



CITY OF SANTEE
REGULAR MEETING AGENDA
Santee City Council

Date: Wednesday, February 8, 2023, 6:30 p.m.

Location: Council Chambers | Building 2
10601 Magnolia Ave Santee, CA 92071

City Council Mayor John W. Minto
Vice Mayor Laura Koval
Council Member Ronn Hall
Council Member Rob McNelis
Council Member Dustin Trotter

Staff City Manager Marlene D. Best
City Attorney Shawn D. Hagerty
City Clerk Annette Ortiz
Assistant to the City Manager Kathy Valverde
Community Services Director Nicolas Chavez
Finance Director/Treasurer Heather Jennings
Fire & Life Safety Director/Fire Chief Justin Matsushita
Human Resources Director Matt Rankin
Law Enforcement Captain Michael McNeill

TO WATCH LIVE:

AT&T U-verse channel 99 (SD Market) | Cox channel 117 (SD County)

www.cityofsanteeca.gov

IN-PERSON ATTENDANCE

Please be advised that current public health orders recommend that attendees wear face coverings while inside the Council Chambers.

LIVE PUBLIC COMMENT

Members of the public who wish to comment on matters on the City Council agenda or during Non-Agenda Public Comment may appear in person and submit a speaker slip, before the item is called. Your name will be called when it is time to speak.

PLEASE NOTE: Public Comment will be limited to 3 minutes and speaker slips will only be accepted until the item is called. The timer will begin when the participant begins speaking.

1. **ROLL CALL**
 Mayor John W. Minto
 Vice Mayor Laura Koval – District 3
 Council Member Rob McNelis – District 1
 Council Member Ronn Hall – District 2
 Council Member Dustin Trotter – District 4
2. **INVOCATION**
 City of Praise - Bishop Stephen M. Brunson
3. **PLEDGE OF ALLEGIANCE**
4. **PROCLAMATION**
 Retirement of Principal Planner Chris Jacobs; Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Mayor - Minto)
5. **RECOGNITION**
 Certificates of Commendation: Varsity Santee Ravens Pop Warner Cheerleader Champions; Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Mayor - Minto)
6. **CONSENT CALENDAR**
 PLEASE NOTE: Consent Calendar items are considered routine and will be approved by one motion, with no separate discussion prior to voting. The public, staff or Council Members may request specific items be removed from the Consent Calendar for separate discussion or action. Speaker slips for this category must be presented to the City Clerk at the start of the meeting. Speakers are limited to 3 minutes.
 1. **Waiver of Reading**
 Approval of Reading by Title Only and Waiver of Reading in Full of Ordinances and Resolutions on the Agenda; Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (City Clerk - Ortiz)
 2. **Approval of Meeting Minutes**
 Approval of Meeting Minutes of the Santee City Council for the January 11, 2023, and January 25, 2023, Regular Meetings, and the January 30, 2023 Special Meeting; Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (City Clerk - Ortiz)
 3. **Payment of Demands**
 Approval of Payment of Demands as Presented; Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Finance - Jennings)

4. RAISE Grant Program Application

**Adoption of a Resolution Authorizing the Submittal of a Grant Application to the Federal RAISE (Rebuilding American Infrastructure with Sustainability and Equity) Grant Program for State Route 52 (SR 52) Improvements and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”).
(Development Services - Engineering)**

5. Claim Against the City

Claim Against the City by Jeff Metcalf; Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Human Resources - Rankin)

7. NON-AGENDA PUBLIC COMMENT (15 Minutes)

Persons wishing to address the City Council regarding items not on the posted agenda may do so at this time. In accordance with State law, Council may not take action on an item not scheduled on the Agenda. If appropriate, the item will be referred to the City Manager or placed on a future agenda. This first Non-Agenda Public Comment period is limited to a total of 15 minutes. Additional Non-Agenda Public Comment is received prior to Council Reports.

8. PUBLIC HEARING

1. Program Year 2023 Community Development Block Grant

**A Public Hearing to Assess Community Development Needs and to Solicit Proposals for Program Year 2023 Community Development Block Grant (CDBG) and Home Program Funding Consistent with the Consolidated Plan and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”).
(Development Services - Administration)**

Recommendation:

Open the Public Hearing, receive public testimony, and continue the Public Hearing to February 22, 2023.

9. CONTINUED BUSINESS

10. NEW BUSINESS

11. NON-AGENDA PUBLIC COMMENT (Continued)

All public comment not presented within the first Non-Agenda Public Comment period above will be heard at this time.

12. CITY COUNCIL REPORTS

13. CITY MANAGER REPORTS

14. CITY ATTORNEY REPORTS

15. CLOSED SESSION

16. ADJOURNMENT

UPCOMING MEETINGS

February and March Meetings

February 2, 2023 - SPARC - Council Chamber

February 8, 2023 - Council Meeting - Council Chamber

February 12, 2023 - COMPOC - Council Chamber

February 22, 2023 - Council Meeting - Council Chamber

March 2, 2023 - SPARC - Council Chamber

March 8, 2023 - Council Meeting - Council Chamber

March 13, 2023 - COMPOC - Council Chamber

March 16, 2023 - SMHFPC - Council Chamber

March 22, 2023 - Council Meeting - Council Chamber

For your convenience, a complete Agenda Packet is available for public review at City Hall and on the City's website at www.CityofSanteeCA.gov.

The City of Santee complies with the Americans with Disabilities Act. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 12132 of the American with Disabilities Act of 1990 (42 USC § 12132). Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the City Clerk's Office at (619) 258-4100, ext. 112 at least 48 hours before the meeting, if possible.

MEETING DATE February 8, 2023

ITEM TITLE PROCLAMATION: RETIREMENT OF PRINCIPAL PLANNER CHRIS JACOBS; FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”)

DIRECTOR/DEPARTMENT John W. Minto, Mayor

SUMMARY

Principal Planner Chris Jacobs officially retired from the City of Santee on December 28, 2022, after more than three (3) years of loyal and dedicated service.

The City honors Chris’s distinguished accomplishments and service to the City of Santee.

ENVIRONMENTAL REVIEW N/A

FINANCIAL STATEMENT N/A

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION

Recognize retirement of Chris Jacobs.

ATTACHMENT

Proclamation



| Proclamation

WHEREAS, Chris Jacobs began his career in public service in 1987 at the City of San Diego, as an Associate, Assistant and Junior Planner in the Planning Department; and

WHEREAS, Chris's career moved into community development when he joined the City of La Mesa as Senior Planner in 1999; and

WHEREAS, Chris started his three-year career with the City of Santee in the Development Services Department on September 16, 2019, as the Principal Planner. He was instrumental in processing the Fanita Ranch development and in guiding the approval of the City's Housing Element. He started the current iteration of the Arts and Entertainment District, which would allow for more innovative, creative, and enticing uses for the center of the city; and

WHEREAS, Chris continued to thrive in his career through the COVID-19 pandemic and provided invaluable support across the organization and especially as Principal Planner in the Development Services Department upon the retirement of its Director in December of 2021; and

WHEREAS, Chris has earned numerous compliments, demonstrated a positive attitude and has been a leader on various projects; and

WHEREAS, Chris officially retired from the City of Santee on December 28, 2022, after a total of 35 years in public service.

NOW, THEREFORE, I, John W. Minto, Mayor of the City of Santee, on behalf of the City Council do hereby proclaim that

CHRIS JACOBS

receive due recognition and commendation for three years of outstanding service and dedication in the performance of his duties at the City of Santee and much appreciation for his exemplary career in public service, wishing him the very best in retirement.

IN WITNESS WHEREOF, I have hereunto set my hand this eighth day of February, two thousand twenty-three, and have caused the Official Seal of the City of Santee to be affixed.

Mayor John W. Minto

MEETING DATE February 8, 2023

ITEM TITLE CERTIFICATES OF COMMENDATION: VARSITY SANTEE RAVENS POP WARNER CHEERLEADER CHAMPIONS; FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”)

DIRECTOR/DEPARTMENT John W. Minto, Mayor

SUMMARY

The Varsity Santee Ravens Pop Warner Cheerleaders have a lot to celebrate. These 22 athletes finished their 2022-23 season bringing home the National Championship Title! This group of coaches along with a few of these athletes have carried the National Title for the past three (3) years. For a majority of the team, this is their final year of Pop Warner since they are aging out to go to high school in the fall.

Maintaining this title takes a lot of hard work and dedication. There was a lot of sacrifice from the athletes and parents, from missing birthdays, dances, or hanging with friends. The season started in August 2022 and finished strong, bringing home the National Title on January 21, 2023. They are rightfully very proud, and we are proud of them, too!

Tonight, we commend and congratulate Coaches Shaneese, Colette, Jasmine, and Patty; Student Demonstrators Kiana, Sandra, Haylee, and Chloe; Team Mom Mindy; and the Athletes themselves, Amaya, Jillian, Shealyn, Caydance, Katie, Courtney, Elysa, Morgan R., Addison, Gabby, Breanna, Sophia, Corrina, Morgan W., Bella, Alexia, Paityn, Karissa, Alanna, Hailey, Shay, and Racheal.

FINANCIAL STATEMENT

N/A

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION

Present Certificates of Commendation.

ATTACHMENT

Certificate


City of Santee

Certificate of Commendation

presented to

Varsity Santee Ravens Pop Warner Cheer Team

Congratulations on winning
First Place at the National Championship
three years in a row!



Mayor John W. Minto

February 8, 2023



MEETING DATE February 8, 2023

ITEM TITLE APPROVAL OF READING BY TITLE ONLY AND WAIVER OF READING IN FULL OF ORDINANCES AND RESOLUTIONS ON THE AGENDA; FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”)

DIRECTOR/DEPARTMENT Annette Ortiz, CMC, City Clerk

SUMMARY

This Item asks the City Council to waive the reading in full of all Ordinances on the Agenda (if any) and approve their reading by title only. The purpose of this Item is to help streamline the City Council meeting process, to avoid unnecessary delay and to allow more time for substantive discussion of Items on the agenda.

State law requires that all Ordinances be read in full either at the time of introduction or at the time of passage, unless a motion waiving further reading is adopted by a majority of the City Council. (Gov. Code, § 36934). This means that each word in each Ordinance would have to be read aloud unless such reading is waived. Such reading could substantially delay the meeting and limit the time available for discussion of substantive Items. Adoption of this waiver streamlines the procedure for adopting the Ordinances on tonight’s Agenda (if any), because it allows the City Council to approve Ordinances by reading aloud only the title of the Ordinance instead of reading aloud every word of the Ordinance.

The procedures for adopting Resolutions are not as strict as the procedures for adopting Ordinances. For example, Resolutions do not require two readings for passage, need not be read in full or even by title, are effective immediately unless otherwise specified, do not need to be in any particular format unless expressly required, and, with the exception of fixing tax rates or revenue amounts, do not require publication. However, like Ordinances, all Resolutions require a recorded majority vote of the total membership of the City Council. (Gov. Code § 36936).

FINANCIAL STATEMENT

N/A

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION

It is recommended that the Council waive the reading of all Ordinances and Resolutions in their entirety and read by title only.

ATTACHMENT

None

MEETING DATE February 8, 2023

ITEM TITLE APPROVAL OF MEETING MINUTES OF THE SANTEE CITY COUNCIL FOR THE JANUARY 11, 2023, AND JANUARY 25, 2023, REGULAR MEETINGS, AND THE JANUARY 30, 2023 SPECIAL MEETING; FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”)

DIRECTOR/DEPARTMENT Annette Ortiz, CMC, City Clerk

SUMMARY

Submitted for your consideration and approval are the minutes of the above meetings.

FINANCIAL STATEMENT

N/A

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION

Approve Minutes as presented.

ATTACHMENT

Regular Meeting Minutes

- January 11, 2023
- January 25, 2023

Special Meeting Minutes

- January 30, 2023

DRAFT

**Minutes
Santee City Council
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
January 11, 2023**

This Regular Meeting of the Santee City Council was called to order by Mayor John W. Minto at 6:30.

ROLL CALL: Present: Mayor John W. Minto, Vice Mayor Laura Koval and Council Members Ronn Hall, Rob McNelis and Dustin Trotter – 5

Officers present: City Manager Marlene Best, City Attorney Shawn Hagerty, and City Clerk Annette Ortiz

INVOCATION was given by Pastor Tedd Brent – Skyline Church Lakeside

PLEDGE OF ALLEGIANCE was led by John Garlow.

PROCLAMATION: Retirement of Fire Chief John Garlow;

Mayor Minto presented the Proclamation to John Garlow.

RECOGNITION: Recognition in Memory of Shinene Johnson

Vice Mayor Koval presented the recognition to the family of Shinene Johnson.

CONSENT CALENDAR:

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full of Ordinances and Resolutions on the Agenda; Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (City Clerk – Ortiz)**
- (2) **Approval of Meeting Minutes of the Santee City Council for the November 9, 2022, and the December 14, 2022, Regular Meetings and the December 14, 2022 Special Meeting; Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (City Clerk – Ortiz)**
- (3) **Approval of Payment of Demands as Presented; Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Finance – Jennings)**
- (4) **Second Reading and Adoption of an Ordinance Establishing an Automatic One-Year Extension for Active Development Approvals, Due**

- to the Economic Impacts of the Novel Coronavirus (COVID-19); Finding the California Environmental Quality Act (“CEQA”) Inapplicable or Relying on a CEQA Exemption per State CEQA Guidelines Sections 15060 And 15269. (City Clerk – Ortiz) (Ord 608)
- (5) Second Reading and Adoption of an Ordinance Amending Section 13.10.045 of the City of Santee Municipal Code Relating to Accessory Dwelling Units and Junior Accessory Dwelling Units; Finding the California Environmental Quality Act (“CEQA”) Inapplicable per California Public Resources Code Section 21080.17. (City Clerk – Ortiz) (Ord 609)
- (6) Adoption of a Resolution Adopting Legislative Policy Memorandum 2023-01 for the Display of City Banners at Specified Locations within the City of Santee; Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (City Manager – Best) (Reso 001-2023)
- (7) Adoption of a Resolution Authorizing the Purchase of Three LED Sign (Video Display) Panels and Software from Daktronics, Inc., per Sourcewell Contract #050819-DAK; Finding the Resolution Categorically Exempt from the California Environmental Quality Act (“CEQA”) per Section 15031 of the CEQA Guidelines. (Development Services – Engineering) (Reso 002-2023)
- (8) Adoption of a Resolution Approving an Amended Salary Schedule for Hourly, General and Management Employees; Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Human Resources – Rankin) (Reso 003-2023)
- (9) Claim Against the City by Allan Family Trust and Robert M. Allan Trustee; Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Human Resources – Rankin)

ACTION: Council Member McNelis moved approval of the Consent Calendar.

Council Member Trotter seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Koval: Aye; and Council Members Hall: Aye; McNelis: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

NON-AGENDA PUBLIC COMMENT (15 minutes):

- (A) Rebecca Phillips spoke regarding the YMCA.
- (B) Dr. Brian McKinney, Community Action Service Advocacy (CASA), spoke regarding health outcomes and nicotine addiction in the community.

- (C) Jean Duffy, Santee Collaborative, CASA, spoke regarding the flavored tobacco laws.
- (10) Public Hearing for a Tentative Parcel Map (TPM2020-1) and Development Review Permit (DR2020-1) for a Residential Subdivision Consisting of Four Single-Family Dwelling Units Located at 8732 Prospect Avenue in the Low-Medium Density Residential (R-2) Zone (Applicant: Palm Tree Investments); Finding the California Environmental Quality Act (“CEQA”) Inapplicable or Relying on a CEQA Exemption per State CEQA Guidelines Section 15315. (Development Services – Best)**

The Public Hearing was opened at 7:06 p.m. The Associate Planner provided a PowerPoint presentation and responded to Council questions.

PUBLIC SPEAKER(S):

- Keith Koble
- Beth A. Atuatasi
- Bill Howland
- Rebecca Kennedy
- Lacey Kennedy Cornejo
- Palm Tree Investment, Tricia Estrada

ACTION: Council directed staff to review the item bring item back that is more collaborative with the community.

The Public Hearing was closed at 8:01 p.m.

NEW BUSINESS:

- (11) Introduction and First Reading of an Ordinance to Add Section 7.20.100 to the Santee Municipal Code to Protect the San Diego River Corridor; Finding the California Environmental Quality Act (“CEQA”) Inapplicable or Relying on a CEQA Exemption per State CEQA Guidelines Sections 15307 and 15308. (City Attorney – Hagerty)**

The City Attorney provided a PowerPoint presentation and, along with the Sheriff Captain, responded to Council questions.

ACTION: Council Member Hall moved approval of staff recommendation.

Council Member Trotter seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Koval: Aye; and Council Members Hall : Aye; McNelis: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

- (12) **Possible Cancellation of a Regular City Council Summer Meeting; Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Mayor – Minto)**

The Mayor provided information on the Item.

ACTION: Vice Mayor Koval moved to cancel the July 26, 2023, City Council Meeting.

Council Member Trotter seconded the motion, which carried by the following vote: : Mayor Minto: Aye; Vice Mayor Koval: Aye; and Council Members Hall : Aye; McNelis: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

CDC SUCCESSOR AGENCY:

- (13) **Resolution of the Community Development Commission Successor Agency Approving the Recognized Obligation Payment Schedule for the Period from July 1, 2023, to June 30, 2024, (“ROPS 23-24”); Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Finance – Jennings) (CDCSA Reso 001-2023)**

The Finance Director provided a PowerPoint presentation and responded to Council questions.

ACTION: Council Member Hall moved approval of staff recommendation.

Vice Mayor Koval seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Koval: Aye; and Council Members Hall: Aye; McNelis: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

NON-AGENDA PUBLIC COMMENT: (Continued)

None.

CITY COUNCIL REPORTS:

Vice Mayor Koval requested that staff visit the Mission Gorge Villa Mobile Home Park to ensure the noise from the new development is being mitigated.

Council Member McNelis, reported on particular issues with San Diego Association of Governments (SANDAG).

Mayor Minto explained, in more detail, how the SANDAG Board works and how the votes

Council Member Hall and Vice Mayor Koval expressed concerns over SANDAG and transportation problems.

CITY MANAGER REPORTS:

None.

CITY ATTORNEY REPORTS:

None.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:35 p.m.

Date Approved:

Annette Fagan Ortiz, CMC, City Clerk

DRAFT

DRAFT

**Minutes
Santee City Council
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
January 25, 2023**

This Regular Meeting of the Santee City Council was called to order by Mayor John W. Minto at 6:30.

ROLL CALL: Present: Mayor John W. Minto, Vice Mayor Laura Koval and Council Members Ronn Hall, Rob McNelis and Dustin Trotter – 5

Officers present: City Manager Marlene Best, City Attorney Shawn Hagerty, and City Clerk Annette Ortiz

INVOCATION was given by Imam Taha Hassane, Islamic Center of San Diego

PLEDGE OF ALLEGIANCE was led by Eric King, Parks and Landscape Supervisor

RECOGNITION: Recognition of the Santee Starlight Circle Residents; Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”)

Mayor Minto presented Certificates to Santee Starlight Circle residents.

CONSENT CALENDAR:

City Clerk requested Item 4 to be pulled for discussion.

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full of Ordinances and Resolutions on the Agenda; Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (City Clerk – Ortiz)**
- (2) **Approval of Payment of Demands as Presented; Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Finance – Jennings)**
- (3) **Approval of the Expenditure of \$98,999.58 for December 2022 Legal Services and Reimbursable Costs; Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Finance – Jennings)**
- (4) **Item Pulled for Discussion.**

- (5) Adoption of a Resolution Authorizing the Purchase and Installation of a Versalift Insulated 35 ft. 8 in. Telescopic Articulating Aerial Platform Lift onto City Vehicle #172, 2016 Ford F450 4x2 Cab and Chassis, per Sourcewell Contract #110421-TIM; Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Community Services – Chavez) **(Reso 004-2023)**
- (6) Adoption of a Resolution Authorizing the First Amendment to the Agreement with West Coast Arborists Incorporated for Forestry Maintenance Services; Finding the California Environmental Quality Act (“CEQA”) Inapplicable or Relying on a CEQA Exemption per State CEQA Guidelines Section 15301. (Community Services – Chavez) **(Reso 005-2023)**
- (7) Adoption of a Resolution Accepting the Weston Park Improvements, Playground Installation (CIP 2022-44) Project as Complete; Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Development Services – Engineering) **(Reso 006-2023)**
- (8) Authorize the Declaration of Vehicle #136, a 2004 Ford F-350 Crew Cab 4x4 to Dispose of at a Public Auction; Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Fire – Matsushita)
- (9) Adoption of a Resolution Awarding the Construction Contract for the Walker Preserve Fence Repairs (RFB-20066) Project; Finding the California Environmental Quality Act (“CEQA”) Inapplicable or Relying on a CEQA Exemption per State CEQA Guidelines Section 15301. (Development Services – Engineering) **(Reso 007-2023)**

ACTION: Council Member Hall moved approval of the Agenda and Consent Calendar as amended.

Council Member McNelis seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Koval: Aye; and Council Members Hall: Aye; McNelis: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

- (4) Second Reading and Adoption of an Ordinance to Add Section 7.20.100 to the Santee Municipal Code to Protect the San Diego River Corridor; Finding the California Environmental Quality Act (“CEQA”) Inapplicable or Relying on a CEQA Exemption per State CEQA Guidelines Sections 15307 and 15308. (City Clerk – Ortiz) **(Ord 610)**

PUBLIC SPEAKER(S):

- Eid Fakhouri
- Bart Bartholomew

ACTION: Mayor Minto moved approval of staff recommendation.

Council Member McNelis seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Koval: Aye; and Council Members Hall: Aye; McNelis: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

NON-AGENDA PUBLIC COMMENT:

- (A) Christynne Wood spoke regarding the incident at the Santee YMCA.
- (B) Speaker Britt spoke regarding the incident at the Santee YMCA.
- (C) Speaker Brooke (did not speak)
- (D) Tracie spoke regarding the incident at the Santee YMCA.
- (E) Speaker Carrie spoke regarding the incident at the Santee YMCA.
- (F) Danielle Wilkerson, East County BIPOC spoke regarding the incident at the Santee YMCA.
- (G) Jose Cortes, PSL spoke regarding the incident at the Santee YMCA.
- (H) Tracie (did not speak, duplicate speaker slips)
- (I) Richard Mutch spoke regarding the incident at the Santee YMCA.
- (J) Jason Frye spoke regarding the incident at the Santee YMCA.
- (K) Mike Newell spoke regarding the incident at the Santee YMCA.
- (L) Bonnie B. Price, PH. D, Easy County Democratic Club spoke regarding the incident at the Santee YMCA.
- (M) Siobhan spoke regarding the incident at the Santee YMCA.
- (N) Maria spoke regarding the incident at the Santee YMCA.
- (O) Ryn Corbeil spoke regarding the incident at the Santee YMCA.
- (P) Marie spoke regarding the incident at the Santee YMCA.
- (Q) Victoria Abrenica, East County BIPOC spoke regarding the incident at the Santee YMCA.
- (R) Ben Richards, SoCal Parent Advocates spoke regarding the incident at the Santee YMCA.
- (S) Peggy Wiley spoke regarding the incident at the Santee YMCA.

Council recessed at 7:33 p.m. and reconvened in Open Session at 7:44 p.m.

- (T) Janet Garvin spoke regarding the incident at the Santee YMCA.
- (U) Tammy Feilen (Did not speak)
- (V) Corbin Sabol spoke regarding the incident at the Santee YMCA.
- (W) Louis Uridel (Did not speak)
- (X) Monique spoke regarding the incident at the Santee YMCA.
- (Y) Michelle Dressler, Santee Park and Recreation Committee, informed the public about Santee Fido Fest.
- (Z) Sherie N. Stack spoke regarding the incident at the Santee YMCA.
- (AA) Jasmine Driscall spoke regarding the incident at the Santee YMCA.
- (BB) Eid Fakhour spoke regarding the incident at the Santee YMCA.

NEW BUSINESS:**(10) Pavement Maintenance Workshop FY 2023-24; Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Development Services – Engineering)**

The City Engineer provided a PowerPoint presentation and responded to Council questions along with Senior City Engineer and Principle Civil Engineer. The City Attorney advised breaking up the motion into three parts. Council came to a decision to continue discussion of remaining items at the Special Meeting on January 30, 2023.

ACTION: Council Member Trotter moved approval of staff recommendation Item One .

Vice Mayor Koval seconded the motion, which carried by the following vote which carried by the following vote: Mayor Minto: Aye; Vice Mayor Koval: Aye; and Council Members Hall: Aye; McNelis: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

ACTION: Mayor Minto moved approval of General Fund Moneys, Graves Ave and Pepper Drive to Prospect Avenue, including Atlas View Drive to Ellsworth Lane zone CF, exclude Carlton Oaks Drive, Carlton Hills Boulevard to Fanita Parkway. Adding Pebble Beach Drive and Grass Valley Lane to the end.

Council Member Hall seconded the motion, which carried by the following vote which carried by the following vote: Mayor Minto: Aye; Vice Mayor Koval: Aye; and Council Members Hall: Aye; McNelis: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

ACTION: Council Member Hall moved approval of America Rescue Plan Act (ARPA) funds balance.

Vice Mayor Koval seconded the motion, which carried by the following vote which carried by the following vote: Mayor Minto: Aye; Vice Mayor Koval: Aye; and Council Members Hall: Aye; McNelis: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

NON-AGENDA PUBLIC COMMENT: (Continued)

None.

CITY COUNCIL REPORTS:

Mayor Minto spoke regarding the events of the last San Diego Association of Governments (SANDAG) meeting.

Vice Mayor Koval spoke regarding the SANDAG meeting.

CITY MANAGER REPORTS:

None.

CITY ATTORNEY REPORTS:

None.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:03 p.m.

Date Approved:

Annette Fagan Ortiz, CMC, City Clerk

DRAFT

DRAFT

**Minutes
Santee City Council
Union Pipe Trades Training Center
8616 Cuyamaca St., Santee, CA, 92071
January 30, 2023**

1. CALL TO ORDER

This Special Meeting of the Santee City Council was called to order by Mayor John W. Minto at 9:00 a.m.

ROLL CALL: Present: Mayor John W. Minto, Vice Mayor Laura Koval and Council Members Ronn Hall, Rob McNelis and Dustin Trotter– 5.

Officers present: City Manager Marlene Best, City Attorney Shawn Hagerty, and City Clerk Annette Ortiz

2. WORKSHOP ON GOALS AND STRATEGIES

Mayor Minto provided opening remarks, and Council Members and staff discussed the Council priorities for the City.

3. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:45 p.m.

Date Approved:

Annette Fagan Ortiz, CMC, City Clerk

MEETING DATE February 8, 2023

ITEM TITLE APPROVAL OF PAYMENT OF DEMANDS AS PRESENTED;
FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT (“CEQA”)

DIRECTOR/DEPARTMENT Heather Jennings, Finance

SUMMARY

A listing of checks that have been disbursed since the last Council meeting is submitted herewith for approval by the City Council.

FINANCIAL STATEMENT

Adequate budgeted funds are available for the Payment of Demands per the attached listing.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION

Approve the Payment of Demands as presented.


ATTACHMENT

- 1) Summary of Payments Issued
- 2) Voucher Lists

Payment of Demands
Summary of Payments Issued

<u>Date</u>	<u>Description</u>	<u>Amount</u>
01/18/22	Accounts Payable	\$ 121,311.72
01/18/22	Accounts Payable	29,207.34
01/18/22	Accounts Payable	137,251.69
01/18/22	Accounts Payable	175,339.81
01/25/22	Accounts Payable	1,822,835.46
01/26/22	Payroll	395,538.85
01/26/22	Accounts Payable	29,920.66
01/26/22	Accounts Payable	1,657,207.19
01/26/22	Accounts Payable	120,227.76
01/27/22	Accounts Payable	<u>58,597.74</u>
	TOTAL	<u><u>\$4,547,438.22</u></u>

I hereby certify to the best of my knowledge and belief that the foregoing demands listing is correct, just, conforms to the approved budget, and funds are available to pay said demands.



Heather Jennings, Director of Finance

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
1233	1/18/2023	10353 PERS	01 23 3		RETIREMENT PAYMENT	121,311.72

Total : 121,311.72

1 Vouchers for bank code : ubgen

Bank total : 121,311.72

1 Vouchers in this report

Total vouchers : 121,311.72

Prepared by: J. McMillan

Date: 1-19-23

Approved by: T. K. M. [Signature]

Date: 1/19/23

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
132537	1/18/2023	10001 US BANK	00046		EMPLOYEE SUPPLIES	29.94
			00133		CALFEST MEMBERSHIP	175.00
			0045		3RD GRADE POSTER CONTEST	81.99
			0063		TEEN CENTER SUPPLIES	55.43
			0065		MEETING SUPPLIES	12.99
			006599729		CROSSING GUARD SUPPLIES	90.40
			006599884		CROSSING GUARD SUPPLIES	90.40
			008000800		WEARING APPAREL	41.12
			0098		SMART AND FINAL	39.58
			00J4		PARTY CITY	47.84
			0100		FACILITY SUPPLIES 8P	16.73
			013299		CITY COUNCIL MEETING SUPPLIE	17.99
			0167850095943		CALCITY NEW LAW SEMINAR REF	-286.20
			020752		WEARING APPAREL	28.00
			02360		PICKLEBALL COURT IMPROVEMEN	43.09
			0272319210595		AIRFARE TO CAPPO 2023 CONF	358.00
			02946		SMALL TOOLS	29.03
			0311		STATION SUPPLIES	16.90
			0317851		OATH OF OFFICE SUPPLIES FOR 1	84.12
			0497808		COMPUTER SUPPLIES	27.99
			057309		HOLIDAY LUNCHEON SUPPLIES	28.49
			071453		HOLIDAY LUNCHEON SUPPLIES	15.94
			074663		SMART AND FINAL	120.90
			07669		WALMART	26.11
			081023		SANTEE DISCOVERY MONTH SUPI	21.54
			082728		PARKING FEE	20.00
			1000661403		STORMWATER SUPPLIES	105.82
			1000661418		BUILDING SUPPLIES	50.03
			1000661430		ENGINEERING SUPPLIES	70.48
			1013150		EMPLOYEE APPRECIATION LUNCH	15.35
			1014406		COLD PATCH	1,227.28
			10955		SUPPLIES FOR ADOPTED MARINE	19.15
			11-09461-85141		DEPARTMENT SUPPLIES	206.85
			111-0160292-0237808		OFFICE SUPPLIES - FINANCE	35.51
			111-1462154-8923441		EVENT SUPPLIES	30.16
			111-3355993-1657054		IPAD CASE	50.73

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
132537	1/18/2023	10001 US BANK	(Continued)			
			111-6225643-8457805		STATION SUPPLIES	42.01
			111-8895553-0265826		OFFICE SUPPLIES - FINANCE	23.50
			111-9953872-2197803		FITNESS EQUIPMENT	262.57
			112-1348155-4919452B		SERVICE AWARDS	15.52
			112-1348155-4919452R		MATERIALS & SUPPLIES REFUND	-26.93
			112-1382409-2762619		MATERIALS & SUPPLIES	56.02
			112-1662222-8806607		MATERIALS & SUPPLIES	13.90
			112-1859957-0667437		WELLNESS PROGRAM SUPPLIES	181.82
			11221077		HOLIDAY LIGHTING FACEBOOK BC	50.00
			112-2108963-1412212		TRAINING MATERIALS	193.94
			112-3028012-6468218		MATERIALS & SUPPLIES	24.21
			112-3511814-2273860		MATERIALS & SUPPLIES	168.07
			112-3623357-1811425		BUILDING SUPPLIES	112.14
			112-4438734-848204		BUILDING SUPPLIES	22.84
			112-8746995-0903418R		MATERIALS & SUPPLIES REFUND	-193.92
			112-9849617-0205043		OFFICE SUPPLIES	43.08
			112-9858228-8221822		WELLNESS PROGRAM SUPPLIES	45.90
			113022		FOOD SERVICE FOR OATH OF OFI	224.00
			113-1261425-6321060		IRRIGATION MATERIALS	232.98
			113-1315911-4142655		STORMWATER SUPPLIES	20.68
			113-4193666-0529056		BUILDING SUPPLIES	83.92
			113-5354460-9455464A		DEPARTMENT SUPPLIES	29.04
			113-5354460-9455464B		DEPARTMENT SUPPLIES	17.23
			113-5369272-4701857		TRAINING MATERIALS	113.07
			113-5863081-2735439		CIP SUPPLIES	27.92
			113-5973058-3313004		DEPARTMENT SUPPLIES	35.55
			113-7669577-3000236		CIP SUPPLIES	10.53
			114-0486767-9684220		OFFICE SUPPLIES	52.35
			114-9158713-5841858		VEHICLE SUPPLIES	293.07
			1156231		COMPUTER SUPPLIES	35.55
			119702		MATERIALS & SUPPLIES	293.49
			12022022		SQUARE MARKETING FEE	55.00
			1208908102		ONLINE MEETING SOFTWARE	129.35
			1208910940		ONLINE MEETING SOFTWARE	129.35
			1208914343		ONLINE MEETING SOFTWARE	30.00
			12174670		FIDO FEST TROPHIES	35.50

Bank code : ubqen



Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
132537	1/18/2023	10001 US BANK	(Continued)			
			12202022		WELLNESS PROGRAM SUPPLIES	117.95
			1222137		ENGRAVING FOR MEMORIAL TREE	5.00
			1239464		SMALL TOOLS	12.03
			143184		PARKING FEES	10.00
			14366		SMALL TOOLS	141.96
			14544394229554096		MEDICARE APPLICATION FEE	631.00
			14866		CONTAINERS TO STORE LIGHT PC	150.81
			1578		SENIOR PROGRAM SUPPLIES	97.78
			157803767		FLEET SHOP EQUIPMENT	589.90
			167-409A		WEARING APPAREL	18.00
			1746		VEHICLE SERVICE	412.00
			177385		W-2 FORMS	871.52
			18002		SENIOR PROGRAM SUPPLIES	18.65
			1937360		PICKLEBALL COURT IMPROVEMEN	628.33
			200001397		CLERKS ASSOCIATION	250.00
			202403		OFFICE SUPPLIES	54.88
			20600027070		PRINTING	429.10
			210003459570		WELLNESS PROGRAM SUPPLIES	125.82
			2193889		WEBINAR REGISTRATION	349.00
			2203402		LIGHT POLE BRACKETS	333.95
			22125		PICKLEBALL COURT IMPROVEMEN	371.80
			2213		SUPPLIES FOR ADOPTED MARINE	140.76
			22803932 112722		MATERIALS & SUPPLIES	35.96
			233938		PICKLEBALL COURT IMPROVEMEN	863.25
			233939		PICKLEBALL COURT IMPROVEMEN	861.24
			2684513482		BALLOON KIT	56.89
			2703825510		BALLOON KIT	42.67
			27230171		BROCHURE PRINTING	378.35
			27261002		SANTEE DISCOVERY MONTH BANI	338.63
			300001702		CCAC MEMBERSHIP	200.00
			3101001		HOLIDAY LUNCHEON SUPPLIES	146.45
			31529		CURTAIN REPAIRS	2,042.00
			31656		MATERIALS & SUPPLIES	29.26
			3221128		VEHICLE REPAIR PARTS	368.34
			3503444		COMPUTER SUPPLIES	65.52
			39671		DDS OFFICE REMODEL	232.45

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
132537	1/18/2023	10001 US BANK	(Continued)			
			3989 &3994		BUILDING AND CODE FORMS	210.12
			4031381102		STATION FURNITURE	592.61
			403915417		FD AWARDS CEREMONY	51.96
			425804		PICKLEBALL COURT IMPROVEMEN	1,816.77
			4414609		COMPUTER SUPPLIES	47.42
			46102		PROFESSIONAL DEVELOPMENT	195.00
			46811		SMALL TOOLS	75.36
			4996231		COMPUTER SUPPLIES	43.09
			506114		HMH-462 EVENT CATERING	3,137.00
			5081		TEEN CENTER SUPPLIES	129.05
			51050		DDS OFFICE REMODEL	311.15
			510670		HMH-462 EVENT CATERING	102.00
			529291		FITNESS PROGRAM MEMBERSHIP	49.50
			5399665529		WELL+FEST	43.01
			555654		JERSEY MIKES FOR STAFF SET UP	122.58
			5866822		VEHICLE REPAIR PART	104.25
			59012		ERGONOMIC OFFICE EQUIPMENT	533.36
			6106		SENIOR LUNCHEON PRIZES	59.78
			64090699192		DOMAIN RENEWAL	289.00
			6660		TRAINING SUPPLIES	43.09
			66668		MATERIALS & SUPPLIES	165.03
			6965867		OATH OF OFFICE CELEBRATION	24.76
			6992		TARGET	12.96
			70222410000150987556		POSTAGE	10.37
			75794		DDS OFFICE REMODEL	192.65
			79828		MATERIALS & SUPPLIES - FLOOD I	43.07
			80077		TEEN CENTER SUPPLIES	26.98
			82780		GRAFFITI ABATEMENT	74.67
			8317		TEEN CENTER SUPPLIES	57.16
			87047		PICKLEBALL COURT IMPROVEMEN	86.16
			9037		TEEN CENTER STARLIGHT CIR WA	13.62
			9070806356		SUBSCRIPTION AND MEMBERSHIP	445.00
			9250734351632762		SPROUTS WELLNESS PROGRAM I	205.17
			93343		EMPLOYEE SUPPLIES	15.39
			95613		ADOPTED MARINE UNIT EVENT & I	251.73
			9997820		MOUNTING TAPE FOR OATH OF OI	11.93

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
132537	1/18/2023	10001 US BANK	(Continued)				
			DG0Y28		MEETING SUPPLIES	32.18	
			e436311		FOOD SERVICE	1,375.15	
			H0673-336183R		CREDIT FROM HOME DEPOT	-19.37	
			MPS-753767		CROSSING GUARD SUPPLIES	131.76	
			WB30933379		STATION EQUIPMENT	677.75	
			zm9XyXX7KHgT		MEETING SUPPLIES	67.94	
					Total :	29,207.34	
1 Vouchers for bank code : ubgen						Bank total :	29,207.34
1 Vouchers in this report						Total vouchers :	29,207.34

Prepared by: 
 Date: 1-18-23
 Approved by: 
 Date: 1/18/23

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
132538	1/18/2023	13456 AGRICULTURAL PEST CONTROL	672428	53971	PEST CONTROL SERVICES	654.67
Total :						654.67
132539	1/18/2023	10412 AT&T	9391019467		CALNET	827.28
Total :						827.28
132540	1/18/2023	10569 CHARLENE'S DANCE N CHEER	4044		INSTRUCTOR PAYMENT	5,566.20
Total :						5,566.20
132541	1/18/2023	10032 CINTAS CORPORATION #694	4141714308 4141725867	53959 53959	MISC. SHOP RENTAL SERVICE STATION SUPPLIES	65.10 46.80
Total :						111.90
132542	1/18/2023	12328 CINTAS CORP. #2	5138558491	53989	FIRST-AID KIT SERVICE	328.35
Total :						328.35
132543	1/18/2023	10035 COMPETITIVE METALS INC	459433 461626	54045 54045	METAL SUPPLIES & SERVICES METAL SUPPLIES & SERVICES	148.94 153.82
Total :						302.76
132544	1/18/2023	12153 CORODATA RECORDS	RS4861684	53973	RECORD STORAGE, RETRIEVAL &	669.72
Total :						669.72
132545	1/18/2023	10486 COUNTY OF SAN DIEGO	01172023		NOE - WALKER PRESERVE FENCE	50.00
Total :						50.00
132546	1/18/2023	10486 COUNTY OF SAN DIEGO	202200890		RECORDED DOCUMENT FEE	17.00
Total :						17.00
132547	1/18/2023	10046 D MAX ENGINEERING INC	7597 7612 7613	54080 54166 54079	STORMWATER INSPECTIONS & RE WATER QUALITY MONITORING STORMWATER PROGRAM ASSIST/	3,948.95 6,378.14 9,341.50
Total :						19,668.59
132548	1/18/2023	10009 FIRE ETC	175323	53881	FIRE EQUIPMENT	149.53
Total :						149.53

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
132549	1/18/2023	10204 LIFE ASSIST INC	1277974	53891	EMS SUPPLIES	1,648.14
			1278624	53891	EMS SUPPLIES	287.36
					Total :	1,935.50
132550	1/18/2023	10083 MUNICIPAL EMERGENCY SERVICES	IN1808516	54185	THERMAL IMAGING CAMERAS	4,632.99
					Total :	4,632.99
132551	1/18/2023	10218 OFFICE DEPOT	284223453001	53979	OFFICE SUPPLIES - DDS	74.93
					Total :	74.93
132552	1/18/2023	10308 O'REILLY AUTO PARTS	2968-128395	53896	VEHICLE REPAIR PART	9.48
			2968-128624	53896	VEHICLE REPAIR PART	43.90
					Total :	53.38
132553	1/18/2023	10344 PADRE DAM MUNICIPAL WATER DIST	90000366; DEC22		GROUP BILL	26,028.30
					Total :	26,028.30
132554	1/18/2023	14614 PARADIGM MECHANICAL CORP	5360	53951	HVAC MAINT & REPAIRS	265.00
			5364	53951	HVAC MAINT & REPAIRS	790.00
					Total :	1,055.00
132555	1/18/2023	10161 PRIZM JANITORIAL SERVICES INC	34445	53931	CUSTODIAL SERVICES - OFFICES	4,588.24
			34471	53931	CUSTODIAL SERVICES - OFFICES	4,588.24
			34479	53931	CUSTODIAL SERVICES - OFFICES	1,000.00
			34482	53931	CUSTODIAL SERVICES - OFFICES	4,588.24
					Total :	14,764.72
132556	1/18/2023	12062 PURETEC INDUSTRIAL WATER	2039493	54001	DEIONIZED WATER SERVICE - PSI	131.08
			2040057	54000	DEIONIZED WATER SERVICE	131.08
					Total :	262.16
132557	1/18/2023	10097 ROMAINE ELECTRIC CORPORATION	12-057983	53980	VEHICLE SUPPLIES	241.69
			12-057990	53980	VEHICLE SUPPLIES	122.88
					Total :	364.57
132558	1/18/2023	13171 SC COMMERCIAL, LLC	2292328-IN	53902	DELIVERED FUEL	394.12
			2294608-IN	53902	DELIVERED FUEL	1,030.14

Voucher List
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
132558	1/18/2023	13171 13171 SC COMMERCIAL, LLC	(Continued)		Total :	1,424.26
132559	1/18/2023	10585 SHARP REES-STEALY MEDICAL	375046640	53903	PRE-PLACEMENT PHYSICAL	273.00
			375046641	53903	PRE-PLACEMENT PHYSICAL	56.00
			375046642	53903	PRE-PLACEMENT PHYSICAL	61.00
			375046643	53903	PRE-PLACEMENT PHYSICAL	40.00
			375174130	53903	PRE-PLACEMENT PHYSICAL	441.00
			375212922		PRE-PLACEMENT PHYSICAL	143.00
					Total :	1,014.00
132560	1/18/2023	10217 STAPLES ADVANTAGE	3526204579	53981	OFFICE SUPPLIES - DDS	146.70
					Total :	146.70
132561	1/18/2023	10119 STEVEN SMITH LANDSCAPE INC	50756	53418	A 2 LANDSCAPE SERVICES	11,311.90
			50757	53418	A 2 LANDSCAPE SERVICES	11,489.90
			51061	53418	A 2 LANDSCAPE SERVICES	5,156.68
			51107	53418	A 2 LANDSCAPE SERVICES	7,777.05
					Total :	35,735.53
132562	1/18/2023	10250 THE EAST COUNTY	00125560	53967	CLERK OFFICE PUBLICATIONS	920.50
			00126088	53967	CLERK OFFICE PUBLICATIONS	507.50
					Total :	1,428.00
132563	1/18/2023	12480 UNITED SITE SERVICES	INV-01218892	53950	PORTABLE TOILET RENTAL	155.54
					Total :	155.54
132564	1/18/2023	10704 VIRTUAL GRAFFITI INC	1354204	54186	BARRACUDA SOFTWARE RENEW/	6,906.24
					Total :	6,906.24
132565	1/18/2023	10537 WETMORE'S	06P50772	53916	VEHICLE REPAIR PARTS	43.20
					Total :	43.20
132566	1/18/2023	14687 WEX BANK	86366948		FLEET CARD FUELING	12,033.76
					Total :	12,033.76
132567	1/18/2023	10331 HDS WHITE CAP CONST SUPPLY	10017345780	54052	TOOLS, MATERIALS & SUPPLIES	71.11
					Total :	71.11

Bank code : ubgen


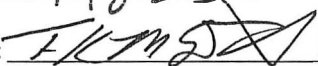
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
132568	1/18/2023	10318 ZOLL MEDICAL CORPORATION	3636163	53917	EMS SUPPLIES	775.80
Total :						775.80

31 Vouchers for bank code : ubgen

Bank total : 137,251.69

31 Vouchers in this report

Total vouchers : 137,251.69

Prepared by: 
Date: 1.18.23
Approved by: 
Date: 1/18/23

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
1226	1/18/2023	10482 TRISTAR RISK MANAGEMENT	117143		WORKERS COMP CLAIM PREFUND	175,339.81
						Total : 175,339.81
1 Vouchers for bank code : ubgen						Bank total : 175,339.81
1 Vouchers in this report						Total vouchers : 175,339.81

Prepared by: Juech
Date: 1-19-23
Approved by: F. K. 1958
Date: 1/19/23

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
132569	1/25/2023	10010 ALLIANT INSURANCE SERVICES INC	01012022 10/10/2023		SPECIAL EVENT INSURANCE 4TH Q SPECIAL EVENT INSURANCE 3RD Q	844.00 690.00 Total : 1,534.00
132570	1/25/2023	11445 AMERICAN MESSAGING	L1072898XA		FD PAGER SERVICE	166.47 Total : 166.47
132571	1/25/2023	10516 AWARDS BY NAVAJO	0123108 1122245	53864 53864	NAMETAGS ANNUAL FF AWARDS CEREMONY	142.24 75.72 Total : 217.96
132572	1/25/2023	14306 AZTEC LANDSCAPING, INC	J1355	53940	CUSTODIAL SERVICES - PARKS	4,523.69 Total : 4,523.69
132573	1/25/2023	10020 BEST BEST & KRIEGER LLP	LEGAL SVCS DEC 2022		LEGAL SVCS DEC 2022	98,999.58 Total : 98,999.58
132574	1/25/2023	11513 BOND, ELLEN	02012023-263		MEADOWBROOK HARDSHIP PROC	117.86 Total : 117.86
132575	1/25/2023	13292 BORDER RECAPING LLC DBA BORDE	22-0022791-008	53865	TIRES	2,763.62 Total : 2,763.62
132576	1/25/2023	10478 CALIFORNIA DEPARTMENT OF	USE TAX OCT-DEC 2022		USE TAX OCTOBER - DECEMBER 2	108.00 Total : 108.00
132577	1/25/2023	10876 CANON SOLUTIONS AMERICA INC	4040594746 4040594747	53987 53987	SCANNER MAINTENANCE PLOTTER MAINTENANCE & USAGE	117.11 43.08 Total : 160.19
132578	1/25/2023	10299 CARQUEST AUTO PARTS	11102-576134 11102-576166 11102-576191	53869 53869 53869	VEHICLE REPAIR PARTS VEHICLE REPAIR PARTS VEHICLE REPAIR PART	102.87 166.41 13.86 Total : 283.14
132579	1/25/2023	12665 CARROLL BUSINESS SUPPLY	984787-0	53870	OFFICE SUPPLIES	23.72

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
132579	1/25/2023	12665 12665 CARROLL BUSINESS SUPPLY	(Continued)			Total : 23.72
132580	1/25/2023	11402 CARROLL, JUDI	02012023-96		MEADOWBROOK HARDSHIP PROC	118.15
						Total : 118.15
132581	1/25/2023	12349 CHOICE LOCKSMITHING	010323FS4 010323FS5	53988 53988	LOCKSMITH SERVICES LOCKSMITH SERVICES	175.00 220.12
						Total : 395.12
132582	1/25/2023	10032 CINTAS CORPORATION #694	4142414909	53959	MISC SHOP RENTALS	65.10
						Total : 65.10
132583	1/25/2023	10979 CITY OF LA MESA	25044		FINGERPRINTING	140.00
						Total : 140.00
132584	1/25/2023	11409 CLAYTON, SYLVIA	02012023-340		MEADOWBROOK HARDSHIP PROC	123.64
						Total : 123.64
132585	1/25/2023	11862 CORODATA SHREDDING INC	1393060	53974	SECURE DESTRUCTION SERVICE	49.82
						Total : 49.82
132586	1/25/2023	10358 COUNTY OF SAN DIEGO	23CTOFSAN06 23CTOFSASN06	54019 53941	SHERIFF RADIOS 800 MHZ ACCESS (FIRE/PS)	2,565.00 1,909.50
						Total : 4,474.50
132587	1/25/2023	10040 COUNTYWIDE MECHANICAL SYSTEMS	55927 55956 56112	54162 54162 54162	PLUMBING REPAIRS PLUMBING REPAIRS PLUMBING REPAIRS	324.48 2,866.59 2,801.00
						Total : 5,992.07
132588	1/25/2023	10333 COX COMMUNICATIONS	052335901; JAN23 064114701; JAN23		8950 COTTONWOOD AVE 8115 ARLETTE ST	187.79 196.06
						Total : 383.85
132589	1/25/2023	10608 CRISIS HOUSE	738	53991	CDBG SUBRECIPIENT	745.69
						Total : 745.69
132590	1/25/2023	14480 CURTIS, ALICIA	01042023		TUITION REIMBURSEMENT	2,500.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
132590	1/25/2023	14480 14480 CURTIS, ALICIA	(Continued)			Total : 2,500.00
132591	1/25/2023	14347 DIAMOND EDUCATION	1055	53942	CONTINUING ED, QA & QI PRGRM	2,468.75
						Total : 2,468.75
132592	1/25/2023	12593 ELLISON WILSON ADVOCACY, LLC	2023-01-07	53976	LEGISLATIVE ADVOCACY SERVICE	1,500.00
						Total : 1,500.00
132593	1/25/2023	10009 FIRE ETC	175473	53881	FIRE EQUIPMENT	100.21
						Total : 100.21
132594	1/25/2023	12638 GEORGE HILLS COMPANY, INC.	INV1024649	54012	ADMIN - LIABILITY CLAIMS	1,416.66
						Total : 1,416.66
132595	1/25/2023	10065 GLOBAL POWER GROUP INC	85730	53944	ELECTRICAL REPAIRS & MAINT	606.00
						Total : 606.00
132596	1/25/2023	12495 GROSSMONT UNION	AR13120	54163	SCHOOL RESOURCE OFFICERS S	36,605.00
						Total : 36,605.00
132597	1/25/2023	11196 HD SUPPLY FACILITIES	9209929942	53884	FLEET SHOP SUPPLIES	127.37
						Total : 127.37
132598	1/25/2023	11724 ICF JONES & STOKES INC	INV-00000042691 INV-00000048867	53609 53609	MSCP SUBAREA PLAN MSCP SUBAREA PLAN	9,741.25 6,382.50
						Total : 16,123.75
132599	1/25/2023	10538 MEALS ON WHEELS	2-22-23	53997	CDBG SUBRECIPIENT	1,250.00
						Total : 1,250.00
132600	1/25/2023	10306 MOTOROLA SOLUTIONS INC	8281516185		RADIO CHARGER	745.63
						Total : 745.63
132601	1/25/2023	10083 MUNICIPAL EMERGENCY SERVICES	IN1810513	53925	EQUIPMENT SERVICE	1,398.03
						Total : 1,398.03
132602	1/25/2023	10344 PADRE DAM MUNICIPAL WATER DIST	90000367; JAN23		GROUP BILL	18,921.66
						Total : 18,921.66

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
132603	1/25/2023	11442 PATTERSON, EDWARD	02012023-225		MEADOWBROOK HARDSHIP PROC	113.99
					Total :	113.99
132604	1/25/2023	11888 PENSKE FORD	204349	53930	VEHICLE REPAIR	100.00
					Total :	100.00
132605	1/25/2023	10101 PROFESSIONAL MEDICAL SUPPLY	B021737	53958	OXYGEN CYLINDERS & REFILLS	135.90
			B021738	53958	OXYGEN CYLINDERS & REFILLS	128.80
			B021739	53958	OXYGEN CYLINDRS & REFILLS	160.00
					Total :	424.70
132606	1/25/2023	12062 PURETEC INDUSTRIAL WATER	2042889	54000	DEIONIZED WATER SERVICE	63.87
			2042890	54000	DEIONIZED WATER SERVICE	42.60
			2042891	54001	DEIONIZED WATER SERVICE - PSD	42.60
					Total :	149.07
132607	1/25/2023	10221 QUALITY CODE PUBLISHING LLC	GC0009506	54038	MUNICIPAL CODE CODIFICATION &	1,206.60
					Total :	1,206.60
132608	1/25/2023	10606 S.D. COUNTY SHERIFF'S DEPT.	SHERIFF NOV 2022		LAW ENFORCEMENT NOVEMBER :	1,380,896.05
					Total :	1,380,896.05
132609	1/25/2023	13061 SAN DIEGO HUMANE SOCIETY &	JAN-23	54002	ANIMAL CONTROL SERVICES	36,794.00
					Total :	36,794.00
132610	1/25/2023	13171 SC COMMERCIAL, LLC	2297218-IN	53902	DELIVERED FUEL	664.44
			2298094-IN	53902	DELIVERED FUEL	420.05
			2300662-IN	53902	DELIVERED FUEL	442.18
					Total :	1,526.67
132611	1/25/2023	14523 SCA OF CA, LLC	156299PS	53948	STREET SWEEPING SVCS	28,220.15
					Total :	28,220.15
132612	1/25/2023	10837 SOUTHWEST TRAFFIC SIGNAL	82029	54024	USA MARKOUTS	256.29
			82030	54024	TRAFFIC SIGNAL MISC. TASKS	239.62
			82031	54024	TRAFFIC SIGNAL SERVICE CALLS	1,122.87
					Total :	1,618.78

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
132613	1/25/2023	14240 SPICER CONSULTING GROUP	1208	53572	ASSMNT ENGR & CFD SVC FY 21.2	2,656.25
					Total :	2,656.25
132614	1/25/2023	11403 ST. JOHN, LYNNE	02012023-78		MEADOWBROOK HARDSHIP PROC	118.37
					Total :	118.37
132615	1/25/2023	11056 STANDARD ELECTRONICS	S47344	53949	SECURITY SYS	3,922.73
					Total :	3,922.73
132616	1/25/2023	10217 STAPLES ADVANTAGE	3526404467 3526404468 3526458403	53966 53982 54040	OFFICE SUPPLES CITY CLERK OFFICE SUPPLIES OFFICE SUPPLIES-PSD	152.96 109.09 53.85
					Total :	315.90
132617	1/25/2023	10119 STEVEN SMITH LANDSCAPE INC	50537 50540 51024 51046 51187 51198	53938 53938 53938 53938 53937 53937	A 2 LANDSCAPE SERVICES A 2 LANDSCAPE SERVICES A2 LANDSCAPE SERVICES A 2 LANDSCAPE SERVICES A 1 LANDSCAPE SERVICES A 1 LANDSCAPE SERVICES	1,850.00 198.08 20,182.33 1,188.48 54,517.92 2,924.96
					Total :	80,861.77
132618	1/25/2023	14765 SURECRAFT DOOR & HARDWARE, INC	15954	54176	BUILDING OFFICIAL'S DOOR	615.00
					Total :	615.00
132619	1/25/2023	14790 SYNC.COM INC	INV00349751		SECURE DATA STORAGE	216.00
					Total :	216.00
132620	1/25/2023	10250 THE EAST COUNTY	00126374		NOTICE OF PUBLIC HEARING - 873	262.50
					Total :	262.50
132621	1/25/2023	10257 TYLER TECHNOLOGIES INC	045-402541 045-405196	53803 53803	PERMITTING SOFTWARE IMPLEME PERMITTING SOFTWARE IMPLEME	22,200.00 14,800.00
					Total :	37,000.00
132622	1/25/2023	10133 UNDERGROUND SERVICE ALERT	1220220686 22-2302393	54013 54013	DIG ALERT - MONTHLY TICKETS DIG ALERT SERVICES - STATE FEE	137.75 53.58

Bank code : ubgen



Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
132622	1/25/2023	10133 10133 UNDERGROUND SERVICE ALERT	(Continued)			Total : 191.33
132623	1/25/2023	11194 USAFACT INC	2123297		BACKGROUND CHECKS	37.04
						Total : 37.04
132624	1/25/2023	10642 USPS-POC	01232023		POSTAGE	2,487.52
						Total : 2,487.52
132625	1/25/2023	11305 VELOCITY TRUCK CENTERS	XA290137124:01-CORR	53913	VEHICLE REPAIR PART	3.00
						Total : 3.00
132626	1/25/2023	10475 VERIZON WIRELESS	9925027189 9925027190		CELL PHONE SERVICE WIFI SERVICE	1,254.28 1,704.44
						Total : 2,958.72
132627	1/25/2023	10136 WEST COAST ARBORISTS INC	194491	53939	URBAN FORESTRY	2,632.50
						Total : 2,632.50
132628	1/25/2023	14039 WESTERN EXTRACTION	2062	54187	HOLMATRO EQUIPMENT	32,327.29
						Total : 32,327.29
132629	1/25/2023	10537 WETMORE'S	06P51056 06P51075	53916 53916	VEHICLE REPAIR PARTS VEHICLE REPAIR PARTS	10.10 20.20
						Total : 30.30

61 Vouchers for bank code : ubgen

Bank total : 1,822,835.46

61 Vouchers in this report

Total vouchers : 1,822,835.46

Prepared by: 
 Date: 1-25-23
 Approved by: 
 Date: 1/25/23

1/5/2023 to 1/18/2023-2 Cycle b

EARNINGS SECTION					DEDUCTIONS SECTION			LEAVE SECTION					
Type	Hours/units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
unif			700.00		rhsa2%	191,561.01		3,831.25					
unifp			500.00		rhsaal		21,435.14						
vtkn	147.86		7,719.65		rhsabc	19,928.92	398.58						
wcnt	240.00		7,318.30		roth	42,750.35	5,705.67						
					sb-1		73.47						
					sb-3		50.22						
					sffa		2,755.68						
					sffapc		437.76						
					st1cs3	90,248.88	2,707.48	-2,707.48					
					st2cs3	14,127.46	423.82	-423.82					
					texlif		55.16						
					vaccpr		544.20						
					vaccpt		236.42						
					vcanpr		361.77						
					vcanpt		127.88						
					vgcipt		79.44						
					vision		511.80						
					voladd		25.17						
					voldis		234.94						
					vollif		217.99						
					vollpb								
Grand Totals	<u>15,342.71</u>		<u>629,380.45</u>				<u>233,841.60</u>	<u>69,215.06</u>					

Gross:	629,380.45
Net:	395,538.85

E Bullh 1/24/03

<< No Errors / 19 Warnings >>

*Pay date 1/26/23
PPE 1/18/23*

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
132630	1/26/2023	12724 AMERICAN FIDELITY ASSURANCE	D549077		VOLUNTARY LIFE INS-AM FIDELITY	4,290.44
					Total :	4,290.44
132631	1/26/2023	12903 AMERICAN FIDELITY ASSURANCE CO	2216895A		FLEXIBLE SPENDING ACCOUNT	2,315.11
					Total :	2,315.11
132632	1/26/2023	12722 FIDELITY SECURITY LIFE	165592652		EYEMED - VOLUNTARY VISION	1,086.56
					Total :	1,086.56
132633	1/26/2023	10508 LIFE INSURANCE COMPANY OF	January 2023		LIFE/LTD INSURANCE	2,772.41
					Total :	2,772.41
132634	1/26/2023	14452 MEDICAL AIR SERVICES ASSC, MASA	1435541		MEDICAL AIR TRANSPORT SVCS	140.00
					Total :	140.00
132635	1/26/2023	14458 METROPOLITAN LIFE INSURANCE	75375459 75375460		DENTAL INSURANCE VOLUNTARY LEGAL	11,816.94 231.00
					Total :	12,047.94
132636	1/26/2023	10784 NATIONAL UNION FIRE INSURANCE	January 2023		VOLUNTARY AD&D	50.40
					Total :	50.40
132637	1/26/2023	10335 SAN DIEGO FIREFIGHTERS FEDERAL	January 2023		LONG TERM DISABILITY-SFFA	1,475.00
					Total :	1,475.00
132638	1/26/2023	10424 SANTEE FIREFIGHTERS	PPE 01/18/23		DUES/PEC/BENEVOLENT/BC EXP	3,329.31
					Total :	3,329.31
132639	1/26/2023	10776 STATE OF CALIFORNIA	PPE 01/18/23		WITHHOLDING ORDER	449.53
					Total :	449.53
132640	1/26/2023	10776 STATE OF CALIFORNIA	PPE 01/18/23		WITHHOLDING ORDER	225.23
					Total :	225.23
132641	1/26/2023	14467 TEXAS LIFE INSURANCE COMPANY	SM0F0U20230116001		VOLUNTARY INS RIDERS	110.35
					Total :	110.35

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
132642	1/26/2023	10001 US BANK	PPE 01/18/23		PARS RETIREMENT	876.54
					Total :	876.54
132643	1/26/2023	14600 WASHINGTON STATE SUPPORT	PPE 01/18/23		WITHHOLDING ORDER	751.84
					Total :	751.84
14 Vouchers for bank code : ubgen						Bank total : 29,920.66
14 Vouchers in this report						Total vouchers : 29,920.66 ✓

Prepared by: J Mac
Date: 1-26-23
Approved by: E Bull
Date: 1-26-23

Bank code : ubgen

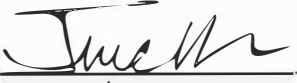
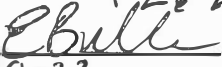
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
1230	1/26/2023	10401 US BANK TRUST	2197723		TARB 2016A: DEBT SERVICE	1,657,207.19
Total :						1,657,207.19

1 Vouchers for bank code : ubgen

Bank total : 1,657,207.19

1 Vouchers in this report

Total vouchers : 1,657,207.19

Prepared by: 
Date: 1-26-23
Approved by: 
Date: 1-30-23

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
1234	1/26/2023	10353 PERS	01 23 4		RETIREMENT PAYMENT	120,227.76
Total :						120,227.76
1 Vouchers for bank code : ubqen						Bank total : 120,227.76
1 Vouchers in this report						Total vouchers : 120,227.76

Prepared by: J. Smith
Date: 1-27-23
Approved by: E. Bull
Date: 1-30-23

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
6147606	1/27/2023	14705 RHS MISSIONSQUARE	PPE 01/18/23		RETIREE HSA	25,664.97	
						Total :	25,664.97
6575524	1/27/2023	14704 457 MISSIONSQUARE	PPE 01/18/23		ICMA - 457	32,932.77	
						Total :	32,932.77
2 Vouchers for bank code : ubgen						Bank total :	58,597.74
2 Vouchers in this report						Total vouchers :	58,597.74

Prepared by: Juan M
Date: 1-27-23
Approved by: E. Bullock
Date: 1-30-23

MEETING DATE

February 8, 2023

ITEM TITLE

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO THE FEDERAL RAISE (REBUILDING AMERICAN INFRASTRUCTURE WITH SUSTAINABILITY AND EQUITY) GRANT PROGRAM FOR STATE ROUTE 52 (SR 52) IMPROVEMENTS AND FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”)

DIRECTOR/DEPARTMENT

Carl Schmitz, City Engineer

SUMMARY

This item requests City Council authorize the submittal of a grant application to the federal RAISE (Rebuilding American Infrastructure with Sustainability and Equity) grant program for State Route 52 (SR 52) improvements. The City submitted a similar RAISE application in 2022, and has augmented the current application with additional supporting documentation. The RAISE transportation grant provides needed infrastructure investment to better connect rural and urban communities around our nation. The Infrastructure Investment and Jobs Act appropriated \$1.5 billion to be awarded by the US Department of Transportation (“DOT”) for RAISE grants for FY 2023.

Improving SR 52 has been identified by the City Council as a priority for Santee. Phase I of the improvements to SR 52 qualifies under the RAISE program. This item would authorize submittal of an application by staff for Phase I improvements to SR 52. This Phase includes a 2.4-mile long westbound auxiliary/truck climbing lane from Mast Boulevard to the summit, relocating a 4.6-mile long Class I Bike Path from the north side of the freeway to the south side, restriping eastbound SR-52 from two lanes to three lanes from Mast Boulevard to just east of the San Diego River Bridge, restriping westbound SR-52 from two lanes to three lanes from Mission Gorge Road to Mast Boulevard, and widening the westbound on-ramp from Mast Boulevard to two lanes.

ENVIRONMENTAL REVIEW

This action is exempt from the requirements of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15378. Phase I improvements would be subject to separate environmental review.

FINANCIAL STATEMENT

The estimated cost of Phase I improvements is \$53.5 million. The subject application seeks \$25 million which reflects the maximum amount that may be requested. Local and state funds include \$12 million programmed in SANDAG’s Regional Transportation Improvement Program. \$2.5 million in federal funds has also been secured through the Federal FY 2023 Consolidated Appropriations Act. A non-federal match of approximately \$14 million would be required and sought from other local and state sources.

CITY ATTORNEY REVIEW

N/A

Completed

RECOMMENDATION

Adopt the attached Resolution authorizing City staff to prepare and submit a RAISE grant application for Phase I of SR 52 improvements.

ATTACHMENT

Resolution
Phasing Map

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO THE FEDERAL
RAISE (REBUILDING AMERICAN INFRASTRUCTURE WITH SUSTAINABILITY AND
EQUITY) GRANT PROGRAM FOR STATE ROUTE 52 (SR 52) IMPROVEMENTS
AND FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT (“CEQA”)**

WHEREAS, State Route 52 (SR 52) is a major east-west transportation corridor that connects residents in east San Diego County to employment centers in west and north county, as well as provides a key freight route for the region; and

WHEREAS, SR 52 experiences significant traffic congestion during peak hours affecting commuters and freight traffic alike; and

WHEREAS, heavy traffic congestion on SR 52 significantly impacts the quality of life of Santee residents as well as East County residents, and affects the economic vitality of the region; and

WHEREAS, improvements planned by SANDAG for SR 52 are not scheduled for completion before 2035; and

WHEREAS, the City of Santee has helped stakeholders organize the Highway 52 Coalition to address the traffic issues on SR 52 and has been pursuing opportunities to partner with stakeholders to advance improvements to SR 52; and

WHEREAS, an effort is underway with the design work funded by a private developer for Phase I improvements to SR 52; and

WHEREAS, additional funds are needed to complete the Phase I improvements; and

WHEREAS, the federal RAISE (Rebuilding American Infrastructure with Sustainability and Equity) grant program is currently accepting applications; and

WHEREAS, SR 52 Phase I improvements qualify for RAISE grant funds; and

WHEREAS, the total estimated cost of SR 52 Phase I improvements is \$53.5 million.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Santee, California, as follows:

SECTION 1. City staff is authorized to prepare and submit a RAISE grant application for Phase I improvements on SR 52.

RESOLUTION NO. _____

SECTION 2: This action is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15378 of the CEQA Guidelines.

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 8th day of February, 2023, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

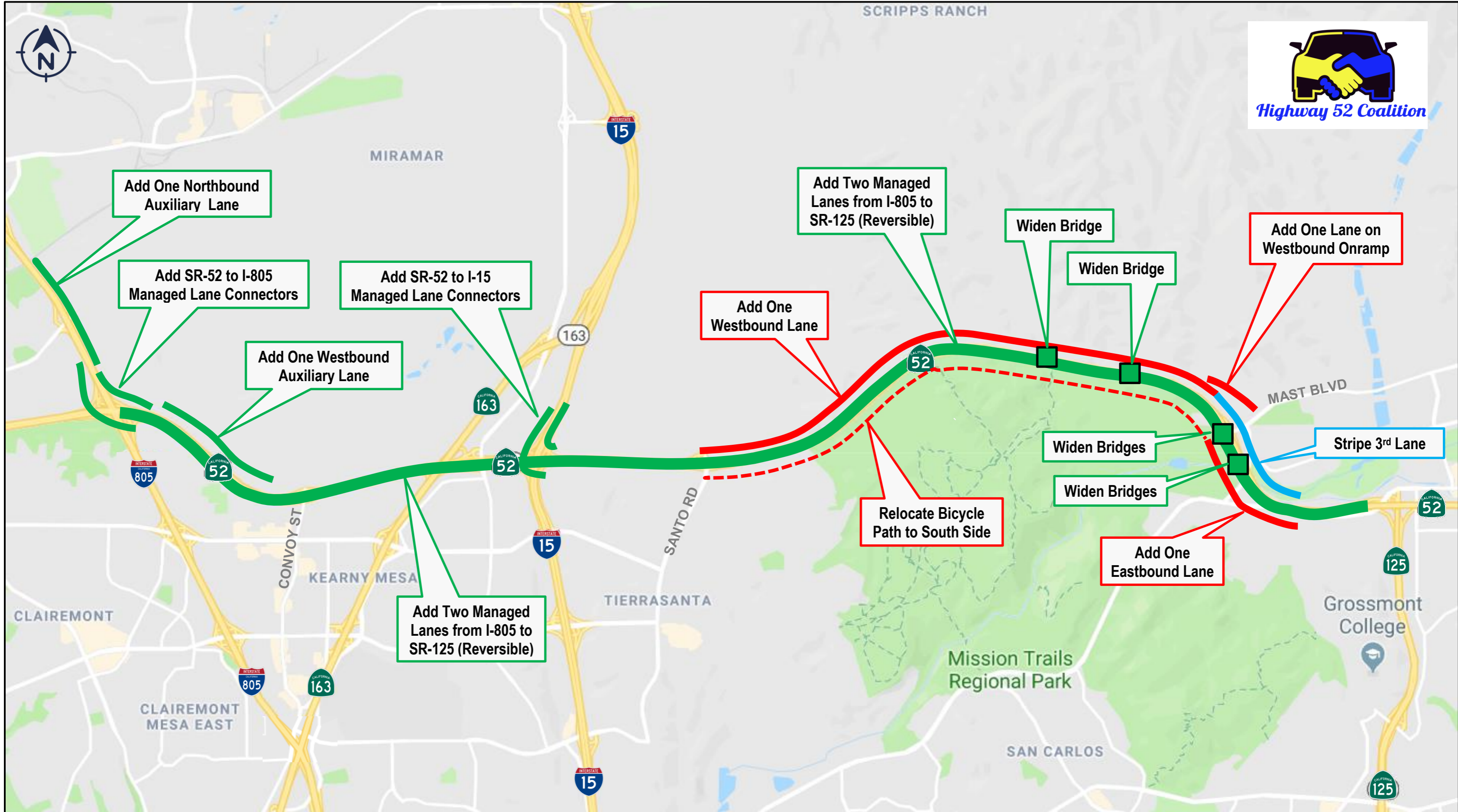
APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

ANNETTE ORTIZ, CMC, CITY CLERK

HIGHWAY 52 IMPROVEMENTS PHASING



- - Phase 1 Improvements
- - Phase 2 Improvements
- - Phase 3 Improvements

MEETING DATE February 8, 2023

ITEM TITLE CLAIM AGAINST THE CITY BY JEFF METCALF; FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”)

DIRECTOR/DEPARTMENT Matt Rankin, Director of Human Resources

SUMMARY

A claim was filed against the City of Santee by Jeff Metcalf on December 20, 2022. The claim has been reviewed by the City’s Director of Human Resources prior to bringing it forward for consideration. The Director of Human Resources recommends the claim be rejected as provided in Government Code Section 913.

The claim documents are on file in the Office of the City Clerk for Council reference.

FINANCIAL STATEMENT

There is no financial impact to the City by rejecting the claim.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION

Reject claim per Government Code Section 913.

ATTACHMENT

None

MEETING DATE February 8, 2023

ITEM TITLE A PUBLIC HEARING TO ASSESS COMMUNITY DEVELOPMENT NEEDS AND TO SOLICIT PROPOSALS FOR PROGRAM YEAR 2023 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAM FUNDING CONSISTENT WITH THE CONSOLIDATED PLAN AND FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”)

DIRECTOR/DEPARTMENT Carl Schmitz, City Engineer

SUMMARY

CDBG Program - The federal Community Development Block Grant (CDBG) Program promotes viable urban communities by providing decent housing, a suitable living environment and expanded economic opportunities, principally for low- and moderate-income persons. There is uncertainty regarding the amount of CDBG funding that will be available to the City for Program Year (PY) 2023 (July 2023 through June 2024); however, the timeline for submission of an annual CDBG application requires the City to begin the process of prioritizing CDBG-funded activities in February. For planning purposes, it is estimated that the City’s PY 2023 allocation will be \$290,955, which is the average of the allocations for the past three years and 1.4% less than the PY 2022 allocation.

A request for proposals was published on December 9, 2022, with applications due to the City by January 9, 2023. The City received seven Public Service applications for PY 2023 CDBG funding totaling \$64,000, in addition to the City’s requests for Administrative Activities and Public Facilities funding, as detailed in the attached report and summary of applications.

HOME Program – The HOME Investment Partnership Program (HOME) provides funding for housing acquisition/rehabilitation, construction, rental assistance and home ownership assistance. The City of Santee participates in HOME funding through a consortium including five other cities and the County of San Diego. The County administers HOME-funded programs on behalf of consortium members, including a first-time homebuyer down payment assistance loan program. In 2022, one loan for the purchase of a home in Santee was completed and only three loans were completed county-wide.

ENVIRONMENTAL REVIEW

This item is exempt from environmental review under the California Environmental Quality Act (“CEQA”) by CEQA Guidelines section 15061(b)(3).

FINANCIAL STATEMENT

No funding decisions will be made at this meeting. Allocations of CDBG funding will be determined during the second public hearing to be conducted on February 22, 2023.

CITY ATTORNEY REVIEW

N/A

Completed

RECOMMENDATION

Open the public hearing, receive public testimony, and continue the public hearing to February 22, 2023.

ATTACHMENTS

Staff Report

Summary of Requests

Applications



STAFF REPORT

PUBLIC HEARING TO ASSESS COMMUNITY DEVELOPMENT NEEDS AND TO SOLICIT PROPOSALS FOR PROGRAM YEAR 2023 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAM FUNDING CONSISTENT WITH THE CONSOLIDATED PLAN AND FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”)

CITY COUNCIL MEETING OF FEBRUARY 8, 2023

A. CDBG BACKGROUND

The Community Development Block Grant (CDBG) program is administered by the U.S. Department of Housing and Urban Development (HUD). Cities with over 50,000 in population (“Entitlement Cities”) are provided the opportunity to apply for a direct allocation of CDBG funds. Entitlements are based on a formula that factors in population, the extent of poverty, housing overcrowding, and age of housing. Each city must develop a five-year Consolidated Plan and a one-year Action Plan which is updated each year and reflects input received from citizens.

B. CDBG PROGRAM GUIDELINES

CDBG activities proposed by the City must meet CDBG regulations regarding program objectives and eligibility criteria. Determination of project eligibility is a two-step process. Each program/project must meet one of three National Objectives of the CDBG program and it must also be consistent with program regulations as an appropriate activity.

The primary CDBG objective is the development of viable communities, including decent housing and a suitable living environment, and the expansion of economic opportunity, principally for persons of low- and moderate-income. Each activity must meet one of the following national objectives:

1. Benefit low- and moderate-income families.

At least 70 percent of the grantee’s allocation must be spent for activities benefiting low- and moderate-income City residents. The three most common ways of meeting this objective are:

- a. Activities that benefit an area dominated by a low-income population.
- b. Activities requiring income data for each applicant.
- c. Activities that benefit a limited clientele who are generally presumed to be principally low- and moderate-income. Categories of limited clientele allowed by HUD include abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons and migrant farm workers.

2. Aid in the prevention or elimination of slums or blight.

Activities considered to aid in the prevention or elimination of slums or blight

are activities within a delineated area which meets a definition of slum, blighted, deteriorated, or deteriorating under state or local law, or where there is a substantial number of deteriorating or dilapidated buildings and improvements are needed throughout the area.

3. Address community needs having a particular urgency.

This national objective is rarely used because it is extremely restrictive. The urgent condition must be recent and pose a serious and immediate threat to the health or welfare of the community. There can be no other source of financing available to meet the needs in this category.

C. PUBLIC PARTICIPATION AND ALLOCATION PROCESS

Public participation is an important part of the CDBG process. Two public hearings are required to meet the HUD requirements for citizen participation. In accordance with Code of Federal Regulations (CFR) Title 24, HUD, Section 570.704, the City initiated the CDBG application process by publishing a Notice of Funding Availability for Program Year 2023 on December 9, 2022 in the East County Californian, as well as posting the Request for Proposals on the City's website. Applications were due to the City by January 9, 2023.

Notice of the February 8, 2023 public hearing was published in the East County Californian on January 27, 2023. All applications which were received in accordance with the deadline were made available for public review and comment. In this way, citizens are afforded an opportunity to examine the contents of all applications received and to provide comments prior to City Council decision on the funding of qualified applications, in compliance with CFR Title 24, Section 570.704.

D. AVAILABLE CDBG FUNDS AND REQUESTS FOR FUNDING

The CDBG allocation to the City of Santee for Program Year 2022 was \$295,200. As of January 27, 2023 HUD has not announced the amount that the City of Santee will be allocated for Program Year 2023 (July 2023 – June 2024). However, the schedule for preparation of annual Action Plans by the City of Santee and the County of San Diego requires that public input be solicited at this time and a tentative plan for funding activities in Program Year 2023 be approved and submitted to HUD no later than May 15th. Due to uncertainty regarding the budget for HUD programs, for planning purposes, staff estimates that the City of Santee's Program Year 2023 allocation will be \$290,955, which is the average of the three prior Program Year allocations and 1.4% less than the PY 2022 allocation. Program Year 2021 unexpended funds are not being carried forward so they can be used towards the Citywide ADA Pedestrian Ramp project.

HUD regulations impose a 15% cap on the amount of CDBG funds which can be allocated to Public Service activities and a 20% cap on Administrative Activities (including program income but excluding prior year carry forwards). Prior year

carry forwards can only be allocated to Public Facilities.

Public Facilities Funding

In October 2011, the City Council approved a Section 108 loan (a loan secured by future allocations of CDBG funding) in the amount of \$1.4 million. The Section 108 loan funded improvement to Buena Vista Avenue and Railroad Avenue. The final debt service payment on this Section 108 loan was made on July 22, 2021.

With the payoff of the Section 108 Loan used for the Buena Vista/Railroad Avenue project, staff analyzed different options for CDBG funded public facility improvements. Based on this analysis staff recommended the Citywide installation of ADA compliant pedestrian ramps at locations where no ramp exists or the ramp is not ADA compliant during last year’s CDBG funding cycle. The Citywide ADA Pedestrian Ramp Project would benefit 3,551 Santee residents throughout the City that have “ambulatory difficulties” and 10,114 “elderly” (62 and older) residents according to the U.S. Census Bureau’s 2019 American Community Survey. This project would also take advantage of economies of scale based on the number of pedestrian ramps that would be installed or improved and provide additional funds for street maintenance and repair that would not be required to be used to install ADA compliant pedestrian ramps.

Based on the uncertainty surrounding Section 108 loan financing and the need to facilitate the expenditure of CDBG funds, staff has developed a smaller ADA pedestrian ramp project to complete the installation of forty (40) new ADA compliant pedestrian ramps as the first phase of the overall Citywide project. A total of \$464,000 in previously allocated and unexpended CDBG funds has been made available for this project, which is currently out to bid. The new ADA pedestrian ramps are in the neighborhoods south of West Hills High School and northeast of Santana High School.

The proposed \$189,130 (estimate) to be allocated towards Program Year 2023 Public Infrastructure would be used for future phases of the Citywide ADA Pedestrian Ramp project.

SUMMARY OF ESTIMATED EXPENDITURES

ACTIVITY	CAP	AMOUNT AVAILABLE PER CAP	AMOUNT REQUESTED
Public Service Activities	15%	\$ 43,640	\$ 64,000
Administrative Activities	20%	\$ 58,185	\$ 58,185
Public Infrastructure	None	\$ 189,130	\$ 189,130
		\$ 290,955	\$ 311,315

Requested in excess of projected funding \$ 20,360

E. HOME PROGRAM

The Home Investment Partnerships (HOME) Program is a federal program administered by the U.S. Department of Housing and Urban Development (HUD). The intent of the HOME Program is to provide decent affordable housing to lower-income households, expand the capacity of nonprofit housing providers, strengthen the ability of state and local governments to provide housing and leverage private-sector participation. Eligible HOME program uses include housing acquisition, housing rehabilitation, homebuyer assistance, housing construction and rental assistance.

Since 1997, the City has used HOME funds for the First Time Homebuyer Program (FTHB), providing down payment assistance via a deferred loan for low-income first-time homebuyers. A total of 109 loans have been funded since the inception of the program.

The City of Santee participates in HOME funding through a consortium comprised of the County of San Diego and the Cities of Encinitas, Carlsbad, La Mesa, San Marcos and Vista to administer Federal HOME funds. The County of San Diego acts as the administrator of the consortium. Low-income persons seeking down payment and closing cost assistance for the purchase of a home in Santee submit an application to the County of San Diego Department of Housing and Community Development for underwriting and loan origination. During Calendar Year 2022, one loan for the purchase of a Santee home was completed.

F. RECOMMENDATION

Open the public hearing, receive public testimony, and continue the public hearing to February 22, 2023.

ATTACHMENT 2

SUMMARY OF REQUESTS

	PUBLIC SERVICES	AMOUNT OF PY 2023 REQUEST	PROPOSED USE	PY 2021 ACCOMPLISHMENTS/ PY 2022 GRANT*
1	Cameron Family YMCA / Santee Aquatics Center	\$4,000	Scholarships for day camp, swim lessons, gymnastics, aquatics and enrichment activities for children ages 5-13.	56 children assisted/ PY 2022 Grant: \$3,960
2	Crisis House	\$7,000	Services to homeless persons that lead to permanent housing.	444 persons assisted/ PY 2022 Grant: \$5,270
3	ElderHelp	\$13,000	Support home-bound seniors to maintain their independence through case management, services and transportation.	58 persons assisted/ PY 2022 Grant: \$6,860
4	Meals-on-Wheels	\$5,000	Home delivery of meals to homebound Santee seniors.	97 persons assisted/ PY 2022 Grant: \$5,270
5	Santee Food Bank	\$20,000	Food bank services for LMI Santee residents and families.	14,356 persons assisted/ PY 2022 Grant: \$17,640
6	Santee Santas	\$5,000	Food supplies to assist LMI families over the two-week school holiday break.	642 persons assisted/ PY 2022 Grant: \$0, Did not apply.
7	Voices for Children	\$10,000	Provide Court Appointed Special Advocates (CASAs) to assist income qualified foster children.	2 children assisted/ PY 2022 Grant: \$5,270

Total Requests: \$ 64,000

Projected Cap Amount \$ 43,640

ATTACHMENT 2

SUMMARY OF REQUESTS

ADMINISTRATION		AMOUNT OF PY 2023 REQUEST	PROPOSED USE	PY 2021 ACCOMPLISHMENTS/ PY 2022 GRANT
1	CSA San Diego County	\$20,500	On behalf of the City of Santee, conduct fair-housing testing and counseling. Provide tenant/landlord mediation services.	30 persons assisted with housing services/ PY 2022 Grant: \$15,500
2	City of Santee	\$ 37,685	Administration of CDBG Program and Subrecipient Agreements.	Maintained compliance with program regulations. PY 2022 Grant: \$43,530

Total Requests: \$ 58,185 (Projected cap amount)

PUBLIC INFRASTRUCTURE		AMOUNT OF PY 2023 REQUEST	PROPOSED USE	PY 2021 ACCOMPLISHMENTS/ PY 2022 GRANT
3	City of Santee - Citywide ADA Pedestrian Ramp Project	\$ 189,130	Citywide installation, in phases. of ADA compliant pedestrian ramps at locations where no ramp exists.	PY 2022 Grant: \$217,287.

Total Requests: \$ 189,130 (Projected available balance)

GRAND TOTAL: \$ 311,315

ATTACHMENT 3
APPLICATIONS FOR FUNDING

PUBLIC SERVICES

Cameron Family YMCA.....1
Crisis House.....9
ElderHelp of San Diego.....17
Meals-On-Wheels Greater San Diego County.....25
Santee Food Bank.....33
Santee Santas Foundation.....40
Voices for Children.....48

ADMINISTRATION

CSA San Diego County.....58

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Dept. of Development Services
City of Santee



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2023**

The following application must be completed by each qualified organization interested in being considered for CDBG funding. Please type or print clearly. Attach additional sheets of information as necessary. **All information must be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.**

The application must not exceed a total of fifteen (15) pages. The completed application must be submitted prior to 5:00 P.M. on Monday, January 9, 2023. Applications may be submitted electronically to bcrane@cityofsanteeca.gov. Paper copies may be mailed or delivered to the City of Santee, Department of Development Services, Attn: Bill Crane, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG funding may contact Bill Crane by email at bcrane@cityofsanteeca.gov before: 5:00 P.M. on Monday, January 2, 2023. Additionally, general information about CDBG-CV funding may be found on HUD's website at <https://www.hudexchange.info/programs/cdbg/>

GENERAL INFORMATION: Date: 1/4/2023

Agency Name: Cameron Family YMCA
Agency Address: 10123 Riverwalk Dr., Santee, CA 92071

Phone: 619-449-9622 Fax: n/a
E-mail: cameronfeedback@ymcasd.org

Project/Program Contact Person (Name and Title): Stephanie Chapel Yoo, Regional Executive Director
Project/Program Location: Cameron Family YMCA

Phone: 619-550-8360 Fax: n/a
E-mail: schapelyoo@ymcasd.org

Type of Project (check one):
Public Service Activity
Public Improvement (Construction)
Acquisition of property
Other (describe) [\[Click here to enter text\]](#)

Federal Unique Entity Identifier (UEI): 95-2039198
NOTE: UEI may be accessed through the following website: <https://sam.gov/content/home>

Person completing application: Emily Figueiredo, Sr. Development Director

City of Santee – Application for CDBG Funding

FUNDING INFORMATION:

Amount Requested from Santee: \$ 4,000.00

Total Project/Program Budget: The organization's total scholarship program budget is \$223,634.00 which includes adults and youth outside the Santee zip code. Of this, the anticipated budget for applicable beneficiaries is \$17,383.46 for youth scholarships living in Santee zip code.

Is the Project/Program scalable? Meaning if awarded less than requested could the Project/Program still be carried out, albeit to a lesser degree? Please explain: Yes, the YMCA's scholarship program is an annually supported program by over 300 donors, including the City of Santee's CDBG funding. Additional scholarships are executed beyond what is funded by the CDBG grant, although all funding is directly used for scholarships and subsidized programs, therefore a decrease in funders/funding would consequently result in a decrease in youth and families served.

Please complete Page 5 (CDBG Project Budget) itemizing revenues and expenses (sources and amounts) for the proposed project or activity in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

PROJECT/ACTIVITY INFORMATION

A. What is the purpose/mission of the applicant agency?

We nurture a healthy spirit, mind, and body so all can thrive while honoring our faith-based heritage.

B. Briefly describe the purpose of the project, the population to be served, the area to be benefited and estimated number of Santee residents who would benefit from the project. Inclusion of the estimated number of Santee residents served is required.

CDBG funds to the Cameron Family YMCA would provide scholarship assistance for low-to-moderate income children ages 5-13 years old living in Santee to participate in youth programs such as day camp, gymnastics, aquatics and enrichment activities. YMCA youth programs not only provide positive, engaging and healthy activities for children that have experienced gaps in academic, social and safety stability before and heightened by the COVID-19 pandemic, it also serves as reliable, trusted and experienced childcare support to families. Funding in the amount of \$4,000 could support approximately 63 scholarship registrations at an average assistance rate of 30-40% off normal fees.

C. Who will carry out the activities, the period over which the activities will be carried out, and the frequency with which the services will be delivered (be specific).

The YMCA shares the same fiscal year as the City's timeline: July 2023 – June 2024. During this period, the YMCA will offer youth programs on a daily basis, year-round, with day camp (the highest used program area for scholarship support) specifically running from late June to mid-August 2023 and in limited scope during fall, winter and spring breaks. YMCA programs are executed by highly qualified, background-checked, skilled and thoroughly trained YMCA staff. The day camp counselors, swim instructors, gymnastics coaches and other frontline staff

City of Santee – Application for CDBG Funding

executing the youth activities report directly to their department leadership staff and the Executive Director. All are employees of the YMCA of San Diego County association, which has been providing safe and enriching youth programs for 140 years. All programs will take place on site at the Cameron Family YMCA.

- D. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities. Please see the the Notice of Funding Availability to assist with this request.

YMCA youth programs meet the objectives and priorities because they are made available to youth of all economic levels, backgrounds, abilities and life circumstances. The YMCA never turns a child away from participating because of an inability to pay. Our scholarship program – and the donors and grant funding that support it – levels the playing field for children of all families, including low-to-moderate income, military, those with special needs, those experiencing homelessness and other marginalized demographics, to participate, engage and thrive. All participants registering with scholarship support for youth programs are qualified as low-to-moderate income as defined by the median family income levels of the area, and utilizing county, state and federal assistance programs to determine income level eligibility.

- E. Agency/Nonprofit Organization Information:

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided. If the request for funding is submitted as part of a collaborative application, please provide information for each member of the collaborative. **If your organization has received CDBG (or CDBG-CV) funds from the City of Santee in the past, please note the number of years the organization has received CDBG funding.**

The YMCA of San Diego County is a California nonprofit public benefit corporation, incorporated in 1959. The East County Family YMCA, a branch of the YMCA of San Diego County, began in the 1950s, providing the entire East County with valuable YMCA programming in order to meet the growing needs of the community. The East County YMCA has now grown into three branches: John A. Davis Family YMCA in La Mesa, Cameron Family YMCA in Santee and the McGrath Family YMCA in Spring Valley. The Cameron facility of Santee was built in 2003 in partnership with the City of Santee to build the YMCA and City of Santee Aquatics Center. This facility is managed by the YMCA which also includes a gymnastics center that dates back to 1982 under the name Cuyamaca YMCA. YMCA programs and services for the local community include day camps, swim lessons and swim teams, recreational and competitive gymnastics, sports, inclusion programs for individuals with disabilities, senior programs, teen programs, and wellness programs for all ages to promote the spirit, mind and body and help all people realize their fullest potential. At the Y, no one is ever turned away from participation due to an inability to pay through our scholarship program. Offering scholarships on a sliding scale based on income level and family size, as well as subsidizing valuable programs that benefit our community are made possible through funds generously contributed by individuals, companies and funders on an annual basis. The East County Family YMCA has received funding from the CDBG program beginning the 1997-1998 fiscal year with relative continuity totaling over 25 years. In the 2020-2021 program year, the Cameron Family YMCA was extremely honored to steward additional funds made available through CDBG-CV for essential childcare in response to the Coronavirus pandemic and stay-at-home orders impacting school closures and support for essential workers. The ability to

City of Santee – Application for CDBG Funding

respond to community needs alongside the City of Santee, for so many years, is a testament to how critical service through partnership can be for the local constituents.

F. Financial:

Describe your agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe how records are maintained to ensure the project benefits targeted groups.

The Cameron Family YMCA, as a branch of the YMCA of San Diego County, practices generally accepted accounting methods, utilizing cost centers to ensure grant funds are used as required by the City. Financial audits are performed annually by an independent accounting agency and on-going financials are monitored on a daily basis by the YMCA accounting department and Executive Director. The East County Family YMCA Board of Advisors, including a Finance Committee comprised of expert volunteer leaders, monitor the branch budget monthly, as well as the YMCA of San Diego County Board of Directors. Internal financial audits are performed twice annually by an independent auditing firm. Financial need for participating youth will be determined by the scholarship application process with records kept and data managed according to best practices. CDBG funds will be provided only to qualifying Santee residents. Furthermore, the internal contracts team ensures proper auditing, processing and reporting of the YMCA's stewardship of all federal awards.

G. Personnel:

Identify the staff administering/implementing this project and provide their experience in similar programs.

YMCA programs are executed by highly qualified, background-checked, skilled and thoroughly trained YMCA staff. The day camp counselors, swim instructors, gymnastics coaches and other frontline staff executing the youth activities report directly to their department leadership staff and the Executive Director. All are employees of the YMCA of San Diego County association, which has been providing safe and enriching youth programs for 140 years, and all have been screened for legal ability to work with children. The usage of grant funds and reporting will be overseen by Stephanie Chapel Yoo, Regional Executive Director, and Emily Figueiredo, Sr. Development Director, with assistance from YMCA accounting specialists and data management specialists for reporting.

H. Conflict of Interest:

Please identify any member, officer, or employee of your organization who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application.

Regional Executive Director, Stephanie Chapel Yoo, has been invited to join city committees in the past, including the Blue Ribbon Committee for coronavirus response, but is not currently sitting on any City committees.

BENEFITS AND BENEFICIARIES

City of Santee – Application for CDBG Funding

- A.** How accessible or convenient is the proposed project/activity to Santee residents? (Please be specific such as direct services to a client's home, Santee location, transportation provided, etc.)

The Cameron Family YMCA is centrally located within the Santee city limits on Riverwalk Drive. All youth programs for this grant funding will be executed at this location. YMCA membership and program participation is accessible to all who abide by our Code of Conduct and do not have any extenuating limitations such as previous YMCA expulsion (due to violation of the Code of Conduct) or registered sex offenders.

- B.** What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

 38 % of clients are at 30 percent or below of the area median income
 63 % of clients are between 31 and 50 percent of the area median income
 0 % of clients are between 51 and 80 percent of the area median income
 0 % of clients are above 80 percent of the area median income

[Click here to enter text]

- C.** Does your agency focus its activities on populations with special needs?

No Yes (Please specify)

Please specify which special needs populations. (persons experiencing homelessness, persons with disabilities, persons with substance abuse problems, veterans, seniors, children, etc.)

The YMCA is open and accessible to all people and serve as an organization that levels the playing field for reaching one's potential. Therefore, we focus on removing barriers and giving all populations the same access to a thriving life, despite any marginalized circumstances they find themselves experiencing.

DOCUMENTATION

- A.** How will the recipients' information be collected and documented?

All recipients must provide full registration information and contact information to participate in YMCA youth programs. Furthermore, all scholarship participants must provide proof of their economic standing and any county, state or federal assistance programs they qualify for, prior to registering for programs. From their application for scholarship, we document which assistance level they qualify for with YMCA participation.

- B.** How will the outcomes be measured, collected, and documented? .

Outcomes are measured by registration rosters and scholarship reports through the YMCA's software and data management systems.

City of Santee – Application for CDBG Funding

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.

Stephanie Chapel Yoo, Regional Executive Director



Type or Print Your Name and Title

Signature

City of Santee – Application for CDBG Funding

CDBG-CV PROJECT BUDGET

Organization: Cameron Family YMCA

Total organization budget \$ 2,875,905

Program/Project name requesting funds: Youth Program Scholarships

CDBG funds requested: \$ 4,000.00 Total program/project budget: \$223,634 total (of which, 17,383.46 is expected for restrictions of this grant funding, Santee youth scholarships) Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

1. Sources of funding for program/project:		(S)Secured or (A)Anticipated
a. Funding requested from the City	\$4,000.00_____	(S) or (A)
b. Other federal funds (if any)	\$0.00_____	(S) or (A)
c. State or local government funds	0.00_____	(S) or (A)
d. Donations and contributions	\$88,000.00_____	(Partially Secured)
e. Fees or memberships	\$135,634.00_____	(S) or (A)
f. In-kind contributions / Volunteer time	0.00_____	(S) or (A)
g. Other funding	0.00_____	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	\$223,634.00_____	(S) or (A)

2. Uses of CDBG funds requested for the program/project: (1.a.)

a. Wages and salaries	\$_____
b. Personnel benefits	_____
c. Materials and supplies	_____
d. Program expenses and evaluation	\$4,000.00_____
e. Rent and utilities	_____
f. Insurance	_____
g. Mileage (___ @ 62.5 cents/mile)	_____
h. Incentives and Special Events	_____
i. Indirect costs	_____
j. _____	_____
k. _____	_____

I. TOTAL REQUESTED FUNDING (same as 1.a.) \$4,000.00_____

3. Percentage of project budget represented by CDBG request 1.8% of total scholarship budget, and 23% of grant restricted beneficiaries (Santee youth) budget.

City of Santee – Application for CDBG Funding

4. If your project will require future funding, please provide information about how the program will be funded. The YMCA has made a commitment to always offer access to our valuable programs, regardless of one's ability to pay. We will continue to offer financial assistance to all who qualify and request support. This was underscored by our continuous offering of scholarships throughout and despite pandemic-related shutdowns and restrictions which shuttered our revenue streams and operations. The YMCA's relied upon services and proven fundraising efforts will continue to be part of our DNA and therefore, future funding will always be sought after through any and all various funding sources available – private, public, corporate, foundation, individual and beyond. The more funds we are able to secure results in more services for the Santee community. The Cameron Family YMCA sincerely appreciates the City of the Santee and the CDBG funding program for their longstanding partnership and support in this community effort.

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JAN 9 2023

Dept. of Development Services
City of Santee



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2023**

The following application must be completed by each qualified organization interested in being considered for CDBG funding. Please type or print clearly. Attach additional sheets of information as necessary. **All information must be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.**

The application must not exceed a total of fifteen (15) pages. The completed application must be submitted prior to 5:00 P.M. on Monday, January 9, 2023. Applications may be submitted electronically to bcrane@cityofsanteeca.gov. Paper copies may be mailed or delivered to the City of Santee, Department of Development Services, Attn: Bill Crane, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG funding may contact Bill Crane by email at bcrane@cityofsanteeca.gov before: 5:00 P.M. on Monday, January 2, 2023. Additionally, general information about CDBG-CV funding may be found on HUD's website at <https://www.hudexchange.info/programs/cdbg/>

GENERAL INFORMATION: Date: 12/19/2022

Agency Name: Crisis House
Agency Address: 9550 Cuyamaca Street Santee Ca 92071

Phone: 619-444-1194 Fax: 619-444-1422
E-mail: Crisishouse.org

Project/Program Contact Person (Name and Title): Steven Anderson
Project/Program Location: Santee CA

Phone: 619-444-1194 Fax: 619-444-1422
E-mail: Steven@crisishouse.org

Type of Project (check one):
Public Service Activity
Public Improvement (Construction)
Acquisition of property
Other (describe) [\[Click here to enter text\]](#)

Federal Unique Entity Identifier (UEI): **NYJBDLPXT2K1**

NOTE: UEI may be accessed through the following website: <https://sam.gov/content/home>

Person completing application: Steven Anderson

City of Santee – Application for CDBG Funding

FUNDING INFORMATION:

Amount Requested from Santee: \$ \$7,000.00

Total Project/Program Budget: \$ 7,000.00

Is the Project/Program scalable? Meaning if awarded less than requested could the Project/Program still be carried out, albeit to a lesser degree? Please explain: yes

Please complete Page 5 (CDBG Project Budget) itemizing revenues and expenses (sources and amounts) for the proposed project or activity in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

PROJECTACTIVITY INFORMATION

A. What is the purpose/mission of the applicant agency?

We respond immediately to stop the cycle of domestic violence, child abuse, and homelessness and connect families, children, and individuals to crucial resources that empower them to renew their lives.

B. Briefly describe the purpose of the project, the population to be served, the area to be benefited and estimated number of Santee residents who would benefit from the project. Inclusion of the estimated number of Santee residents served is required.

Purpose of Project: Provide services and referrals with the goal of connecting homeless and chronically homeless individuals and families in the City of Santee, to services, agencies and programs to help them secure services that lead to permanent housing.

Population to be Served: Crisis House will outreach to vulnerable individuals and families who are homeless and living in Santee and areas not meant for human habitation, as well as persons imminently at-risk of homelessness due to COVID-19.

Area to be benefited: City of Santee, California.

Estimated number of unduplicated Santee residents to benefit from project: This project will serve up to 75 persons .

C. Who will carry out the activities, the period over which the activities will be carried out, and the frequency with which the services will be delivered (be specific).

The Crisis House mobile outreach team goes out twice weekly to places within the City of Santee where people experiencing homelessness are living. The team goes out in pairs, and/or with other outreach teams, as well as attends on-going events for homeless persons in Santee. The Outreach Team brings food, water, and hygiene kits

City of Santee – Application for CDBG Funding

to persons experiencing homelessness as part of their outreach protocol, and offers resources as indicated. Staff makes an initial assessment of the client's vulnerability and needs and helps arrange connections to referrals to other resources for which client might qualify (e.g., medical, income, benefits, etc.). Additionally, our Program Assistant/Referral Specialist, responds to telephone crisis calls and provides referrals and other information.

- D. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities. Please see the Notice of Funding Availability to assist with this request.

The project meets the National Objective of benefiting a majority of low and moderate income (LMI) residents as defined as persons or households who earn at or below 80% of the Area Median Income (AMI). This project serves people at very low income (30% AMI). The Crisis House Emergency Services COVID-19 Project addresses the City of Santee Priorities, according to the City of Santee Consolidated Plan, by providing services for at risk populations: seniors, Special Needs populations, those experiencing homelessness, and individuals requiring prevention services. The project meets CARES Act (CDBG-CV) goals by assisting homeless persons affected by the coronavirus pandemic by addressing their housing needs by providing the vulnerable homeless population (or those at-risk of homelessness) with suitable emergency shelter so they can

- E. Agency/Nonprofit Organization Information:

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided. If the request for funding is submitted as part of a collaborative application, please provide information for each member of the collaborative. **If your organization has received CDBG (or CDBG-CV) funds from the City of Santee in the past, please note the number of years the organization has received CDBG funding.**

Crisis House, a Public Benefit Corporation, was established as a social service agency in 1970, incorporated in 1987 and received 501 (c) (3) IRS Determination in 1988. Crisis House offers an array of housing and social services for the region's survivors of domestic violence and children, as well as outreach services targeting homeless individuals. Our focus has always been low and extremely low-income populations. Our four-year strategic plan has 3 major goals; 1) Build a strong organization, 2) Support family and individual self-sufficiency, and 3) Be an essential community partner. The agency programs include a continuum of housing services for survivors of Domestic Violence and their children, a Camp Hope Program focused on children and a homeless services project. Crisis House supports the East County by hosting the annual Project Homeless Connect in East County, attended by over 48 providers and more than 200 homeless individuals. Crisis House supports Santee by organizing and completing the Point in Time Count (PIT) in Santee, sending staff and volunteers thought out Santee to secure an accurate count of homeless individuals in our community. In F/Y 2021-2022, Crisis House, along with our community partners, served 4806 people including 650 children with housing and crucial services. Crisis House

City of Santee – Application for CDBG Funding

provided permanent or emergency housing to 292 households that included 365 children. Crisis House has been a recipient of City of Santee CDBG funds for over fifteen (15) years.

F. Financial:

Describe your agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe how records are maintained to ensure the project benefits targeted groups.

Crisis House has policies, procedures and an automated accounting software system in place to ensure proper designation, support, control, and accounting of all funds, property, expenses, revenues, and assets for each contract and grant received. Each contract, grant, or program is assigned a cost center numerical code. Expenditures are supported by a corresponding invoice or receipt and attached to a check request that is authorized by a program manager/supervisor. The check request is coded with the proper cost center numerical code. The expenditure is then entered into our Quick Books Premier for Nonprofits Version 2000 accounting software, an accounting package specifically designed for nonprofit agencies and utilized to properly track revenue and expenditures for multiple funds, contracts, grants and programs. Crisis House procedures and records conform to General Accepted Accounting Principles (GAAP) as well as 2 CFR 84.21(b)(2), 24 CFR 85.20 (b)(2), 24 CFR 583.330(c) and the OMB Super Circular. Crisis House undergoes an independent federal single audit by an outside CPA firm each year. As part of our annual audit, the CPA evaluates and reports on our policies, procedures, and internal controls. All expenditures are supported by source records, which clearly identify the cost as allowable contract expenditure. Bank statements are reconciled monthly by an employee who is not able to authorize disbursements or sign checks and are approved by the Executive Director. All checks require two (2) signatures. All canceled and voided checks are retained. All revenues are receipted. Deposits are prepared and made by someone other than the person writing the receipts and receipt books are reconciled against the deposits.

Crisis House maintains the following records:

Cash Receipts Journal - For recording all cash receipts.

Cash Disbursements/Check Run Journal - For the recording of all cash disbursements.

General Journal - For recording transactions that are not normally recorded in the Cash Receipts and Cash Disbursements Journals.

General Ledger - This ledger maintains the various accounts. Posting is performed on an on-going basis as needed to the general ledger.

Payroll Records - Crisis House currently contracts with ADP payroll services to prepare all paychecks and to complete and file all appropriate payroll deposits, taxes, and reports. Employee time cards are approved by their immediate supervisor and submitted for payroll processing. All time sheets clearly show earned, used and remaining leave balances.

Bank Reconciliation - All bank accounts are reconciled monthly to the cash account in the General Ledger and include the signatures and dates of person preparing, reviewing, and approving.

City of Santee – Application for CDBG Funding

Petty Cash Fund - A small petty cash fund is kept in a locked box in a lock file cabinet in a locked room.

Requests for reimbursements from petty cash must be signed by an authorized supervisor and must be accompanied by a receipt.

Supporting Documentation - Files that contain paid check requests, invoices, time and attendance records, canceled checks, bank statements and other supporting documentation are maintained. Paid check requests include information on check number, date paid, amount paid, and the initials of the person making the payment.

Quarterly Payroll Tax Returns - Copies of Federal and State Quarterly Tax Returns are kept on file at Crisis House.

Checks- Check request with supporting documentation must be completed for all checks. The Executive Director, Director of Programs or an authorized supervisor must approve vouchers before a check can be written. All checks require two (2) signatures. Blank checks are not pre-signed and no checks can be written payable to "cash". Voided checks are marked "Void", the signature section mutilated, and kept in numerical sequence with the canceled checks after initialed by Executive Director. Stale Dated Checks – Checks issued by Crisis House that have not cleared the bank within six months will be voided and removed from our books. During the bank reconciliation and review process each month stale dated checks will be examined and adjusted as needed.

Mileage Claims - staff claiming mileage reimbursement prepare mileage claims. The claim is signed by the person requesting reimbursement and checked and authorized by program manager/supervisor. All claims show dates, places, miles and purpose for each.

G. Personnel:

Identify the staff administering/implementing this project and provide their experience in similar programs.

The Executive Director has a master's degree in Social Work with a concentration in Social Services Administration. She has over 40 years of experience working in the Non-Profit Sector in San Diego. Her experience includes Vice President of Programs for the largest multi-service homeless organization in San Diego, Director of Housing for another international non-profit organization and is currently Crisis House Executive Director. She is a member of the East County Homeless Task Force and Sharp Grossmont Patient Family Advisory Council. The Agency's Director of Programs has a BA degree and over 20 years of experience with non-profit program management. He is a Substance Abuse Disorder Certified Counselor. He is responsible for the oversight and contract compliance of all Crisis House programs and services. The Director of Accounting has an BS degree in accounting and over 10 years of accounting experience including two years at Crisis House. He has been managing our HUD Transitional Housing grants, County and State contracts and private foundations. He works directly with the external auditors. The Mobile Outreach Coordinator has a MA degree and has worked with homeless and chronically homeless persons and families for over five years. He worked for the County of San Diego for four years, before coming

City of Santee – Application for CDBG Funding

to Crisis House two years ago. He assesses clients' needs, provides them with referrals, connects them to permanent housing, and advocates on their behalf.

H. Conflict of Interest:

Please identify any member, officer, or employee of your organization who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application.

No member, officer, or employee of Crisis House is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has interest or holdings which could be affected by any action taken in execution of this application.

BENEFITS AND BENEFICIARIES

- A. How accessible or convenient is the proposed project/activity to Santee residents? (Please be specific such as direct services to a client's home, Santee location, transportation provided, etc.)

Crisis House administrative office is located in Santee. Our team coordinates and participates in the annual Point-in-Time (PIT) count each year which provides us with a unique understanding as to where, homeless individuals are living in Santee. This intimate knowledge of the riverbeds, parks and streets of Santee informs our outreach efforts and makes our services exceptionally accessible to Santee homeless residents.

- B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

100 % of clients are at 30 percent or below of the area median income
_____ % of clients are between 31 and 50 percent of the area median income
_____ % of clients are between 51 and 80 percent of the area median income
_____ % of clients are above 80 percent of the area median income

100% of clients are at 30 percent or below of the area median income

- C. Does your agency focus its activities on populations with special needs?

No

Yes (Please specify)

Please specify which special needs populations. (persons experiencing homelessness, persons with disabilities, persons with substance abuse problems, veterans, seniors, children, etc.)

Our focus will be persons experiencing homelessness. However, the intersection between homelessness and other issues has been well documented. Our Outreach

City of Santee – Application for CDBG Funding

teams will respond to all homeless individuals, and those with concurrent special needs such as substance abuse, veterans, seniors, and families will also be assessed and referred to appropriate resources.

DOCUMENTATION

A. How will the recipients' information be collected and documented?

We will continue to use San Diego's HMIS system (Clarity) to collect and document information and Santee CDBG forms.


C. How will the outcomes be measured, collected, and documented?

As mentioned above information regarding client and any interactions will be collected in Clarity, our HMIS system and the CDBG forms This allows us to document and track outcomes. We are able to run reports that measures outcomes. We review our program goals quarterly and adjust our strategies if our intended outcomes are not being met.

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.

Steven Anderson, Director of Programs


Signature

City of Santee – Application for CDBG Funding

CDBG-CV PROJECT BUDGET

Organization: Crisis House

Total organization budget \$3,148,589.00

Program/Project name requesting funds: East Housing Connections

CDBG funds requested: \$7,000. Total program/project budget: \$236,307.00

Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

1. Sources of funding for program/project:		(S)Secured or (A)Anticipated
a. Funding requested from the City	\$7,000	(S) or (A)
b. Other federal funds (if any)	\$54,000	(S) or (A)
c. State or local government funds	\$175,307.00	(S) or (A)
d. Donations and contributions	_____	(S) or (A)
e. Fees or memberships	_____	(S) or (A)
f. In-kind contributions / Volunteer time	_____	(S) or (A)
g. Other funding	_____	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	\$229,307.00	(S) or (A)

2. Uses of CDBG funds requested for the program/project: (1.a.)

a. Wages and salaries	\$5518.00 _____
b. Personnel benefits	\$1482.00 _____
c. Materials and supplies	_____
d. Program expenses and evaluation	_____
e. Rent and utilities	_____
f. Insurance	_____
g. Mileage (___ @ 62.5 cents/mile)	_____
h. Incentives and Special Events	_____
i. Indirect costs	_____
j. _____	_____
k. _____	_____

l. TOTAL REQUESTED FUNDING (same as 1.a.) \$7,000 _____

3. Percentage of project budget represented by CDBG request 3%

4. If your project will require future funding, please provide information about how the program will be funded. N/A



RECEIVED

JAN 9 2023

Dept. of Development Services
City of Santee

**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2023**

The following application must be completed by each qualified organization interested in being considered for CDBG funding. Please type or print clearly. Attach additional sheets of information as necessary. **All information must be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.**

The application must not exceed a total of fifteen (15) pages. The completed application must be submitted prior to 5:00 P.M. on Monday, January 9, 2023. Applications may be submitted electronically to bcrane@cityofsanteeca.gov. Paper copies may be mailed or delivered to the City of Santee, Department of Development Services, Attn: Bill Crane, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG funding may contact Bill Crane by email at bcrane@cityofsanteeca.gov before: 5:00 P.M. on Monday, January 2, 2023. Additionally, general information about CDBG-CV funding may be found on HUD's website at <https://www.hudexchange.info/programs/cdbg/>

GENERAL INFORMATION: Date: 1/6/2023

Agency Name: ElderHelp of San Diego
Agency Address: 5095 Murphy Canyon Rd #100, San Diego CA 92123

Phone: 619-284-9281 Fax: 619-284-0214
E-mail: info@elderhelpofsandiego.org

Project/Program Contact Person (Name and Title): Anya Delacruz, Associate Executive Director
Project/Program Location: Most of San Diego County with emphasis on central and eastern regions.

Phone: 619-371-4269 Fax: 619-284-0214
E-mail: adelacruz@elderhelpofsandiego.org

Type of Project (check one):
Public Service Activity
Public Improvement (Construction)
Acquisition of property
Other (describe)_[Click here to enter text]

Federal Unique Entity Identifier (UEI): GMBSRM6N74U3
NOTE: UEI may be accessed through the following website: <https://sam.gov/content/home>

Person completing application: Dorian Townsend, Grants Manager

City of Santee – Application for CDBG Funding

FUNDING INFORMATION:

Amount Requested from Santee: \$ 13,000

Total Project/Program Budget: \$ 1,008,418

Is the Project/Program scalable? Meaning if awarded less than requested could the Project/Program still be carried out, albeit to a lesser degree? Please explain: Yes, ElderHelp is committed to providing services to seniors in the City of Santee.

Please complete Page 5 (CDBG Project Budget) itemizing revenues and expenses (sources and amounts) for the proposed project or activity in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

PROJECT/ACTIVITY INFORMATION

A. What is the purpose/mission of the applicant agency?

Founded in 1973, ElderHelp of San Diego's mission is to provide personalized services and information that help seniors remain independent and live with dignity in their own homes. Our agency has a long history of helping seniors experiencing declining health, poverty, and isolation to remain independent in their homes through services providing for seniors' basic needs like food, shelter, transportation, and companionship. Last fiscal year, ElderHelp served 6,636 individuals across six core programs: Care Coordination, Housing Services, Seniors A Go Go, RUOK Calls, Family Caregiver Assistance Program, and Intake and Referral Services. Over its 49-year history, ElderHelp has served over 253,000 older adults in need, including many seniors in the City of Santee. Our goal throughout nearly five decades has been to help older adults remain in their homes and enhance the quality of life for older adults.

B. Briefly describe the purpose of the project, the population to be served, the area to be benefited and estimated number of Santee residents who would benefit from the project. Inclusion of the estimated number of Santee residents served is required.

Generous funding from the City of Santee will support ElderHelp senior independence services for residents of the City of Santee and the surrounding central and eastern regions of San Diego County. Services include Care Coordination, Housing Services, Seniors A Go Go, RUOK Calls, Family Caregiver Assistance Program, and Intake and Referral Services for seniors in need.

Last fiscal year, ElderHelp served 6,636 individuals across six core programs:

- Care Coordination combines case management for nearly 400 seniors with in-home help, including home safety inspections and modifications, grocery shopping, and companionship.
- Housing Services, which includes HomeShare, our longstanding roommate matching service with 24 current matches (nearly 1,000 since inception) averaging six years in length – three times the national average of other shared housing programs; housing

City of Santee – Application for CDBG Funding

consultation and navigation for more than 2,000 seniors; and resident service coordination at two low-income senior housing communities serving approximately 300 residents daily.

- Seniors A Go Go offers transportation to medical and non-medical appointments to keep seniors connected to their communities with more than 4,000 rides provided each year.
- RUOK Calls allow for daily check-ins with clients to ensure they are properly supported and identify any needs that may arise, with more than 7,000 calls provided each year.
- Family Caregiver Assistance Program addresses the special stressors of those who are caregiving through specialized training to more than 350 caregivers.
- Intake and Referral Services provides resources, information, and education to nearly 2,500 seniors and their families annually.

Recently ElderHelp has seen a dramatic rise in need for our services, including from Santee seniors, with overall San Diego County requests increasing by more than 700 percent. In addition, many seniors served by ElderHelp have exhibited compounding needs from their time in COVID-19 isolation, requiring enhanced assessment of their barriers to independence and more robust service provision. We have leveraged our experience during the later months of the pandemic through a continuous assessment of senior needs, informing how we provide our core services of getting seniors to medical appointments, increasing the frequency of regular check in calls, delivering food and basic supplies, helping with any repairs or housing issues, and ensuring issues of isolation and anxiety are known and addressed as quickly as possible.

Our clientele are older adults, with an average age of 79, in predominantly Central and Eastern San Diego County. Most of our clients (96%) are either low income or very low income, and many in this underserved population are disabled, are at risk of falls, or have more than one chronic health conditions. Although many local agencies deliver services to the LMI senior population, ElderHelp meets a unique need – keeping them healthy, safe and stable in their own homes and, just as important, providing relief to their inadequate pocketbooks by providing our assistive services at no cost.

During the first half of FY23 our agency has increased services to Santee residents with 17 receiving ongoing care coordination services and 30 receiving information and referral services. For those who receive ongoing care coordination, we estimate service costs to be approximately \$250 a month per senior. In the most recently completed fiscal year (FY22), ElderHelp served 58 Santee clients total.

With this funding, ElderHelp will serve approximately 65 Santee residents through all agency programs and services.

- C.** Who will carry out the activities, the period over which the activities will be carried out, and the frequency with which the services will be delivered (be specific).

We have six ongoing programs serving Santee that are administered on a daily basis throughout the year. 1) Our traditional Care Coordination program continues to provide high-level case management, where Care Coordinators work with clients to develop care plans and connect to services, including volunteer services. Volunteers support

City of Santee – Application for CDBG Funding

clients telephonically and in-person, providing relief from isolation and depression. As part of Care Coordination, ElderHelp offers nutritional services for seniors experiencing food insecurity, offering delivered food and essential supplies from ElderHelp's food pantry or the grocery store. 2) Housing Services: ElderHelp offers our HomeShare program a longstanding roommate matching service and housing consultation and navigation. All services are administered through our Housing Coordinators. 3) Seniors a Go Go Transportation is managed by our team of Transportation Coordinators. 4) RUOK Daily check-in calls are made by ElderHelp staff and trained volunteers who provide check-in calls to isolated and frail seniors, giving them peace of mind that their welfare is being attended to. 5) We are in the process of relaunching our Family Caregiver Assistance Program services to help local caregivers manage stressors. Current training is offered through an online specialized program designed by ElderHelp staff. 6) Information & Referral service is provided by a front desk staff member and trained volunteers. Calls average 25-35 minutes as callers are dealing with complex issues, more so than ever with the economic impact of the coronavirus. The Information & Referral team provides resources and access to information to meet a variety of elder care needs.

- D. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities. Please see the the Notice of Funding Availability to assist with this request.

Our clients' income levels correspond to the CDBG Program National Objectives of serving low to moderate income persons. In fact, 96% of our clients are low or very low income. ElderHelp also meets the City of Santee priorities of assisting low to moderate income homeowners, since our mission is to assist seniors to remain living independently in their own homes. ElderHelp serves socially isolated senior members, aged 60 and older, predominantly living in LMI households, the combination of which makes it difficult for them to adequately meet critical daily needs.

- E. Agency/Nonprofit Organization Information:

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided. If the request for funding is submitted as part of a collaborative application, please provide information for each member of the collaborative. **If your organization has received CDBG (or CDBG-CV) funds from the City of Santee in the past, please note the number of years the organization has received CDBG funding.**

Since 1973, ElderHelp has served as a 501c3 nonprofit organization, helping over 253,000 older adults in need, including many seniors in the City of Santee. Our goal throughout nearly five decades has been to help older adults remain in their homes and enhance the quality of life for older adults through targeted services including Care Coordination, Housing Services, Seniors A Go Go, RUOK Calls, Family Caregiver Assistance Program, and Intake and Referral Services. The impact of ElderHelp's programs is clear: we keep seniors living safer, healthier, and longer in their own homes. For instance, the 30 home safety and maintenance projects completed this past year by

City of Santee – Application for CDBG Funding

our volunteer home safety team prevented falls for 99 percent of our clients. Only one percent of these clients experienced a fall last year, a stark contrast to the national average of 25 percent of seniors experiencing a fall. Our care coordinators conducted 70 safety assessments to identify targeted services to prevent hospitalization. More than 96 percent of those assessed stayed out of hospitals and ERs—the national average on the other hand is 50 percent hospitalized or experiencing ER stays. Finally, 50 percent of San Diego's seniors experiencing homelessness became homeless for the first time in the past year. Our 25 Homeshare matches allowed 92 percent of participants to gain housing and financial stability, avoiding homelessness. All ElderHelp services kept seniors in their homes 10 years longer than the national average, allowing them to age in their homes and communities rather than costly long term care facilities. That extra 10 years save seniors and their families anywhere from \$420,000 to over \$1 million dollars depending upon the type of placement. We have positioned ourselves at the forefront of the aging in place movement and consistently strive to build collaborations and raise awareness that advance this goal and provide solace for the low-income, aging population in San Diego. ElderHelp has received CDBG funding from the City of Santee every year since 2004. That adds up to 19 years of support, strong evidence of a successful partnership.

F. Financial:

Describe your agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe how records are maintained to ensure the project benefits targeted groups.

ElderHelp follows Board-approved accounting policies that are consistent with GAAP, using Quickbooks accounting software. The agency maintains an accounting procedures manual, which is updated as necessary and reviewed annually by an outside, independent auditor. Disbursement and payment procedures require that invoices and check requests be submitted/reviewed by the end user/spender, approved by a department manager and reviewed by the Executive Director. Checks are processed by the Accounting Specialist and signed by the Executive Director or the Associate Executive Director. Checks over \$5,000 require two signatures. Bank statements are reconciled monthly by the Accounting Specialist and approved by the Executive Director. Restricted revenues are accounted for separately. Expenses are tracked by budget line item, specific to each program or revenue stream to ensure that designated funds are spent appropriately. Each month, the Board of Directors is presented with a complete set of financial statements which includes a Statement of Income & Expense Current Month and Year to Date showing the budget to actual, a Statement of Financial Position and a Cash Flow report. All accounting is performed by staff, and financial records are kept in the main office. While not a requirement, each year ElderHelp submits to an independent audit, which is presented to the Board by the auditor. The ultimate responsibility for financial oversight of CDBG expenditures will be Deborah Martin, CEO/Executive Director, and the Director of Finance, Sara Gongora. In addition, we keep a spreadsheet to track Santee participation, including phone inquiries, and report client numbers to the City of Santee on a quarterly basis

City of Santee – Application for CDBG Funding

G. Personnel:

Identify the staff administering/implementing this project and provide their experience in similar programs.

Deborah Martin, CEO/Executive Director, has her Bachelor's Degree in Business Law., Her role involves overseeing the operations of ElderHelp, including financials, legal, program implementation and oversight, fundraising, technology, growth planning and long-range strategic planning. Anya Delacruz, Associate Executive Director, has nearly 20 years' experience working with seniors. She joined ElderHelp in 2008 and has played an integral role in developing the organization's programs. She has accountability for program performance and deliverables, as well as staff morale. The Care Coordination Manager, Elizabeth Wagner, oversees the daily operations of the Care Coordination and Seniors A Go Go programs. Elizabeth has supported all of ElderHelp's service programs and her gentle handling of any situation produces the best outcomes for our clients.

H. Conflict of Interest:

Please identify any member, officer, or employee of your organization who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application.

There is no conflict of interest involved with ElderHelp and the execution of this application.

BENEFITS AND BENEFICIARIES

A. How accessible or convenient is the proposed project/activity to Santee residents? (Please be specific such as direct services to a client's home, Santee location, transportation provided, etc.)

Most ElderHelp services are provided at the client's home or telephonically. Santee residents can also go to ElderHelp's office, which is located 11 miles from the center of the City of Santee.

B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

_____ 62 _____ % of clients are at 30 percent or below of the area median income
_____ 38 _____ % of clients are between 31 and 50 percent of the area median income
_____ % of clients are between 51 and 80 percent of the area median income
_____ % of clients are above 80 percent of the area median income

C. Does your agency focus its activities on populations with special needs?

No

Yes (Please specify)

City of Santee – Application for CDBG Funding

Please specify which special needs populations. (persons experiencing homelessness, persons with disabilities, persons with substance abuse problems, veterans, seniors, children, etc.)

ElderHelp exclusively serves seniors and their families.

DOCUMENTATION

A. How will the recipients' information be collected and documented?

ElderHelp regularly collects client data for all aspects of our programs in SalesForce.

B. How will the outcomes be measured, collected, and documented? .

Through SalesForce we run reports to evaluate services and provide client interventions. SalesForce tracks most data points, such as client social and medical needs and experiences, and interactions between staff, clients, and volunteers. In addition, Care Coordinators administer a biopsychosocial assessment at intake with regular checks against baseline. Throughout our routine monitoring of clients and listening to volunteer feedback, we maintain a vigilant qualitative assessment of client needs, whether self-identified or not, and client satisfaction. Information is gathered during client and volunteer interviews, client assessments and reassessments, and regular follow-up (via phone or home visits). The team makes necessary changes to ensure goals are met and to measure growth and improvement. Data analysis and evaluation is performed by ElderHelp's Associate Executive Director Anya Delacruz, who has nearly 20 years of experience in senior services.

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.

Deborah Martin, CEO/ Executive Director
Type or Print Your Name and Title



Signature

City of Santee – Application for CDBG Funding

CDBG-CV PROJECT BUDGET

Organization: ElderHelp of San Diego

Total organization budget \$ 1,776,046

Program/Project name requesting funds: Care Coordination Program and Associated Services

CDBG funds requested: \$ 13,000 Total program/project budget: \$1,008,418

Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

1. Sources of funding for program/project:		(S)Secured or (A)Anticipated
a. Funding requested from the City	\$13,000	(S) or (A)
b. Other federal funds (if any)	\$15,000	(S) or (A)
c. State or local government funds	\$170,246	(S) or (A)
d. Donations and contributions	\$254,183	(S) or (A)
e. Fees or memberships: Client donations	\$11,832	(S) or (A)
f. Other funding: Non-Government contracts	\$57,296	(S) or (A)
g. Other funding: Foundation Grants	\$486,861	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	\$ <u>1,008,418</u>	

2. Uses of CDBG funds requested for the program/project: (1.a.)

a. Wages and salaries	\$ <u>670,010</u>
b. Personnel benefits	<u>134,002</u>
c. Materials and supplies	<u>36,570</u>
d. Program expenses and evaluation	<u>20,848</u>
e. Rent and utilities	<u>86,529</u>
f. Insurance	<u>8,039</u>
g. Mileage (39,597 @ 62.5 cents/mile)	<u>24,748</u>
h. Indirect costs	<u>21,604</u>
i. <u>All other expense</u>	<u>6,068</u>
j. _____	_____

l. TOTAL REQUESTED FUNDING (same as 1.a.) \$ 13,000

3. Percentage of project budget represented by CDBG request 1.3 %

4. If your project will require future funding, please provide information about how the program will be funded. ElderHelp pursues a diversified funding strategy, which currently includes approximately 47% from grants, 26% from government and non-government contracts, 6% from corporate support, 14% from individuals, 6% from events, and 1% in client contributions.

RECEIVED

JAN 9 2023

Dept. of Development Services
City of Santee



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2023**

The following application must be completed by each qualified organization interested in being considered for CDBG funding. Please type or print clearly. Attach additional sheets of information as necessary. **All information must be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.**

The application must not exceed a total of fifteen (15) pages. The completed application must be submitted prior to 5:00 P.M. on Monday, January 9, 2023. Applications may be submitted electronically to bcrane@cityofsanteeca.gov. Paper copies may be mailed or delivered to the City of Santee, Department of Development Services, Attn: Bill Crane, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG funding may contact Bill Crane by email at bcrane@cityofsanteeca.gov before: 5:00 P.M. on Monday, January 2, 2023. Additionally, general information about CDBG-CV funding may be found on HUD's website at <https://www.hudexchange.info/programs/cdbg/>

GENERAL INFORMATION: Date: 1/9/2023

Agency Name: Meals On Wheels Greater San Diego, Inc. dba: Meals on Wheels
San Diego County

Agency Address: 2254 San Diego Avenue, Ste. 200, San Diego, CA 92110

Phone: 619-278-4012

Fax: 619-260-6373

E-mail: aduarte@meal-on-wheels.org

Project/Program Contact Person: Tim Ray, East County Service Center Manager

Project/Program Location: El Cajon

Phone: 619-447-8782

Fax: 619-260-6373

E-mail: tray@meals-on-wheels.org

Type of Project (check one):

Public Service Activity

Public Improvement (Construction)

Acquisition of property

Other (describe)

Federal Unique Entity Identifier (UEI): DCWTFQJ3V5H8

NOTE: UEI may be accessed through the following website: <https://sam.gov/content/home>

Person completing application: Ali Duarte, Grants Manager

City of Santee – Application for CDBG Funding

FUNDING INFORMATION:

Amount Requested from Santee: \$ 5,000

Total Project/Program Budget: \$ 152,367.60

Is the Project/Program scalable? Meaning if awarded less than requested could the Project/Program still be carried out, albeit to a lesser degree? Please explain: Yes, the project/program will still be carried out to the same degree regardless of the funding amount. Meal delivery to seniors is our main program and we do not rely on one source of funding

Please complete Page 5 (CDBG Project Budget) itemizing revenues and expenses (sources and amounts) for the proposed project or activity in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

PROJECTACTIVITY INFORMATION

A. What is the purpose/mission of the applicant agency?

Meals on Wheels San Diego County (MOWSDC)'s mission is to empower seniors and veterans to remain independent by nourishing their bodies, minds, and spirits. Our vision is drive out senior hunger and isolation across our region. MOWSDC is part of the community safety net serving older adults with the home delivery of up to two nutritious meals a day at a subsidized price and accompanied by social visits, safety checks, and care navigator support with referrals if necessary. Many seniors experience chronic illnesses and disabilities making activities of daily living difficult. In many cases, seniors will become temporarily and/or permanently homebound. Becoming homebound prevents seniors from obtaining food, healthcare, support services, and engagement in social activities. Home delivery of meals, with daily safety and wellness checks, enables seniors experiencing these difficulties to more successfully navigate these challenges, avoid negative health impacts and maintain their preferred residence.

B. Briefly describe the purpose of the project, the population to be served, the area to be benefited and estimated number of Santee residents who would benefit from the project. Inclusion of the estimated number of Santee residents served is required.

MOWSDC serves all of San Diego County, including the 3,049 square miles of rural and unincorporated areas. MOWSDC subsidizes 60% of the costs for meals, delivery, and other services provided, regardless of a senior's ability to pay. Further subsidies are provided for seniors who are experiencing severe financial difficulties.

The area to be served with this request is the entire City of Santee, including City of Santee's LMI Census Tracts. The service population includes older adults 62+ who are homebound and fall within the extremely low- to moderate-income bracket established by the Department of Housing and Urban Development. In the last completed City of Santee CDBG program year (7/1/2021-6/30/2022), MOWSDC provided nutritious meals to 97 Santee seniors. Historically, the seniors served in the City of Santee by MOWSDC have the following characteristics: 37% are aged 85+ and 37% are between 75 and 84 years of age; 51% fall within the extremely low-income bracket (<30% of AMI); 45% fall

City of Santee – Application for CDBG Funding

in the very low-income bracket (30-80% of AMI) and 4% fall in the moderate-income bracket (80-120% of AMI); 42% are female head of household; 24% are veterans; 40% live alone and 24% have disabilities.

For the City of Santee Program Year 2023 (July 1, 2022 – June 30, 2023), MOWSDC is contracted to serve 83 unduplicated seniors in Santee. Per the Quarter 1 Report, MOWSDC had already served 38 unduplicated Santee seniors putting MOWSDC at 45% of its goal. For the City of Santee's Program Year 2024 (July 1, 2023 – June 30, 2024) MOWSDC will serve 97 unduplicated seniors in Santee with the delivery of up to two meals a day accompanied by a safety check and social visit. CDBG funding will provide for food and packaging costs of 1,644 meals (\$3.04 direct cost per meal) reducing the overall cost of each delivered meal. This will ensure a minimum subsidy of 60% from the total per-meal-delivered costs for every senior, and further subsidies will be offered to those who qualify.

- C. Who will carry out the activities, the period over which the activities will be carried out, and the frequency with which the services will be delivered (be specific).

The MOWSDC East County Service Center located at 131 Chambers Street in El Cajon services the City of Santee. The East County Service Center is managed by Mr. Tim Ray. (Please see details on his qualifications in Section F.) Daily meal deliveries are coordinated through a complex routing system to individual senior homes across the City of Santee using 400 volunteer delivery drivers coordinated by eight program staff. Fresh meals are produced for the program at the MOWSDC meal center and are packaged for delivery. Across the county, four service centers coordinate deliveries of hot and cold meal packages and beverages to 19 different drop-sites across the county. Volunteer drivers collect individualized meals at these drop sites and cover 127 weekday routes and 64 weekend routes to senior residences - ensuring between 1,000 and 1,800 daily, personal meal deliveries. The City of Santee's program is a component of the countywide services. The period in which the activities will be carried out will be during the City of Santee's CDBG Program Year 2023-2024 (July 1, 2023 to June 30, 2024). MOWSDC delivers meals and corresponding services to homebound seniors for everyday of the week (Sunday's meals delivered on Saturday). MOWSDC is the only meal delivery program that delivers on weekends and holidays.

- D. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities. Please see the the Notice of Funding Availability to assist with this request.

MOWSDC's project for the City of Santee meets CDBG Program National Objective 1 by providing services to seniors considered extremely low- to moderate-income. One-hundred percent of seniors served in the City of Santee fall qualify the HUD LMI income levels. Additionally, the services provided are considered a high priority, as stated in the City of Santee's 2020-2024 Consolidated Plan under Public Services for LMI-Resident, ensuring improved quality of life for seniors and other persons with special needs through supportive services. MOWSDC's program supports improved health and safety for seniors and veterans while they age in place.

City of Santee – Application for CDBG Funding

E. Agency/Nonprofit Organization Information:

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided. If the request for funding is submitted as part of a collaborative application, please provide information for each member of the collaborative. **If your organization has received CDBG (or CDBG-CV) funds from the City of Santee in the past, please note the number of years the organization has received CDBG funding.**

MOWSDC was established in 1960 and incorporated as a 501 (3)(c) in 1970. MOWSDC serves all of San Diego County, including the 3,049 square miles of rural and unincorporated areas. MOWSDC provides services to adults over the age of 60 who are homebound due to age, illness or disability. Care services include the delivery of up to two fresh meals a day, a social visit, a safety check, and care navigation with referrals to other social service providers if necessary. All services are subsidized for all seniors at 60%, and further subsidies are provided to those who qualify. MOWSDC has been receiving CDBG funds from the City of Santee since 2009 (thirteen years).

F. Financial:

Describe your agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe how records are maintained to ensure the project benefits targeted groups.

MOWSDC has a fully staffed Finance Department and uses QuickBooks Premium for Nonprofits. Each grant is assigned a unique identifier making it possible to track grant expenditures. MOWSDC also has an Accounting Policies and Procedures Manual that is updated regularly. MOWSDC uses Quickbooks for general ledger, accounts payable and financial recordkeeping and reporting. The chart of accounts structure provides for adequate segregation and tracking of separate funding sources. All vendor invoices and other expenses are paid by check. Contributions and grants are recorded and managed in Raisers Edge. Program fee billing and tracking is managed through SERVtracker, our client service software. All clients are required to complete an intake interview with a MOWSDC Service Center employee. Information collected on the Intake Form is entered into the SERVtracker database. The intake form documents all demographic information including address, age, gender, ethnic background, income level and all other important information. The database is updated daily and reports are run on regular intervals to ensure data integrity. As a registered 501 (c)(3) non-profit, MOWSDC financial statements are audited annually by an independent auditor and Form 990 is filed annually with the Internal Revenue Service as required. Internal financial reports are also produced monthly by the CFO, issued to the Board Finance Committee for review and presented quarterly to the full MOWSDC Board of Trustees.

City of Santee – Application for CDBG Funding

G. Personnel:

Identify the staff administering/implementing this project and provide their experience in similar programs.

Mr. Ray, East County Manager, has extensive management experience in the senior care field and hospitality industry. Mr. Ray was the Administrator at Inn on the Boulevard Assisted Living for thirteen years. He holds a B.S. in Business Administration. Mr. Topper, CFO, has extensive non-profit experience including as Director of Finance and Administration for the Northern Arizona University Foundation, a \$43M privately funded endowment, Director of Finance and Controller for Ameri Tribes, and an accounting manager with the Hotel Group. Mr. Topper is a fully licensed CPA (AZ), and was a finalist for San Diego Business Journal CFO of the Year 2011. He holds a B.S. in Accountancy from Northern Arizona University.

H. Conflict of Interest:

Please identify any member, officer, or employee of your organization who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application.

No member, officer, or employee of our organization is an officer or employee of the City of Santee or member of any of its boards, commissions, or committees or has any conflict of interest or holding.

BENEFITS AND BENEFICIARIES

- A. How accessible or convenient is the proposed project/activity to Santee residents? (Please be specific such as direct services to a client's home, Santee location, transportation provided, etc.)

Access to this care is provided in the client's home in the City of Santee, without the need for seniors to negotiate outside their existing living area.

- B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

___51___% of clients are at 30 percent or below of the area median income
___45___% of clients are between 31 and 50 percent of the area median income
___4___% of clients are between 51 and 80 percent of the area median income
___0___% of clients are above 80 percent of the area median income

- C. Does your agency focus its activities on populations with special needs?

No Yes (Please specify)

City of Santee – Application for CDBG Funding

Please specify which special needs populations. (persons experiencing homelessness, persons with disabilities, persons with substance abuse problems, veterans, seniors, children, etc.)

MOWSDC offers services to older adults 60+, caregivers, and disabled veterans. MOWSDC primarily serves older adults who are low-income and often homebound due to age, illness, or disability. This project will be to serve seniors who are 62 years or older.

DOCUMENTATION

A. How will the recipients' information be collected and documented?

Clients are contacted initially by phone to collect financial and demographic information and services requested. An in-person interview is scheduled and MOWSDC staff visit the senior in the home to complete in-home observations and needs assessment, finalize a planned delivery schedule and initiate service. Upon intake clients complete a self-verification form to verify income level based on household size, race, ethnicity, and female head of household status. When the MOWSDC staff members returns to the office, the information is then entered into our electronic database called SERVTracker.

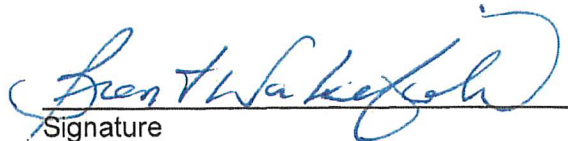
B. How will the outcomes be measured, collected, and documented? .

MOWSDC uses a sophisticated electronic database called SERV/tracker to collect and report on client demographics, meal delivery and safety/wellness information. In addition to an initial phone intake and in person interview with MOWSDC staff, volunteers and staff who visit homes daily also have data input responsibilities. The new MOWSDC mobile application, used by all volunteers and staff, allows for daily observations to be entered with regards to client living conditions (Change of Condition Alert). This data is electronically relayed back to the MOWSDC Care Navigator and Service Center Managers who assesses for needed responses. The Care Navigator will contact the clients by phone or in person depending on urgency and risk level of the report. Responses may include initiating calls to family, social service agencies, emergency health responders, community groups who assist in home repairs and other partner agencies. Interventions are notated in each client alert file. The Service Center Managers, Executive Management and Board of Trustees conduct ongoing performance evaluation and program reviews.

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.

Brent Wakefield, President & CEO
Type or Print Your Name and Title


Signature

City of Santee – Application for CDBG Funding

CDBG-CV PROJECT BUDGET

Organization: Meals on Wheels San Diego County

Total organization budget \$8,779,816 _____

Program/Project name requesting funds: _Senior Meal Delivery & Accompanying Services_

CDBG funds requested: \$ _5,000_ Total program/project budget: \$ _152,367.60_ Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

- 1. Sources of funding for program/project: (S)Secured or (A)Anticipated
a. Funding requested from the City \$ _5,000_ (S) or (A)
b. Other federal funds (if any) _____ (S) or (A)
c. State or local government funds _____ (S) or (A)
d. Donations and contributions _____ 85,442.8 (S) or (A)
e. Fees or memberships _____ 61,924.8 (S) or (A)
f. In-kind contributions / Volunteer time _____ (S) or (A)
g. Other funding _____ (S) or (A)
h. TOTAL PROJECT FUNDING (project budget) \$ _152,367.60_ (S) or (A)

- 2. Uses of CDBG funds requested for the program/project: (1.a.)
a. Wages and salaries \$ _____
b. Personnel benefits _____
c. Materials and supplies _____
d. Program expenses and evaluation _____
e. Rent and utilities _____
f. Insurance _____
g. Mileage (_ @ 62.5 cents/mile) _____
h. Incentives and Special Events _____
i. Indirect costs _____
j. _Food & packaging_ _____ 5,000
k. _____
l. TOTAL REQUESTED FUNDING (same as 1.a.) \$ _5,000_

3. Percentage of project budget represented by CDBG request _3_ %

4. If your project will require future funding, please provide information about how the program will be funded. Clients pay, on average, 40% of the actual meal cost - depending on income

City of Santee – Application for CDBG Funding

levels (average is \$3.80 per meal - equating to an estimated \$61,924.80). Private donors will contribute the remaining \$85,442.80 of this project through MOWSDC's robust charitable giving program. To ensure all programs are fundable from multiple sources, additional grant applications are planned along with robust corporate campaigns and fundraising events to meet any unexpected shortfall.



RECEIVED

JAN 3 2023

Dept. of Development Services
City of Santee

**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2023**

The following application must be completed by each qualified organization interested in being considered for CDBG funding. Please type or print clearly. Attach additional sheets of information as necessary. **All information must be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.**

The application must not exceed a total of fifteen (15) pages. The completed application must be submitted prior to 5:00 P.M. on Monday, January 9, 2023. Applications may be submitted electronically to bcrane@cityofsanteeca.gov. Paper copies may be mailed or delivered to the City of Santee, Department of Development Services, Attn: Bill Crane, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG funding may contact Bill Crane by email at bcrane@cityofsanteeca.gov before: 5:00 P.M. on Monday, January 2, 2023. Additionally, general information about CDBG-CV funding may be found on HUD's website at <https://www.hudexchange.info/programs/cdbg/>

GENERAL INFORMATION: Date: 12/26/2022

Agency Name: The Santee Food Bank
Agency Address: P.O. Box 712054 Santee CA 92072

Phone: 619-448-2096 Fax: N/A
E-mail: info@thesanteefoodbank.org

Project/Program Contact Person (Name and Title): Dennis Martins, President
Project/Program Location: 9715 Halberns Blvd., Santee CA

Phone: 619-248-3570 Fax: N/A
E-mail: info@friendsscc.org

Type of Project (check one):
Public Service Activity
Public Improvement (Construction)
Acquisition of property
Other (describe) [\[Click here to enter text\]](#)

Federal Unique Entity Identifier (UEI): P&JASPW6UMQ7
NOTE: UEI may be accessed through the following website: <https://sam.gov/content/home>

Person completing application: Marty Smothermon

City of Santee – Application for CDBG Funding

FUNDING INFORMATION:

Amount Requested from Santee: \$ 20,000

Total Project/Program Budget: \$ 49,500

Is the Project/Program scalable? Meaning if awarded less than requested could the Project/Program still be carried out, albeit to a lesser degree? Please explain:

No, this program relies on CDBG funding to help us keep our doors open for those who need help with their food budgets. This funding helps us pay for approximately 60% of our utilities, rent, liability insurance and equipment maintenance. A decrease in funding will have adverse effects on our organization.

Please complete Page 5 (CDBG Project Budget) itemizing revenues and expenses (sources and amounts) for the proposed project or activity in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

PROJECT/ACTIVITY INFORMATION

A. What is the purpose/mission of the applicant agency?

The Santee Food Bank's primary purpose is to assist residents by providing families with much needed food. With the onset of COVID we changed our distribution model by establishing a drive up system which streamlined the process of getting food to our clients quickly and safely. We continue to strive to help those in need.

B. Briefly describe the purpose of the project, the population to be served, the area to be benefited and estimated number of Santee residents who would benefit from the project. Inclusion of the estimated number of Santee residents served is required.

We focus on collecting food from our local grocery stores, sorting it and giving those items to all who come to us. During the calendar year 2021, we provided food to 14,904 individuals who live in Santee. Through the end of December 2022, the numbers surged to 19,000 individuals. Adding a conservative 5% brings us to 19,950 for 2023 individuals

C. Who will carry out the activities, the period over which the activities will be carried out, and the frequency with which the services will be delivered (be specific).

We have a very committed volunteer staff who put in nearly 18,000 hours of their time and talent each year. In addition, the Board of Directors puts in numerous hours networking with the community, applying for grants, and overseeing the daily food bank operation. Our volunteers collect fresh donations from local stores 6 days a week. We are open every Wednesday, Friday and Saturday from 8am to 11am. We also distribute government provided commodities on the 3rd Tuesday of each month. The commodity program provides food packs to an average of 250 households on a monthly basis. Additionally, we partner with Sunrise Church to deliver our food to approximately 50 households with homebound individuals. This monthly shut-in food distribution assists those who are unable to leave their home.

City of Santee – Application for CDBG Funding

- D. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities. Please see the the Notice of Funding Availability to assist with this request.

The Santee Food Bank continues to be non-profit operating under 501c3. It was established in 1983 and incorporated in 1990. Our agency partners with the San Diego Food Bank and Feeding San Diego who provide our organization with assistance when needed. Our primary purpose is to help alleviate hunger for those in need.

- E. Agency/Nonprofit Organization Information:

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided. If the request for funding is submitted as part of a collaborative application, please provide information for each member of the collaborative. **If your organization has received CDBG (or CDBG-CV) funds from the City of Santee in the past, please note the number of years the organization has received CDBG funding.**

Established in 1983 and incorporated in 1990, the The Santee Food Bank distributes food to everyone who comes to us from low to mid-level incomes. Our organization has been receiving CDBG funding since 2007 and these 16 years of funding continues to help us pay our utility bills, liability insurance, rent and equipment maintenance/repairs.

- F. Financial:

Describe your agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe how records are maintained to ensure the project benefits targeted groups.

The Santee Food Bank Treasurer uses Quick Books to keep accurate and up to date records. A monthly report is provided to the Board for review. Both the President & Site Manager have access to the banking information. Paper copies of all financial transactions are stored in the Food Bank office.

- G. Personnel:

Identify the staff administering/implementing this project and provide their experience in similar programs.

President: Dennis Martins, Friends Christian Church; Secretary: Leah Winstead, U.S. Navy, Active Duty; Treasurer: Donna Daum, retired actuary; Manager & Vice President: Marty Smothermon, retired cost analyst and long-time board member.

City of Santee – Application for CDBG Funding

H. Conflict of Interest:

Please identify any member, officer, or employee of your organization who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application.

There are no known conflicts between the Santee Food Bank and the City of Santee.

BENEFITS AND BENEFICIARIES

A. How accessible or convenient is the proposed project/activity to Santee residents? (Please be specific such as direct services to a client's home, Santee location, transportation provided, etc.)

Because of the Covid epidemic, we developed a drive-through food distribution enabling clients to remain in their vehicles. This also encourages clients to carpool to our facility. We also deliver monthly to those not able to leave their home.

B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

85% of clients are at 30 percent or below of the area median income

10% of clients are between 31 and 50 percent of the area median income

5% of clients are between 51 and 80 percent of the area median income

0% of clients are above 80 percent of the area median income

[Click here to enter text]

C. Does your agency focus its activities on populations with special needs?

No

Yes (Please specify)

Please specify which special needs populations. (persons experiencing homelessness, persons with disabilities, persons with substance abuse problems, veterans, seniors, children, etc.)

With food distribution, we take into account each clients' unique needs and situations. For instance, reusable canvas bags are used when packing shelf-stable food for the homeless. We also provide toiletries when available. When we have milk, it is first distributed to families with children.

City of Santee – Application for CDBG Funding

DOCUMENTATION

A. How will the recipients' information be collected and documented?

Currently, each client visit generates a paper intake sheet. These are stored and kept in a locked file cabinet for 5 years, after which they are shredded. We are in the process of acquiring Oasis, a digital record keeping system. This will modernize and streamline our data..

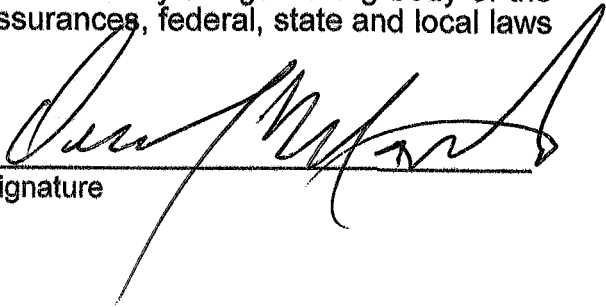
B. How will the outcomes be measured, collected, and documented?

We have developed a comprehensive Excel workbook which helps us maintain our client statistics. This includes the number of people in a household, income level, ethnicity, female head of household, veterans, disabled and seniors.

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.

Dennia Martins, President
Type or Print Your Name and Title



Signature

City of Santee -- Application for CDBG Funding

CDBG-CV PROJECT BUDGET

Organization: The Santee Food Bank

Total organization budget \$49,500

Program/Project name requesting funds: Santee Food Bank

CDBG funds requested: \$ 20,000 Total program/project budget: \$ 49,500

Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

1. Sources of funding for program/project: (S)Secured or (A)Anticipated
- a. Funding requested from the City \$ 20,000 (S) or (A)
 - b. Other federal funds (if any) \$ 0 (S) or (A)
 - c. State or local government funds \$ 0 (S) or (A)
 - d. Donations and contributions \$ 20,000 (S) or (A)
 - e. Fees or memberships \$ 500 (S) or (A)
 - f. In-kind contributions / Volunteer time \$ 0 (S) or (A)
 - g. Other funding \$ 9,500 (S) or (A)
 - h. TOTAL PROJECT FUNDING (project budget) \$ 49,500 (S) or (A)

2. Uses of CDBG funds requested for the program/project: (1.a.)

- a. Wages and salaries \$ 0
- b. Personnel benefits \$ 0
- c. Materials and supplies \$ 0
- d. Program expenses and evaluation \$ 0
- e. Rent and utilities \$ 17,500
- f. Insurance \$ 1,500
- g. Mileage (___ @ 62.5 cents/mile) \$ 0
- h. Incentives and Special Events \$ 0
- i. Indirect costs \$ 0
- j. Equipment Mainenance \$ 1,000
- k. _____

l. TOTAL REQUESTED FUNDING (same as 1.a.) \$ 20,000

3. Percentage of project budget represented by CDBG request About 41 %

City of Santee – Application for CDBG Funding

4. If your project will require future funding, please provide information about how the program will be funded.

During these uncertain financial times, we will continue to search for grant opportunities and or additional funding assistance.

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JAN 9 2023

Dept. of Development Services
City of Santee



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2023**

The following application must be completed by each qualified organization interested in being considered for CDBG funding. Please type or print clearly. Attach additional sheets of information as necessary. **All information must be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.**

The application must not exceed a total of fifteen (15) pages. The completed application must be submitted prior to 5:00 P.M. on Monday, January 9, 2023. Applications may be submitted electronically to bcrane@cityofsanteeca.gov. Paper copies may be mailed or delivered to the City of Santee, Department of Development Services, Attn: Bill Crane, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG funding may contact Bill Crane by email at bcrane@cityofsanteeca.gov before: 5:00 P.M. on Monday, January 2, 2023. Additionally, general information about CDBG-CV funding may be found on HUD's website at <https://www.hudexchange.info/programs/cdbg/>

GENERAL INFORMATION: Date: 1/5/2023

Agency Name: Santee Santas Foundation, Inc
Agency Address: P.O. Box 7100033, Santee, CA 92072

Phone: 619-258-5947 Fax: [Click here to enter text]
E-mail: santeesantas@gmail.com

Project/Program Contact Person (Name and Title): Tonya V. Hendrix, President
Project/Program Location: Santee Santas depends on the donation of empty retail space for the month/s of November and/or December

Phone: 619-301-0745 Fax: [Click here to enter text]
E-mail: LadyTVH2019@gmail.com

Type of Project (check one):
Public Service Activity
Public Improvement (Construction)
Acquisition of property
Other (describe)_[Click here to enter text]

Federal Unique Entity Identifier (UEI): EKYGB7FP2A84
NOTE: UEI may be accessed through the following website: <https://sam.gov/content/home>

Person completing application: Tonya V. Hendrix

City of Santee – Application for CDBG Funding

FUNDING INFORMATION:

Amount Requested from Santee: \$ 5000

Total Project/Program Budget: \$ \$47,874

Is the Project/Program scalable? Meaning if awarded less than requested could the Project/Program still be carried out, albeit to a lesser degree? Please explain: Yes, our program is scalable. We modify the amount of food, the number of toys and the amount on gift cards given to the families/children.

Please complete Page 5 (CDBG Project Budget) itemizing revenues and expenses (sources and amounts) for the proposed project or activity in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

PROJECT/ACTIVITY INFORMATION

A. What is the purpose/mission of the applicant agency?

Santee Santas is an all-volunteer organization working together to deliver the holiday spirit throughout the Santee Community by providing non-perishable foods to supplement their pantry for the two-week holiday break. The foods provided include pancake mix, soups, fruits, vegetables, peanut butter, jelly, pasta and sauce etc. In addition, all children receive wrapped holiday gifts, including age-appropriate books and family games.

B. Briefly describe the purpose of the project, the population to be served, the area to be benefited and estimated number of Santee residents who would benefit from the project. Inclusion of the estimated number of Santee residents served is required.

Over the past three years Santee Santas has served an average of 181 families, 663 people and 361 children.

C. Who will carry out the activities, the period over which the activities will be carried out, and the frequency with which the services will be delivered (be specific).

There are nine (9) board members, five (5) committee volunteers and approximately 245 community volunteers. The activities of the program are managed by the Santee Santas Foundation Board of Directors and Committee Volunteers. Community volunteers collect, sort, box and distribute food and assist in selecting wrapping, boxing and distributing toys, books, and games. The program activity begins in October with soliciting donations from businesses and individuals and donation box wrapping and distribution. Application Intake collection dates are held in November. Food purchasing, sorting, boxing and distribution as well as toy collection, wrapping, boxing and distribution occur in December. Delivery occurs prior to December 25 and is also carried out by community volunteers.

City of Santee – Application for CDBG Funding

- D. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities. Please see the Notice of Funding Availability to assist with this request.

The Santee Santas Holiday Program is eligible for consideration based on the National Objective to Benefit low- and moderate-income (LMI) persons, as well as the City of Santee priority to improving quality of life for seniors and other persons with special needs, including housing and associated supportive services.

- E. Agency/Nonprofit Organization Information:

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided. If the request for funding is submitted as part of a collaborative application, please provide information for each member of the collaborative. **If your organization has received CDBG (or CDBG-CV) funds from the City of Santee in the past, please note the number of years the organization has received CDBG funding.**

Santee Santas was founded in 1953 and incorporated on November 1, 1990, as "Santee Santas Foundation, Inc". Santee Santas is a charitable organization and is tax exempt under section 501 (C)(3) of the Internal Revenue Code as documented in the Department of Treasury letter of July 20, 1995. The tax identification number is 33-0199582. Santee Santas provides services to men, women and children of low- to moderate-income. All services are offered to any member of the Santee community who meets the eligibility guidelines for services requested. Santee Santas Foundation has been receiving CDBG funding since approximately 2009.

- F. Financial:

Describe your agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe how records are maintained to ensure the project benefits targeted groups.

Santee Santas is organized and operated entirely by volunteers. There are no paid staff. The treasurer is a member of the Santee Santas Board of Directors. Standard accounting practices are followed using a fiscal year of April 1st to March 31st. Expenses must be approved in an annual budget or approved by a majority vote of the Santee Santas Board of Directors. All expenses are in support of the mission of the Santee Santas Foundation and are in accordance with the by-laws. Receipts are required and maintained for expenditures. The account is reconciled each month with the bank statement. A financial report is presented by the treasurer at each regular meeting of the Foundation.

City of Santee – Application for CDBG Funding

G. Personnel:

Identify the staff administering/implementing this project and provide their experience in similar programs.

Tonya V. Hendrix, President (March 2019)
Board member since 2012; Secretary 2012-2019; Volunteer Coordinator, Assistant Toy Coordinator, Delivery Day Team, Assistant Senior Outreach Coordinator
Santee School District Teacher (retired)

Jerelyn Lindsay, Vice President (November 2020)
Board member since 2003; Schools Liaison, Assistant Facilities Coordinator, Food Coordinator, Delivery Day Team Coordinator
Santee School District Administrator (retired)
Relay for Life District Liaison

Linda Vail, Treasurer (February 2016)
Board member since 2016; Communications, Assistant Toy Coordinator, Delivery Day Team, Senior Outreach Volunteer
Santee School District Administrative Secretary (retired)
Santee School District Foundation Board Member (15 years)
Santee School District Independent Citizens Oversight Committee Member

Marie Gregory, Secretary (March 2019)
Board member since April 2005; Facilities Coordinator, Senior Outreach Coordinator, Assistant Food Coordinator, Deliver Day Team
Small Business Owner
Floral Designer, Educator and Judge
AIFD (American Institute of Floral Design) Regional Board of Directors Member
Future Farmers of America/AIFD Liaison

Channing Dawson, Member (October 2018)
Board member since 2018; Fire Department/Board Liaison, Delivery Day Team-Woodglen Vista
City of Santee Fire Department

Terry Johnson, Member (October 2020)
Board member since 2020; Book Coordinator; Toy volunteer, Senior Outreach Assistant Coordinator
Santee School District Foundation - VP, fundraising
Shriners (45 yrs) fundraising, planning events, working on committees
Santee School District Teacher (retired)

Diana Meza, Member (April 2010)
Board member since 2010; School Collections Coordinator, Assistant Toy Coordinator, Delivery Day Team-Woodglen Vista Coordinator, Senior Outreach Volunteer
Santee School District Custodian

City of Santee – Application for CDBG Funding

Ginger Owens, Member, (March 2020)
Board member since 2020; Toy Volunteer, Assistant to Treasurer
Graphic Designer (retired)
ARC East County Board Member and President
ARC San Diego Executive Board Member

Kathy Rasmussen, Member, (December 2021)
Board member since 2021; Communications, Food Volunteer
Santee School District School Secretary (retired)

H. Conflict of Interest:

Please identify any member, officer, or employee of your organization who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application.

The only member of the Santee Santos Foundation who has a conflict with the City of Santee, its boards, commissions or committees or has any interest or holding which could be affected by any action taken in the execution of this application is Channing Dawson, a Santee Firefighter.

A. How accessible or convenient is the proposed project/activity to Santee residents? (Please be specific such as direct services to a client's home, Santee location, transportation provided, etc.)

Applications are distributed through the Santee schools, the public library, at low-income senior residential complexes and on the Santee Santos Foundation, Inc website. Recipients of the program receive food, toys and gift cards at their homes prior to December 25. These are delivered by community volunteers.

B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

59% of clients are at 30 percent or below of the area median income
35% of clients are between 31 and 50 percent of the area median income
06% of clients are between 51 and 80 percent of the area median income
_____ % of clients are above 80 percent of the area median income

City of Santee – Application for CDBG Funding

C. Does your agency focus its activities on populations with special needs?

No

Yes (Please specify)

Please specify which special needs populations. (persons experiencing homelessness, persons with disabilities, persons with substance abuse problems, veterans, seniors, children, etc.)

Santee Santos does not focus on any special needs population. However, individuals within these special needs populations who apply and qualify are served.

DOCUMENTATION

A. How will the recipients' information be collected and documented?

Recipients must submit an application which prove their identity, of all the residents of the home and proof of qualifying income level with documentation which includes proof of earned wages, SSI, self-employment wages, Unemployment, Disability/workers compensation, Cal Works/Cal Fresh, foster care, child support, and/or alimony. This also includes PELL grants or other grants for college students. Acceptable forms of proof are photocopies of: Recent work (most recent either 1 month or last 2 weeks) Current CalWORKs/Cal Fresh Notice of Action/Foster Care/AFDC paperwork Recent HUD statement Recent Unemployment/State Disability/Workers Compensation check stubs Bank statements showing the income deposited into your account Proof of other income sources (SSI, Child Support, Self-employment, etc.) Statement for any Pell grant or other grant for college attendance. Applications are distributed through the Santee schools, the public library, at low-income senior residential complexes and the Santee Santos Foundation, Inc website.

B. How will the outcomes be measured, collected, and documented?

Applications are reviewed and approved or denied by a board member. All families must meet income levels as defined by HUD income levels (distributed by the City of Santee) The Information is placed on a spreadsheet which is used to provide a specific amount of food and how many children will receive toys, or gift cards.

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.

Tonya V. Hendrix
Type or Print Your Name and Title

Tonya V. Hendrix
Signature

City of Santee – Application for CDBG Funding

CDBG-CV PROJECT BUDGET

Organization: Santee Santos Foundation, Inc.

Total organization budget \$ \$53,663

Program/Project name requesting funds: Santee Santos 2023 Holiday Program

CDBG funds requested: \$ 5000 Total program/project budget: \$ 47,746

Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

1. Sources of funding for program/project:	(S)Secured or (A)Anticipated
a. Funding requested from the City	\$5000 (S) or (A)
b. Other federal funds (if any)	_____ (S) or (A)
c. State or local government funds	_____ (S) or (A)
d. Donations and contributions	\$27,054 (S) or (A)
e. Fees or memberships	_____ (S) or (A)
f. In-kind contributions*	\$10,600 (S) or (A)
g. Other funding (Business Mailer)	\$14,200 (S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	\$53,663 (S) or (A)

2. Uses of CDBG funds requested for the program/project: (1.a.)

a. Wages and salaries	\$ _____
b. Personnel benefits	_____
c. Materials and supplies (food)	\$ 5000
d. Program expenses and evaluation	_____
e. Rent and utilities	_____
f. Insurance	_____
g. Mileage (___ @ 62.5 cents/mile)	_____
h. Incentives and Special Events	_____
i. Indirect costs	_____
j. _____	_____
k. _____	_____
l. TOTAL REQUESTED FUNDING (same as 1.a.)	\$ 5000 _____

3. Percentage of project budget represented by CDBG request 9%

4. If your project will require future funding, please provide information about how the program will be funded. Santee Santos annual budget is based solely on anticipated donations and varies year to year. The organization solicits funds and in-kind donations in a

City of Santee – Application for CDBG Funding

variety of ways. These include submitting grant requests to corporations and organizations such as Smart and Final, Walmart, Shriners, Sycuan and local businesses. Personal donations are solicited on our website. Local businesses around the city host donation boxes for toy collection. The Santee School District sponsors a local grocery store gift card drive each year. The program is modified based on the actual amount of anticipated income the organization receives.

RECEIVED

JAN 9 2023

Dept. of Development Services
City of Santee



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2023**

The following application must be completed by each qualified organization interested in being considered for CDBG funding. Please type or print clearly. Attach additional sheets of information as necessary. **All information must be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.**

The application must not exceed a total of fifteen (15) pages. The completed application must be submitted prior to 5:00 P.M. on Monday, January 9, 2023. Applications may be submitted electronically to bcrane@cityofsanteeca.gov. Paper copies may be mailed or delivered to the City of Santee, Department of Development Services, Attn: Bill Crane, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG funding may contact Bill Crane by email at bcrane@cityofsanteeca.gov before: 5:00 P.M. on Monday, January 2, 2023. Additionally, general information about CDBG-CV funding may be found on HUD's website at <https://www.hudexchange.info/programs/cdbg/>

GENERAL INFORMATION:

Date: 1/9/2023

Agency Name: Voices for Children

Agency

Address: 2851 Meadow Lark Drive, San Diego, CA 92123-2709

Phone: 858-569-2019

Fax: 858-569-7151

E-mail: info@speakupnow.org

Project/Program Contact Person (Name and Title): Christina Piranio, Director of Philanthropy

Project/Program Location: San Diego County

Phone: 858-598-2216

Fax: 858-569-7151

E-mail: ChristinaP@speakupnow.org

Type of Project (check one):
Public Service Activity
Public Improvement (Construction)
Acquisition of property
Other (describe)_[Click here to enter text]

Federal Unique Entity Identifier (UEI): F3UKH7PKL3G5

City of Santee – Application for CDBG Funding

NOTE: UEI may be accessed through the following website:
<https://sam.gov/content/home>

Person completing application: Christina Piranio

FUNDING INFORMATION:

Amount Requested from Santee: \$ 10,000

Total Project/Program Budget: \$ 6,385,928

Is the Project/Program scalable? Meaning if awarded less than requested could the Project/Program still be carried out, albeit to a lesser degree? Please explain: The CASA program is scalable. The organizational cost of providing a child in foster care with one year of advocacy is \$2,500. For every \$2,500 we receive from the City of Santee CDBG program, we will provide one Santee child with a year of advocacy and support.

Please complete Page 5 (CDBG Project Budget) itemizing revenues and expenses (sources and amounts) for the proposed project or activity in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

PROJECT\ACTIVITY INFORMATION

A. What is the purpose/mission of the applicant agency?

Voices for Children transforms the lives of abused, abandoned, or neglected children by providing them with trained, volunteer Court Appointed Special Advocates (CASAs).

B. Briefly describe the purpose of the project, the population to be served, the area to be benefited and estimated number of Santee residents who would benefit from the project. Inclusion of the estimated number of Santee residents served is required.

Voices for Children (VFC) respectfully requests \$10,000 in CDBG funding to support the Court Appointed Special Advocate (CASA) program. The purpose of the project is to match children in foster care with consistent, caring volunteers, called CASAs, who fill a critical gap in the overburdened foster care system by ensuring that the best interests of the children are not overlooked. CASAs advocate on children's behalf in court and in the community.

VFC provides advocacy and support via the CASA program to children, ages 0–21, who are living in San Diego County foster care. While the foster care system affects youth and families of every race, ethnicity, and socioeconomic class, youth of color and LGBTQ youth remain overrepresented. Approximately 45% of the youth in San Diego County foster care are Hispanic/Latino, 26% are white, 11% are Black, 4% are Asian, 1% are Native American, and 13% are some other race (San Diego County Child Welfare Services, 2022).

City of Santee – Application for CDBG Funding

VFC will provide CASAs to at least 1,550 unduplicated clients throughout San Diego County in fiscal year (FY) 2023–24. Based on data from previous years, we estimate that more than 20 children from the City of Santee will spend time in foster care during FY 2023–24. This grant, if awarded, will enable VFC to provide four (4) of these City of Santee children with the benefits of CASA advocacy.

- C.** Who will carry out the activities, the period over which the activities will be carried out, and the frequency with which the services will be delivered (be specific).

Through the CASA program, community volunteers called CASAs advocate on behalf of children in foster care under the supervision and guidance of VFC staff members called Advocacy Supervisors. All CASA activities funded by this grant will take place between July 1, 2023, and June 30, 2024. All CASAs first complete VFC's intensive 35-hour training course called Advocate University. They commit to serving for at least 18 months and spend 10–15 hours a month on their cases. Each month, CASAs visit with their assigned children and speak with family members, caregivers, teachers, healthcare providers, and child welfare professionals to gain a holistic understanding of each child's situation. For older youth who are preparing to transition out of foster care, CASAs help with finding safe housing, financial management, and many other life skills. Twice a year, CASAs accompany their assigned children to court and submit comprehensive written reports that include case updates and identify the children's specific needs. Judges rely on these reports to make informed decisions about the children's housing, education, mental and physical health, and overall well-being. Many CASAs advocate for their assigned child beyond their 18-month commitment and throughout the child's time in foster care.

The advocacy provided to each individual child varies greatly from child to child. Children in foster care are a diverse group in many ways. They range in age from 0-21, and they enter the foster care system for a variety of reasons. Some children will only spend a few months in the foster care system, while others will remain in the system until they age out on their 21st birthday. The disparate paths that children's cases take make it difficult to measure the quantity of the services we provide because the advocacy provided by each CASA is tailored to address each child's individual experience and needs during their time in the foster care system.

However, VFC's CASA program provides every participant with three distinct services:

1. An individual and personal relationship with a CASA volunteer, which is established through home visits and fun outings in the community;
2. The CASA's presence and verbal advocacy at regularly scheduled court hearings, child welfare meetings, and school meetings; and
3. The submission of detailed court reports that include case updates about the child and recommendations to the judge at all regularly scheduled court hearings (typically every six months).

VFC staff members called Advocacy Supervisors provide supervision and guidance to 40–50 CASA volunteers each. Advocacy Supervisors are the day-to-day contacts for CASA volunteers. They educate CASAs about the foster care system, assist them to

City of Santee – Application for CDBG Funding

identify community resources, and accompany them to school conferences, child welfare meetings, and court hearings. Advocacy Supervisors also maintain a 24-hour, 365-day cell phone line that CASAs can access in emergency situations. They ensure that each CASA has the training and resources they need to advocate on behalf of a child in foster care.

- D. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities. Please see the the Notice of Funding Availability to assist with this request.

VFC exclusively serves children who have experienced abuse or neglect and are under the Court's jurisdiction. According to the U.S. Department of Housing and Urban Development (HUD), abused and neglected children are presumed to be low- and moderate-income (LMI) persons. This project meets the City of Santee's priority of providing public services and activities to improve the quality of life for residents, specifically the special needs population of children in foster care.

Through the CASA program, VFC improves the quality of life for children in foster care. This year, approximately 3,500 children will spend time in the San Diego County foster care system. Each child has experienced multiple and often compounding traumatic experiences in the form of child abuse and neglect at the hands of a caregiver or parent. These experiences are often the result of intergenerational trauma caused by poverty, racism, and/or discrimination. Once in foster care, children face new stressors: being separated from their families, living with strangers, home placement transitions, and frequently lacking consistent and caring adult figures in their lives.

The overburdened and bureaucratic foster care system simply cannot meet the individual needs of the children it is supposed to protect. Its shortcomings—including daunting caseloads and a high turnover rate for child welfare professionals—result in additional childhood trauma that has lifelong impacts. Research shows that children in foster care experience poor educational outcomes, homelessness, and underemployment after spending time in the foster care system. Children are twice as likely as their peers to have anxiety, depression, developmental delays, and asthma (Turney and Wildeman, 2016). Only 54% of foster youth graduate high school within four years, compared to 83% of their peers, and only 4% of former foster youth obtain a college degree by age 26, compared to 36% of the general population (Educational Results Partnership and California College Pathways, 2019). According to John Burton Advocates for Youth, one in three youth who exits foster care in California experiences homelessness within two years.

Research from the Centers for Disease Control and Prevention shows that having one secure and supportive relationship promotes adaptive responses to trauma. While child welfare professionals and caregivers may come and go, CASAs form enduring relationships with youth and provide them with consistent advocacy and support. They ensure that the unmet educational, physical and mental health, and housing needs of youth are not overlooked by advocating in court, in schools, and in the community. VFC is the only organization designated by the Superior Court to provide CASA services to

City of Santee – Application for CDBG Funding

children in San Diego County foster care, including the City of Santee.

E. Agency/Nonprofit Organization Information:

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided. If the request for funding is submitted as part of a collaborative application, please provide information for each member of the collaborative. **If your organization has received CDBG (or CDBG-CV) funds from the City of Santee in the past, please note the number of years the organization has received CDBG funding.**

VFC is an independent nonprofit organization that has been in operation since 1980. It was incorporated on December 1, 1982. The founders established VFC with the intention of mitigating the devastating effects of child abuse and long-term foster care. They adopted an emerging model in which volunteers, called CASAs, are enlisted to ensure better housing placements and more positive life outcomes for children in foster care. VFC and its staff and volunteers have impacted thousands of San Diego County children in foster care over the past 42 years, including 117 from Santee who have been provided CASAs since 2014 alone. VFC is grateful to have received CDBG funding from the City of Santee for the past three (3) fiscal years. We are currently providing advocacy services to children in foster care in the City of Santee and have provided CASAs or Staff Advocates to 31 Santee children thus far into FY 2022–23.

VFC's primary program/service is the CASA program, which is the focus of this grant request. VFC also operates three sub-programs in San Diego County: the Case Assessment Program, the Case Liaison program, and the Juvenile Justice CASA program. Under the Case Assessment Program (CAP), VFC staff assess the case of every child who enters foster care and refer children with the greatest needs to the CASA program and children with less urgent needs to the Case Liaison program. CAP staff regularly monitor those children not provided either a CASA or a Case Liaison in case their needs elevate to a level requiring ongoing advocacy. Under the Case Liaison program, VFC staff called Case Liaisons are stationed in each of San Diego County's dependency courtrooms, including the dependency courtroom at the Superior Court East County Division located in El Cajon. In addition to accessing the needs of children entering foster care, Case Liaisons provide direct advocacy services to children in foster care with less urgent needs and also support CASAs attending hearings in the Case Liaison's assigned courtroom. VFC's Juvenile Justice CASA program provides specialized advocacy services to justice-involved youth.

VFC will assess the case of each child who spends time in foster care in San Diego County and provide CASA or Case Liaison services to at least 2,100 of the estimated 3,500 children who will spend time in foster care during FY 2023–24.

F. Financial:

City of Santee – Application for CDBG Funding

Describe your agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe how records are maintained to ensure the project benefits targeted groups.

VFC is subject to an annual financial statement audit by an independent CPA firm. During the audit process, they review our policies concerning personnel, financial reporting, record-keeping, financial management, internal controls, accounting systems, and payment procedures. VFC also uses a financial accounting system called Finance Edge. Through Finance Edge, VFC expends grant dollars in support of the targeted group. Then, VFC invoices the grantor to ensure that funds were spent on the project beneficiaries. Additionally, client records are maintained in our program database, CASA Manager, where efforts and outcomes are tracked according to funding source. Through all of these fiscal and program management procedures, VFC is able to ensure that the project benefits the targeted group. Our Board of Directors (28 members) has governance responsibilities to ensure that all policies and procedures are adhered to by staff.

G. Personnel:

Identify the staff administering/implementing this project and provide their experience in similar programs.

Stephen Moore, Chief Program Officer, will administer this project, if awarded. He has been instrumental in the development of the CASA program since he began with VFC in 2008 as an Advocacy Supervisor. Over the last 14 years, Stephen has assumed various positions with increasing responsibility. He has a vast depth of institutional knowledge. Additionally, Stephen serves on the San Diego County Child and Family Strengthening Advisory Board and is an important liaison between VFC and the Court, dependency judges, and other service organizations with whom we partner. Stephen has been the programmatic lead for each of VFC's previous CDBG grant awards and has successfully stewarded each one to meet or exceed goals. Stephen has a bachelor's degree in Criminal Justice from San Diego State University.

H. Conflict of Interest:

Please identify any member, officer, or employee of your organization who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application.

No member, officer, or employee of VFC is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees. No member, officer, or employee of VFC has an interest or holding which could be affected by any action taken in the execution of this application.

BENEFITS AND BENEFICIARIES

City of Santee – Application for CDBG Funding

- A.** How accessible or convenient is the proposed project/activity to Santee residents? (Please be specific such as direct services to a client's home, Santee location, transportation provided, etc.)

Project activities and direct services are carried out by CASA volunteers at various times and places throughout the City of Santee and throughout the County of San Diego depending on the needs of each child. CASA volunteers and VFC staff deliver services in each of the places where children live, go to school, work, play, and attend court hearings and child welfare meetings. VFC also operates an emergency cell phone line for CASAs who have issues or emergencies outside of typical business hours.

- B.** What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

_____ 100 % of clients are at 30 percent or below of the area median income
_____ % of clients are between 31 and 50 percent of the area median income
_____ % of clients are between 51 and 80 percent of the area median income
_____ % of clients are above 80 percent of the area median income

VFC exclusively serves youth who have experienced abuse or neglect and are under the court's jurisdiction. Youth who have experienced abuse and neglect are presumed to be low- and moderate-income (LMI) under the U.S. Department of Housing and Urban Development's definition.

- C.** Does your agency focus its activities on populations with special needs?

No Yes (Please specify)

Please specify which special needs populations. (persons experiencing homelessness, persons with disabilities, persons with substance abuse problems, veterans, seniors, children, etc.)

VFC serves the special needs population of children in foster care. Each of the children we serve have experienced abuse, neglect, or abandonment at the hands of their parents or caregivers.

DOCUMENTATION

- A.** How will the recipients' information be collected and documented?

VFC obtains information about a child's status as a dependent of the juvenile court from the San Diego County Juvenile Court. We obtain information about a youth's gender, age, race, and ethnicity from the San Diego County Health and Human Service's Agency. All of this information is used to complete an intake form for each program participant. Intake forms, corresponding documentation, and case notes and status updates are maintained in our internal database called CASA Manager.

City of Santee – Application for CDBG Funding

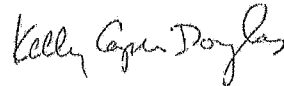
B. How will the outcomes be measured, collected, and documented? .

VFC will monitor our progress through our internal database system, CASA Manager. This system was developed for CASA programs, and it has the capacity to record details about each child's case, including demographic information, residence, reason for entry into the foster care system, and housing placement information. We also use CASA Manager to track progress on each child's case plan, including information about a child's housing, education, physical and mental health, and other details. CASA Manager has the capacity to store intake information, including social workers' detention reports, court minute orders, and VFC's intake forms for each child. VFC's Director of Operations, Matt Olson, will be responsible for monitoring progress of the program. Matt has a background in child development and eleven years of experience in advocacy and management at VFC. Matt developed VFC's data collection procedures and protocols. He currently oversees data collection and operations at VFC.

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.

Kelly Capen Douglas, Esq.
President & CEO)



Signature

City of Santee – Application for CDBG Funding

CDBG-CV PROJECT BUDGET

Organization: Voices for Children

Total organization budget \$ 7,592,703

Program/Project name requesting funds: Court Appointed Special Advocate (CASA) Program

CDBG funds requested: \$10,000 Total program/project budget: \$6,385,928 Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

1. Sources of funding for program/project:		(S)Secured or
(A)Anticipated		
a. Funding requested from the City	<u>\$10,000 (A)</u>	(S) or (A)
b. Other federal funds (if any)	<u>\$193,904 (A)</u>	(S) or (A)
c. State or local government funds	<u>\$863,908 (A); \$32,188 (S)</u>	(S) or (A)
d. Donations and contributions	<u>\$5,273,928 (A)</u>	(S) or (A)
e. Fees or memberships	<u>\$0</u>	(S) or (A)
f. In-kind contributions / Volunteer time	<u>\$0</u>	(S) or (A)
g. Other funding	<u>\$12,000 (A)</u>	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	<u>\$6,385,928 (A except above)</u>	(S) or (A)

2. Uses of CDBG funds requested for the program/project: (1.a.)

a. Wages and salaries	<u>\$10,000</u>
b. Personnel benefits	_____
c. Materials and supplies	_____
d. Program expenses and evaluation	_____
e. Rent and utilities	_____
f. Insurance	_____
g. Mileage (___ @ 62.5 cents/mile)	_____
h. Incentives and Special Events	_____
i. Indirect costs	_____
j. _____	_____
k. _____	_____

City of Santee – Application for CDBG Funding

I. TOTAL REQUESTED FUNDING (same as 1.a.)

\$10,000

3. Percentage of project budget represented by CDBG request

0.16 %

4. If your project will require future funding, please provide information about how the program will be funded. VFC's project will be funded through a combination of government funding (approximately 17%), foundation and corporate funders (18%), individual giving (35%), and special events (29%). VFC operates on an accrual accounting system. At the start of each fiscal year (beginning on July 1), we begin raising the budget for that fiscal year. Any funding that we receive on or after July 1, 2023, will go toward the project budget. VFC receives more than \$500,000 annually in Victims of Crime Act grant funding through the California Office of Emergency Services. We anticipate that these grants will continue to be renewed. We also expect \$70,000 in FY 2023-24 from the Judicial Council of California. We will also seek local grants from San Diego County Board of Supervisors Neighborhood Reinvestment Program and Community Enhancement Program. We are growing our partnerships with foundations and corporations and have received grants of \$50,000 or more for multiple consecutive years from organizations including the Conrad Prebys Foundation, the Zable Foundation, the Sahm Family Foundation, Focusing Philanthropy, The Rose Foundation, and Price Philanthropies.

RECEIVED

JAN 3 2023

Dept. of Development Services
City of Santee



**Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2023**

The following application must be completed by each qualified organization interested in being considered for CDBG funding. Please type or print clearly. Attach additional sheets of information as necessary. **All information must be provided or the application will be considered incomplete and will not be further evaluated for funding consideration.**

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GENERAL INFORMATION: Date: 1/6/2023

Agency Name: [CSA San Diego County](#)
Agency Address: [327 Van Houten Avenue, El Cajon, CA 92020](#)

Phone: [619-444-5700](tel:619-444-5700) Fax:
E-mail: outreach@c4sa.org

Project/Program Contact Person (Name and Title): [Estela De Los Rios, CSA Executive Director](#)
Project/Program Location: [327 Van Houten Ave, El Cajon, CA 92020](#)

Phone: [619-277-5786](tel:619-277-5786) Fax:
E-mail: estela@c4sa.org

Type of Project (check one):
Public Service Activity
Public Improvement (Construction)
Acquisition of property
Other (describe)_

Federal Unique Entity Identifier (UEI): [LD7WR1PFMGD4](#)
NOTE: UEI may be accessed through the following website: <https://sam.gov/content/home>

Person completing application: [Paula Karazuba](#)

City of Santee – Application for CDBG Funding

FUNDING INFORMATION:

Amount Requested from Santee: \$ 20,500

Total Project/Program Budget: \$ 230,000

Is the Project/Program scalable? Meaning if awarded less than requested could the Project/Program still be carried out, albeit to a lesser degree? Please explain: *Yes, we could scale back on outreach and marketing, but that would present obstacles to our planned efforts to expand this program and attract more clients.*

Please complete Page 5 (CDBG Project Budget) itemizing revenues and expenses (sources and amounts) for the proposed project or activity in which CDBG funds would be used. Indicate how the requested CDBG funds would relate to the overall proposed budget.

PROJECT/ACTIVITY INFORMATION

A. What is the purpose/mission of the applicant agency?

CSA San Diego County is a HUD Approved Housing Counseling Agency, and a 501(c)(3) non-profit organization whose primary mission is the promotion of social justice and public welfare through programs, services, and advocacy against all forms of discrimination, including advocacy for the eradication of housing discrimination to assure equal housing opportunity for all individuals.

B. Briefly describe the purpose of the project, the population to be served, the area to be benefited and estimated number of Santee residents who would benefit from the project. Inclusion of the estimated number of Santee residents served is required.

CSA San Diego County is a HUD approved agency that aims to provide fair housing and tenant/landlord services to address housing discrimination and tenant-landlord conflicts for our San Diego communities. Our services have been primarily targeted for and accessed by low and moderate-income residents. We anticipate serving up to 100 (35 directly through our office and 65 through outreach and education services) residents in Santee during FY 2023-2024 through direct phone contact, our website, in-person mediation, distribution of bilingual Fair Housing handbooks, and through outreach events and collaborations with other groups such as the Santee Collaborative, East County Action Network, and the East County Senior Service Providers. Through these organizations, and the Santee library, our staff distributes information regarding fair housing so that our services can be fully utilized. The services we provide are available in English, Spanish, and Arabic, and, by appointment, other.

Goals:

Our primary program goal is to assist the City of Santee by helping provide discrimination-free housing where conflicts between tenants and landlords are addressed in a fair and satisfactory manner and where adequate planning occurs to address needs as they develop.

Objectives and Services:

Our Program Objectives (numbered) and Services (bullets) below will meet these goals:

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1.) Eradicate discrimination in housing

- Provide consultation and respond to all fair housing and tenant/landlord calls from residents
- Provide advocacy for equal housing opportunities
- Assist victims of discrimination under state and federal law and process violations
- Make referrals when necessary to the Department of Fair Employment and Housing and/or HUD.
- Conduct Fair Housing Testing within the City of Santee when deemed necessary
- Assist in and be responsive to addressing the recommendations of the Analysis of Impediments to Fair Housing Choice
- Address the City of Santee's Housing Element and Consolidated Plan

2.) Diminish tenant/landlord conflicts

- Provide conflict resolution counseling
- Offer mediation services where other interventions have been unsuccessful

3.) Increase the knowledge of tenants and landlords about rental housing rights and responsibilities as well as other issues

- Conduct education, outreach activities, training
- Provide resource information outside the area of fair housing
- Publish and disseminate a Handbook on Renting (English, Arabic, Spanish)
- Provide up-to-date fair housing information on our web site
- Develop other materials and programs as necessary

4.) Provide well documented and accessible services

- Provide quarterly and annual reports to the CDBG Administrator
- Provide data that is informative and useful
- Respond punctually to calls from tenants and landlords
- Respond punctually and effectively to programmatic or administrative requests from the CDBG Administrator or staff
- Provide web links to local and regional housing services and information

5.) Assist Santee in developing and maintaining regional resources and utilizing best practices

- Attend the Santee Collaborative and serve on its committees
- Participate in the San Diego Regional Alliance for Fair Housing (SDRAFFH)
- Develop and maintain relationships with other fair housing organizations that have the potential to increase the capacity of Santee to maintain housing that is free of discrimination and tenant/landlord conflict.

- C. Who will carry out the activities, the period over which the activities will be carried out, and the frequency with which the services will be delivered (be specific).

We have a staff of 14, 12 of whom have fair housing counseling experience. The program year is July 1st through June 30th. The office hours are M-F 8 AM – 4:30 PM. If circumstances require it, CSA will arrange to meet with clients outside of the usual hours or in a location better suited to the client's needs. Reports will go to the City of Santee quarterly.

- D. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities. Please see the the Notice of Funding Availability to assist with this request.

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The National Object in this program Benefits low and moderate income (LMI) persons. The City of Santee's Five Year Consolidated Plan will be advanced by providing a public service to improve the quality of life for residents, and support affordable housing opportunities for low to moderate income residents. This program meets Basic Eligible Activities '(e) Provision of public services, fair housing counseling.

E. Agency/Nonprofit Organization Information:

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided. If the request for funding is submitted as part of a collaborative application, please provide information for each member of the collaborative. **If your organization has received CDBG (or CDBG-CV) funds from the City of Santee in the past, please note the number of years the organization has received CDBG funding.**

CSA San Diego County is a private, non-profit agency that was founded in 1969 under the name Heartland Human Relations and Fair Housing then incorporated in 1972. In 2010, our organization was renamed as CSA San Diego County and incorporated under that name. Our mission is "To promote positive attitudes and actions that ensure respect, acceptance and equal opportunity for all people." The agency works cooperatively with community groups, local government bodies, law enforcement, and state and federal fair housing enforcement agencies in a collaborative effort to advocate for and promote the concept of fair treatment, the provision of affordable and habitable housing and equal opportunity for all persons regardless of race, religion, color, ethnicity, age, sexual preference, marital status, familial status, disability, or source of income. CSA has provided fair housing and human relations services to low and moderate-income households since the early 1970's. CSA has provided housing services to the City of Santee since 1993 (29 years).

F. Financial:

Describe your agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe how records are maintained to ensure the project benefits targeted groups.

CSA's Board of Directors is legally and fiduciary responsible for the organization on a monthly basis. The Board President, Jose Preciado, supervises the Executive Director who is responsible for the finances of the organization on a day-to-day basis. In turn, the Executive Director supervises the agency's accountant, Tyrone Spencer, who maintains a QuickBooks accounting and payroll system. Invoices and fiscal documentation is provided to Santee quarterly. All records are kept either as computer files or in a hard copy that is filed and stored on-site. CSA is anticipating our first annual audit per OMB Circular A-133

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G. Personnel:

Identify the staff administering/implementing this project and provide their experience in similar programs.

The Executive Director, Estela De Los Rios, is solely responsible for directing and overseeing the daily operations of CSA San Diego County and its programs. She is responsible for the implementation of program services, outreach, and reporting. George Ibarra, the Senior Housing Counselor supervises the agency’s fair housing counselors and oversees accurate completion of contract deliverables. The management of the Executive Director and the Senior Housing Counselor assures that the quality of services performed adheres to all local, state, and federal regulations. The day-to-day fair housing and tenant-landlord services are performed by a multilingual staff with over 40 accumulated years of expertise in the area of housing.

H. Conflict of Interest:

Please identify any member, officer, or employee of your organization who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application.

No member, officer, or employee of CSA San Diego County is an officer or employee of the City of Santee, a member of any of its boards, commissions, or committees, or has any interest or holding which could be affected by any action taken in execution of this application

BENEFITS AND BENEFICIARIES

A. How accessible or convenient is the proposed project/activity to Santee residents? (Please be specific such as direct services to a client’s home, Santee location, transportation provided, etc.)

Most of our intakes and interviews can be handled via phone or through our website. Our offices are in El Cajon, about four miles from Santee’s southern border. The office hours are M-F 8 AM – 4:30 PM. If circumstances require it, CSA will arrange to meet with clients outside of the usual hours or in a location better suited to the client’s needs. We can also offer interpreters, by appointment, to help with LEP, deaf, or otherwise disadvantaged clients.

B. What is the approximate percentage of your clients that have annual family incomes in each of the following ranges: (Percentages should add to 100%)

72 % of clients are at 30 percent or below of the area median income
17 % of clients are between 31 and 50 percent of the area median income
9 % of clients are between 51 and 80 percent of the area median income
2 % of clients are above 80 percent of the area median income

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97.7% of our clients in 2021-2022 were low income.

C. Does your agency focus its activities on populations with special needs?

No

Yes (Please specify)

Please specify which special needs populations. (persons experiencing homelessness, persons with disabilities, persons with substance abuse problems, veterans, seniors, children, etc.)

DOCUMENTATION

A. How will the recipients' information be collected and documented?

The client is asked to fill out an intake form with all their demographic data on our website or we can email it to them. Sometimes the counselor will have to ask the client for the information in person or via telephone. The data is entered into our CMS (Client Management System) along with the counselor's notes and other relevant documents (such as the client's lease or 3 day notice).

B. How will the outcomes be measured, collected, and documented? .

We can run spreadsheets in the CMS and filter results to find demographic and other information by City and timeframe.

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.

Estela De Los Rios, Executive Director

Type or Print Your Name and Title

Signature

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CDBG-CV PROJECT BUDGET

Organization: CSA San Diego County

Total organization budget \$ 800,004

Program/Project name requesting funds: Fair Housing and Tenant/Landlord

CDBG funds requested: \$ 20,500 Total program/project budget: \$ 230,500

Note: Indicate with an asterisk (*) funds that are volunteer time or in-kind contribution.

1. Sources of funding for program/project:		(S)Secured or (A)Anticipated
a. Funding requested from the City	\$ <u>20,500</u>	(A)
b. Other federal funds (if any)	\$ <u>168,250</u>	(A)
c. State or local government funds	_____	
d. Donations and contributions	_____	
e. Fees or memberships	_____	
f. In-kind contributions / Volunteer time *	\$ <u>1,750</u>	(A)
g. Other funding	_____	
h. TOTAL PROJECT FUNDING (project budget)	\$ <u>230,500</u>	(A)

2. Uses of CDBG funds requested for the program/project: (1.a.)

a. Wages and salaries	\$ <u>14,260</u>
b. Personnel benefits	<u>1,588</u>
c. Materials and supplies	<u>50</u>
d. Program expenses and evaluation	<u>135</u>
e. Rent and utilities	<u>3,100</u>
f. Insurance	<u>580</u>
g. Mileage (___ @ 62.5 cents/mile)	<u>100</u>
h. Incentives and Special Events	<u>50</u>
i. Indirect costs	<u>137</u>
j. SDRAFFH Fees	<u>500</u>
k. _____	_____

l. TOTAL REQUESTED FUNDING (same as 1.a.) \$ 20,500

3. Percentage of project budget represented by CDBG request 9 %

4. If your project will require future funding, please provide information about how the program will be funded.