

PUBLIC SERVICE APPLICATION/PROPOSAL
 (Limit responses to the space provided, attach information where requested)

PART I – APPLICATION SUMMARY

1. Proposed Project/Program Title:
 CDBG – HUD Emergency Voucher Program

2. Legal Name of Agency/Applicant Requesting Funding:
 East County Transitional Living Center Inc.

3. Mailing Address: 1527 East Main Street
City: El Cajon **Zip:** 92021

4. Contact Person: Ivan Andujar
Title: Chief Operations Officer
Phone: (619) 442-0457 ext: 1118
Email: IANDUJAR@ECTLC.ORG

Secondary Contact Person: Harold Brown
Title: Chief Executive Officer
Phone: (619) 442-0457 ext: 1111
Email: HBROWN@ECTLC.ORG

5. Agency Description:

Faith-Based Organization:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
501(c)3 Non-Profit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Year Incorporated:	2009
Agency Tax ID Number:	27-0865318
Agency DUNS Number:	833183119

6. FY 2012-13 CDBG Funding Request:

Total Project Cost:	\$50,000.00
Less Other Funding Sources (Be Specific):	
	\$
	\$
Total FY 2012-13 CDBG Funding Request:	\$50,000.00

7. Brief summary of the Project:
 East County Transitional Living Center Inc. will provide (3) meal opportunities, counseling/case management and up to (28) nights of emergency housing to homeless families and/or individuals to stabilize their immediate homeless situation. Clients will be evaluated and provided with additional resources and/or references to find permanent housing or programs.

8. Number of Unduplicated clients to be served during the fiscal year: 150

9. Project/Program Site Address(es): 1527 East Main Street, El Cajon CA 92021
Census Tract: Citywide

10. 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): HAROLD BROWN

Signature/Date: 

PART II - PROJECT ELIGIBILITY

11. Meeting a CDBG National Objective. Please check the box that appropriately applies to your project (See Guidelines at Page 3 and Schedule C of this Application):

<input checked="" type="checkbox"/>	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);
<input type="checkbox"/>	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;
<input type="checkbox"/>	Serves to prevent or eliminate conditions of slum and blight.

12. Which City of El Cajon FY 2009-2014 Consolidated Plan Priority does this project/program address? (See Guidelines at Page 4 and Schedule C of this Application):

2.1

PART III – PROPOSED PROGRAM / PROJECT DESCRIPTION

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

East County Transitional Living Center Inc. will provide (3) meal opportunities, counseling/case management and up to (28) nights of emergency housing to homeless families and/or individuals to stabilize their immediate homeless situation. Clients will be evaluated and provided with additional resources and/or references to find permanent housing or programs.

14. Describe the need or problem to be addressed and how this proposed program/project meets that need:

Assist homeless families and/or individuals with their immediate needs of housing, meals and case management/resources.

15. Describe the characteristics of the target population to be served (i.e., youth, elderly, persons with disabilities, etc.) by the project. Specify the total number of El Cajon persons to be served by the program in the grant year and the geographic area to be benefitted:

East County Transitional Living Center Inc.'s target population is homeless families and/or individuals. We anticipate assisting 150 men, women and children within the City of El Cajon city limits.

16. Proposed Program Service Area / Beneficiaries. Documentation of benefit to low/moderate-income persons is required for all funded projects. In order to qualify as benefiting low/moderate-income persons, your project must fall into one of the categories below. Please check the applicable box for this project:

- A. **Area Benefit** – This category is for projects that benefit all residents of a defined service area as outlined in the Guidelines on Page 5. At least 51% of the residents within the service area must be low/moderate-income persons.

If your project benefits all residents of a defined service area, please define the boundaries of the service area of your project in detail. Be very specific, and include street boundaries and/or Census Tract and block group information (see Guidelines, Map of Low/Moderate Income Areas).

Recipients must be an El Cajon resident or have been homeless within El Cajon city limits for (24) hours prior to seeking assistance.

Please attach a map page showing project boundaries and label it Attachment to Question 16A.

- B. **Limited Clientele** – This category is for projects that benefit limited clientele as outlined in the Guidelines on Page 5. At least 51% of the clientele served must be low/moderate income persons.

If your project benefits a particular clientele, please indicate the number of unduplicated clients to be served, the number who are low/moderate income (See Attachment C of the Guidelines), and describe the specific method of collecting demographic data used by your project. Data must be collected and reported for all clients served by the program including family size, race, ethnicity, income levels and city of residency (see Guidelines at Page 5 and Attachment B, Reporting Requirements):

17. State the overall goal for the project and describe up to 3 specific objectives for the program/project during the grant year.

Assist homeless families and/or individuals with their immediate needs of housing, meals and case management/resources. The long term goal is to assist them with finding a suitable program or locating permanent housing/employment.

- Assist families and/or individuals with locating permanent housing.
- Assist families and/or individuals with entering into a long term program.
- Provide case management on a weekly basis to all clientele.

18. For each objective above, describe the work to be performed, including the key activities to be undertaken or the services to be provided, and a detailed timeline for implementation and completion of the project. CDBG requests must be limited to activities that can be implemented, completed and CDBG funds expended within 12 months.

Emergency vouchers will be for a (24) hour stay and can be reissued daily up to a maximum (28) night stay. Recipients must meet with our onsite case managers, for case review/progress report, on a regular basis to insure the recipient is making progress towards a long term solution/program.

19. For each objective above, describe the method of service delivery to used to accomplish the goals and objectives of the project.

East County Transitional Living Center, Inc. (1527 East Main Street, El Cajon CA 92021)
Program includes (3) meal opportunities each day, counseling/case management and up to (28) nights of emergency housing to homeless families and/or individuals.

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

Non-applicable.

21. 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.

Non-applicable

22. Site Control. Is the Program Site Address owned by Applicant? Yes No

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 to Question 22 - Site Control.** (i.e., lease or rental agreement).

23. Will the proposed project meet Americans with Disabilities Act standards for accessibility to persons with disabilities? Explain.

The facility is equipped with designated rooms that are ADA compliant.

24. 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/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.

City of El Cajon, Conditional Use Permt (CUP # 1956)

PART IV - PROJECT BUDGET

25. Complete and submit Schedule A (Program Budget) and Schedule B (Personnel Schedule), if applicable.

26. For each line item in the proposed project budget (Schedule A and B, if applicable), provide narrative explaining each item and describe how the project will be fully funded.

100 percent of the requested \$50,000.00 proposed budget will be used for sheltering @ a rate of \$49.50 per night.

27. 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 B**, if applicable. Indicate whether matching funds are firmly committed to the program.

Non applicable.

28. Collaboration With Other Agencies. If the program is a collaborative effort with other existing programs, services or agencies explain the partnership(s), what resources the partners bring, and whether 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 Village, Salvation Army, Volunteers of America, Crisis House, HomeStart Inc., Jewish Family Services of San Diego, 211 San Diego and San Diego East County Chamber of Commerce. All of the agencies listed refer families and/or individuals to ECTLC for assistance at various times throughout the year.

PART V - AGENCY INFORMATION

29. 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.

East County Transitional Living Center has been in operation since August 2009. Date of incorporation: August 11, 2009. A California Nonprofit Religious Corporation. ECTLC was formerly known as Set Free Baptist Fellowship and started operations in 2004.

- B. Describe the agency's mission and purpose.

We are a 501c (3) non-profit, religious based humanitarian organization extending housing, meal opportunities and case management for homeless families and/or individuals in East San Diego County.

- C. Describe the type of services provided.

Housing, meal opportunities and onsite case management.

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

Upwards of (400) clients are assisted each year through the (4) various programs ECTLC has to offer. The vast majorities of our clientele are homeless and enter into one of our programs based on their specific needs/situation.

- E. Describe your agency's capabilities of assisting these clients.

East County Transitional Living Center Inc. is fully staffed with case management and CEDAC counseling. ECTLC has the ability to serve approximately (400), at any given time with shelter through the (4) various programs we offer.

- F. **Organizational Chart and current Board of Directors.** Attach both to application and label it Attachment to Question 29F.

30. 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 (4) successful years administering the CDBG-HUD Emergency Voucher Program (2005-06, 2007-08, 2009-10 under Set Free Baptist Fellowship 2010-11 under East County Transitional Living Center Inc.) ECTLC has 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.

East County Transitional Living Center provides all staff copies of our polices/procedures manual that addresses our affirmative action plan and grievance procedures.

31. FINANCIAL

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

See attached budget.

B. Major Sources Of Applicant Funding (Please List)

Privately funded and self supportive.

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

East County Transitional Living Center Inc. is a 501c(3) non-profit organization overseen by an independent Board of Directors. See attached.

PART VI - TRACK RECORD / CAPABILITY

32. AGENCY PERFORMANCE HISTORY

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

A. PROJECT ADMINISTERED BY YOUR ORGANIZATION

Project/Program Name: CDBG – HUD Emeraencv Voucher Program

Project/Program Address: 1527 East Main Street, El Cajon CA 92021

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

Year Funded: 2010-11 Award Amount: \$50,000.00

Contract Expiration Date: June 30, 2011

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:

Non-applicable

B. PROJECT ADMINISTERED BY YOUR ORGANIZATION

Project/Program Name:

Project/Program Address:

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

Year Funded: ard Amount:

Contract Expiration Date: nt. 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:

Non-applicable.

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

2010-11
(142) men, women and children were provided services.

2009-10
(277) men, women and children were provided services.

PART VII - AUDIT AND INSURANCE REQUIREMENTS

33. 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 (referred to as the "Federal Single Audit". Agencies that fall into this category must choose one of the three following ways of meeting this requirement and state which method is chosen. Please check the applicable box for this project:

- 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.
- 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.
- 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.

34. 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.

East County Transitional Living Center Inc. will incur all administrative costs.

C. Please state whether your agency has fidelity bond coverage for principal staff who handle your agency's accounts. Yes No If so, please indicate the amount of coverage and the insuring agency.

\$4,000,000,000 umbrella policy. Philadelphia Indemnity Insurance Company.

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.

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

E. See further Insurance Requirements (Attachment G of these Guidelines – Council Policy D-3)

PART VIII - ADDITIONAL INFORMATION

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

East County Transitional Living Center Inc. has seen a dramatic increase in homeless families and/or individuals over the past (3) years that can be directly attributed to the current economic situation in our country.

ECTLC also anticipates an influx of individuals in need of assistance due to prison overcrowding, resulting in early releases. A vast majority of these individuals will be in need of housing and case management.

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PART IX – REQUIRED DOCUMENTATION

Checklist of Required Documents		
✓	# copies	Item
	6	Application for CDBG Funds (Questions 1 – 35 above)
	6	Proposed Budget (Schedule A and Schedule B, if applicable), and a copy of the agency's Current Year Budget
	6	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.
	6	Board of Directors' Authorization to Submit Application, and Designation of Authorized Official - documentation of your governing body's action authorizing the representative of your agency negotiate for and contractually bind your agency. This is the same individual(s) that will be authorized to execute requests for payment. 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.
	6	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.
	6	Resume of Program Administrator
	6	Resume of Fiscal Officer
	6	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
	1	City of El Cajon Business License

SCHEDULE A

Public Service Program Budget

PROJECT TITLE

CDBG – HUD Emergency Voucher Program

<i>COST COMPONENT</i>	<i>CDBG FUNDS</i>	<i>OTHER FUNDS¹</i>	<i>IN-KIND</i>	<i>TOTAL PROJECT</i>
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PERSONNEL SERVICES

Salaries (attach Schedule B)		\$25,000	\$75,000	\$100,000
Fringe Benefits				
Total Personnel				

CONTRACTUAL SERVICES

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

COMMODITIES

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

Total Project Budget	\$50,000	\$85,500	\$75,000	\$210,5000
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Use the space below to explain professional services, office equipment expenditures or other cost components that require clarification:

East County Transitional Living Center Inc. will be providing onsite case management (with CEPAC training) on a regular basis, room maintenance (housekeeping) and (3) meal opportunities each day.

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 completed to detail the costs for the positions to be funded.

¹ Includes Federal and non- Federal funding sources. Be specific.

SCHEDULE B

Personnel Schedule

(For CDBG Funded Public Service Salaries Only)

PROJECT TITLE

CDBG – HUD 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
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
TOTALS	N/A	N/A	N/A	N/A

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 PARTICIPATION PLAN

I. Introduction

This FACT SHEET has been prepared to assist 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.

II. 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 or more of the local priorities developed by the City of El Cajon:**

- | | |
|--------------|---|
| Priority 1: | Conserve and Improve Existing Affordable Housing |
| Priority 2: | Provide Homeownership Assistance to Low and Moderate Income Households |
| Priority 3: | Provide Rental Assistance to Low and Moderate Income Households |
| Priority 4: | Preserve Assisted Housing at Risk of Converting to Market Rate |
| Priority 5: | Assist in the Development of Affordable Housing |
| Priority 6: | Promote Equal Housing Opportunity |
| Priority 7: | Support a Continuum of Care System for the Homeless |
| Priority 8: | Provide for New Community Facilities and Improve the Quality of Existing Community Facilities to Serve Those of Low and Moderate Income and/or with Special Needs |
| Priority 9: | Provide Needed Community and Supportive Services to Those of Lower Income and/or with Special Needs |
| Priority 10: | Provide for Needed Infrastructure Improvements in Low and Moderate Income Areas |
| Priority 11: | Provide for Necessary Planning Activities to Develop and Implement Both Housing and Community Development Plans to Address Anticipated Needs. |

The Priorities are more fully described in the in the FY 2009-2014 Five-Year Consolidated Plan which is available for review at the Redevelopment and Housing Division public counter, located at 200 Civic Center Way, Third Floor, El Cajon, CA 92020. The Plan is also available for review on the City's website at <http://www.cityofelcajon.us/dept/redev/housing/funding.aspx>.

D. In addition, proposed projects/programs will be assessed 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. City staff will assign the most suitable Outcome/Objective classification.

III. Eligible Activity Categories

The following provides a list of activity categories that may be eligible for funding under the CDBG program (24 CFR 570.201). 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

IV. Ineligible Activities (24 CFR 570.207)

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.

V. 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 at the public counter of the Redevelopment and Housing Division, Third Floor, 200 Civic Center Way, El Cajon, CA 92020. A summary of the application process for CDBG funds is provided below for 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 applications for proposed projects 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 submit program comments/suggestions to the Redevelopment and Housing Division, 200 Civic Center Way 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 usually in the first quarter of the fiscal year, 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 Division at (619) 441-1786.

FY 2012-13 ANNUAL ACTION PLAN TIMELINE

November 3, 2011	"Notice of Funding Availability" published in the newspaper and mailed to interested parties' list.
November 7, 2011	Applications for CDBG Funding available.
November 7- December 4, 2011	Technical Assistance is available upon request. Call (619) 441-1786 for telephone assistance or to set an appointment.
December 7, 2011	Deadline for proposals/applications for CDBG funds to be submitted to Redevelopment and Housing Division, 200 Civic Center Way, Third Floor, El Cajon, CA 92020 by 5:30 p.m.
December 22, 2011	Notify applicants regarding eligibility.
January 26, 2012	"Notice of First Public Hearing" to be published in newspaper.
February 14, 2012	First Public Hearing at 7:00 p.m. to allocate FY 2012-13 CDBG funds and to solicit public input.
March 8, 2012	"Notice of 30-day Public Review Period and Second Public Hearing" to be published in newspaper. Notice includes full listing of approved projects, amounts and regulatory citations, and seeks public input.
April 10, 2012	Second Public Hearing at 3:00 p.m. to solicit public input and final adoption of FY 2012-13 One-Year Action Plan.
April 11, 2012	Begin contract negotiations with selected CDBG subrecipients and initiate environmental reviews. Agreements targeted for execution on or before June 30, 2012.
May 14, 2012	One-Year Action Plan submitted to HUD for approval.
May 18, 2012	"Notice of Submittal of One-Year Action Plan" published in newspaper.
May 15 – June 30, 2012	HUD review period of One-Year Action Plan.
July 1, 2012	Begin Fiscal Year 2012-13.

**East County Transitional Living Center, Inc.
2012 Budget**

Income

Coconut Candy Sales	3,000.00
Contributions	260,000.00
Fundraising Event	15,000.00
Grants	50,000.00
Other Income	48,000.00
Program Income	712,000.00
Rent / Lease Income	80,000.00
Total Income	<u><u>1,168,000.00</u></u>

Expense

Business Fees	12,000.00
Cleaning Supplies & Services	24,000.00
General Maintenance	24,000.00
Groceries/Kitchen Exp	54,000.00
Insurance - Company	69,000.00
Memberships, Subscriptions	3,500.00
Office Supplies & Mailings	15,600.00
Other Expense	9,450.00
Payroll Expenses	391,024.00
Pest Control	4,000.00
Remodel Expense	1,080.00
Rent, Prop Leases	98,400.00
Supplies & Equipment (VM)	4,000.00
Tax Expense	69,000.00
Telephone/Cable	32,000.00
Utilities	193,000.00
Vehicle Expense (Program)	160,300.00
Total Expense	<u><u>1,164,354.00</u></u>

Net Income 3,646.00

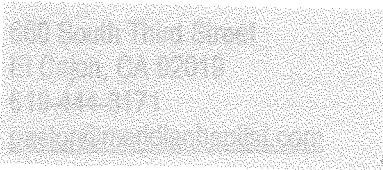
**East Country Transitional Living Center
Board of Directors**

Board Officers

President

Rolland Slade

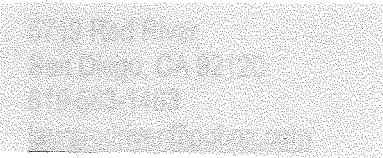
Pastor Rolland accepted his call into the ministry in 1987 at the Bayview Baptist Church, San Diego. Pastor Rolland has been the Senior Pastor of the Meridian Baptist Church in El Cajon since January 2004.



Vice President

Laura Nugent


She is a member of Del Cerro Baptist Church where she has served in various ministries, including finance, choir, Children's work, and missions. Laura has worked with Set Free since 1999, serving on both the Associational and Executive Boards.



Secretary

Gary Coombs

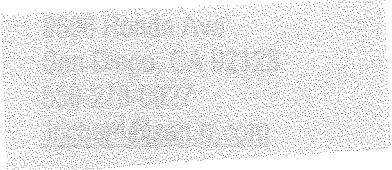
Pastor Gary is a member of the senior staff at Shadow Mountain Community Church in El Cajon, California where he has served as Missions Pastor since 1988. Pastor Gary received his Ph. D. from Linda Vista Baptist Seminary in 1990 and his Doctorate from Western Conservative Baptist Seminary in 1992.



Board Members

John Richardson

John Richardson has been a successful real estate developer in the east county San Diego for many years. He has been active in shaping the Christian ministry for decades in and around the Clairemont/ Linda vista areas.



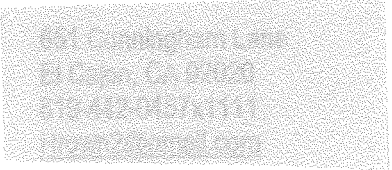
John Gibson

John graduated from San Diego State University with a Business Administration degree in Real Estate. He has been continuously in the commercial/industrial real estate business in El Cajon since 1972. Presently, he is a real estate broker employed by the Hamann Companies for the last 14 years. He also specializes in the acquisition and development of properties for non-profit entities.



Harold Brown - CEO

Harold was ordained as a Pastor in 2003 and he is currently the Senior Pastor at The Christian Fellowship of El Cajon. Harold has been the C.E.O. of the East County Transitional Living Center since it's inception in 2009.



Advisory Board Members

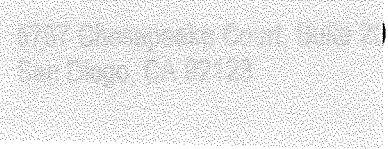
Lenny Comma

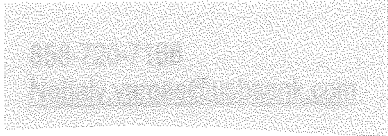
Lenny Comma is Senior Vice-President and Chief Operating Officer for Jack in the Box Inc. He was promoted to his current position in February 2010. Lenny has an MBA from Nova Southeastern University in Fort Lauderdale, Fla., and a bachelor's degree in finance from Drexel University in Philadelphia.



Nefty Vargas

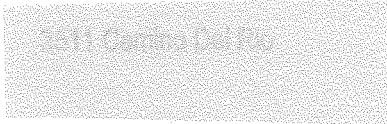
Nefty currently works in the office of Corporate Citizenship for US Bank. He has been with US Bank for 5 years working primarily with Community Development.





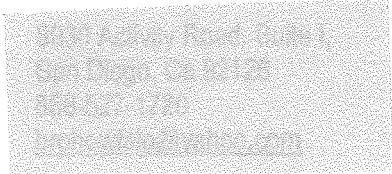
Greg Brown

Greg is the owner of New West Investment Group a successful property development company based in El Cajon.



Howard Everett

Howard is the Senior Pastor of River Church in Mira Mesa for 2 years. He also was the pastor for Calvary Baptist Church Linda Vista for 10 years. Howard is very active in fundraising and missionary work throughout the San Diego area.



Serving the needs of
San Diego County



ECTLC

EAST COUNTY TRANSITIONAL LIVING CENTER

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

www.ectlc.org

Programs

Discipleship Training
Family Restoration
Emergency Housing Vouchers
Transitional Living

Board Members

Rolland Slade - President
Laura Nugent - Vice President
Gary Coombs - Secretary
John Richardson
John Gibson
Greg Brown
Harold Brown - CEO/Pastor

Advisory Board

Lenny Comma
Neftly Vargas
Howard Everett

ECTLC is a
501(c) (3) non-profit
organization.

EIN: 27-0865318

December 2, 2011

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

Re: ECTLC Board of Directors Authorization to Request Funds

At a meeting held on November 16, 2011, the Board of Directors of East County Transitional Living Center authorized the application for and use of funds from local, state and government agencies for the continuance of programs offered by East County Transitional Living Center.

Be it resolved that the Board of Directors of East County Transitional Living Center unanimously support the request of funds for the Community Development Block Grant Program with the City of El Cajon.

Let it be further resolved that the Board of Directors of East County Transitional Living Center authorize Harold Brown, CEO, to negotiate for and contractually bind East County Transitional Living Center in matters to procurement of funds for any and all programs provided by East County Transitional Living Center.

Sincerely,

Rolland Slade
Chairman of the Board

"Providing a Hand Up"

East County Transitional Living Center, Inc. Board of Directors Flowchart

Executive Committee
 Chairman—Rolland Slade
 Vice-Chairman—Laura Nugent
 Secretary/Treasurer—Gary Coombs

Board of Directors
 Board Member—John Richardson
 Board Member—John Gibson
 Board Member—Harold Brown (CEO)
 OPEN Board Member—

Audit Committee
 OPEN Non-profit Accountant/CPA
 Board Member—
 Board Member—

Programs and Facilities Committee
 Chief Program Officer—Miles Johnson
 Chief Operations Officer—Ivan Andujar
 Board Member—
 Board Member/Advisory Board Member (Real Estate)

Finance and Development Committee
 Chief Financial Officer—Aubrey Reel
 Chief Development Officer—Don Tenavahi
 Secretary/Treasurer—Gary Coombs
 Board Member—
 Board Member/Advisory Board Member (CPA)

Advisory Board
 Advisory Member—Lenny Comma
 Advisory Member—Nefly Vargas
 OPEN Advisory Member (Real Estate)
 OPEN Advisory Member (Non-profit Accountant/CPA)

Committees: Will focus on specific areas of the organization and report to and bring guidance to the Board of Directors quarterly. See meeting schedule.

Audit Committee: Established to review and maintain internal financial controls and prepare organization for external audit. Needs to be made up of at least one external member who should be familiar with auditing procedures for non-profits and NO staff members. To meet as directed by Executive Committee.

Advisory Board: Individuals from the community that bring expertise and guidance to the Board to help build and strengthen the organization.

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.

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

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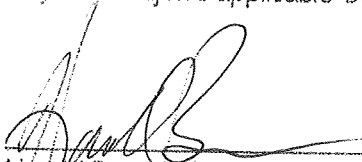
EIN: 27-0865318

December 2, 2011

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

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

12-7-11

Date

"Providing a Hand Up"