

## PUBLIC FACILITIES APPLICATION/PROPOSAL \*

1. **Agency Requesting Funding:** East County Transitional Living Center
2. **CDBG Request** \$30,000.00
3. **Program Title:** CDBG-HUD HEATING / AIR CONDITIONING UPGRADES
4. **Program Address:** 1527 East Main St., El Cajon, Ca 92021
5. **Public Facility Priority**  **Geographic Areas (Indicate Target area below)**  **Citywide**  
Target Area: \_\_\_\_\_

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

6. **Describe the agency and mission/purpose:**  
We are a 501c(3) non-profit organization extending transitional housing, meal opportunities and case management for families and/or individuals in East San Diego County. Our mission is to stabilize clients current living conditions and transition them to long term permanent housing.
7. **Organizational Chart and Board of Directors.** Attach both to application and label Attachment to Question 7.
8. **Mailing Address:** 1527 East Main St., El Cajon, Ca 92021
9. **Contact Person:** Harold Brown  
**Phone:** (619) 442-0457 **Fax:** (619) 442-2534 **Email:** hhbrown1@yahoo.com
10. **Year Incorporated:** 2009 **501(c)3?** Yes: X  No:  **Taxpayer ID No. (if applicable)**  
27-0865318
11. **Is your organization Faith-Based?** Yes:   No:
12. **Census Tracts to be served by this project (refer to Map – See Page 11)**  
**Census Tract(s)** 2.1
13. **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/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
14. **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, Chief Executive Officer

**Signature/Date:**  Harold Brown

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

**15. PUBLIC FACILITIES PROJECT DESCRIPTION**

Describe the project and list the type of activities that will occur in connection with the project i.e., acquisition, rehabilitation, construction, expansion, demolition, parking repaving, alley abandonment and indicate how the CDBG funds will be used. Be specific.

East County Transitional Living Center is requesting funding to upgrade the facility's current heating / air conditioning units in rooms housing CDBG-HUD Emergency Voucher Program clientele. Heating air conditioning units will be purchased at a bulk rate and installed by ECTLC maintenance staff.

**16. PUBLIC FACILITIES PROJECT SERVICE PURPOSE**

Describe the service that will be offered at the project site and why the project is important to meet this need.

East County Transitional Living Center intends on purchasing approximately (50) new heating / air conditioning units to replace older non-energy efficient units in rooms utilized by clients helped by the CDBG-HUD Emergency Voucher Program. The replacement of older units will optimize energy use and provide sufficient heating and air-conditioning for rooms.

**17. FACILITIES OPERATION**

Describe how the operation of the facility (i.e., staffing, program supplies, and maintenance) is financially supported now and how it will be in the future years.

East County Transitional Living Center is privately funded and self-supportive.

**18. LICENSING**

List any and all licenses required to carry out this project. For example, if the proposed program serves infants, children, or youth, indicate if the program requires a California Department of Health Services Childcare license (See instructions for details). Licensed childcare center applicants and Charter Schools must attach a copy of current license and Certificate of Occupancy – label Attachment to Question 18 – Licensing.

N/A

**19. PROJECT LOCATION AND SIZE**

Indicate the location and size of the project (e.g., square foot of building or expansion area).

Project will be completed at 1527 E. Main St., El Cajon, Ca 92021 and will encompass approximately (50) units.

**20. ZONING**

Specify the current zoning of the proposed site and the required zoning for the intended use. Indicate if your project will be in compliance with the current zoning, or if a variance, alley abandonment, etc., is necessary to carry out the project.

N/A

**21. PARKING**

Specify whether the current parking is adequate for the intended use, meets zoning requirements, or requires rezoning or a variance.

N/A

**22. ARCHITECTURAL SERVICES**

Indicate what type of architectural services will be needed on the project. All comprehensive renovation projects require an architect. Indicate whether an architect assisted in developing the project budget, and provide the name of the firm. Indicate what design work (i.e., conceptual plans, construction drawings) has been completed for the project.

N/A

**23. SITE CONTROL**

Indicate if the site is owned by your agency, leased, or a pending purchase by your agency. Please indicate if there are any tenants in the building. (See Instructions for more details).

Site is solely owned by East County Transitional Living Center.

**24. PROJECT PERFORMANCE MEASUREMENTS**

Define the project's measurable goals, outputs and outcomes. Be specific (See instruction for examples).

The project's goal is to replace (50) older heating / air conditioning units throughout the East County Transitional Living Center with new energy efficient units. ECTLC projects a savings in energy costs as well as providing proper heating / air conditioning to clients utilizing the CDBG-HUD Emergency Voucher Program.

**25. TARGET POPULATION – NUMBER OF PERSONS TO BE SERVED**

Describe the client target population for the project, specify the total number of persons to be served by the project and describe the geographic service boundaries.

Upwards of (300) clients are assisted each year. The vast number of our clientele is homeless from east San Diego County and enters into various programs offered by East County Transitional Living Center based on the client's individual needs.

**26. ADDITIONAL INFORMATION**

Please provide any additional information in the space below that you would like to be considered for this proposal.

The current heating / air conditioning units provided are outdated and not energy efficient. Due to budget constraints, any replacement units barely meet the minimum BTU requirements needed to properly heat/cool the units. ECTLC had applied for SDGE CARE program to replace all the heating / air conditioning units, but the current units did not meet their requirements (Units had to be manufactured pre-1994 and our units were manufactured after 1995)

**27. AGENCY PERFORMANCE HISTORY**

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

**PROJECT ADMINISTERED BY YOUR ORGANIZATION**

Project/Program Name: CDBG-HUD Emergency Voucher Program 2009-10

Project/Program Address: 1527 East Main St., El Cajon, Ca 92021

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

Year Funded: 2009-10 Award Amount: \$89,557.00

Contract Executed:  Amt. Spent to Date: \$89,000.00

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 June 30, 2010. East County Transitional Living Center assisted (392) men, women and children with shelter, meal opportunities and case management.

**PROJECT ADMINISTERED BY YOUR ORGANIZATION**

Project/Program Name: CDBG-HUD Emergency Voucher Program 2010-11

Project/Program Address: 1527 East Main St., El Cajon, Ca 92021

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

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

Contract Executed:  Amt. Spent to Date: \$13,700.00

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

Project ongoing, completion date set for June 30, 2011. East County Transitional Living Center has assisted (69) men, women and children with shelter, meal opportunities and case management as of November 30, 2010.

## AUDIT AND INSURANCE REQUIREMENTS

28. 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.

### 29. 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.

Check list of Required Documents		
✓	# copies	Item
	5	Items requested in narrative section above. (Questions 1 – 29 above)
	5	Proposed Budget (Exhibit A), and Matching Funds Verification (Exhibit B)
	5	Implementation Schedule ( <b>required</b> )
	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, or a member of any of its boards, commissions, or committees or 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	Proof of Insurance

# EXHIBIT A

## ACQUISITION/CONSTRUCTION/REHABILITATION PROJECT BUDGET

### PROJECT TITLE CDBG-HUD HEATING / AIR CONDITIONING UPGRADES

This schedule must be completed when the proposed capital project involves acquisition, construction and/or rehabilitation of a public facility. The project budget should include permits, utility installation, relocation and engineering and architectural services (if applicable). City Department applicants must ensure the matching funds are earmarked in their departmental budget. Exhibit B must be completed to document the sources of matching funds and gap financing.

#### MATCHING FUNDS

Cost Component	CDBG Funding Request	Other Cash Resources	In-kind Contributions	Total Project Budget
<b>LAND</b>				
Appraisals	0	0	0	0
Legal Services	0	0	0	0
Land Acquisition	0	0	0	0
Real Estate Services	0	0	0	0
Other (specify)	0	0	0	0
<b>Total Land Cost</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PROFESSIONAL SERVICES</b>				
Architects (Required)	0	0	0	0
Asbestos Survey (Required)	0	0	0	0
Archeological Monitoring	0	0	0	0
Other (Specify)	0	0	0	0
<b>Total Professional Services</b>				
<b>Construction</b>				
Site Improvements	0	0	0	0
Labor <sup>1</sup>	0	0	0	0
Material	0	0	0	0
Equipment <sup>2</sup>	\$ 30,000.00	0	0	\$ 30,000.00
Fees and Permits <sup>3</sup>	0	0	0	0
<b>Total Construction Costs</b>				
Relocation Assistance <sup>4</sup>	0	0	0	0
<b>TOTAL PROJECT BUDGET</b>	<b>\$ 30,000.00</b>	<b>0</b>	<b>0</b>	<b>\$ 30,000.00</b>

<sup>1</sup> Davis- Bacon Wage Regulations will affect Construction/Rehabilitation project costs. Check with staff for wage determination.

<sup>2</sup> Attach list itemizing proposed acquisition of built in equipment. **Equipment that is not an integral structural fixture is generally not eligible for purchase with CDBG funds.**

<sup>3</sup> Include costs for development and permit fees payable to the City of El Cajon in connection with a project.

<sup>4</sup> Relocation costs apply when individuals or businesses are displaced as result of your acquisition, new construction or renovation project. Please check with staff for relocation cost factors.

**EXHIBIT B**  
**MATCHING FUNDS VERIFICATION**  
**Public Facilities Projects**

**PROJECT TITLE: CDBG-HUD HEATING / AIR CONDITIONING UPGRADES**

Public Facilities proposals are classified by priorities developed by the City (See CDBG Fact Sheet - Schedule C Attached). Those projects that do not meet one of the City's priorities, will be disqualified.

Matching funds require written verification and must be submitted with the proposal. Proposals submitted with unverified match will be disqualified from consideration. The CDBG funds and non-CDBG funds must be adequate, as determined by City Staff, to complete the entire project. Projects that are financially not viable will not be considered for funding. Attach the letters of match/financial commitment to the proposal and label – Attachment(s) to Exhibit B – Matching Funds. Charter schools must also submit a copy of their annual financial report.

List the sources of the matching funds and indicate whether they are firmly committed or tentative.

MATCHING AND GAP FUND SOURCES					
Source	Cash Resources	Value In-kind Contribution	Firm Commitments (please check)	Tentative Commitments (Please check)	Date Available
	\$0	\$0			
	\$0	\$0			
	\$0	\$0			
	\$0	\$0			
	\$0	\$0			
	\$0	\$0			
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>			

Our sources above represent match \$ \_\_\_\_\_ To CDBG request of \$ \_\_\_\_\_

Use this area to provide any additional information about the project matching funds:



**SCHEDULE C**  
**CDBG FACT SHEET,**  
**PERFORMANCE MEASURES & CITIZEN PARTICIPATION PLAN**

**I. Introduction**

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.

**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 priorities developed by the City of El Cajon. Briefly, they are:**

- |              |                                                                                                                                                                   |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 explained in the Combined Housing Element and Consolidated Plan 2009-2014, which is available for \$10/copy at Redevelopment and Housing Department, 200 Civic Center Way, El Cajon, CA 92020.

D. 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
<b>Suitable Living Environment</b>	Enhance suitable living environment through improved/ new accessibility	Enhance suitable living environment through improved/ new affordability	Enhance suitable living environment through improved/ new sustainability
<b>Decent Housing</b>	Create decent housing with improved/ new availability	Create decent housing with improved/ new affordability	Create decent housing with improved/ new sustainability
<b>Economic Opportunity</b>	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.

### III. 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

### IV. 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.

## 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 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.

### FY 2011-2012 CITIZEN PARTICIPATION SCHEDULE

	Notice of Application Availability published in newspaper: 11/11/10, 11/18/10 & 11/25/10
November 15, 2010	<b>Applications available on City of El Cajon website and from Redevelopment &amp; Housing Division.</b> Begin mailing applications to community organizations that request it.
November 15 to December 14, 2010	Technical Assistance is available upon request. Call (619) 441-1786 for telephone assistance or to set an appointment.
December 15, 2010	<b>Deadline for proposals for CDBG funds</b> to be submitted to Redevelopment and Housing Department, 200 Civic Center Way, 3 <sup>rd</sup> Floor, El Cajon CA by 5:00 p.m.
December 22, 2010	Notify applicants regarding eligibility
	Publication: Notice of First Public Hearing published in newspaper: 1/27/11 & 2/3/11
<b>February 22, 2011</b>	<b>First Public Hearing at 7:00 p.m.</b> to allocate FY 2011-12 CDBG funds and to solicit public input.
	Publication: Notice of Public Review and Comment Period, and Notice of Second Public Hearing published in newspaper: 3/11/11 & 3/18/11.
March 11, 2011	30-day Public Review and Comment period begins, including full listing of projects for proposed funding (draft Annual Action Plan).
<b>April 12, 2011</b>	<b>Second Public Hearing at 3:00 p.m. to solicit public input and final adoption of One-Year Action Plan for FY 2011-12.</b> This is the end of the Public Review and Comment period.
May 11, 2011	One-Year Action Plan submitted to HUD for approval.
	Publication: Notice Advising of submittal of Annual Action Plan to HUD with information on procedure for filing objections with HUD, published in newspaper: 5/12/11
July 1, 2011	Begin Fiscal Year 2011-2012.

**Exhibit - A**

**Last County Transitional Living Center  
2010 - 2011 Projected Budget**

Ordinary Income/Expense	2010	2011
<b>Income</b>		
Contributions	110,670	116,204
General Tithe & Offering	92,000	96,600
Government Grants	42,000	44,100
In-Kind Donations - Non-GAAP	724,500	760,725
Program Activities	490,140	514,647
Program Fees	20,160	21,168
Rental Income	264,000	277,200
Volunteer Wages In-Kind - Non-GAAP	609,000	639,450
<b>Total Income</b>	<u>2,352,470</u>	<u>2,470,094</u>
<b>Program Expense</b>		
Building Maintenance	25,168	26,175
Bus Fare	5,092	5,296
Concessions Uniforms	2,200	2,288
Coreteam Training	3,510	3,650
Fuel	85,000	88,400
Groceries	55,000	57,200
In-Kind Donations - Non-GAAP	724,500	760,725
Insurance - Company	43,000	44,720
Interest Expense	3,500	3,640
Kitchen Expense	2,912	3,028
Office Supplies/Repairs/Leases	6,500	6,760
Other Expense	15,000	15,600
Payroll Expenses	230,000	239,200
Pest Control	4,368	4,543
Petty Cash Expense	12,480	12,979
Pull Loader Payment	5,720	5,949
Rents	63,000	65,520
Tax Expense	69,680	72,467
Utilities	140,000	156,000
Vehicle Expenses	50,440	52,458
Volunteer Wages In-Kind - Non-GAAP	490,000	515,000
<b>Total Program Expenses</b>	<u>2,037,070</u>	<u>2,141,598</u>
<b>Administrative Expenses</b>		
Bank/Credit Card Fees	3,600	3,744
Insurance - Company	8,320	8,653
Interest Expense	3,318	3,450
Ministry Support	6,240	6,490
Office Supplies/Repairs/Leases	4,389	4,564
Payroll Expenses	41,600	43,264
Postal Expense	2,500	2,600
Rents	20,800	21,632
Tithe - Association & Convention	4,056	4,218
Utilities	45,000	46,800
Volunteer Wages In-Kind - Non-GAAP	52,000	56,000
<b>Total Administrative Expenses</b>	<u>191,822</u>	<u>199,495</u>
<b>Fundraising Expenses</b>		
Office Supplies/Repairs/Leases	2,400	2,496
Postal Expense	1,200	1,248
Silent Auction	8,000	8,320
Volunteer Wages In-Kind - Non-GAAP	67,000	68,450
<b>Total Fundraising Expenses</b>	<u>78,600</u>	<u>80,514</u>
<b>Total Expense</b>	<u>2,307,492</u>	<u>2,421,607</u>
<b>Net Ordinary Income</b>	<u>44,978</u>	<u>48,487</u>
<b>Net Income</b>	<u>44,978</u>	<u>48,487</u>

**IMPLEMENTATION SCHEDULE**  
**CDGB-HUD HEATING AIR CONDITIONING UPDRADES 2011-12**

**December 14, 2010:**

Submit CDBG application for 2011-12 fiscal year.

**July 1, 2011**

Upon approval order (50) heating / air conditioning units. Allow 4-6 weeks for shipping.

**September 1 – November 30, 2011**

Install new heating / air conditioning units into approximately (50) rooms.