
**One-Year Action Plan
for FY 2010-2011
(Second Program Year Action Plan)**

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First Program Year Action Plan

GENERAL

Executive Summary

The 2010-2011 One-Year Action Plan implements the second year of the 2009-2014 Consolidated Plan and addresses the HUD consolidated planning requirements for the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) programs.

This plan outlines the action steps that the City of El Cajon will use to address housing and community development needs in the City. The Plan includes a listing of activities that the City will undertake during Fiscal Year 2010-2011 (July 1, 2010 through June 30, 2011) that utilize CDBG and HOME funds. Use of redevelopment low and moderate income housing funds to leverage these federal entitlement grants is also discussed.

Priority Needs established in the 2009-2014 Consolidated Plan, which form the basis for establishing objectives and outcomes in the Strategic Plan and FY 2010-11 Annual Action Plan, are as follows:

- Conserve and Improve Existing Affordable Housing;
- Provide Homeownership Assistance to Low and Moderate Income Households;
- Provide Rental Assistance to Low and Moderate Income Households;
- Preserve Assisted Housing at Risk of Converting to Market Rate;
- Assist in the Development of Affordable Housing;
- Promote Equal Housing Opportunity;
- Support a Continuum of Care System for the Homeless;
- 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;
- Provide Needed Community and Supportive Services to Those of Low and Moderate Income and/or with Special Needs;
- Provide for Needed Infrastructure Improvements in Low and Moderate Income Areas;
- Provide for Necessary Planning Activities to Develop and Implement Both Housing and Community Development Plans to Address Anticipated Needs.

In addition, the City has incorporated outcome measures for activities in accordance with the Federal Register Notice dated March 7, 2006, which requires the following Performance Measure Objectives/Outcomes to be associated with each activity:

General Objective Categories

Activities will meet one of the following:

- Decent Housing (DH)
- A Suitable Living Environment (SL)
- Economic Opportunity (EO)

General Outcome Categories

Activities will meet one of the following:

- Availability/Accessibility (1)
- Affordability (2)
- Sustainability (3)

Based on these priorities, the projects to be funded and objectives and outcomes anticipated during FY 2010-2011 are shown in Table 1 below.

Table 1: Approved FY 2010-11 CDBG and HOME Projects

Category/Activity	National Objective	Performance Objective/ Outcome	CDBG Funding	Home Funding
Priority 1: Conserve and Improve Existing Affordable Housing				
Mobile Home Rehabilitation Program	Low/Mod Housing	DH-1	\$81,656	\$0
Rehabilitation Program - Pool of Funds	Low/Mod Housing	DH-1	\$0	\$318,640
Subtotal:			\$81,656	\$318,640
Priority 2: Provide Homeownership Assistance to Low and Moderate Income Households				
First Time Homebuyer Program	Low/Mod Housing	DH-2	\$0	\$318,638
Priority 5: Assist in the Development of Affordable Housing				
CHDO Set Aside Funds	Low/Mod Housing	DH-2	\$0	\$127,455
Subtotal:			\$0	\$127,455
Priority 6: Promote Equal Housing Opportunity				
Center for Social Advocacy – Fair Housing	Administration	DH-1	\$18,086	\$6,027
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				
Ladder Truck - Section 108 Loan	Low/Mod Area	SL-1	\$85,312	\$0
Renette Center Renovations	Low/Mod Area	SL-1	\$200,000	\$0
City Hall and Council Chambers ADA Improvements	Low/Mod Clientele	SL-1	\$360,000	\$0
ADA Transition – Curb Ramps Installation	Low/Mod Clientele	SL-1	\$25,000	\$0
Expand Registry Area – Family Health Centers of SD	Low/Mod Clientele	SL-1	\$60,000	\$0
Subtotal			\$780,312	\$0
Priority 9: Provide Needed Community and Supportive Services to Those of Low and Moderate Income and/or with Special Needs				
Community Policing Project	Low/Mod Clientele	SL-1	\$67,387	\$0
Crisis House – Homeless Services	Low/Mod Clientele	SL-1	\$40,000	\$0
Meals-on-Wheels Greater San Diego – Meals-on-Wheels El Cajon	Low/Mod Clientele	SL-1	\$10,000	\$0
Set Free Baptist Fellowship of SD – Set Free Emergency Voucher Program	Low/Mod Clientele	SL-1	\$50,000	\$0
Interfaith Shelter Program – Homeless Services	Low/Mod Clientele	SL-1	\$10,000	\$0
San Diego Food Bank – Distribution of Food to low income residents	Low/Mod Clientele	SL-1	\$9,990	\$0
Subtotal:			\$187,377	\$0
Priority 11: Provide for Necessary Planning Activities to Develop and Implement Both Housing and Community Development Plans to Address Anticipated Needs				
Redevelopment Agency Administration	Administration	DH-1	\$231,751	\$78,943
Total:			\$231,751	\$78,943

General Questions

1. *Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.*
2. *Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.*
3. *Describe actions that will take place during the next year to address obstacles to meeting underserved needs.*
4. *Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.*

FY 2010-2011 Action Plan General Questions response:

1. The City encompasses an area of approximately 14.2 square miles and the City's current population of 98,133 makes it the sixth most populated jurisdiction in the region and the largest city in East County. El Cajon is located 15 miles east of the City of San Diego. El Cajon is a diverse residential, commercial and industrial area and serves as the main commerce center for several surrounding communities. Gillespie Field, a general aviation airport, is a major contributing factor to the City's vibrant industrial development. El Cajon includes a cross-section of housing types: lower cost mobile homes, apartments, moderately priced condominiums and high cost single-family homes. The City's name in Spanish means "big box" and is descriptive of its geographic setting in a boxlike valley.

A concentration of lower income residents exists on the valley floor, surrounded by higher income and lower density residential areas. Several CDBG and HOME activities are available citywide, but the predominant focus areas are the neighborhoods within the downtown area. There are a few block groups with concentrations of minorities slightly higher than the County averages, but these block groups are scattered and do not constitute a specific geographic area that could be defined by race or ethnicities (see Figure 1 in the Five-Year Strategic Plan for the low and moderate income block groups in the City on page CP-37).

For FY 2010-2011, the City will be funding community facility improvement projects located primarily in low and moderate-income areas. Public service projects will benefit low and moderate income and special needs persons citywide. Affordable housing projects/programs will also assist low and moderate-income households citywide.

2. As the valley floor has the highest concentration of lower income residents, all but a very few projects and programs are focused in this area (exceptions include city-wide projects such as the First Time Homebuyers Program, Housing Rehabilitation, installation of ADA pedestrian ramps, senior services and fair housing activities).
3. The greatest obstacle to meeting underserved needs is the ongoing reduction of resources directed to assist those needs. Leveraging, to the greatest possible extent, will continue.
4. A variety of resources will be made available to assist in addressing the needs identified in this plan.

The entitlements are as follows: CDBG - \$1,350,153 and HOME \$841,125. In addition, the City has funds from unfinished projects/programs from prior years that will be carried forward. Final grant allocation numbers were different than projected at public hearings. The HOME allocation decreased by \$8,578 and this amount will be deducted from the Rehab pool of funds. The CDBG allocation was increased by approximately \$100,000. The monies will be allocated as the City Council directed.

Program income for CDBG and HOME programs are also expected from loans repaid. As additional projects are identified and funded, amendments to this Plan will be submitted as required and appropriate.

As part of the American Recovery and Reinvestment Act of 2009 (ARRA), the City of El Cajon received an additional \$335,286 in CDBG-R funds and \$512,686 in Homeless Prevention and Rapid Re-housing (HPRP) funds which will be used between August 2009 and August 2012. CDBG-R funds are currently being used to fund the Sidewalk and Pedestrian Ramps Project that will provide ADA compliant ramps citywide. Additionally, the HPRP program, administered jointly by the Volunteers of America, Crisis House, and Set-Free Baptist Fellowships is currently active and assisting those families affected by the current housing crisis with both homeless assistance and homeless prevention activities.

Mortgage Credit Certificates provide first-time homebuyer assistance through an IRS program. Administered regionally in the San Diego area (all jurisdictions in San Diego County with the exceptions of the cities of San Diego and Oceanside, pool their resources). The City of El Cajon has benefited through this pooling arrangement and will continue to participate in the program.

An issuance of bond in non-housing redevelopment funds occurred back in March 2007. The net amount to the Redevelopment Agency was \$15,165,108.90. These funds will continue to be used for a variety of capital improvement and economic development projects in the downtown area over a period of years. Redevelopment (tax increment) funds are also available to assist in addressing the needs identified in this plan.

Managing the Process

1. *Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.*
2. *Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.*
3. *Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.*

FY 2010-2011 Action Plan Managing the Process response:

1. The El Cajon Redevelopment and Housing Department (The Agency) serves as the lead agency in the preparation of the One Year Action Plan. Additionally, the City contracts with the Center for Social Advocacy (formerly known as Heartland Human Relations and Fair Housing Association) for administration of the Fair Housing Program. The Housing Authority of the County of San Diego administers the Section 8 program for the City.

In 2009, the City conducted a Community Development Needs Survey as part of the development of the 2009-2014 Consolidated Plan. In El Cajon, the top ranking community development needs are:

- Fire Stations and Equipment
- Anti-Crime Programs
- Neglected and Abused Children's Center and Services
- Park and Recreation Facilities
- Youth Centers
- Youth Activities
- Libraries
- Graffiti Removal
- Job Creation and Retention
- Health Care Facilities
- Street Lighting

The City coordinates with local social service providers and adjacent governmental agencies to provide needed housing and community development services to area residents.

1. The City meets with representatives from other CDBG entitlement jurisdictions in San Diego and Imperial Counties on a regular basis. One ongoing issue is to develop a collaborative system for the administration of CDBG funding to ease the administration of CDBG requirements for non-profit and other recipients. The City will also continue to assist county, state, federal, education and private organizations involved in economic development and job training in targeting their efforts toward those areas of El Cajon exhibiting the greatest need.

2. The City maintains a contact list of interested potential applicants. One week prior to the availability of applications, a letter was mailed to interested agencies announcing the process, in addition to notices in the local newspaper and the posting on the City website. Applications were received from nine (9) Non-Profit Agencies. All applications were eligible for projects or activities and seven (7) were granted funding. Applicants included the following agencies: Center for Social Advocacy, Fair Housing Council, Chase Avenue Clinic, Grid Alternatives, San Diego Food Bank, Interfaith Shelter Network, Crisis House, Meals-on-Wheels, and Set Free Baptist Ministries. The agencies allocated CDBG and/or HOME funds are listed in Table 1. Additionally, various City departments requested funds for eligible projects. Staff is pro-active in providing technical assistance prior to a formal request for funds to ensure that non-eligible requests are not forwarded.
3. The City coordinates with local social service providers and adjacent governmental agencies to provide needed housing and community development services to area residents.

Citizen Participation

1. *Provide a summary of the citizen participation process.*
2. *Provide a summary of citizen comments or views on the plan.*
3. *Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.*
4. *Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.*

**Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.*

FY 2010-2011 Action Plan Citizen Participation response:

1. As part of the City's Community Development Block Grant (CDBG) program, El Cajon adopted a Citizen Participation Plan (CPP) pursuant to HUD regulations and adheres to the citizen comment procedures established in the CPP. Residents were given timely notices of public hearings held for the Consolidated Plan. Residents were also given a 30-day period to review the draft Plan.

The City of El Cajon allowed adequate, timely notification of all public meetings. The two public meetings held during the Consolidated Plan process were advertised in the newspaper.

The following information was included with the application packets:

CITIZEN PARTICIPATION SCHEDULE

October 28, 2009	Mail letter to notify interested parties of RFP
October 30, 2009	Notice to newspaper "Notice of Funding Availability and request for Comments and Proposals." To be published November 5, 12 and 19, 2009.
November 5, 2009	Post application on website and intranet.
November 9, 2009	Technical Assistance – Hours (1:00pm to 5:00pm)
November 10, 2009	Technical Assistance – Hours (1:00pm to 5:00pm)
December 4, 2009	Proposals from City department and non-profit applicants for CDBG funds to be submitted to Redevelopment and Housing Department by 5:00pm.
December 8, 2009	Notify City departments regarding eligibility
December 11, 2009	Notify Non-Profit Agencies regarding eligibility
January 22, 2010	Notice to newspaper, "Notice of First Public Hearing" to be published January 28 and February 4, 2010
February 9, 2010	First Public Hearing at 7:00pm
February 12, 2010	Notify newspaper, "Notice of Public Review and Second Public Hearing" for final adoption of One-Year Action Plan for FY 2010-11 and to solicit public input. Notice to be published February 18 and March 4, 2010. Notice includes full listing of approved projects, amounts, and regulatory citations.
February 15, 2010	Begin environmental clearance for approved projects
March 23, 2010	Second Public Hearing at 3:00pm. This is the end of the Public comment period.
March 29, 2010	Begin contract negotiations with selected CDBG sub-recipients
May 3, 2010	One-Year Action Plan to be submitted to HUD for approval
July 1, 2010	Begin Fiscal Year 2010-2011

2. At the public hearing held on February 9, 2010, seven speakers representing applicant agencies made requests to the City Council to consider their request. Their comments are summarized in Appendix A.
3. The City of El Cajon made every effort to respond to all relevant comments.

Institutional Structure

1. *Describe actions that will take place during the next year to develop institutional structure.*

FY 2010-2011 Action Plan Institutional Structure response:

1. The institutional structure was modified in 2004. The Department of Redevelopment and Housing was created by combining the former Housing Division of the Community Development Department with the Redevelopment Agency and serves as lead agency for development of the Annual Plan.

Staff members of the Redevelopment and Housing Department (Agency) continue to attend appropriate training sessions as available. The City continues to provide operational assistance to El Cajon Community Development Corporation, a CHDO/CBDO.

Monitoring

1. *Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.*

FY 2010-2011 Action Plan Monitoring response:

Monitoring should be directed toward programmatic, financial and regulatory performance. Primary objectives are (1) to ensure that subrecipients/CHDOs comply with all pertinent regulations governing their administrative, financial and programmatic operations; (2) to ensure subrecipients/CHDOs achieve their performance objectives within their program year and budget; and (3) to assess capabilities and/or any potential needs for training or technical assistance in these areas.

All Projects and Programs

1. Subrecipients/CHDOs are evaluated and monitored as part of the pre-award assessment. Evaluation of the nature of activity, proposed plan for carrying out activity, the organization's capacity to do the work, and the possibility of potential conflicts of interests are within the pre-award assessment, which may be mentioned in the staff report for the first public hearing.
2. Reports must be current prior to approval of any payment request. Reports may be monthly or quarterly, as mutually established between the City and the subrecipient/CHDO prior to contract execution. Report forms are provided to the subrecipient/CHDO with the executed contract, to ensure that all required information is included.
3. Technical assistance will be provided as requested or with Subrecipients identified as inexperienced with CDBG/HOME/HPRP/CDBG-R/ADDI or with agency management.

CDBG Projects and Programs

1. Establish an Annual Monitoring Plan

Identify Subrecipients most likely to have serious problems and devote extra attention to them. This identification may be due to recent personnel turnover, past performance, or the nature of the particular project.

- a. Establish a schedule for on-site visits. Smaller Subrecipients or Subrecipients that have been monitored in the past and are managing well can be monitored through file evaluation.
 - b. If on-site monitoring is deemed appropriate, conduct on-site monitoring with checklist. Conduct exit interview.
 - c. Write subrecipient with findings, concerns and areas worthy of commendation. Provide deadlines for compliance with correcting deficiencies. Include positive feedback.
- ### 2. Single Audit Requirements
- a. Notify subrecipient in writing of requirements under the Single Audit Act.
 - b. Review Audit Report. Letter of review sent to subrecipient. Assure all findings have been cleared by subrecipient.

HOME/ADDI Projects and Programs

Rental Projects

The City or its agent will:

1. Perform on site inspections to determine compliance with property standards no less than once every three years for projects containing one to four units; once every two years for projects containing five to 25 units; and once per year for projects with 26 or more units.
2. Verify tenant income via self-certification process on an annual basis. Every sixth year, full tenant income verification will be conducted.
3. Verify rents on HOME assisted units conform to current HOME rent limits.

Ownership Projects and Programs

1. The City will verify residency through an annual self-certification and a review of the current Tax Assessor's records. In the event that the unit is no longer owner-occupied, City staff will pursue recapture of HOME/ADDI funds.
2. In the event that the City receives a notice of default or notice of foreclosure for a single family residence, City staff will attempt to contact owner to determine the

nature of default and if appropriate provide technical assistance and/or referral information; should a foreclosure occur, staff will pursue recapture of HOME/ADDI funds.

Lead-based Paint

- 1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.*

FY 2010-2011 Action Plan Lead-based Paint response:

1. The City informs residents applying for loans or grants through the Housing Rehabilitation Loan Program about the hazards of lead-based paint. The City will also continue to participate in the Rehabilitation Roundtable regional group. The group meets quarterly and is comprised of representatives from local jurisdictions that operate housing rehabilitation programs. A standing topic for these meetings is lead-based paint. Code enforcement and building inspectors will continue to identify lead-based paint hazards as part of their ongoing activities, if the scope of the complaint allows them into the unit, or if it is part of an ongoing investigation. The Building Division will continue to be alert to units that may contain lead-based paint. They will inform tenants and landlords as part of their inspections of the dangers of lead-based paint. The City will continue to distribute the brochures, "Lead Based Paint" and "Threat and Protect Your Family from Lead in Your Home." The City will continue to attend meetings and training on lead-based paint hazards.

Additionally, the City of San Diego obtained a grant from the State of California to improve enforcement of lead based paint abatement procedures. One requirement of the grant is to include surrounding jurisdictions and the City of El Cajon has been participating in these meetings.

In order to address the health risks to young children posed by lead-based paint in residential dwellings, the City has implemented the following guidelines for housing rehabilitation programs. This includes all ongoing rehabilitation programs:

Table 2: Lead-Based Paint Guidelines for Residential Rehabilitation

Rehab Costs (per Unit)	<\$5,000	\$5,000-\$25,000	>\$25,000
Approach to Lead Hazard Evaluation and Reduction	Do no harm	Identify and control lead hazards	Identify and abate lead hazards
Notification	Yes	Yes	Yes
Lead Hazard Evaluation	<ul style="list-style-type: none"> ▪ Paint Testing of surfaces to be disturbed by rehabilitation 	<ul style="list-style-type: none"> ▪ Paint Testing of surfaces to be disturbed by rehabilitation ▪ Risk Assessment 	<ul style="list-style-type: none"> ▪ Paint Testing of surfaces to be disturbed by rehabilitation ▪ Risk Assessment
Lead Hazard Reduction	<ul style="list-style-type: none"> ▪ Repair surfaces disturbed during rehabilitation ▪ Safe work practices ▪ Clearance of work sites 	<ul style="list-style-type: none"> ▪ Interim Controls ▪ Safe work practices ▪ Clearance of unit. 	<ul style="list-style-type: none"> ▪ Abatement ▪ Safe work practices ▪ Clearance of unit
Ongoing Maintenance	For HOME funded rental properties only.	For HOME funded rental properties only.	For HOME funded rental properties only.
Options	<ul style="list-style-type: none"> ▪ Presume lead-based paint ▪ Use safe work practices on all surfaces 	<ul style="list-style-type: none"> ▪ Presume lead-based paint ▪ Use standard treatments 	<ul style="list-style-type: none"> ▪ Presume lead-based paint ▪ Abate all applicable surfaces
<p>Lead Hazard Evaluation. A risk assessment, paint testing or a combination of these to determine the presence of lead-based hazards or lead-based paint in properties built prior to 1978</p> <p>Lead Hazard Reduction. Activities designed to reduce or eliminate exposure to lead based paint hazards through methods including interim controls, standards treatments or abatement. The action taken will depend on the project costs as required under Subpart J.</p> <p>Clearance. An activity conducted following lead-based paint hazard reduction activities to determine that the hazard reduction activities are complete.</p>			

- **Lead Hazard Evaluation.** A risk assessment, paint testing or a combination of these to determine the presence of lead-based hazards or lead-based paint in properties built prior to 1978.
- **Lead Hazard Reduction.** Activities designed to reduce or eliminate exposure to lead based paint hazards through methods including interim controls, standards treatments or abatement. The action taken will depend on the project costs as required under Subpart J.
- **Clearance.** An activity conducted following lead-based paint hazard reduction activities to determine that the hazard reduction activities are complete.

For rehabilitation projects, the City's policy is to isolate the cost of lead abatement in a forgivable third trust deed (3rd mortgage), as the lead abatement costs may exceed 100 percent of the loan-to-value ratio. That loan is forgiven upon the expiration of the affordability period found at 24 CFR 92.254(as)(4). For the First Time Homebuyer Program, lead abatement is the responsibility of the seller, and the City will not participate in down payment/closing cost assistance on any house containing lead. Of the eight mobile home parks in which the City offers mobile home rehabilitation loans, five have been exempted from the lead requirements, as they are senior-only parks. The rehabilitation of individual units in the remaining three mobile home parks will be addressed per the chart found above. For FY 2010-2011, the City has set aside CDBG funds for the Mobile Home Rehabilitation Program.

HOUSING

Specific Housing Objectives

1. *Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.*
2. *Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.*

**Please also refer to the Housing Needs Table in the Needs.xls workbook.*

FY 2010-2011 Action Plan Specific Objectives response:

1. The City of El Cajon has been focusing resources and energy on increasing the homeownership rate within the City. As of the 2000 Census, only 40 percent of El Cajon residents were homeowners, a full 26 percent below the national level. Rehabilitation of housing for existing homebuyers is one of the two continuing areas of priority and focus. However, declining home prices and the increase in foreclosure rates within the City has forced staff to re-evaluate their priorities. Discussions about redesigning or adding new rehabilitation programs and/or activities are at the forefront. Such options explored thus far include the implementation of the Foreclosure Prevention Program (education, loan modifications and restructuring of debt).
2. The following are activities to be pursued in FY 2010-2011 using CDBG and HOME funds:

Priority 1: Conserve and Improve Existing Affordable Housing

- a. **Residential Rehabilitation Programs:** The City offers assistance to rehabilitate housing for low and moderate-income households.

Single-Family Housing Rehabilitation Loan Program: Loans are available to rehabilitate/repair single-family homes in the City of El Cajon for families earning

80 percent or less of the Area Median Income (AMI). This is a fully deferred, up to \$100,000 zero interest loan that becomes due and payable upon sale, rental, refinance, transfer of the property or no longer occupy the home as their primary residence. In addition to income restrictions, maximum property value restrictions apply. The homeowner must have owned the property for at least one year and have adequate equity in the home.

FY 2010-2011 Funding: HOME - \$318,640 (as part of pool of funds)

Mobile Home Rehabilitation Loan Program: The City provides up to \$20,000 to rehabilitate mobile homes located in eligible parks in the City of El Cajon. The mobile home owner must have owned their home for at least one year. The loans become due and payable upon sale, rental, refinance, transfer of the property or no longer occupy the home as their primary residence.

FY 2010-2011 Funding: CDBG - \$81,656

Multi-Family Residential Rehabilitation: The City uses redevelopment set-aside and HOME funds to provide assistance to rehabilitate multi-family units.

FY 2010-2011 Funding: HOME - \$318,640 (as part of pool of funds)

Acquisition/Rehabilitation: The City uses HOME and redevelopment set-aside funds to acquire and rehabilitate single-family homes and resell those units to first-time homebuyers. This program is operated through El Cajon Community Development Corporation, CHDO.

FY 2010-2011 Funding: HOME – No new funds allocated, although prior year funds continue to be available for this project.

Neighborhood Vitality Program (Lend-A-Hand Day): Using Redevelopment Capital funds, the El Cajon Community Development Corporation (ECCDC) targets a two to three block neighborhood in the downtown area. Working with property owners, tenants, Building Inspectors, Code Enforcement and Community Police Officers under the Neighborhood Stabilization Program, a prioritized list of improvements is developed leading toward a single neighborhood clean-up day once each month and larger events every two (2) years.

Five-Year Objectives:

- Provide rehabilitation assistance to five (5) single-family owner units and ten (10) mobile homes annually for a total of 75 owner units over five (5) years.
- Distribute brochure materials throughout the community including City Hall, library, and key community locations.

One-Year Objectives:

- Rehabilitate ten (10) mobile homes.
- Rehabilitate five (5) single-family homes.
- Continue to explore new rehabilitation program and/or activities.
- Distribute brochure materials throughout the community including City Hall, library, and key community locations.
- Target property owners with code compliance violations.

Performance Measures/Outcomes: Decent Housing (DH)/Availability (1)

- b. Lead-Based Paint Hazard Reduction:** Approximately 78 percent of the housing units in El Cajon were built prior to 1978. Based on the age of housing stock and household income, an estimated 5,831 older housing units with Lead-Based Paint in the City may be occupied by low and moderate-income households (0-80 percent AMI).

FY 2010-2011 Funding: Included as part of rehabilitation programs

One-Year Objectives:

- Included as part of rehabilitation programs.

Performance Measures/Outcomes: Decent Housing (DH)/Availability (1)

Priority 2: Provide Homeownership Assistance to Low and Moderate Income Households

- a. First-Time Homebuyer Assistance:** The City of El Cajon offers two unique programs designed to assist first-time homebuyers purchase a new or existing single-family or condominium home in the City. The American Dream and California Dream First-Time Homebuyer Programs may utilize a combination of HOME and CalHome or redevelopment set-aside/tax increment funds for up to 30, 40 or 50 percent of the purchase price for downpayment, plus up to \$5,000 for closing cost assistance. Pre-qualification by the City is required and restrictions do apply. Funds are available on a first-come, first-serve basis.

FY 2010-2011 Funding: HOME - \$318,638

Five-Year Objectives:

- Provide first-time homebuyer assistance from the HOME, CalHome, and redevelopment set-aside programs. Assist ten (10) first-time buyers annually for a total of 50 households over five (5) years.

One-Year Objectives:

- Assist ten (10) first-time buyers annually.

Performance Measures/Outcomes: Decent Housing (DH)/Affordability (2)

- b. Acquisition and Resale of Foreclosed Properties:** In an effort to stabilize neighborhoods, preserve the affordable housing stock, and promote homeownership, the City intends to allocate the 15 percent HOME CHDO

set-aside funds to an eligible CHDO for the acquisition, rehabilitation and resale of vacant foreclosed properties to low-income households.

FY 2010-2011 Funding: CHDO Reserve (15% of allocation) - \$127,455

Five-Year Objectives:

- Based on funding availability and allocations, through an eligible CHDO, anticipate assisting not less than three (3) low income households per year for a total of not less than 15 households over five (5) years.

One-Year Objectives:

- Establish agreement with CHDO to begin implementation of program.
- Assist three households as funding permits.
- Issue an RFP or RFQ to seek out qualified CHDO's or establish a list of qualified CHDO's.

Performance Measures/Outcomes: Decent Housing (DH)/Affordability (2)

- c. **Foreclosure Prevention:** The City established a Foreclosure Prevention Program in June 2009, with the help of Community Housing Works (CHW). The goal of the program is to provide a full range of counseling referral services and assistance to qualified families to maintain home ownership in El Cajon.

One-Year Objectives:

- Continue support of the Homeownership Foreclosure Prevention Program.

Performance Measures/Outcomes: Decent Housing (DH)/Affordability (2)

- d. **MCC Program:** The City of El Cajon has participated with most of the other jurisdictions in San Diego County for the administration of the Mortgage Credit Certification Program (17 of the 19 jurisdictions pool the resources, only the cities of San Diego and Oceanside administer their own on a separate basis). The advantage of El Cajon with this arrangement was that properties inland are generally more affordable than coastal properties

One-Year Objectives:

- Continue to participate in the program and assist the County in promoting program use.

Performance Measures/Outcomes: Decent Housing (DH)/Affordability (2)

Priority 5: Assist in the Development of Affordable Housing

- a. **Non-Profit Housing Development Corporations:** Funding will be provided to a qualified non-profit developer.

FY 2010-2011 Funding: CHDO Set-Aside - \$127,455

Five-Year Objectives:

- Augment and refine the list of non-profit developers for purposes of coordinating their involvement in affordable housing development in the City.

- Assist in expanding capacity of CHDOs for affordable housing development and preservation.
- Meet with existing local non-profit groups periodically to coordinate the development of family and other types of affordable housing in El Cajon.

Performance Measures/Outcomes: Decent Housing (DH)/Affordability (2)

- b. **Land Assemblage and Write-Down:** The Agency entered into an Affordable Housing Agreement on March 11, 2009, with Weiland Development Company for the use of low and moderate-income housing funds for the acquisition of twenty-six (26) parcels on Birchwood Lane for development of affordable housing. The total development cost of the project is estimated at \$6,472,000 and Agency participation has been requested via a loan in the amount of \$2,950,000 for the acquisition of properties. Escrow to purchase the project site closed on March 20, 2009; Agency participation is an estimated 45.58 percent of the total development cost. In addition, \$477,271 in HOME funds has been allocated to this project.

In exchange for Agency Participation, Weiland Development Company has agreed to sell all twenty-six (26) units to low and moderate income households, for which covenants will be recorded for not less than 45 years as required under Redevelopment Law. Agency funds will be returned through close of escrow and re-loaned to eligible homebuyers under current or modified First-Time Homebuyer Program parameters. HOME funds will be layered with Agency funds to maximize affordability for the low-income units.

FY 2010-2011 Funding: HOME – No additional funding

Five-Year Objectives:

- Facilitate land assemblage for affordable housing development. The City has identified the Downtown Specific Plan Area and Transit Center Area as target areas for higher density housing development. As these areas are within the El Cajon Redevelopment Project Area, the Redevelopment Agency may utilize redevelopment authorities to facilitate lot consolidation.
- Assist in the construction of 20 affordable units over five years.

One-Year Objectives:

- Assist eligible homebuyers in the purchase of 26 Birchwood Lane units, with potentially (11) units being assisted with HOME funds.

Performance Measures/Outcomes: Decent Housing (DH)/Affordability (2)

Priority 6: Promote Equal Housing Opportunity

In order to make adequate provision for the housing needs of all economic segments of the community, the City must pursue actions that promote housing opportunities for all persons regardless of race, color, national origin, ancestry, religion, sex, familial status, marital status, age, disability, source of income, or sexual orientation.

a. **Fair Housing:** The City of El Cajon contracts with the Center for Social Advocacy to provide a variety of fair housing and tenant/landlord services, including:

- Serves as a fair housing resource for the area, including implementation of an affirmative fair housing marketing plan, testing and complaint verification;
- Responds to all citizen complaints regarding violations of the fair housing laws;
- Provides tenant-landlord counseling to all inquiring citizens;
- Promotes community awareness of tenant landlord rights and responsibilities;
- Monitors housing legislation and reports to the City; and
- Maintains a free rental listing service of affordable housing within the City of El Cajon.

FY 2010-2011 Funding: CDBG - \$18,086; HOME - \$6,027

Five-Year Objectives:

- Actively advertise services provided by the Center for Social Advocacy through brochures at the public counter, community service agencies, public libraries, and City website.
- Continue to comply with the fair housing planning requirements of the CDBG and HOME programs, including updating the Analysis of Impediments (AI) to Fair Housing Choice every five years and incorporating actions to address any impediments in its annual Action Plans to HUD.
- Through the fair housing service provider, assist 2,000 persons with fair housing services.

One-Year Objectives:

- Advertise services provided by the Center for Social Advocacy through brochures at the public counter, community service agencies, public libraries, and City website.
- Participate in the Regional Analysis of Impediments to Fair Housing Choice update, including measures to work with other agencies to remediate impediments found in the updated document.
- Assist 450 persons with fair housing services.

Performance Measures/Outcomes: Decent Housing (DH)/Availability (1)

Needs of Public Housing

1. *Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.*

2. *If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.*

FY 2010-2011 Action Plan Public Housing Strategy response:

1. The needs of public housing in the City of El Cajon are typically met by the Housing Authority of the County of San Diego. There is no public housing in El Cajon and the County administers Section 8 Rental Assistance to residents in need of affordable housing.
2. HACSD is not designated as a "troubled" agency by HUD. According to HACSD, the physical condition of its public housing stock is considered to be good. The units are inspected, repaired, and maintained on a regular basis. It is the goal of HACSD to maintain each home, whether the unit is a single-family residence or in an apartment complex.

Barriers to Affordable Housing

1. *Describe the actions that will take place during the next year to remove barriers to affordable housing.*

FY 2010-2011 Action Plan Barriers to Affordable Housing response:

1. The City of El Cajon's primary problem with affordable housing is in the ownership sector. The City's housing stock consists of over 50 percent of the units being constructed as rental housing. That amount, plus the portion of ownership units (condominiums and single-family detached houses) that are used as rental properties by investors, produced a homeownership rate within the City as 40.5 percent according to the 2000 Census. This is a full 26 percent below the national average homeownership rate.

Historically, in this region the greatest barrier to affordable ownership is the price of housing. The City's First-Time Homebuyer program provides 30, 40 or 50 percent of the purchase price as a silent second to income eligible applicants (the varying percentage amounts correspond to the income levels – 50 percent of the purchase prices is available to families earning at or below 50 percent of the area median income level). In recent months, the housing market has come to a halt due to the lending crisis. Few developers are pursuing new development projects. The recent decrease in home prices has opened up opportunities for first-time homebuyers. The City anticipates facilitating homeownership among low and moderate-income households through its First Time Homebuyer Program.

The First Time Homebuyer Program has two funding sources: HOME funds for families earning up to 80 percent of area median income and redevelopment funds (low and moderate income housing set-aside funds) which assist families earning up to 120 percent of AMI.

The City has extensively revised its condominium conversion policies and relaxed many previously existing requirements. Since 2002, the City Council has approved the conversion of 3,239 apartments into condominiums. Of these, 1,452 have completed the conversion process and are eligible to be sold. The City's First Time Homebuyer program funds are eligible to assist in the purchase of a converted unit. The existing tenants have the first right of refusal.

HOME/ American Dream Down payment Initiative (ADDI)

1. *Describe other forms of investment not described in § 92.205(b).*
2. *If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.*
3. *If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:*
 - a. *Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.*
 - b. *Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.*
 - c. *State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.*
 - d. *Specify the required period of affordability, whether it is the minimum 15 years or longer.*
 - e. *Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.*
 - f. *State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.*
4. *If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:*
 - a. *Describe the planned use of the ADDI funds.*
 - b. *Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.*
 - c. *Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.*

FY 2010-2011 Action Plan HOME/ADDI response:

1. The City does not anticipate receiving ADDI funds for FY 2010-2011. HOME funds will be used to support the City’s First-Time Homebuyer program, residential rehabilitation, and new construction of affordable housing.
2. The following is reprinted from the HOMEOWNER’S REGULATORY AGREEMENT FOR HOME PROGRAM PARTICIPATION, which is recorded against the property at the close of escrow when HOME funds have been used to assist with the purchase.

Recapture of HOME and ADDI funds

Pursuant to 24 CFR 92.254(a)(ii), the City of El Cajon requires that HOME/ADDI funds be recaptured if the housing does not continue to be the principle residence of the family for the duration of the Period of Affordability. If all or any part of the Property or any interest in it is sold, rented, refinanced, conveyed or transferred (of if a beneficial interest in Borrower is sold, rented, refinanced, conveyed or transferred and Borrower is not a natural person), the Equity, as hereafter defined, in the Property shall be shared between the Borrower and the City on the following basis.

The maximum equity to be shared by the City shall not exceed the amount equal to the percentage of the value of the residence finances by the CalHome and HOME/ADDI Program Loan(s). That is, if the loan equals twenty percent of the **Original Purchase Price** of the residence, a maximum of twenty percent of the **Net Appreciation** may be charged by the City.

The following *example* assumes the following: (a) **Current Sales Price** or **Current Appraised Value** (as may be the case of refinance), in the example, of \$260,000, (b) **Original Purchase Price (OPP)** of \$180,000, (c) initial **Gross Appreciation** of \$80,000 (the Current Sales Price of \$260,000 minus the Original Price of \$180,000), (d) \$26,000 in closing costs (estimated at ten percent of the **Current Sales Price**), (e) initial **Net Appreciation** of \$54,000 and an equity share schedule based on the percentage of CalHome assistance of \$30,150 (16.75% of OPP) and HOME/ADDI assistance of \$14,850 + \$5,000 (11.03% of (OPP)) on an Initial Purchase Price of \$180,000. ***The table is for the purpose of illustration only and will apply to any form of default of the City administered Programs. Actual sales price and net sales price will vary. The principal amount of the loans remains due and is in addition to any equity-share that may be owed to the City.***

Table 3: Sample First-Time Homebuyer Program Appreciation

# Months After Date of Agreement	Current Sales Price of Current Appraised Value (a)	Original Purchase Price (b)	Gross Appreciation (c) (difference of a-b)	Seller Closing Costs (d) (10% of Current Sales Price)	Net Appreciation (e) (c-d)	Seller's Equity Share of Net Appreciation (f) (72.22% of [e])	CalHome & City Equity Share of Net Appreciation (g) (27.78% of [e])	Principal Amount Due to City (h)	Total Amount due to City (g+h)
0-180	\$260,000	\$180,000	\$80,000	\$26,000	\$54,000	\$38,998	\$15,001	\$50,000	\$65,001
181 and thereafter	\$285,000	\$180,000	\$105,000	\$28,500	\$94,500	\$94,500	\$0	\$50,000	\$50,000

In this *example*, the finance charge/equity-share varies between \$0 and \$15,001.20 through year fifteen (15). Your amount will differ, depending upon gross sales price,

net sales price, the amount of equity, the number of months after the date of agreement that the sale, transfer, rental or refinance occurs, etc.

In the event that no Net Appreciation exists at the time of transfer or sale, the CalHome and HOME/ADDI funds will still be due and payable. In the event that a negative Net Appreciation situation exists, and the full amount of the HOME/ADDI funds are not available to be recaptured, the amount of HOME/ADDI funds required to be repaid to the City will be as set forth in 24 CFR 92.254(a)(ii)(A)(3). The formulas are as follows:

$$\frac{\text{HOME/ADDI Investment} \times \text{Net Proceeds}}{\text{HOME/ADDI Investment} + \text{Homeowner Investment}} = \text{HOME/ADDI amount to be recaptured}$$

$$\frac{\text{Homeowner Investment} \times \text{Net Proceeds}}{\text{HOME/ADDI Investment} + \text{Homeowner Investment}} = \text{Amount to Homeowners}$$

Provided that the Borrower is not in default under the terms of the Note, the Note interest, equity share shall be forgiven in its entirety and interest in the equity of the Property shall be relinquished by the City fifteen (15) years from the date of the execution of the Note, as provided by the loan documents.

3. The City of El Cajon does not provide this type of assistance.
4. Due to the low funding amount at the national level, El Cajon does not meet the qualification threshold for ADDI funds in FY 2010-2011.

HOMELESS

Specific Homeless Prevention Elements

1. *Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.*
2. *Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.*
3. *Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.*

4. *Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.*
5. *Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.*

**Please also refer to the Homeless Needs Table in the Needs.xls workbook.*

FY 2010-2011 Action Plan Special Needs response:

1. The City of El Cajon receives only CDBG funds to address this issue. McKinney-Vento funds go to non-profit agencies, which in this area have formed a consortium that meets on a monthly basis. This consortium along with other committees, have proposed a Plan to End Chronic Homelessness in the San Diego Region. This Plan requires all jurisdictions to participate and identify available resources county-wide. Members are being recruited as outlined in “The Plan” to serve on the implementation team to oversee the Housing First – Housing Plus plan.

The San Diego Regional Task Force on the Homeless (RTFH) estimated a homeless population of 361 in El Cajon, of which 209 are not sheltered. The majority of the unsheltered homeless persons in El Cajon are the chronically homeless. El Cajon currently has three (3) non-profits, Volunteers of America Southwest California, Crisis House, and Set-Free that serve the homeless population either through referral networks, motel vouchers or direct assistance through the Homeless Prevention and Rapid Re-Housing (HPRP) Program.

2. The following are activities to be pursued in FY 2010-2011 using CDBG funds:

Priority 7: Support a Continuum of Care System for the Homeless

- a. **Continuum of Care for the Homeless** – Currently the City participates in a countywide effort under HUD’s SuperNOFA grants for supportive housing and continuum of care activities. The group, called the Regional Continuum of Care Consortium, is comprised of service providers, entitlement jurisdictions, faith-based groups and meets on a regular basis.
- b. **Homeless Services:** The following homeless services will be funded in FY 2010-2011.

Crisis House: Several years ago, the City acquired and renovated a building with CDBG funds. The building is currently leased to Crisis House, a non-profit agency, for \$1 per year. The facility is known as the Resource Center and Crisis House provides case management services to the homeless. Additionally, a cellular phone relay tower was installed on this property. The cellular phone company pays \$10,000 per year in rent. The full amount goes directly to Crisis House. The rental income with the \$1 per year rent is the equivalent of \$70,000 per year in support to this agency for services to the homeless and near homeless. Additional funding is allocated to Crisis House to provide homeless services.

FY 2010-2011 Funding: CDBG - \$40,000

Set Free Motel Voucher Program: Set Free Baptist Ministries has been allocated CDBG funds in the past to assist with their motel voucher program. Several years ago this group purchased and renovated an older motel and restaurant on East Main Street to create a transitional living facility and establish a rehab program, all without any public assistance. All funds were privately raised. The City has allocated funding to pay for motel vouchers for homeless families and individuals either waiting for a spot to open up on a rehab program in the area, or just coming in off the street.

FY 2010-2011 Funding: CDBG - \$50,000

Interfaith Shelter Program: Funds to be used for staff salaries to schedule, train, and monitor homeless shelter volunteers. This will include case management and emergency night shelter.

FY 2010-2011 Funding CDBG - \$10,000

San Diego Food Bank: Provide food to low-income families in El Cajon. CDBG monies will be used to purchase a portion of nonperishable food items, salaries for food bank staff that coordinate the program, and transportation cost and program office supplies.

FY 2010-2011 Funding CDBG - \$9,990

Volunteers of America Southwest California: Provide Homeless Prevention and Homeless Assistance to low-income families in El Cajon through the Homeless Prevention and Rapid Re-Housing Program (HPRP), as part of the American Recovery and Reinvestment Act of 2009. HPRP monies will be used in accordance to the HPRP regulations primarily to prevent homelessness and secondarily to re-house those which have recently lost their housing. Eligible assistance includes security deposits, past due rents and utility payments.

FY 2010-2011 Funding HPRP - \$462,052

FESG: As an entitlement jurisdiction, the City is eligible to receive funding from the Federal Emergency Management (FEMA) to provide services for the homeless under FEMA's Emergency Shelter Grant program. The City contributes its FESG funds to the County's FESG Homeless Program, which uses United Way as the fiduciary agent and Catholic Charities as the prime contractor to provide emergency services for the homeless. Through the FESG and motel voucher program offered throughout the County, the City is able to offer vouchers.

Five-Year Objectives:

- Continue to participate in the San Diego County RTFH to assess the extent of homeless needs and to coordinate efforts in addressing the needs, including needs for the chronically homeless.

- Provide assistance to agencies serving the homeless and at-risk homeless, with the objective of assisting 200 homeless/at-risk homeless annually (1,000 over five years).

One-Year Objectives:

- Assist approximately 250 homeless persons with services through Crisis House Set Free Baptist Ministries' motel voucher program, Interfaith Shelter Program, and San Diego Food Bank.
- Assist Interfaith Shelter Program with staffing of homeless shelter
- Provide funds to San Diego Food Bank to help distribute food to families who are in jeopardy of becoming homeless
- Continue to participate in the Regional Continuum of Care Consortium.
- Continue to participate in the County's FEMA Homeless Program.

Performance Measures/Outcomes: Suitable Living (SL)/Availability (1)

3. The City participates in the Regional Continuum of Care Consortium and the County's efforts in ending chronic homelessness by 2012. The Regional Continuum of Care Consortium coordinates services for the homeless to move people from homelessness to permanent housing. Chronically homeless persons require rehabilitation services, employment training and placement, health services, and case management to move from homelessness, to transitional housing, and then to supportive/permanent housing. The Continuum of Care Strategy coordinated by the County offers a range of services and facilities. The City supports the Consortium's strategy for constructing housing facilities that help transition chronically homeless persons to a stable housing situation and to receive supportive services that would improve their employment skills.
4. The City's various affordable housing programs and activities will help prevent homelessness in El Cajon. In addition, the City is in the process of developing a Foreclosure Prevention program. This program will potentially prevent households facing foreclosure from becoming homeless.
5. Not applicable. The City does not receive ESG funds.

Emergency Shelter Grants (ESG)

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

FY 2010-2011 Action Plan ESG response:

Not applicable, as this section pertains to state governments receiving ESG funds and the City of El Cajon does not receive ESG Funds.

COMMUNITY DEVELOPMENT

Community Development

1. *Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.*
2. *Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.*

**Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.*

**Please also refer to the Community Development Table in the Needs.xls workbook.*

1. High Priority is assigned to addressing the needs for community facilities serving youth, and the park and recreational needs of all members of the community. High Priority is assigned to making ADA improvements to public buildings and community facilities. Medium Priority is assigned to addressing the needs for community facilities serving seniors, neighborhoods, persons with disabilities, and health care needs.

Infrastructure needs include street improvements and an on-going project to install more ADA accessible ramps.

The Housing and Community Development Needs Survey identified crime awareness, services for neglected youth and children, and general youth services as High Priority needs in the community. Youth services, particularly those for at-risk youth, are needed to provide youth with a positive direction in life. Community Oriented Policing programs offer opportunities for reducing crime and working with at-risk youth.

High Priority is assigned to anti-crime programs that are provided citywide, with a focus in the high crime areas -- Census Tracts 158, 162.02, and 163. Portions of these census tracts are low and moderate-income areas (80 percent of AMI).

High Priority is assigned to providing supportive services for the City's youth population, seniors, and persons with disabilities. High Priority is assigned to the provision of fair housing services.

Medium Priority is assigned to providing employment training as part of the City's economic development/anti-poverty strategy. Medium Priority is assigned to providing substance abuse, handicapped, transportation, and health care services.

Economic development activities are listed as medium priorities within the CDBG program, as redevelopment funds are directed towards those activities.

The five-year objectives are listed in the Community Development Needs Table.

2. The following are activities to be pursued in FY 2010-2011 using CDBG funds:

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

a. **Capital Improvement Planning:** The City has identified the following projects for FY 2010-2011:

Park and Recreation Facilities

- Renette Center Renovations
- Family Health Centers of San Diego – Expansion of registration area.

FY 2010-2011 Funding: CDBG - \$260,000

Fire Equipment

- Continue with repayment of Section 108 loan for ladder truck.

FY 2010-2011 Funding: CDBG - \$85,312

ADA Transition Plan

- City Hall and Chambers ADA Improvements
- Other ADA Transition Plan Improvements

FY 2010-2011 Funding: CDBG - \$385,000

Five-Year Objectives:

- Pursue two (2) improvement projects to parks, recreational, and community facilities annually, for a total of ten (10) projects over five (5) years.
- Pursue one ADA improvement project annually, for a total of five (5) projects over five (5) years.

One-Year Objectives:

- Pursue improvements to Renette Center and Family Health Centers of San Diego reception area.
- Continue repayment of Section 108 loan for ladder truck.
- Continue to pursue ADA improvements according to Transition Plan.

Performance Measures/Outcomes: Suitable Living (SL)/Availability (1)

Priority 9: Provide Needed Community and Supportive Services to Those of Low and Moderate Income and/or with Special Needs

- a. **Community and Supportive Services:** The City has identified the following projects for FY 2010-2011:

Community Oriented Policing: To improve public safety, El Cajon funds innovative crime prevention programs such as home security rehabilitation, neighborhood watch, citizen patrol, and Community-Oriented Police Services (COPS).

FY 2010-2011 Funding: CDBG - \$67,387

Senior Services: The City will be funding the Meals-on-Wheels program for seniors and persons with disabilities.

FY 2010-2011 Funding: CDBG - \$10,000

Five-Year Objectives:

- Provide community and supportive services that benefit:
 - 2,000 low and moderate income persons through fair housing services (provided under Housing Priority)
 - 800 seniors through meals, in-home, health, and referral services
 - 10,000 persons with crime awareness programs

One-Year Objectives:

- Continue to provide partial salary support to Community Policing officers for program administration and services. Assist 2,500 persons through Community Policing.
- Assist 200 seniors through the Meals on Wheels program.
- Assist 2,500 persons through Community Policing.

Performance Measures/Outcomes: Suitable Living (SL)/Availability (1)

Priority 11: Provide for Necessary Planning Activities to Develop and Implement Both Housing and Community Development Plans to Address Anticipated Needs

- a. **CDBG and HOME Administration:** Up to 20 percent of the CDBG funds and up to 10 percent of the HOME funds can be used to support the general administration of the CDBG and HOME programs by the Department of Community Development. Administration funds can be used to provide publication of required public notices; attendance at training and meetings; preparation and implementation of the Consolidated Plan; annual Consolidated Annual Performance Evaluation and Reporting (CAPER); annual financial audit; and other administrative costs.

FY 2010-2011 Funding: CDBG - \$249,837 (includes \$18,086 for fair housing services); HOME - \$84,970 (includes \$6,027 for fair housing services)

Five-Year Objectives:

- Annually review implementation of the Consolidated Plan and update the Action Plan and other components as necessary.
- Conduct monitoring of its CDBG- and HOME-funded activities annually.

One-Year Objectives:

- Review implementation of the Consolidated Plan and update the Action Plan and other components as necessary.
- Implement housing and community development activities as identified in this Action Plan.
- Conduct monitoring of its CDBG- and HOME-funded activities.

NON-HOMELESS SPECIAL NEEDS HOUSING**Non-Homeless Special Needs (91.220 (c) and (e))**

1. *Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.*
2. *Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.*

**Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.*

FY 2010-2011 Action Plan Specific Objectives response:

1. The City's major non-homeless special needs housing relates to affordable and decent housing for seniors.
2. The Mobile Home Rehabilitation Loan Program primarily benefits elderly homeowners. For FY 2010-2011, the City has allocated \$81,656 in CDBG funds to assist mobile home owners, the majority of whom are elderly persons.

Housing Opportunities for People with AIDS

1. *Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.*
2. *Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.*
3. *Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.*
4. *Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.*
5. *Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.*
6. *Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.*
7. *Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.*
8. *Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.*
9. *Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.*

**Please also refer to the HOPWA Table in the Needs.xls workbook.*

FY 2010-11 Action Plan HOPWA response:

Not applicable; the City of El Cajon does not receive or administer HOPWA funds.

Specific HOPWA Objectives

Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.

FY 2010-11 Specific HOPWA Objectives response:

Not applicable; the City of El Cajon does not receive or administer HOPWA funds.

Other Narrative

Worst Case Needs

The City has identified senior, disabled and handicapped homeowners as those most in need of home repairs (i.e. worse case needs), and those least able to qualify for private financing to take care of their property repairs. The City's Residential Rehabilitation Program and Mobile Home Rehabilitation Loan Program seek to address the needs of residents with the fewest resources.

Percent CDBG Funds Benefiting Low and Moderate Income Persons

For FY 2010-2011, the majority of the City's CDBG allocation will be used to benefit low and moderate-income persons, either through Low and Moderate Income Area (LMA) benefit or Low and Moderate Income Limited Clientele (LMC) benefit. The only exceptions are the fire station facility and ladder truck that will benefit the entire community. However, most census block groups in El Cajon are qualified low and moderate-income block groups as well as 53 percent of the City's population.

Obstacles to Fair Housing

The City of El Cajon will contract with the Center for Social Advocacy for the provision of fair housing and landlord/tenant mediation services in FY 2010-2011. The Center for Social Advocacy will affirmatively further fair housing through public education workshops, counseling, conciliation, landlord/tenant mediation (including mobile parks), and other outreach services.

The City of El Cajon contracted with Veronica Tam and Associates, in conjunction with the other jurisdictions of San Diego County, to complete an Analysis of Impediments to Fair Housing in 2009. The Impediment Study provides a Five-Year Action Plan for the City to implement. The City will implement a strategy to correct or implement each of the recommended actions.

Fair housing services and education will be provided to 450 residents. Fair housing through comprehensive programs by providing workshops to rental housing providers, tenants, Realtors, City Staff and other community agencies to counter the lack of knowledge by landlords and tenants. They will also provide enforcement, investigation, case development and testing.

Rental Housing

The current average rental price in El Cajon, as of February 2009, is \$1,220. There are mostly two-bedroom units available (over 1,000 in the last 90 days) and significantly more apartments and condominiums or townhomes available rather than single-family homes.

Leveraging Funds

All CDBG-funded projects proposed for FY 2010-2011 will include leveraging of other resources, such as grants from Federal, State, and local governments, private foundations, capital development funds, general funds, private donations of funds or services, and other various funding sources.

Redevelopment set-aside funds are the primary source for leveraging or providing matching funds for the City's housing programs. According to State Redevelopment Law, Section 33334.2 of the Health and Safety Code, 20 percent of the tax increment from any redevelopment project area is to be set-aside for low and moderate-income housing programs.

Substantial Amendments

The City amended the FY 2008-2009 Action Plan to address the use of CDBG and Homeless Prevention funds made available to the City of El Cajon through the American Recovery and Reinvestment Act of 2009. The City received an additional \$335,286 in CDBG-R funds and \$512,686 in HPRP funds to be used through August of 2012. Both programs are currently underway.

Program Specific Requirements (CDBG)

The Project sheets included as Appendix B, describe the activities with respect to the estimated \$1,249,182 in CDBG funds expected to be available during FY 2010-2011. Additional financial information is as follows:

1. HPRP	\$512,686
2. CDBG-R	\$335,286

Appendix A: Community Outreach

City Council Community Development Block Grant Public Hearing

February 9, 2010

The hearing was held as part of the process for completing the HUD required annual Consolidated Plan for funding for FY 2010-2011. The comments were as follows:

- Jean Heartman of Family Health Centers of San Diego spoke in support of public facilities improvement to Chase Avenue Health Clinic.
- Sue Christopher of Crisis House spoke in support of continued support of the homeless services.
- Trisha Gooch of San Diego Food Bank spoke in support of providing funds to purchase food for those in need.
- Paul Cleary of GRID Alternatives spoke in support of a job training program which would install phone electric panels for low-income homeowners in El Cajon.
- Harold Brown of Set-Free Baptist Fellowship spoke in support of continued funding for vouchers for the homeless.
- Rosemary Johnston of Ecumenical Council of San Diego County spoke in support of funding for monitoring homeless shelter volunteers and case management services for the homeless.
- Estela De Los Rios of Center for Social Advocacy spoke in support of continued Fair Housing services.

Appendix B: Project Sheets

Appendix C: Standard Forms 424

Appendix D: Certificates

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-Displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for

the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted:
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which It is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with Section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official

Date

Title

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including Section 108 guaranteed loans during program year(s) , (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a

source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws -- It will comply with applicable laws.

Signature/Authorized Official

Date

Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance: The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.

Signature/Authorized Official

Date

Title

APPENDIX TO CERTIFICATIONS**INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:****A. Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
3. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

City of El Cajon
Department of Redevelopment and Housing
200 Civic Center Way
El Cajon, CA 92020

Check if there are workplaces on file that are not identified here.

The certification with regard to the drug-free workplace is required by 24 CFR part 24, subpart F.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).