients will be limited to 28 days of voucher assistance.
- Voucher recipients will not be required to attend or participate in religious activities offered at the Fabulous 7 motel
- Voucher recipients will be offered three meals daily and will not be required to participate in a religious prayer to receive these meals.
- Voucher recipients will go off the voucher upon entering a program.

Referrals by local Churches

- Local churches will contact SFBF of voucher availability.
- Individuals in need of a detox facility will not be accepted
- Local churches will transport individual to the Fabulous 7 motel.
- Individuals will be voucher into a hotel room on a daily basis
- Voucher recipients will be asked to follow the guides of the El Cajon crime free hotel motel program.

- Voucher recipients will meet daily with SFBF case manager to determine a suitable program to enter for long term assistance.
- Voucher recipients will be limited to 28 days of voucher assistance.
- Voucher recipients will not be required to attend or participate in religious activities offered at the Fabulous 7 motel
- Voucher recipients will be offered three meals daily and will not be required to participate in a religious prayer to receive these meals.
- Voucher recipients will go off the voucher upon entering a program.

Referrals by local Police

- Local police officers may drop individuals for a voucher at the Fabulous 7 Motel
- Police officer will check at front desk for room availability.
- Individuals in need of a detox facility will not be accepted
- Police officer will return individual to place of origin if no room is available.
- Policy officer may check individual into a room if available and SFBF will be contacted by desk employee.
- Individuals will be voucher into a hotel room on a daily basis
- Voucher recipients will be asked to follow the guides of the El Cajon crime free hotel motel program.
- Voucher recipients will meet daily with SFBF case manager to determine a suitable program to enter.
- Voucher recipients will be limited to 28 days of voucher assistance.
- Voucher recipients will not be required to attend or participate in religious activities offered at the Fabulous 7 motel
- Voucher recipients will be offered three meals daily and will not be required to participate in a religious prayer to receive these meals.
- Voucher recipients will go off the voucher upon entering a program.

Referrals by local social service agencies

- Local agency will contact SFBF of voucher availability.
- Individuals in need of a detox facility will not be accepted
- Local agency will transport individual to the Fabulous 7 motel.
- Local agency and SFBF will determine length of voucher prior to individual receiving voucher.
- Voucher recipients will be limited to 28 days of voucher assistance.
- Voucher recipients will be asked to follow the guides of the El Cajon crime free hotel motel program.
- Voucher recipient will be case managed by the agency requesting the voucher.
- Voucher recipients will not be required to attend or participate in religious activities offered at the Fabulous 7 motel
- Voucher recipients will be offered three meals daily and will not be required to participate in a religious prayer to receive these meals.
- Voucher recipients from local agencies will be placed in rooms with refrigerators and microwave ovens.
- Voucher recipients will go off the voucher upon entering a program.

Set Free Baptist Fellowship

Case Management Standards and Practices

Set Free San Diego in collaboration with the El Cajon Collaborative has developed shared case management standards that apply to and are accepted by each of its participating members. These standards define not only the role of family case management, but also the specific responsibilities of case managers working with the Collaborative framework. According to these standards, the role of case managers at the Set Free Family Restoration Resource Center will be to promote healthy development and positive outcomes for participating families by using case management strategies and in-home skills building through home visiting contact and family meetings. An equally important role will be to provide comprehensive service coordination including assessment, service planning and implementation, referral, and monitoring of progress.

Specific responsibilities of family case managers identified by the Collaborative are as follows:

- Crisis intervention and intake.
- Engaging families in the case management process.
- Providing comprehensive assessment in the areas of:
 - Child abuse,
 - Domestic Violence,
 - Mental Health,
 - Physical Health,
 - Public Entities/Agencies/Systems involved with the family (e.g., law enforcement contacts, private providers, faith-based organizations, etc.),
 - School performance of children (including academics, attendance, and behavior),
 - Parenting ability (including developmental expectations, discipline, choice of caregivers, and supervision),
 - Substance use and/or abuse or dependency,
 - Adult education or other instructional and employment needs,
 - Basic needs in the areas of food, housing, and transportation,
 - Children's participation in after-school enrichment activities,
 - Degree of family isolation from the community,
 - Family's ability to contribute back to the community.
- Developing strength-based family service plans to address identified needs for support, and conducting regular home visits and family meetings to monitor progress.
- Identifying and securing services not otherwise provided as part of the family advocacy series.
- Serving as an advocate, skill coach, and role model for families to teach in-home skill-building activities. These include skills such as discipline, shopping within a budget, using public transportation, and communicating

with Welfare offices and other social service organizations, among other skills.

- Assisting with resource management and accessing job development and/or training opportunities.
- Developing plans to address home health and safety issues.
- Assisting in the development of support systems and linking families with community resources.
- Providing case consultation and case coordination with mutual providers and team members regarding family progress toward objectives.
- Facilitating relationships between schools and outside service providers, and between schools and families through activities including educational events, consultations, orientations, and coordination of resources at the school site.

These specific roles will be applied to all staff from partner agencies offering case management services at the Fabulous Seven Transitional Living facility.

Fabulous 7 Transitional Living Center Provider Guidelines

Case Management / Discipleship is geared towards evaluating the participants situation, determining their needs, establishing priorities, and setting goals to overcome their present challenges. This is accomplished by connecting participants with the appropriate community resources while providing a supportive environment.

Case managers / Discipleship providers will evaluate the needs of the participants prior to referring them into the Program by utilizing the providers intake form. Case managers / Discipleship providers intake process will meet the standards of the Transitional Living Center outlined below.

Areas to be evaluated include but are not limited to the following:

- o Family Status
- o Children
- o Income
- o Financial Responsibilities
 - o Existing bank accounts
 - o Insurance
 - o Bills
 - o Debt
- o Medical Status
 - o Pre-existing medical conditions
 - o Medications
 - o Doctors Name

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Fabulous 7

Transitional Living Center

Provider Guidelines

- Legal Issues
 - Past legal history
 - Parole or Probation
 - Registration for drug or sex offenses
- Education
 - Grade school
 - High School / GED
 - Higher education
 - Vocational Training
- Employment History
 - Past five years of employment
 - Vocational abilities
- Identification
 - State drivers license
 - State ID
 - Social security card
 - Work visa
- Transportation
 - Insurance and registration current

Each of these areas may impact the potential for the participant to succeed in becoming self sufficient if certain areas are not resolved. For instance if the participant doesn't have a valid ID it may hinder them from being eligible for employment or social service programs. Prior to entering the program participant must have a valid ID. It will be up to the provider to assist participants with obtaining a valid ID prior to being accepted in the program.

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Fabulous 7 Transitional Living Center Provider Guidelines

The case Manager after assessing the applicant, needs are determined and a plan is developed to help meet these goals. This initial plan will be reviewed and added to as necessary by the provider.

The Following are some of the categories that will be evaluated and why

- o ID
 - o Drivers license, green card, passport or CA ID
- o Social Security Card
 - o Will be needed for employment and social service programs

Family Status

- o Single
- o Divorced
- o Married
- o Children
 - o Ages for eligibility to social service programs
 - o School attendance
 - o Pre school, Head start
 - o 6 to 6 after school program

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Fabulous 7 Transitional Living Center Provider Guidelines

- o Income
 - o For budgeting and program fees the center will need to know how much assistance the participant is currently receiving. How long they have been receiving, and when the assistance began.
 - o SSI/SSA
 - o SSI is given to persons who have a permanent disability
 - o SSI is given to persons that have worked in the past and are currently unable to work.
 - o Cash assistance to parents with children has a five year limit unless child or parent is exempt due to disability. Monthly paper work a CA7 needs to be completed and mailed by the 5th of each month.
 - o Food Stamps
 - o EBT card is issued and the money is transferred to the card on a monthly basis. The date the money goes into the account each month varies by case number.
 - o WIC
 - o Nutritional food vouchers offered to pregnant women, infants and children under the age of 5.
 - o General Relief
 - o Provides cash assistance for up to two years however, money must be paid back and will be garnished upon employment.
 - o Disability
 - o Paid for by social security office for becoming disabled and unable to work. Must have documentation from a doctor for disability and process may take up to 90 days or longer to determine eligibility.
 - o Unemployment
 - o May be received if participant has worked and received enough quarters and is currently unemployed.
 - o Child Support
 - o Payment from absent parent varies from case to case.
 - o Employment
 - o How many hours and the rate of compensation received?
 - o When is pay day?
 - o How does employer pay?
 - o Other
 - o Any other income that comes on a weekly or monthly basis.

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Fabulous 7 Transitional Living Center Provider Guidelines

Financial Responsibilities

For budgeting purposes it is important to determine the financial responsibilities each participant has prior to entering the program. This insures the participants past won't interfere with their progress and success in the future. Financial information will include but is not limited to the following:

- o Storage
- o Vehicle payments
- o Phone, cell phone
- o Credit cards
- o Bank accounts
- o Evictions
- o Bankruptcies

Medical

All children under the age of 18 can be insured buy various programs as long as participants are eligible. There are programs available for adults with emergency situations. The following are some of the medical programs available:

- o Medi-Cal can be issued by Human Services Department and is for parents and children that receive aid, pregnant women, and the disabled.
- o Medi-Care is received by persons on SSI and or SSA also participants that are retired over the age of 62.
- o Healthy Families is insurance offered by a variety of providers through the State of California for families that have children that are uninsured and who are eligible for Medical but still within specific income guidelines.
- o CMS is County Medical Services for emergency use when the person does not have the ability to pay or insurance.

Legal Issues:

- o Registered sex offenders will not be eligible as participants in the program.
- o Felonies / Misdemeanors may hinder eligibility for social service and employment
- o Evictions may hinder housing searches

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