

Set Free Baptist Fellowship of San Diego
501 C3 non-profit Corp.

City of El Cajon – Community Development Department
Community Development Block Grant Program
Application for Funding

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CITY OF EL CAJON – DEPARTMENT of REDEVELOPMENT and HOUSING
 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
 APPLICATION FOR FUNDING



Date: <i>12-8-2005</i>
Project/Program Title: <i>Set Free Baptist Fellowship. Emergency Voucher Program</i>
Target Population or Service Area of Project/Program: <i>Homeless women and children of El Cajon</i>
Project/Program Contact Person (Name and Title): <i>Denise Valencia Case Manager</i>
Address: <i>102 [redacted] Rd. Apt. B1</i>
Phone Number: <i>619</i>
Fax Number:
e-mail address: <i>hnbrown1@earthlink.net</i>
Amount Requested from El Cajon: <i>\$50,000.00</i>
Total Project/Program Budget: <i>\$50,000.00</i>
City of El Cajon Priority Number (see next page): <i>2.1</i>

Agency Name: <i>set Free Baptist Fellowship</i>
Agency Address: <i>1527 E. main st. El Cajon 92021</i>
Name and Title of Person Submitting Application: <i>Harold Brown Chief Operations Officer</i>
Phone Number: <i>619-977-0633</i>
Fax Number: <i>619-442-2534</i>
e-mail address: <i>hnbrown1@earthlink.net</i>
Brief Description of Project/Program: <i>Short term vouchers for motel accommodations for homeless. Begin case plan assist participant in entering long term care.</i>

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.

Harold Brown COO
 Typed Name and Title

Harold Brown
 Signature

Your application will not be accepted unless it is submitted in quintuplicate and all the required documentation is attached.

Set Free Baptist Fellowship of San Diego

Clarification of proposal to utilize CDBG funds for emergency vouchers to homeless.

Set Free Baptist Fellowship of San Diego, hereafter SFBF will use the proposed CDBG voucher dollars to assist homeless individuals in the City of El Cajon for emergency temporary housing. Vouchers will be used by SFBF to place individuals in temporary housing while they are evaluated for placement in a program. SFBF will not use any voucher funds to assist individuals in any of its discipleship programs. SFBF will not use any of the voucher dollars for administration or program needs. All vouchers will be tracked and reported to the City of El Cajon as determined by the oversight regulations. Individuals will be contacted for a voucher by SFBF in the following manner.

- Hot team sweeps by SFBF of known homeless gathering places in El Cajon
- Referrals by local churches
- Referrals by police
- Referrals by local social service agencies

Hot Team sweeps

- Will be conducted weekly by SFBF to assist individuals in getting off the streets and into temporary housing.
- Individuals in need of a detox facility will not be accepted
- Individuals will be voucher into a hotel room on a daily basis
- Voucher recipients will be asked to follow the guidelines of the El Cajon crime free hotel motel program.
- Voucher recipients will meet daily with SFBF case manager to determine a suitable program to enter for long term assistance.
- Voucher recipients will be limited to 28 days of voucher assistance.
- Voucher recipients will not be required to attend or participate in religious activities offered at the Fabulous 7 motel
- Voucher recipients will be offered three meals daily and will not be required to participate in a religious prayer to receive these meals.
- Voucher recipients will go off the voucher upon entering a program.

Referrals by local Churches

- Local churches will contact SFBF of voucher availability.
- Individuals in need of a detox facility will not be accepted
- Local churches will transport individual to the Fabulous 7 motel.
- Individuals will be voucher into a hotel room on a daily basis
- Voucher recipients will be asked to follow the guides of the El Cajon crime free hotel motel program.
- Voucher recipients will meet daily with SFBF case manager to determine a suitable program to enter for long term assistance.
- Voucher recipients will be limited to 28 days of voucher assistance.
- Voucher recipients will not be required to attend or participate in religious activities offered at the Fabulous 7 motel

- Voucher recipients will be offered three meals daily and will not be required to participate in a religious prayer to receive these meals.
- Voucher recipients will go off the voucher upon entering a program.

Referrals by local Police

- Local police officers may drop individuals for a voucher at the Fabulous 7 Motel
- Police officer will check at front desk for room availability.
- Individuals in need of a detox facility will not be accepted
- Police officer will return individual to place of origin if no room is available.
- Policy officer may check individual into a room if available and SFBF will be contacted by desk employee.
- Individuals will be voucher into a hotel room on a daily basis
- Voucher recipients will be asked to follow the guides of the El Cajon crime free hotel motel program.
- Voucher recipients will meet daily with SFBF case manager to determine a suitable program to enter.
- Voucher recipients will be limited to 28 days of voucher assistance.
- Voucher recipients will not be required to attend or participate in religious activities offered at the Fabulous 7 motel
- Voucher recipients will be offered three meals daily and will not be required to participate in a religious prayer to receive these meals.
- Voucher recipients will go off the voucher upon entering a program.

Referrals by local social service agencies

- Local agency will contact SFBF of voucher availability.
- Individuals in need of a detox facility will not be accepted
- Local agency will transport individual to the Fabulous 7 motel.
- Local agency and SFBF will determine length of voucher prior to individual receiving voucher.
- Voucher recipients will be limited to 28 days of voucher assistance.
- Voucher recipients will be asked to follow the guides of the El Cajon crime free hotel motel program.
- Voucher recipient will be case managed by the agency requesting the voucher.
- Voucher recipients will not be required to attend or participate in religious activities offered at the Fabulous 7 motel
- Voucher recipients will be offered three meals daily and will not be required to participate in a religious prayer to receive these meals.
- Voucher recipients from local agencies will be placed in rooms with refrigerators and microwave ovens.
- Voucher recipients will go off the voucher upon entering a program.

NARRATIVE

- A. DESCRIPTION OF PROPOSED PROJECT:** The proposed project located @ 1527 E. Main Street in the City of El Cajon, CA, offers emergency vouchers for motel/hotel accommodations for the homeless which include; families with children, individuals, seniors, aging foster care, and disabled adults. The purpose of the voucher is to provide them with case management and shelter for a specific amount of time of their crisis.
- B. NEED OR PROBLEM:** to be addressed in relation to the population served and how project/program fulfills the identified priority from the City of El Cajon's Continued Housing Element/Consolidated Plan 2004-2010: *Homelessness* throughout the City of San Diego has steadily increased since the early 1990s, and has directly affected the City of El Cajon. This has been a major issue on how to meet the increasing demands on existing systems to address the housing and related service needs of homeless individuals and families. The City of El Cajon is one of the many in San Diego that has experienced a surge in the number of homeless individuals and families and in the complexity of the needs of its homeless population. San Diego County Housing costs are one of the highest in the nation. The increased demand and lack of affordable housing in the region places extreme challenges on residents and families on the brink of homelessness. There are significant numbers of individuals and families who are at risk of becoming homeless.

The issue of homelessness has been made a high priority to address. Transitional and permanent supportive housing for families, individuals and special needs population represents the largest gaps in the continuum of care and are given the highest priority. A medium priority is given to outreach and assessment, emergency shelters and permanent housing. The total overall current county estimates of the entire homeless population it is estimated that there are approximately 15,000 homeless people in the county of San Diego, and at least 2500 in the city of El Cajon alone. This amount does not include thousands more undocumented workers who migrate into the county as they move northward through the state.

In the region, single adults comprise approximately 70% of the urban homeless. Most of these 4,000 individuals are between 27-40 years of age. A fifth has been homeless for more than 4 year. According to the RTFH, approximately 73% of the 5,500 urban homeless are single adults.

Housing Statistics : (Ref: San Diego Housing Commission)

- San Diego County's resale single-family homes are at a record high median price of \$525,000; the median resale price for condos I \$370,000. (SDUT/Data Quick Information Systems),
- *The median price of housing in San Diego doubled between 2000-2004, but the median household income only increased 10.4%, from \$47,268 to \$52,191. (SDUT, 10/31/04).*
- *San Diego County's housing affordability continues to plummet, with just 10% of households able to purchase the median-priced home. (CA Assoc. Realtors 10/04)*
- According to the National Association of Realtors, The median price of a single family house in San Diego has increased \$152,700. in the last year, or \$418. Per day. (SDUT 8/31/04).
- *San Diego County ranks as the 5th most expensive major urban center for housing in the United States, "according to a national survey by Virginia Research Group ACCRA,*

which focuses on apartment rental costs and monthly mortgage payments rather than total home prices. (SDUTIACCRA, 8/31/04).

- In San Diego 29% of residents are considering moving out of the state because of high housing prices, according to the *Public Policy Institute of California*. (SDUT, 11/18/04).

Incomes:

- In San Diego, the median income for a family of 4 is \$63,400., according to the *U.S. Department of Housing and Urban Development*.
- In San Diego County, one in every five-or 20%-of every renter household spends at least 50% of its income on housing according to the US Census Bureau. (SDUT, 8/27/04).
- SANDAG estimates that 172,000 local employees, or 13% of the work force, earn less than \$8.35 and hour. (*San Diego Housing Commission*)

Apartment Shortages and rents in San Diego:

- *The average apartment rent in San Diego is \$1,210.*-a nearly 100% increase from 1990, when average rents were \$643.(and 3.2 increase over last year) SDUT, 8/27/04 & 10/21/03).Ref: *San Diego Commission*

Housing Shortage and traffic:

- Over the last 10 years, the number of people commuting between Riverside and San Diego Counties increased by 167%, according to the *US Census Bureau*. (SDUT 3/6/03).
- The lack of affordability and traffic congestion are the biggest problems facing Californians, according to a survey conducted by the *Public Policy Institute of CA*
- 80% of Californians say housing and traffic problems will be worse in 2025, according to a survey by the *Public Policy Institute of CA* (8/29/04).

Poverty and the Risk of Homelessness:

- *Based on 1990 Census figures*, over 41,000 households in San Diego County have a combined income below \$10,000. There are at least 100,000 households who are at-risk of homelessness. Most of these households are single parent households with an average of (2) children. The primary contributing factor to this is the high cost of housing in the County of San Diego. Many of these at-risk families are in contact with service agencies for possible assistance.

Need/Problem: There is not enough affordable, accessible housing.

Project/Program Fulfillment: This program will address the problem by its ability to provide affordable housing by distribution of vouchers to the homeless

Need/Problem: The need for more availability in low rent and vacancy

- C. **POPULATION TO BE SERVED:** *The population to be served includes* crisis intervention, emergency shelter for families that includes single fathers with children who may have been evicted, victims of fire or domestic abuse, or stranded in the city and in need of shelter in the City of El Cajon. The total number of individuals who will be served is: 100 and approximately 100 households

- D. **THE WORK TO BE PERFORMED & SERVICES:** Services offered are; Independent Living Skills, Emergency food program i.e.), referral counseling for food stamps, social services counseling, Other emergency human service needs, emergency shelter including meal shower, laundry, clothes, decision making counseling, and supportive services eligibility: WIC, financial guidelines; job development assistance program, spiritual aid, youth and adult activities, substance abuse (*if needed*)

E. GOALS & OBJECTIVES:

GOAL	OBJECTIVE	METHOD OF APPROACH FOR ACCOMPLISHMENT
Prevent Homelessness	Place homeless families on a case management plan	Completion of Eligibility Copy of Voucher
Reduce the length of stay in emergency shelter or reduce the number of days client is homeless.	Develop Case Plan to minimize the length of time client is homeless.	<ul style="list-style-type: none"> ▪ Maintain Documentation ▪ Proof of address ▪ Completion of Eligibility ▪ Copy of Voucher
Eliminate repeat episodes of homelessness	Client will have rapid access and connection to services to access and maintain housing.	<ul style="list-style-type: none"> ▪ Documentation of all services rendered including (all types) ILS. ▪ Distinguishing records between services for families, youth, and single adults, including those with any type of disabilities, treatment, etc.

F. IMPLEMENTATION SCHEDULE:

Activity	Start	Completion
Staff Training	<i>In Place</i>	<i>June 30, 2006</i>
Outreach & Recruitment	<i>In Place</i>	<i>June 30, 2006</i>
Client Certified/Eligibility Needs Assessment & Obstacle & Barriers Assessment	<i>Quarterly</i>	<i>June 30, 2006</i>
Client Placement in home	<i>According to Case Plan</i>	<i>June 30, 2006</i>
Provision of Services	<i>Ongoing</i>	<i>June 30, 2006</i>
Program Reporting	<i>As required by City of El Cajon</i>	<i>As required by City of El Cajon</i>
Program Graduation of Success	-----	<i>Upon stability (time frame varies)</i>
Client Evaluates Program	<i>When client reaches goals</i>	<i>Same</i>
Program Closeout	-----	<i>June 30, 2006</i>

Set Free Baptist Fellowship

PO Box 21247 1527 E. Main St.

El Cajon, CA 92021

(619) 447-4498 fax 619-442-2534

Fiscal Management:

Set Free Baptist Fellowship is a non-profit, 501(c)(3) corporation of the State of California, incorporated & recognized as tax-exempt in April of 2002. Our Business Administrator is responsible for record keeping, reporting to the Board of Directors current financial status, and accounts receivable/payable. He utilizes double-entry accounting system consisting of hand-written daily ledgers & weekly computer entries with Quicken 2003, from which all financial statements are generated. Double back-up files are initiated, one copy kept at the corporate offices and a copy kept safely off-site. Audit requirements are not applicable but we recognize & follow State and Federal guidelines. All records, receipts, photocopies, and statements are kept on file at the corporate offices dating back to April of 1999, and Quicken entries are updated from that point in time until present.

Set Free Baptist Fellowship is the parent corporation of Set Free Facility Management Company, a for-profit S-corporation incorporated in the State of California in September of 2003. This company organizes & manages all properties and divisions of both the Fellowship and the Management Company. There are eight separate churches, outreaches, and discipleship training centers grouped under the Fellowship, and four business entities overseen by the Management Company. Our Business Administrator is responsible for record-keeping, reporting to the Board the current financial status, and accounts receivable/payable. He utilizes single-entry accounting daily, using QuickBooks Pro 2004, from which all statements & reports are generated. Double back-up files are initiated, one copy at the corporate offices and a copy kept safely off-site. Audit requirements are not applicable but we recognize & follow State & Federal guidelines. All records, receipts, photocopies, and statements are kept on file at the corporate offices dating back to July of 2003, and entries are updated in QuickBooks from that point until present. Payroll is generated on-site, and all requirements of Worker's Compensation Insurance, EDD, and IRS are strictly adhered to. These records are also kept on-site with multiple back-ups.

Insurance:

The Michael Ehrenfeld Company brokers our insurance coverage needs. Ten properties are currently listed and insured under a liability & property policy with an excess liability umbrella totaling \$4,074,657.00. This policy went into effect 10/12/2004, replacing a similar policy brokered by Double Honor & Associates which was utilized the three previous years. Michael Ehrenfeld also brokers the policy which insures the Board of Directors of the Set Free Baptist Fellowship, and the Board of Directors of the Set Free Facility Management Company. All policies and correspondence relating to insurance are kept on file in the corporate offices under the charge of the Business Administrator, and installment payments for the Fellowship are paid to, and handled by, Premium Financing Specialists of California, Inc.

Worker's Compensation Insurance is administered by State Fund Compensation Insurance of California. Our Business Administrator compiles data, keeps records, and makes payments from the corporate offices. All records are kept at the corporate office, and periodic audits are conducted by State Fund representatives at same.

Board of Directors:

1. *President:* Dan Desmond, Counselor,
2. *V-President:* Dave Womack, Pastor, F
3. *Sec/Treasurer:* Don Tendvahl, Bus. Admin.
4. Carl Souza, Pastor,
5. Alan Thompson, Pastor,
6. John Richardson, Businessman,
7. Brenda Wheeler, housewife, 150
8. Miles Johnson, Pastor, 3
9. Bill Vanderford, Pastor,
10. Byron Green, Pastor, 1527
11. Loura Nugent, housewife,)

- *CEO:* Jon Cabrera, Pastor, 1527 E. Main St, El Cajon, CA 92021;
- *Agent/Process:* Harold Brown, Pastor,) 4.

This Board of Directors meets every second Wednesday of every month. Special sessions may be called, and a quorum is determined. Minutes & records are kept at the corporate offices.