



**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 / near homeless families and/or individuals locate and secure 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.

Provide shelter, meal opportunities and case management to homeless / near homeless families and/or individuals.

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

N/A

- 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](http://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.

East County Transitional Living Center (1527 E. Main St., El Cajon, CA 92021)  
Program includes meal opportunities, counseling and up to (28) nights of emergency housing to homeless / near homeless families and/or individuals.

**18. MAJOR SOURCES OF APPLICANT FUNDING (Please List)**

Privately funded 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 Proposal narrative for details.

**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.cclid.ca.gov/PG411.htm>. 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 Contact Global Livescan at Postal Center Plus at (619) 593-9993, 772 Jamacha Road, El Cajon, CA 92019.

East County Transitional Living Center  
Conditional Use Permit (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 shelter vouchers to homeless / near homeless families and/or individuals. Vouchers will be for a (24) hour stay and can be reissued daily up to a maximum (28) nights stay. Recipients must meet with a case manager, for case review/progress report, on a regular basis to insure the recipient is working towards a long term solution/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*

Recipients must be an El Cajon resident or have been homeless in El Cajon for (24) hours. We have provided services to upwards of (300) individuals in previous program years and increase the number of persons served each year.

**ADDITIONAL INFORMATION**

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

We have seen a dramatic increase in homeless / near homeless families and/or individuals this year (2009) that can be directly attributed to the current economic situation in our country.

**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.**

Shelter, meal opportunities and case management.

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

Upwards of (300) are assisted each year. The vast majority of our clientele is homeless and enters into various programs offered by ECTLC depending on their specific needs.

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

We are fully staffed with case management and CEDAC counseling. We have the ability to serve approximately (400), at any given 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 three successful years administering the CDBG-HUD Emergency Voucher Program (2005-06, 2007-08 and 2009-10 fiscal year cycles under "Set Free Baptist Fellowship"). We have a full staff that receives salaries through alternative funding streams. There are currently no administrative costs to facilitate 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 a staff policies and procedures manual that includes all of the items listed above. All staff receives a copy of the manual.

**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)**

100 percent of the requested \$50,000.00 proposed budget will be used for sheltering and providing (3) meal opportunities each day.

**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.

We are a 501c (3) non-profit organization overseen by an independent Board of Directors.  
See attached.

<b>TRACK RECORD / CAPABILITY</b>
----------------------------------

### 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-HUD 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: 2007-08 Award Amount: \$ 50,000.00

Contract Expiration Date: June 30, 2008

Performance Reports and  
Monthly Billing Up to Date?  Indicate the most recent  
(yes / no) 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: CDBG-HUD Emergency Voucher Program

Project/Program Address: 1527 E. Main St., El Cajon, CA 92021

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

**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. Philadelphia Indemnity Insurance Company (See attached copy of policy)  
 27101 & 27201 Puerta Real, Suite 200 Mission Viejo, CA 92691

B. Please state whether your agency pays all payroll taxes and worker's compensation insurance as required by Federal and State law. Set Free Baptist Fellowship will incur all administrative costs.

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.  
 Yes, we have a \$4,000,000.00 umbrella policy.

E. 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.  
 Philadelphia Indemnity Insurance Company (See attached copy of policy)  
 27101 & 27201 Puerta Real, Suite 200 Mission Viejo, CA 92691

F. See further Insurance Requirements (Instruction Guidelines – Council Policy D3)

Check list of Required Documents		
✓	# copies	Item
	5	Items requested in narrative sections above.
	5	Proposed Budget, and a copy of the Current Year Budget
	5	Implementation Schedule
	5	List of Board of Directors - include the name, telephone number, address, occupation or affiliation of each member and identify the principal officers of your governing body.
	5	Board of Directors' Authorization to Request Funds, and Designation of Authorized Official - documentation of your governing body's action authorizing the representative of your agency to negotiate for and contractually bind your agency. Documentation may consist of a signed letter from the Chairperson of your governing body providing the name, title, address and telephone number of each authorized individual, or a copy of the minutes of the meeting in which your governing body's resolution, motion, or other official action is recorded.
	5	Organizational Chart - describe your agency's administrative framework and staff positions, which indicates where your proposed project will fit into your organizational structure, and which identifies any staff positions of shared responsibility.
	5	Resume of Program Administrator

5	Resume of Fiscal Officer
5	Conflict of Interest Statement - please identify any member, officer, or employee of your organization who is an officer or employee of the City, a member of any of its' boards, commissions, committees, has any interest or holding which could be affected by any actions taken in execution of this application.
1	Financial Statement and most recent Audit
1	Articles of Incorporation and Bylaws
1	State and Federal Tax Exemption Determination Letters

## SCHEDULE A Public Service Program Budget

**PROJECT TITLE**

**CDBG-HUD Emergency Voucher Program**

<i>COST COMPONENT</i>	<i>CDBG FUNDS</i>	<i>OTHER FUNDS<sup>1</sup></i>	<i>IN-KIND</i>	<i>TOTAL PROJECT</i>
-----------------------	-------------------	--------------------------------	----------------	----------------------

**PERSONNEL SERVICES**

Salaries (See Schedule B)		\$25,000	\$75,000	\$100,000
Fringe Benefits				
<b>Total Personnel</b>				

**CONTRACTUAL SERVICES**

Professional Services		\$12,500		
Telephone		\$1,000		
Utilities		\$5,200		
Rent	\$50,000			
Insurance (required)		\$40,000		
Maintenance		\$1,800		
Travel/Mileage				
Fingerprinting				
Other (specify)				
<b>Total Contractual</b>				

**COMMODITIES**

Program/Office Supplies		\$800		
Printing				
Postage/Office Equipment				
Other (specify)				
<b>Total Commodities</b>				

<b>Total Project Budget</b>	<b>\$50,000</b>	<b>\$85,500</b>	<b>\$75,000</b>	<b>\$210,500</b>
-----------------------------	-----------------	-----------------	-----------------	------------------

**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 CEPAC training) on a regular basis, room maintenance (housekeeping) and three meal opportunities each day.

<sup>1</sup> Includes Federal and non- Federal funding sources



## 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**

October 28, 2009	Mail letter to notify interested parties of RFP.
October 30, 2009	Notice to newspaper: "Notice of Funding Availability and Request for Comments and Proposals". To be published November 5, 12, and 19, 2009.
November 5, 2009	Begin mailing applications to community organizations.
November 9-10, 2009	Technical Assistance Hours (1:00 – 5:00 p.m.)
December 4, 2009	Deadline for proposals from City department applicants and non-profits for CDBG funds to be submitted to Redevelopment and Housing Department by 4:30 p.m.
December 8, 2009	Notify City departments regarding eligibility
December 11, 2009	Notify non-profit applicants regarding eligibility
January 22, 2010	Notice to newspaper: "Notice of First Public Hearing" to be published January 28 and February 4, 2010.
<b>February 9, 2010</b>	<b>First Public Hearing at 7:00 p.m. to allocate FY 2010-11 CDBG funds and to solicit public input.</b>
February 12, 2010	Notice to newspaper: "Notice of Second Public Hearing" for final adoption of One-Year Action Plan for FY 2010-11 and to solicit public input. To be published February 18 and March 4, 2010. Notice includes full listing of approved projects, amounts and regulatory citations.
February 15, 2010	Begin environmental clearances for proposed projects.
<b>March 23, 2010</b>	<b>Second Public Hearing at 3:00 p.m. to solicit public input and final adoption of One-Year Action Plan for FY 2010-11.</b>
March 25, 2010	Notice to newspaper: "Notice of Public Review" for final adoption of One-Year Action Plan for FY 2010-11 and to solicit public input; to be published April 1, 8, and 15, 2010.
March 29, 2010	Begin contract negotiations with selected CDBG subrecipients.
May 3, 2010	One-Year Action Plan submitted to HUD for approval.
May 15 – June 30, 2010	HUD review period of One-Year Action Plan.
July 1, 2010	Begin Fiscal Year 2010-11.

All inquiries contact the Redevelopment and Housing Department, 200 Civic Center Way, El Cajon, CA (619) 441-1710.  
2010-2011 CDBG Public Services

**Serving the needs of  
San Diego County**



**ECTLC**  
EAST COUNTY TRANSITIONAL LIVING CENTER

1527 East Main St.  
El Cajon, CA 92021  
(619) 442-0457 phone  
(619) 442-2534 fax  
[www.ectlc.org](http://www.ectlc.org)

### Programs

Set Free Discipleship Training  
Set Free Family Restoration  
Emergency Housing Voucher  
Transitional Living

### Board of Directors

Rolland Slade - Chairman  
Laura Nugent - Vice-Chairman  
Gary Coombs - Secretary  
John Richardson  
John Gibson  
Harold Brown - President

### Advisory Board

Lenny Comma  
Nefly Vargas  
Greg Brown  
Howard Everett

ECTLC is a  
501(c)(3) non-profit  
organization.  
EIN: 27-0865318

October 21, 2010

To Whom It May Concern:

Let it be known by this letter that the individuals listed below are authorized to negotiate and contractually bind East County Transitional Living Center for the purpose of receiving funding, including grants and other similar contracts.

Harold Brown  
Chief Executive Officer  
651 Cunningham Lane  
El Cajon, CA 92020  
Telephone: 619.442.0457

If you have any questions, please do not hesitate to contact me.

Sincerely,

Rolland Slade  
Chairman of the Board

*"Providing a Hand Up"*

# Set Free San Diego

1527 E.Main St. El Cajon, CA 92021 (619)447-4498 [www.setfreesd.org](http://www.setfreesd.org)

## SET FREE LOCATIONS

### **El Cajon**

(619) 447-4498

1527 East Main Street  
El Cajon, CA 92021

### **Ocean Beach**

(619) 501-0835

4790 Santa Monica Avenue  
San Diego, CA 92107

### **Clairemont**

(619) 447-4498

3219 Clairemont Mesa Boulevard  
San Diego, CA 92117

### **Escondido**

(619) 672-5987

1135 North Broadway,  
Escondido, CA 92026

## Board Members

Rolland Slade - President  
Laura Nugent - Vice President  
Gary Coombs - Secretary  
John Richardson  
Howard Everett  
Ronald Cobbs  
Miles L. Johnson II  
William Vanderford  
Don Tendvahl  
Joshua Loveland  
Jonathan Heuberger  
Harold Brown - CEO/Pastor

Set Free San Diego is a  
501(c) (3) non-profit  
organization serving Jesus in  
San Diego County since 2002.  
EIN: 30-0053300

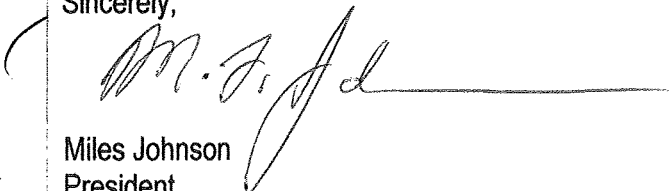
October 21, 2010

To Whom It May Concern:

At a meeting held on January 18, 2010, the Board of Directors of Set Free Baptist Fellowship of San Diego approved a motion allowing East County Transitional Living Center to administer the CDBG/HUD Emergency Voucher Program for the fiscal year 2010 -11. Any subsequent contracts shall be submitted under East County Transitional Living Center.

If you should have any questions, please do not hesitate to contact me.

Sincerely,

  
Miles Johnson  
President

# Set Free San Diego

1527 E. Main St. El Cajon, CA 92021 (619)447-4498 [www.setfreesd.org](http://www.setfreesd.org)

## SET FREE LOCATIONS

### **El Cajon**

(619) 447-4498  
1527 East Main Street  
El Cajon, CA 92021

### **Ocean Beach**

(619) 501-0835  
4790 Santa Monica Avenue  
San Diego, CA 92107

### **Clairemont**

(619) 447-4498  
3219 Clairemont Mesa Boulevard  
San Diego, CA 92117

### **Escondido**

(619) 672-5987  
1135 North Broadway,  
Escondido, CA 92026

## Board Members

Rolland Slade - President  
Laura Nugent - Vice President  
Gary Coombs - Secretary  
John Richardson  
Howard Everett  
Ronald Cobbs  
Miles L. Johnson II  
William Vanderford  
Don Tendvahl  
Joshua Loveland  
Jonathan Heuberger  
Harold Brown - CEO/Pastor

Set Free San Diego is a  
501(c)(3) non-profit  
organization serving Jesus in  
San Diego County since 2002.  
EIN: 30-0053300

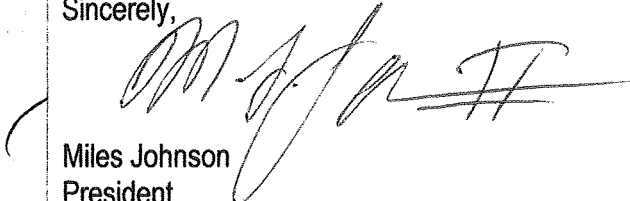
October 21, 2010

To Whom It May Concern:

At a meeting held on January 18, 2010, the Board of Directors of Set Free Baptist Fellowship of San Diego approved an amendment to the Articles of Incorporation to reflect the new name of the corporation to "Christian Fellowship of El Cajon".

If you should have any questions, please do not hesitate to contact me.

Sincerely,

  
Miles Johnson  
President

# Certificate of Amendment of Articles of Incorporation

**ENDORSED - FILED**  
in the office of the Secretary of State  
of the State of California

MAY 12 2010

The undersigned certify that:

1. They are the President and the Secretary, respectively, of Set Free Baptist Fellowship of San Diego, a California Corporation, corporation #2368345.
2. Article I of the Articles of Incorporation of this corporation is amended to read as follows:


The name of this Corporation is Christian Fellowship of El Cajon.

3. The foregoing amendment of the Articles of Incorporation has been approved by the required vote of the members on January 18, 2010.
4. The foregoing amendment of the Articles of Incorporation has been duly approved by the required majority vote of the Board of Directors on January 18, 2010.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

Dated: January 25, 2010

  
Miles Johnson, President

  
Aubrey Reel, Secretary/Treasurer

**Serving the needs of  
San Diego County**



1527 East Main St.  
El Cajon, CA 92021  
(619) 442-0457 phone  
(619) 442-2534 fax  
www.ectlc.org

October 21, 2010

**Programs**

Set Free Discipleship Training  
Set Free Family Restoration  
Emergency Housing Voucher  
Transitional Living

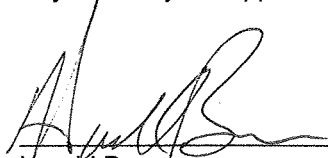
Redevelopment and Housing Department  
CDBG Public Services  
200 Civic Center Way  
El Cajon, CA 92021

**Board of Directors**

Rolland Slade - Chairman  
Laura Nugent - Vice-Chairman  
Gary Coombs - Secretary  
John Richardson  
John Gibson  
Harold Brown - President

Re: Community Development Block Grant Program with the City of El Cajon – Conflict of Interest Statement

This letter certifies that no employee, member, or officer of the East County Transitional Living Center is an officer or employee of the City of El Cajon, or is a member of any of its boards, commissions, committees, or has any interest or holding that may be affected by the East County Transitional Living Center's application for/or acceptance of any funds from the Community Development Block Grant Program with the City of El Cajon. This letter also certifies that the East County Transitional Living Center is compliant with the City of El Cajon's applicable Conflict of Interest policies.

  
\_\_\_\_\_  
Harold Brown

Chief Executive Officer  
East County Transitional Living Center

10-21-10  
Date

**Advisory Board**

Lenny Comma  
Nefti Vargas  
Greg Brown  
Howard Everett

ECTLC is a  
501(c)(3) non-profit  
organization.  
EIN: 27-0865318

*"Providing a Hand Up"*

## SUMMARY OF QUALIFICATIONS

Business professional with over seven years experience in bookkeeping and executive level administration. Over three years experience in financial management including preparation and administration of a multi-department budget. Knowledge and training in non-profit accounting.

## PROFESSIONAL EXPERIENCE

### **Chief Financial Officer, Feb 2009- Present**

*East County Transitional Living Center*

Create and administer annual budget working closely with department heads on budget needs.

Report preparation in accordance with legal requirements for tax filings with appropriate agencies.

Oversee accounts payable, accounts receivable, and reconciliation function.

Prepare financial statements and reports to Board of Directors.

Supervise the administrative function of the Company, maintain official minutes of the Board, and other official meetings of the organization; provide security for all files, legal and historic documents, mailing lists, and client files.

### **Operations Supervisor, April 2008 — February 2009**

*The Church at Rancho Bernardo*

Oversaw and scheduled all on-sight events.

Assisted Children's Pastor and Youth Pastor with events, including scheduling, form creation, and tracking.

### **Bookkeeper/Office Manager, January 06— April 2008**

*Set Free Baptist Fellowship of San Diego*

Bookkeeping for non-profit organization; accounts receivable, accounts payable, account reconciliation, journal entry, report preparation, general ledger, expense control.

Selected, trained and supervised volunteer office staff.

Created and implemented office manuals and procedures.

### **Proof Operator, April 05—July05**

*Fiserv, Inc.*

Balanced and encoded deposit batches for multiple financial institutions.

### **Bookkeeper/Office Manager, January 04—December04**

*ART Pest Control Services, Inc.*

Bookkeeping; accounts receivable, accounts payable, account reconciliation, payroll.

Created marketing brochures, monthly newsletters, advertisements, and promotional material.

Organized all computer, customer, and vendor files for greater efficiency.

### **Sales and Leasing Consultant, March 03 — December 03**

*Toyota of Wallingford*

Recognized as a top seller in new and used automobiles.

Cultivated a friendly, low-stress buying experience for customers.

### **Department Manager/Administrative Assistant, April 00— March 03**

*Shoreline Solutions, Inc.*

Managed accounts and provided administrative support for Vice President and Sales Manager.

Provided customer service and administrative support to financial institutions.

## EDUCATION AND TRAINING

Grossmont Community College, 2007 — present

Pursuing degree in Business Administration

Dale Carnegie Training, 2008

Dale Carnegie Course: Effective Communications & Human Relations

**IVAN ANDUJAR, JR.**  
Lakeside, CA 92040

## **SUMMARY OF QUALIFICATIONS**

Professional with over fourteen years experience in facility management, facility operations, staff management and program administration. Six years experience in facility management, staff management and program administration in a non-profit organization.

## **PROFESSIONAL EXPERIENCE**

### **Chief Operations Officer, May 2010 – Present**

#### **East County Transitional Living Center**

Oversee daily operations of a 101 room transitional living facility.

Oversee operations of a (48) unit apartment complex.

Manage and evaluate a staff consisting of (5) full time and (20) volunteers.

Submit and administer yearly Community Development Block Grant Emergency Homeless Voucher Program through the City of El Cajon and the Department of Housing and Urban Development.

Oversee and administer Homeless Prevention Relocation Program through the City of El Cajon and the Department of Housing and Urban Development.

Seek out and promote joint efforts with similar non-profit organizations in San Diego County.

Create and administer annual budget.

Create and administer new programs.

Create and implement Company policies and procedures.

### **Facilities Director, March 2004 – May 2010**

#### **Set Free Baptist Fellowship of San Diego**

Oversee daily operations of a 101 room transitional living facility.

Operations include: manage a staff of (4) salaried staff (10) volunteer staff.

Create and administer annual budget.

Create and administer new programs.

Create and implement Company policies and procedures.

### **Recreation Coordinator, June 1985 – January 2001**

#### **City of Monrovia, Parks and Recreation Division**

Oversee daily operations of a 50,000 square foot Community Center.

Schedule maintenance and usage of (2) lit ball fields

Schedule and manage (40) part time staff

Assisted in development of City sponsored Skate Park.

Manage and administer (4) budgets totaling \$1,000,000.00.

Promote and advertise facility rentals.

Supervise and enforce City policies pertaining to motion picture filming within City limits.

Create and implement policies and procedures.

Create and present reports to Commissions and City Council.



**IMPLEMENTATION SCHEDULE**  
CDGB-HUD Emergency Voucher Program 2010-11

**December 4, 2009**      Submit CDBG application for 2010-11 fiscal year.

**July 1, 2010 – June 30, 2011**      Begin accepting and processing families and/or individuals for shelter, meals and case management.