

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

**PART I – APPLICATION SUMMARY**

**1. Proposed Project/Program Title:**

CDBG-HUD HEATING AIR CONDITIONING UPGRADES

**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:	\$30,000.00
Less Other Funding Sources (Be Specific):	
	\$
	\$
<b>Total FY 2012-13 CDBG Funding Request:</b>	<b>\$30,000.00</b>

**7. Brief summary of the Project:**

East County Transitional Living Center Inc. is requesting funding to upgrade the facility's current heating / air conditioning units.

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

22

**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:** *Harold Brown* 12-7-11

**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

**13. 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 Attachment E of the Guidelines, Map of Low/Moderate Income Areas):**

Project will be completed at 1527 East Main Street, El Cajon, CA 92021 and will encompass approximately (22) units.

**Please attach a map page showing project boundaries and label it Attachment to Question 13A, Service Area Boundaries.**

- 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):**



**PART III - PROJECT DESCRIPTION – Limit responses to the space provided in the application.**

**14. 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 Inc. is requesting funding to upgrade the facility's current heating / air conditioning units in rooms housing CDBG-HUD Emergency Voucher Program clientele. Old through the wall units will be replaced with new units with work to be completed by a licensed contractor.

**15. TIMELINE / CONSTRUCTION SCHEDULE**

Provide a detailed project timeline and construction schedule. Indicate how/whether the project can be completed on or before April 13, 2013.

August 1, 2012 – Request bids from local businesses.  
October 1, 2012 – Award contract  
December 1, 2012 – February 28, 2012 – Install units.

**16. Describe the need or problem to be addressed and how this proposed program/project will address and meet that need:**

The current heating / air conditioning units provided are outdated and not energy efficient. This project will address both issues.

**17. PUBLIC FACILITIES PROJECT SERVICE PURPOSE**

Describe the service that will be offered at the project site.

Upwards of (400) clients are assisted each year through the (4) various programs ECTLIC has to offer. The vast majorities of our clientele are homeless and enter into one of our programs based on their specific needs/situation. East County Transitional Living Center Inc. provides housing, meal opportunities, counseling/case management and referral services.

**18. 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.

**19. LICENSING**

List any and all licenses required to carry out the services associated with this project. For example, if the 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 19 – Licensing.

East County Transitional Living Center Inc. will coordinate with a licensed contractor.

**20. PROJECT LOCATION AND SIZE**

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

Entire project will be completed at 1527 East Main Street, El Cajon, CA 92021 and will encompass approximately (22) units.

**21. 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.

Non-applicable.

**22. PARKING**

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

Non-applicable.

**23. 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.

Non-applicable.

#### 24. 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 Application Instructions for more details).

Site is solely owned by East County Transitional Living Center Inc.

#### 25. Will the proposed project meet Americans with Disabilities Act standards for accessibility to persons with disabilities? Explain. (See Application Instructions for more details).

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

#### 26. Discuss Neighborhood Support efforts you have undertaken to date relative to the proposed project. List dates of meetings, number of participants, and issues raised. Indicate whether the neighborhood expressed overall support or opposition and provide a summary of significant comments received.

Non-applicable.

#### 27. PROJECT PERFORMANCE MEASUREMENTS

Define the project's measurable goals, outputs and outcomes. Be specific.

The main goal of the project is to replace approximately (22) non-efficient air conditioning units throughout the East County Transitional Living Center facility with new energy efficient heating / air conditioning units. ECTLC projects a savings in energy costs as well as providing proper heating / air conditioning to clients utilizing housing programs offered at our facility.

#### 28. 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 (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. Clients primarily are El Cajon residents or are homeless within the City of El Cajon city limits.



**PART IV - PROJECT BUDGET**

29. Complete and submit Exhibit A (Project Development Budget) and Exhibit B (Matching Funds Verification), if applicable.
30. For each line item in the proposed project budget (Exhibit A), provide narrative explaining each item and describe how the project will be fully funded.

Project will be fully funded using requested \$30,000.00 CDBG-HUD Public Facilities funding. East County Transitional Living Center Inc. will absorb all administrative costs.

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

Non-applicable.

**PART V - AGENCY INFORMATION**

**32. 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 32A.

**33. 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**

**34. 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 Proaram

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

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.  
Project completed March 2011 when funds were exhausted.

**B. PROJECT ADMINISTERED BY YOUR ORGANIZATION**

Project/Program Name: CDBG – HUD Emeraencv Voucher Proaram

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

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

Year Funded: 2011-12 Award Amount: \$30,000.00

Contract Expiration Date: June 30, 2012 Amt. Spent to Date: \$

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. Accepting bids from local businesses and contractors to complete the project by June 30, 2012.

**PART VII - AUDIT AND INSURANCE REQUIREMENTS**

35. 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.

**36. 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 F of the Guidelines)

**PART VIII - ADDITIONAL INFORMATION**

**37. ADDITIONAL INFORMATION**

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

East County Transitional Living Center Inc. has (4) successful years administering CDBG-HUD funded programs (2005-06, 2007-08, 2009-10 under Set Free Baptist Fellowship 2010-11 under East County Transitional Living Center Inc.) assisting upwards of (400) clients each year utilizing any of the (4) various programs we offer. ECTLIC has a full staff that receives salaries through alternative funding streams. There are currently no administrative costs to facilitate this program.

**PART IX – REQUIRED DOCUMENTATION**

<b>Checklist of Required Documents</b>		
<b>✓</b>	<b># copies</b>	<b>Item</b>
	6	Items requested in narrative section above. (Questions 1 – 37 above)
	6	Proposed Budget (Exhibit A), and Matching Funds Verification (Exhibit B)
	6	Implementation Schedule ( <b>required</b> )
	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 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.
	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, 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				
Legal Services				
Land Acquisition				
Real Estate Services				
Other (specify)				
<b>Total Land Cost</b>				
<b>PROFESSIONAL SERVICES</b>				
Architects (Required)				
Asbestos Survey (Required)				
Archeological Monitoring				
Other (Specify)				
<b>Total Professional Services</b>				
<b>Construction</b>				
Site Improvements				
Labor <sup>1</sup>				
Material				
Equipment <sup>2</sup>	\$30,000.00			\$30,000.00
Fees and Permits <sup>3</sup>				
<b>Total Construction Costs</b>				
Relocation Assistance <sup>4</sup>				
<b>TOTAL PROJECT BUDGET</b>	<b>\$30,000.00</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.

<b>MATCHING AND GAP FUND SOURCES</b>					
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>	\$0	\$0			

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 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.
<b>November 7, 2011</b>	<b>Applications for CDBG Funding available.</b>
November 7- December 4, 2011	Technical Assistance is available upon request. Call (619) 441-1786 for telephone assistance or to set an appointment.
<b>December 7, 2011</b>	<b>Deadline for proposals/applications for CDBG funds</b> to be submitted to Redevelopment and Housing Division, 200 Civic Center Way, Third Floor, El Cajon, CA 92020 <b>by 5:30 p.m.</b>
December 22, 2011	Notify applicants regarding eligibility.
January 26, 2012	"Notice of First Public Hearing" to be published in newspaper.
<b>February 14, 2012</b>	<b>First Public Hearing at 7:00 p.m. to allocate FY 2012-13 CDBG funds and to solicit public input.</b>
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.
<b>April 10, 2012</b>	<b>Second Public Hearing at 3:00 p.m.</b> 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
<b>Total Income</b>	<b><u>1,168,000.00</u></b>

**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
<b>Total Expense</b>	<b><u>1,164,354.00</u></b>

**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**

**Loura 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. Loura has worked with Set Free since 1999, serving on both the Associational and Executive Boards.

**Secretary**

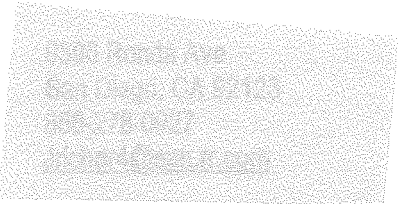
**Gary Coombs**

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**

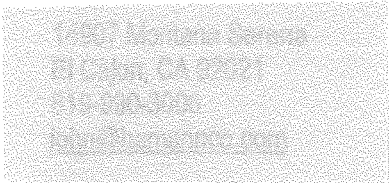
**John Richardson**

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.



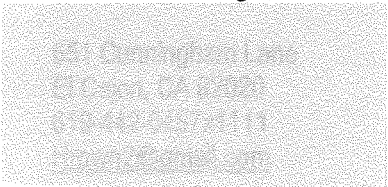
**John Gibson**

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**

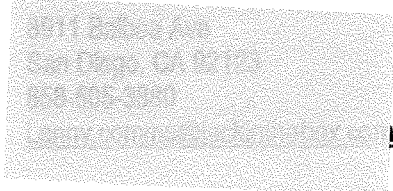
Harold was ordained as a Pastor in 2003 and he is currently the Senior Pastor at The Christian Fellowship of El Cajon. Harold has been the C.E.O. of the East County Transitional Living Center since it's inception in 2009.



**Advisory Board Members**

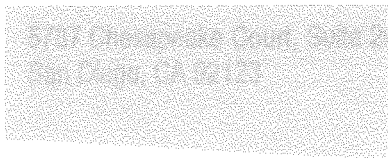
**Lenny Comma**

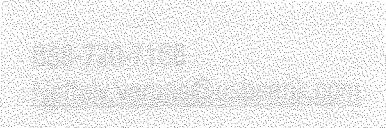
Lenny Comma is Senior Vice-President and Chief Operating Officer for Jack in the Box Inc. He was promoted to his current position in February 2010. Lenny has an MBA from Nova Southeastern University in Fort Lauderdale, Fla., and a bachelor's degree in finance from Drexel University in Philadelphia.



**Nefty Vargas**

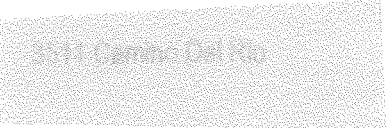
Nefty currently works in the office of Corporate Citizenship for US Bank. He has been with US Bank for 5 years working primarily with Community Development.





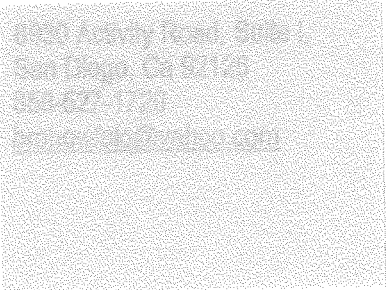
**Greg Brown**

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



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

[www.ectlc.org](http://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  
Nefty 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

Attach ment to Question 32A

**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 Tenavahl  
 Secretary/Treasurer—Gary Coombs  
 Board Member—  
 Board Member/Advisory Board Member (CPA)

**Advisory Board**  
 Advisory Member—Lenny Comine  
 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

ursuing degree in Business Administration

Dale Carnegie Training, 2008

Dale Carnegie Course: Effective Communications & Human Relations

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](http://www.ectlc.org)

December 2, 2011

## Programs

Discipleship Training  
Family Restoration  
Emergency Housing Vouchers  
Transitional Living

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

## Board Members

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

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

## Advisory Board

Lenny Comma  
Nefti Vargas  
Howard Everett

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