



City Council

Mayor John W. Minto

Vice Mayor Ronn Hall - District 2

Councilmember Rob McNelis - District 1

Councilmember Laura Koval - District 3

Councilmember Dustin Trotter - District 4

CITY OF SANTEE

REGULAR MEETING AGENDA

Santee City Council

City Manager | Wendy Kaserman

City Attorney | Shawn D. Hagerty

City Clerk | James Jeffries

MEETING INFORMATION

Wednesday, February 11, 2026

6:30 p.m.

Council Chamber | Building 2
10601 Magnolia Ave • Santee, CA 92071

TO WATCH LIVE:

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

www.cityofsanteeca.gov

IN-PERSON ATTENDANCE

Members of the public who wish to view the Council Meeting live may watch the live taping in the Council Chamber on the meeting date and time listed above.

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 start when the participant begins speaking.



The City Council also sits as the Community Development Commission Successor Agency and the Santee Public Finance Authority. Any actions taken by these agencies are separate from the actions taken by City Council. For questions regarding this Agenda, please contact the City Clerk's Office at (619) 258-4100 x114.

ROLL CALL: Mayor John W. Minto
Vice Mayor Ronn Hall – District 2
Councilmember Rob McNelis – District 1
Councilmember Laura Koval – District 3
Councilmember Dustin Trotter – District 4

LEGISLATIVE INVOCATION: Chaplain George Helewa

PLEDGE OF ALLEGIANCE

PRESENTATION: San Diego County Library, Santee Branch

RECOGNITION: Sheriff Captain Aldo Hernandez

CONSENT CALENDAR:

PLEASE NOTE: Consent Calendar items are considered routine and will be approved by one motion with no separate discussion. 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 submitted to the City Clerk at the start of the meeting. Speakers are limited to 3 minutes.

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full of Ordinances and Resolutions on the Agenda. (City Clerk – Jeffries)**
- (2) **Approval of Payment of Demands as Presented. (Finance – Jennings)**
- (3) **Adoption of a Resolution Authorizing the Acceptance and the Appropriation of Grant Funds Received from San Diego Art Matters' Fiscal Agent Mission Edge San Diego to Support an Arts & Culture Capacity-Building Project as Part of the Local Arts Agency Learning Network. (Community Services – Chavez)**
- (4) **Adoption of a Resolution Authorizing the First Amendment to the Agreement with West Coast Arborists Incorporated for Urban Forestry Management Services. (Community Services – Chavez)**
- (5) **Adoption of a Resolution Authorizing the Renewal of 237 Microsoft Office 365 Licenses Through the First Amendment to the Midwestern Higher Education Commission (MHEC) Master Cooperative Purchasing Agreement #04152022. (City Manager – Kaserman)**
- (6) **Adoption of a Resolution Accepting the Citywide Slurry Seal and Roadway Maintenance Program 2025 (CIP 2025-02) Project as Complete and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Engineering – Schmitz)**



(7) 2025 Holiday Closure Recap Report. (City Manager – Kaserman)**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 will be heard prior to Council Reports.

PUBLIC HEARING:**(8) Public Hearing to Review Community Development Block Grant (CDBG) and Home Program Performance and Identify Community Development Needs for the 2026 Program Year Consistent with the Five-Year Consolidated Plan and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Planning and Building – Sawa)**Recommendation:

Open the Public Hearing, receive public testimony, and continue the Public Hearing to February 25, 2026.

CONTINUED BUSINESS:**(9) Update on the Four Selected Retail Commercial Cannabis Businesses (CCBs), and Finding the Update is Not a “Project” as Defined by the California Environmental Quality Act (“CEQA”) and Therefore Not Subject to CEQA. (Planning and Building – Sawa)**Recommendation:

Receive the update.

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.

CITY COUNCIL REPORTS:**CITY MANAGER REPORTS:**

CITY ATTORNEY REPORTS:

(10) Report on New Laws Enacted in 2025 Relevant to Santee. (City Attorney – Hagerty)

Recommendation:

Receive Report.

CLOSED SESSION:

(11) Conference with Legal Counsel – Existing Litigation

(Gov. Code § 54956.9(d)(1))

Names of Cases: Loren Krumweide v. City of Santee, Workers' Compensation Claim Numbers 12466968, 13516148, 19752889, 19752889, 19759278 and 201015407.

ADJOURNMENT:



**UPCOMING BOARDS, COMMISSIONS & COMMITTEES
FEBRUARY AND MARCH 2026 MEETINGS**

Feb. 09	Community Oriented Policing Committee	Council Chamber
Feb. 11	Council Meeting	Council Chamber
Feb. 25	Council Meeting	Council Chamber
Mar. 04	Santee Park and Recreation Committee	Council Chamber
Mar. 09	Community Oriented Policing Committee	Council Chamber
Mar. 11	Council Meeting	Council Chamber
Mar. 19	Manufactured Home Fair Practices Commission	Council Chamber
Mar. 25	Council Meeting	Council Chamber

The Santee City Council welcomes you and encourages your continued interest and involvement in the City's decision-making process.

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. 114 at least 48 hours before the meeting, if possible.





COUNCIL AGENDA STATEMENT

CITY OF SANTEE

Presentation

MEETING DATE February 11, 2026

ITEM TITLE PRESENTATION: SAN DIEGO COUNTY LIBRARY, SANTEE BRANCH

DIRECTOR/DEPARTMENT John W. Minto, Mayor

SUMMARY

Liz A. Vagani, Librarian Branch Manager from the San Diego County Library, Santee Branch, will present a PowerPoint presentation to the City Council with an update regarding services offered, events, and resources to the community.

FINANCIAL STATEMENT

N/A

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION

Hear the presentation.

ATTACHMENT

None.





COUNCIL AGENDA STATEMENT

CITY OF SANTEE

Recognition

MEETING DATE February 11, 2026

ITEM TITLE RECOGNITION OF SHERIFF CAPTAIN ALDO HERNANDEZ

DIRECTOR/DEPARTMENT John W. Minto, Mayor

SUMMARY

Captain Aldo Hernandez of the San Diego County Sheriff's Office will be honored tonight for the great job he did leading and directing the daily operations of the Santee Sheriff's Station and providing quality law enforcement services to Santee citizens and visitors for from December 2023 to February 2026.

Thank you, Captain Hernandez, for a job very well done! We wish you well at your next assignment.

FINANCIAL STATEMENT

N/A

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION

Present the Certificate of Commendation.

ATTACHMENT

Certificate of Commendation



City of Santee

Certificate of Commendation

This Certificate is Proudly Presented to

Aldo Hernandez
San Diego County Sheriff's Office Captain

The City of Santee recognizes Captain Aldo Hernandez on his dedication to protecting and serving Santee residents and visitors, providing quality law enforcement services during his Santee assignment, as well as leading the daily operations of the Santee Sheriff's Station for more than two years. The time he spent in our community made an impact, and we commend him for a job very well done. We will miss you, and we wish you all the best going forward!

Mayor John W. Minto
February 11, 2026

DO MORE ▶ DUE EAST





COUNCIL AGENDA STATEMENT

CITY OF SANTEE

Item 1

MEETING DATE February 11, 2026

ITEM TITLE APPROVAL OF READING BY TITLE ONLY AND WAIVER OF READING IN FULL OF ORDINANCES AND RESOLUTIONS ON THE AGENDA

DIRECTOR/DEPARTMENT James Jeffries, 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.





COUNCIL AGENDA STATEMENT

CITY OF SANTEE

Item 2

MEETING DATE February 11, 2026

ITEM TITLE

APPROVAL OF PAYMENT OF DEMANDS

DIRECTOR/DEPARTMENT Heather Jennings, Finance *HF*

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 *WK*

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>
01/07/26	Accounts Payable	\$ 417,616.34
01/16/26	Accounts Payable	1,717.22
01/16/26	Accounts Payable	27,136.62
01/21/26	Accounts Payable	150,816.15
01/21/26	Accounts Payable	1,180,152.56
01/22/26	Payroll	519,579.00
01/22/26	Accounts Payable	23,531.75
01/23/26	Accounts Payable	53,443.78
01/23/26	Accounts Payable	10,000.00
01/23/26	Accounts Payable	1,657,339.90
01/27/26	Accounts Payable	22,374.05
01/27/26	Accounts Payable	161,662.93
01/28/26	Accounts Payable	<u>1,176,906.43</u>
<hr/>		
TOTAL		<u>\$5,402,276.73</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

Heather Jennings, Director of Finance

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01/22/2026 11:36:05AM

**Voucher List
CITY OF SANTEE**

Page 1

Bank code : ubgen

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
2747	1/7/2026	14942 CA DEPT OF HEALTH CARE SERVICE	CY 2026 INVOICE #1		DHCS SLEMSA	417,616.34
					Total :	417,616.34
1	Vouchers for bank code : ubgen				Bank total :	417,616.34
1	Vouchers in this report				Total vouchers :	417,616.34

Prepared by: J. Welch
Date: 1-21-26

Approved by: _____
Date: 1-21-26

Page 1

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Voucher List
CITY OF SANTEE

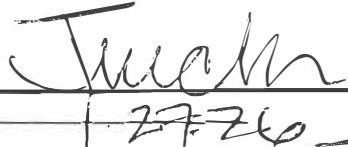
Page 2

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
74807 ✓	1/16/2026	12774 LIABILITY CLAIMS ACCOUNT	011226		LIABILITY CLAIMS	✓ 1,717.22
						Total : 1,717.22
						Bank total : 1,717.22
						Total vouchers : 1,717.22
1 Vouchers for bank code : ubgen						
1 Vouchers in this report						

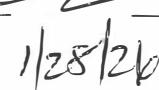
Prepared by:

Date:



Approved by:

Date:


1/28/20

Page 2

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Voucher List
CITY OF SANTEE

Page 3

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
74719 ✓	1/16/2026 ✓	10482 TRISTAR RISK MANAGEMENT	202512-Santee5519		WORKERS COMP LOSSES; DEC25	27,136.62
						Total : 27,136.62 ✓
1 Vouchers for bank code : ubgen						Bank total : 27,136.62
1 Vouchers in this report						Total vouchers : 27,136.62

Prepared by: J. Murch
Date: 1-27-26

Approved by: J. Murch
Date: 1/28/26

Page 3

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
12276	1/21/2026	10956 FRANCHISE TAX BOARD	PPE 1/14/26		CA STATE TAX WITHHELD	37,346.37
					Total :	37,346.37
12296	1/21/2026	10955 DEPARTMENT OF THE TREASURY	PPE 1/14/26		FEDERAL WITHHOLDING TAX	113,469.78
					Total :	113,469.78
2	Vouchers for bank code : ubgen				Bank total :	150,816.15
2	Vouchers in this report				Total vouchers :	150,816.15

Prepared by: J. Much

Date: 1-27-26

Approved by: E. Ball

Date: 1-27-26

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01/21/2026 4:37:50PM

Voucher List
CITY OF SANTEE

Page 5

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141503	1/21/2026	15886 ACTIVE NETWORK LLC	11152786 4100186367 4100186368 4100186490	55572 55572 55572 55572	ACTIVE NETWORK - EQUIPMENT ACTIVE NETWORK ANNUAL SUBSC ACTIVE NETWORK ANNUAL SUBSC ACTIVE NETWORK ANNUAL SUBSC	1,044.10 1,541.67 1,541.67 1,541.67
						Total : 5,669.11
141504	1/21/2026	13321 ALPHA PROJECT FOR THE	0010307-IN	55105	ENCAMPMENT CLEANUPS	3,417.04
						Total : 3,417.04
141505	1/21/2026	10510 AMAZON WEB SERVICES, INC	2463654637		AMAZON CLOUD SERVICES	108.56
						Total : 108.56
141506	1/21/2026	11445 AMERICAN MESSAGING	L1072898AA		FD PAGER SERVICE	229.89
						Total : 229.89
141507	1/21/2026	11419 ANALYTICAL CHEMISTS INC	46883	55314	EQUIPMENT TESTING	508.00
						Total : 508.00
141508	1/21/2026	11460 ASBURY ENVIRONMENTAL SERVICES	1500-01308440 1500-01311363	55316 55316	WASTE DISPOSAL WASTE DISPOSAL	8.00 153.00
						Total : 161.00
141509	1/21/2026	10412 AT&T	000024554589		TELEPHONE	595.20
						Total : 595.20
141510	1/21/2026	13292 BORDER RECAPPING LLC	25-0323585-008	55318	VEHICLE REPAIR	68.47
						Total : 68.47
141511	1/21/2026	15741 CA GOVERNOR'S OFFICE OF	25-0067 25-0076	55488 55488	FY22 UASI GRANT - EMERGENCY M. FY22 UASI GRANT-EMERGENCY M.	46,208.68 16,788.99
						Total : 62,997.67
141512	1/21/2026	11399 CABLE PIPE & LEAK DETECTION	950632	55353	AS-NEEDED LEAK DETECTION	680.00
						Total : 680.00
141513	1/21/2026	12153 CORODATA RECORDS	RS7131544	55479	RECORD STORAGE, RETRIEVAL &	844.04

Page 5

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141513	1/21/2026	12153 CORODATA RECORDS	(Continued)			Total : 844.04
141514	1/21/2026	10358 COUNTY OF SAN DIEGO	26CTOFSASN06	55441	800 MHZ NETWORK ACCESS	2,440.00
					Total :	2,440.00
141515	1/21/2026	15413 COUNTYWIDE MECHANICAL SYSTEMS	77339	55384	PLUMBING REPAIRS & RELATED M	959.45
			77490	55384	PLUMBING REPAIRS & RELATED M	6,816.90
			77555	55384	PLUMBING REPAIRS & RELATED M	445.60
			77577	55384	FY25/26 PLUMBING REPAIRS & REI	2,566.60
			77614	55384	PLUMBING REPAIRS & RELATED M	2,082.40
			77623	55384	PLUMBING REPAIRS & RELATED M	1,859.60
			77644	55384	PLUMBING REPAIRS & RELATED M	6,011.75
			77668	55384	PLUMBING REPAIRS & RELATED M	1,152.60
			78079	55384	PLUMBING REPAIRS & RELATED M	668.40
					Total :	22,563.30
141516	1/21/2026	10333 COX COMMUNICATIONS	052335901; JAN26		8950 COTTONWOOD AVE	197.38
					Total :	197.38
141517	1/21/2026	12655 DELL MARKETING LP	10853109105	55489	MONTHLY WEBSITE HOSTING FEE	530.43
					Total :	530.43
141518	1/21/2026	14811 DIGITECH COMPUTER LLC	618001495	55456	SLEMSA BILLING CONTRACT SERV	21,468.48
					Total :	21,468.48
141519	1/21/2026	14926 EAGLES POINT SECURITY INC	30725	55515	SECURITY	3,260.25
					Total :	3,260.25
141520	1/21/2026	13442 EBBIN MOSER + SKAGGS LLP	5168	52777	MSCP SUBAREA PLAN	15,515.00
			5171	52777	MSCP SUBAREA PLAN	17,120.00
					Total :	32,635.00
141521	1/21/2026	12593 ELLISON WILSON ADVOCACY, LLC	2026-01-06	55418	LEGISLATIVE ADVOCACY SERVICE	1,500.00
					Total :	1,500.00
141522	1/21/2026	10009 FIRE ETC	202303	55356	EQUIPMENT SUPPLIES	132.91
					Total :	132.91

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141523	1/21/2026	12638 GEORGE HILLS COMPANY INC	INV1033585	55466	ADMIN-LIABILITY CLAIMS	1,541.67
					Total :	1,541.67
141524	1/21/2026	12495 GROSSMONT UNION	AR020520	55416	SCHOOL RESOURCE OFFICERS	60,064.00
					Total :	60,064.00
141525	1/21/2026	15750 HOWARD BLACKSON URBAN DESIGN	12312025	55470	EXPERT/CONSULTING SERVICES	4,500.00
					Total :	4,500.00
141526	1/21/2026	14956 JET ADVERTISING LLC	13343	55268	WEBSITE CONSULTING SERVICES	225.00
					Total :	225.00
141527	1/21/2026	10997 LAKESIDE FIRE PROTECTION	292	55397	SOFTWARE SUBSCRIPTION	1,320.14
					Total :	1,320.14
141528	1/21/2026	13155 LIFETIME DOG TRAINING, LLC	5017		INSTRUCTOR PAYMENT	2,115.00
					Total :	2,115.00
141529	1/21/2026	10174 LN CURTIS AND SONS	INV1018088	55361	SAFETY APPAREL	271.26
					Total :	271.26
141530	1/21/2026	13346 MAXEY, NICK	2888889		EMPLOYEE REIMBURSEMENT	184.17
					Total :	184.17
141531	1/21/2026	10154 MCDOUGAL BOEHMER FOLEY LYON	115148		SLEMSA LEGAL SERVICES DECEM	360.00
					Total :	360.00
141532	1/21/2026	10538 MEALS ON WHEELS	2-25-26	55543	CDBG SUBRECIPIENT	1,452.50
					Total :	1,452.50
141533	1/21/2026	10083 MUNICIPAL EMERGENCY SERVICES L	IN2391175	55299	SAFETY APPAREL	636.90
					Total :	636.90
141534	1/21/2026	10344 PADRE DAM MUNICIPAL WATER DIST	29700015; DEC25		CONSTRUCTION METER	271.20
					Total :	271.20
141535	1/21/2026	11539 PALM ENGINEERING CONSTRUCTION	4-2026 CIP2024-02 R	55127	CUYAMACA STREET RIGHT TURN F RETENTION	170,275.00 -8,513.75

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141535	1/21/2026	11539	11539 PALM ENGINEERING CONSTRUCTION (Continued)			Total : 161,761.25
141536	1/21/2026	14614 PARADIGM MECHANICAL CORP	114191	55387	HVAC MAINT & REPAIRS	328.90
					Total :	328.90
141537	1/21/2026	10932 PERRY ELECTRIC	1707-1 CIP2023-09 1R	55556	TRAFFIC SIGNAL AND COMMUNIC/ RETENTION	625,600.00 -31,280.00
					Total :	594,320.00
141538	1/21/2026	10093 PLAYPOWER LT FARMINGTON INC	1400302505	55500	PLAYGROUND PARTS - BIG ROCK	21,201.82
					Total :	21,201.82
141539	1/21/2026	12062 PURETEC INDUSTRIAL WATER	2374057 2374058 2374059	55528 55528 55528	DEIONIZED WATER SERVICE DEIONIZED WATER SERVICE DEIONIZED WATER SERVICE	34.40 51.22 17.20
					Total :	102.82
141540	1/21/2026	14539 ROGERS ANDERSON MALODY & SCOTT	79451	55369	FY 25/26 AUDIT SERVICES	3,955.00
					Total :	3,955.00
141541	1/21/2026	10407 SAN DIEGO GAS ELECTRIC	2100019515958; DEC25		TRAFFIC SIGNAL NEW LINE	452.94
					Total :	452.94
141542	1/21/2026	13061 SAN DIEGO HUMANE SOCIETY &	JAN-26	55408	ANIMAL CONTROL SERVICES	39,881.00
					Total :	39,881.00
141543	1/21/2026	10677 SANTEE CHAMBER OF COMMERCE	5291	55272	SPRING SANTEE MAGAZINE GUIDE	2,400.00
					Total :	2,400.00
141544	1/21/2026	14523 SCA OF CA, LLC	CA25004892	55372	STREET SWEEPING SVCS	32,198.14
					Total :	32,198.14
141545	1/21/2026	12223 SITEONE LANDSCAPE SUPPLY LLC	161439996 - 001 161461225-001 161529061-001	55389 55389 55389	IRRIGATION PARTS IRRIGATION PARTS IRRIGATION PARTS	354.96 229.59 149.34
					Total :	733.89
141546	1/21/2026	10837 SOUTHWEST TRAFFIC SIGNAL	84788	55484	TRAFFIC SIGNAL - USA MARKOUTS	186.84

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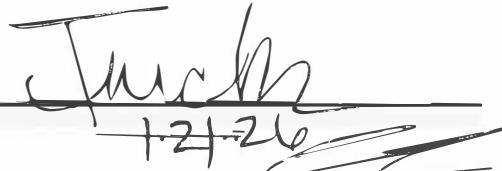
Voucher List
CITY OF SANTEE

Page 9

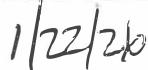
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141554	1/21/2026	10133	10133 UNDERGROUND SERVICE ALERT	(Continued)		
141555	1/21/2026	12480 UNITED SITE SERVICES	114-14173293 114-14173398 INV-5831081	55423 55423 55423	PORTA POTTY - WALKER SEPTIC CLEANING PORTA POTTY	358.36 180.00 135.54
						Total : 673.90
141556	1/21/2026	10642 USPS-POC	12312025		DECEMBER POSTAGE	739.84
						Total : 739.84
141557	1/21/2026	10325 VALLEY POWER SYSTEM INC	R68259	55308	VEHICLE SUPPLIES	302.13
						Total : 302.13
141558	1/21/2026	11877 WAXIE SANITARY SUPPLY	83696609 83708759	55474 55474	FACILITIES MAINTENANCE SUPPLI FACILITIES MAINTENANCE SUPPLI	1,107.07 99.51
						Total : 1,206.58
56 Vouchers for bank code : ubgen						Bank total : 1,180,152.56
56 Vouchers in this report						Total vouchers : 1,180,152.56

Prepared by:
Date:



Approved by:
Date:



vchlist

01/22/2026 10:59:55AM

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141559	1/22/2026	12903 AMERICAN FIDELITY ASSURANCE CO	2707018 2707019		FLEXIBLE SPENDING ACCOUNT FLEXIBLE SPENDING ACCOUNT	4,050.69 4,050.63 Total : 8,101.32
141560	1/22/2026	12722 FIDELITY SECURITY LIFE	167153214		EYEMED - VOLUNTARY VISION	1,175.69 Total : 1,175.69
141561	1/22/2026	10844 FRANCHISE TAX BOARD	PPE 1/14/26		WITHHOLDING ORDER	241.25 Total : 241.25
141562	1/22/2026	10508 LIFE INSURANCE COMPANY OF	January 2026		LIFE INSURANCE	3,502.80 Total : 3,502.80
141563	1/22/2026	14452 MEDICAL AIR SERVICES ASSC	January 2026		MEDICAL AIR TRANSPORT SVCS	207.00 Total : 207.00
141564	1/22/2026	14458 METROPOLITAN LIFE INSURANCE	88352990		VOLUNTARY LEGAL	798.00 Total : 798.00
141565	1/22/2026	10784 NATIONAL UNION FIRE INSURANCE	January 2026		VOLUNTARY AD&D	35.05 Total : 35.05
141566	1/22/2026	10335 SAN DIEGO FIREFIGHTERS FEDERAL	PPE 1/14/26		LONG TERM DISABILITY-SFFA	1,386.50 Total : 1,386.50
141567	1/22/2026	10424 SANTEE FIREFIGHTERS	PPE 1/14/26		BATT CHIEF-STATION EXPENSE	4,913.45 Total : 4,913.45
141568	1/22/2026	10776 STATE OF CALIFORNIA	PPE 1/14/26		WITHHOLDING ORDER	449.53 Total : 449.53
141569	1/22/2026	10776 STATE OF CALIFORNIA	PPE 1/14/26		WITHHOLDING ORDER	260.30 Total : 260.30
141570	1/22/2026	14467 TEXAS LIFE INSURANCE COMPANY	SM0F0U20251214001		VOLUNTARY INS RIDERS	729.45 Total : 729.45

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Voucher List
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141571	1/22/2026	10001 US BANK	PPE 1/14/26		PARS RETIREMENT	1,089.88
						Total : 1,089.88
141572	1/22/2026	14600 WASHINGTON STATE SUPPORT	PPE 1/14/26		WITHHOLDING ORDER	641.53
						Total : 641.53
14	Vouchers for bank code : ubgen					Bank total : 23,531.75
14	Vouchers in this report					Total vouchers : 23,531.75

Prepared by:

Date:

Approved by:

Date:

1/22/26

vchlist
01/23/2026 10:14:36AM

Voucher List
CITY OF SANTEE

Page 13

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
6634122	1/23/2026	14704 457 MISSIONSQUARE	PPE 1/14/26		ICMA - 457	48,392.39
						Total : 48,392.39
6767637	1/23/2026	14705 RHS MISSIONSQUARE	PPE 1/14/26		RETIREE HSA	5,051.39
						Total : 5,051.39
2	Vouchers for bank code : ubgen					Bank total : 53,443.78
2	Vouchers in this report					Total vouchers : 53,443.78

Prepared by: J. Tuck
Date: 1-25-26
Approved by: E. Ball
Date: 1-26-26

vchlist
01/27/2026 2:09:27PM

Voucher List
CITY OF SANTEE

Page 14

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
240915 ✓	1/23/2026 ✓	10482 TRISTRAR RISK MANAGEMENT	ILNC-20260121-SANTEE		ILNC-20260121-SANTEE5519 IMRE	10,000.00
						Total : 10,000.00 ✓
1 Vouchers for bank code : ubgen						Bank total : 10,000.00
1 Vouchers in this report						Total vouchers : 10,000.00

Prepared by: J. Murch
Date: 1-27-26

Approved by: _____
Date: 1/28/26

vchlist
01/27/2026 2:47:47PM

Voucher List
CITY OF SANTEE

Page 15

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
174427 ✓	1/23/2026 ✓	10401 US BANK TRUST	3101561		TARB 2016A; SEMI-ANNUAL DEBT S	1,657,339.90
					Total :	1,657,339.90 ✓
1 Vouchers for bank code : ubgen						Bank total : 1,657,339.90
1 Vouchers in this report						Total vouchers : 1,657,339.90

Prepared by: _____
Date: _____



Approved by: _____
Date: _____


1/28/2026

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141574	1/27/2026	10001 US BANK	00010006		MEETING & OFFICE SUPPLIES	35.87
			0001006B		OFFICE SUPPLIES	10.99
			0001499		MEMBERSHIP RENEWAL - LINDEB	104.00
			00015640		INTERIM FIRE STATION 20	12.92
			001327		MEETING SUPPLIES	17.78
			007453		TEEN CENTER HOLIDAY CRAFT SL	23.24
			008263		FIRE DEPT AWARD CEREMONY	71.27
			010138		SENIOR SUPPLIES	41.31
			011442		OFFICE SUPPLIES	6.47
			017577		SENIOR SUPPLIES	155.19
			026672-A		CLEAN TRUCK PROGRAM	63.31
			026672-B		CLEAN TRUCK PROGRAM	1.89
			029073		FIRE DEPT AWARD CEREMONY	175.00
			029181		MEETING SUPPLIES	39.38
			030918		STATION SUPPLIES	587.68
			040462		MEETING SUPPLIES	45.08
			0421042		OFFICE SUPPLIES	9.12
			042490		TEEN CENTER HOLIDAY ACTIVITY :	43.60
			047375		CROSSING GUARD TRAINING	40.60
			049640		PRINTING CHARGE	34.15
			052226		INTERIM FIRE STATION 20	21.55
			0555461		PHONE SYSTEM SUPPLIES	118.68
			055982		3RD GRADE POSTER CONTEST	51.33
			059295		GENERAL EVENT SUPPLIES	21.09
			061730		PRINTING CHARGE	18.82
			0649812		OFFICE SUPPLIES	34.46
			070839		HOLIDAY LUNCHEON SUPPLIES	200.00
			073685		GENERAL EVENT SUPPLIES	30.26
			076246		SENIOR PROGRAM SUPPLIES	51.82
			082760		STARLIGHT CIRCLE WALK	29.50
			102125051		CERTIFICATION RENEWAL	100.00
			1024994		MATERIALS & SUPPLIES	119.47
			104		JOB POSTING - SENIOR PLANNER	50.00
			1115787		FIREFIGHTING EQUIPMENT	288.02
			11246		MEETING SUPPLIES	19.10
			11262025		TRANSPORTATION FEE	31.67

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141574	1/27/2026	10001 US BANK	(Continued)			
			11802321		CERTIFIED MAIL LABELS - CLOMR	1,078.50
			12.20.25		EQUIPMENT SERVICE	195.00
			12012025		EVENT PROMOTION	90.00
			12052025-JM		LODGING	239.18
			12102025		TRANSPORTATION CHARGE	48.92
			12182025		MEMBERSHIP RENEWAL - MORGAI	350.00
			1530249		INTERIM FIRE STATION 20	27.93
			153504		PROFESSIONAL DEVELOPMENT	113.30
			1543658		SHOP SUPPLIES	39.84
			1865318		EVENT PROMOTION	182.97
			18992781		EMAIL MARKETING SUBSCRIPTION	350.00
			193635		SELFIES WITH SANTA EVENT	23.71
			1CJC1HS		COMPUTER FURNITURE	769.27
			2013991		STATION SUPPLIES	29.75
			2025.2026		MEMBERSHIP DUES	50.00
			20251043		SHADOW HILL PARK RIBBON CUT	17.22
			2025-3926		TRAINING REGISTRATION	495.00
			204146		SAFETY SUPPLIES	810.55
			2081347		TEEN CENTER SUPPLIES	32.16
			209692		SIGNS	108.25
			2193834		OFFICE SUPPLIES	35.55
			2302712		CPRS AWARD SUBMITTAL	85.00
			2302987		CPRS STATE AWARD SUBMISSION	85.00
			249143		TAX FORMS	951.69
			2510702		MATERIALS & SUPPLIES	142.37
			2544534		STATION SUPPLIES	343.71
			2612258		EVENT SUPPLIES	230.01
			2881807		OFFICE SUPPLIES	63.56
			298207		SELFIES WITH SANTA EVENT	26.72
			2LZL8Z3		PREZI MEMBERSHIP	228.00
			300005517		MEMBERSHIP DUES	300.00
			30069615		BUSINESS CARDS	81.91
			30083888		EVENT PROMOTION	66.49
			30092454		BUSINESS CARDS	44.66
			3010258		MATERIALS & SUPPLIES	679.62
			30120665		BUSINESS CARDS	44.66

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141574	1/27/2026	10001 US BANK	(Continued)			
			3030960		SHOP SUPPLIES	107.69
			30911		SHADOW HILL RIBBON CUTTING	54.94
			32694-48		COMMUNICATION EQUIPMENT	392.21
			3353-9		PAINT	325.30
			3488484		WELLNESS EVENT	467.17
			3512627		INTERIM FIRE STATION 20	128.16
			38426-36		COMMUNICATION EQUIPMENT	48.49
			39360		RECRUITMENT	495.00
			3960423416		SOFTWARE MAINTENANCE	59.88
			4235206		SMALL TOOLS	48.42
			4295415		EVENT PLANNING SOFTWARE	468.00
			4435658		REVERSAL OF FRAUDULENT CHAF	-750.00
			4612-6193.1		GOOGLE CLOUD FEE	0.06
			47219		MAST DISC GOLF COURSE SUPPLI	242.44
			47262		PROFESSIONAL DEVELOPMENT	602.38
			47263		PROFESSIONAL DEVELOPMENT	602.38
			47263P		PLANNING & CDBG CONVENTION	141.95
			5032244		PHONE SYSTEM SUPPLIES	634.62
			5545028		OFFICE SUPPLIES	34.48
			5953		LODGING FOR GRANT WRITING TF	142.15
			6002443		CAL CHIEFS CONFERENCE	-17.99
			6002450		CAL CHIEFS CONFERENCE	-1,344.40
			6014821		MATERIALS & SUPPLIES	19.65
			6953009		STATION SUPPLIES	165.43
			7011224		MATERIALS & SUPPLIES	129.30
			71043		MATERIALS & SUPPLIES	21.51
			71365-46		COMMUNICATION EQUIPMENT	48.49
			73545		MATERIALS & SUPPLIES	9.14
			73614		STATION SUPPLIES	203.58
			7414658-A		FIREFIGHTING EQUIPMENT	73.85
			7414658-B		FIREFIGHTING EQUIPMENT	105.28
			7461006		OFFICE SUPPLIES	49.55
			7511808		INTERIM FIRE STATION 20	20.41
			7513843		MATERIALS & SUPPLIES	64.46
			79584		STATION EQUIPMENT	322.17
			79742		MATERIALS & SUPPLIES	52.75

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Voucher List
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141574	1/27/2026	10001 US BANK	(Continued)			
			8012577		PHONE SYSTEM SUPPLIES	12.91
			81106-70		COMMUNICATION EQUIPMENT	316.79
			83800		MATERIALS & SUPPLIES	58.87
			83959		STATION SUPPLIES	2,138.20
			8511548		STATION SUPPLIES	7.08
			8523510		MATERIALS/SUPPLIES & TOOLS	186.30
			8526661		CIVIC CENTER STORAGE SHELVES	651.42
			8611407		PHONE SYSTEM SUPPLIES	169.14
			8819425		ENG AND PLAN & BUILD SUPPLIES	8.61
			89067		EQUIPMENT SUPPLIES	18.79
			89071		MEDIC UNIT SUPPLIES	123.70
			9010916		SMALL TOOL	43.07
			9031067		MATERIALS & SUPPLIES	254.84
			9031163		INTERIM FIRE STATION 20	127.06
			9628232		OFFICE SUPPLIES	18.08
			9811401		OFFICE SUPPLIES	18.00
			9811401PSD		MATERIALS & SUPPLIES	53.86
			9925812		PLANNING SUPPLIES	142.84
			WN42328119		STATION SUPPLIES	2,263.87
			WN42354653		FIREFIGHTING EQUIPMENT	83.85
			WN43752438		STATION SUPPLIES	-151.84
			WN43752438-A		STATION SUPPLIES	174.89
			WN43752438-B		STATION SUPPLIES	39.65
			WN43762533		STATION SUPPLIES	155.05
			ZXHDDLE		MEETING REGISTRATION	125.00
					Total :	22,374.05
1	Vouchers for bank code : ubgen				Bank total :	22,374.05
1	Vouchers in this report				Total vouchers :	22,374.05

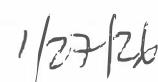
Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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Prepared by:

Date: 

Approved by:

Date: 

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Voucher List
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
1264	1/27/2026	10353 PERS	01 26 4		RETIREMENT PAYMENT	161,662.93
					Total :	161,662.93
1	Vouchers for bank code : ubgen				Bank total :	161,662.93
1	Vouchers in this report				Total vouchers :	161,662.93

Prepared by: J. Uch
Date: 1-27-26
Approved by: J. Uch
Date: 1-27-26

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Voucher List
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141575	1/28/2026	10003 A & B SAW & LAWNMOWER SHOP	4671	55281	EQUIPMENT SUPPLIES	272.61
					Total :	272.61
141576	1/28/2026	10010 AIS TRUST ACCOUNT NEWPORT	12/31/2025		SPECIAL EVENT INSURANCE 4TH C	1,674.00
					Total :	1,674.00
141577	1/28/2026	13321 ALPHA PROJECT FOR THE	0010324-IN	55105	ENCAMPMENT CLEANUPS	2,795.76
					Total :	2,795.76
141578	1/28/2026	14363 ANGUS ASPHALT INC	CIP2024-06#3R CIP2024-06PP#3	55495	PROGRESS PAYMENT #3 - RETENT CITYWIDE CONCRETE REPAIR & R	-4,079.88 81,597.50
					Total :	77,517.62
141579	1/28/2026	11460 ASBURY ENVIRONMENTAL SERVICES	1500-01313739	55316	WASTE DISPOSAL	65.00
					Total :	65.00
141580	1/28/2026	13292 BORDER RECAPPING LLC	25-0323106-008	55318	TIRES	2,208.07
					Total :	2,208.07
141581	1/28/2026	10478 CALIFORNIA DEPARTMENT OF	USE TAX OCT-DEC 2025		USE TAX OCTOBER - DECEMBER 2	190.00
					Total :	190.00
141582	1/28/2026	11862 CORODATA SHREDDING INC	DN1557294		CORODATA SHREDDING	55.20
					Total :	55.20
141583	1/28/2026	10358 COUNTY OF SAN DIEGO	26CTOFSAN06	55425	SHERIFF RADIOS	2,806.00
					Total :	2,806.00
141584	1/28/2026	10333 COX COMMUNICATIONS	063453006; JAN26 064114701; JAN26		9534 VIA ZAPADOR 8115 ARLETTE ST	97.95 194.43
					Total :	292.38
141585	1/28/2026	10608 CRISIS HOUSE	967	55541	CDBG SUBRECIPIENT	1,358.17
					Total :	1,358.17
141586	1/28/2026	10449 DAY MANAGEMENT CORPORATION	INV905093	55290	EQUIPMENT REPAIR	250.00

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141586	1/28/2026	10449 10449 DAY MANAGEMENT CORPORATION	(Continued)			Total : 250.00
141587	1/28/2026	12970 DUDEK	202600263	55175	PROFESSIONAL SVS RELATED TO	113,233.75
					Total :	113,233.75
141588	1/28/2026	15651 EAGLE PAVING CO LLC	CIP2025-02 5R	55338	RETENTION	-210.75
			CIP2025-02 PP5		PROGRESS PAYMENT #5 - CITYWIDE	4,215.00
					Total :	4,004.25
141589	1/28/2026	10054 ELDERHELP OF SAN DIEGO	12312025	55548	CDBG SUBRECIPIENT - Q2 REIMBL	1,568.87
					Total :	1,568.87
141590	1/28/2026	11196 HD SUPPLY FACILITIES	9242444038	55358	STATION SUPPLIES	91.61
			9242468154	55358	STATION SUPPLIES	93.40
			9242468155	55358	STATION SUPPLIES	496.40
					Total :	681.41
141591	1/28/2026	14833 INTERWEST CONSULTING GROUP	3014808	55471	FY 25/26 BUILDING EXPERT CONS	15,387.06
					Total :	15,387.06
141592	1/28/2026	10997 LAKESIDE FIRE PROTECTION	12/31/25		FY26 Q2 RECONCILIATION & DISTF	837,624.04
					Total :	837,624.04
141593	1/28/2026	10204 LIFE ASSIST INC	2042469	55324	EMS SUPPLIES	8.19
			2043126	55324	EMS SUPPLIES	396.61
			2045509	55324	EMS SUPPLIES	1,527.10
			2046903	55324	EMS SUPPLIES	115.89
					Total :	2,047.79
141594	1/28/2026	15342 NAPA AUTO PARTS	970414	55345	EQUIPMENT REPAIR PART	9.64
			971487	55345	VEHICLE SUPPLIES	71.60
					Total :	81.24
141595	1/28/2026	10218 OFFICE DEPOT	1731001		OFFICE SUPPLIES	50.84
			1961001		OFFICE SUPPLIES	3.30
					Total :	54.14
141596	1/28/2026	10308 O'REILLY AUTO PARTS	2968-332718	55364	EQUIPMENT SUPPLIES	12.07

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141596	1/28/2026	10308 10308 O'REILLY AUTO PARTS	(Continued)			Total : 12.07
141597	1/28/2026	10344 PADRE DAM MUNICIPAL WATER DIST	90000367; JAN26		GROUP BILL	17,435.53
						Total : 17,435.53
141598	1/28/2026	15140 PRECISION GARAGE DOOR SERVICE	213918307		GATE REPAIRS	314.90
						Total : 314.90
141599	1/28/2026	15343 QUADIENT FINANCE USA INC	2812309		PRIORITY MAIL POSTAGE	200.20
						Total : 200.20
141600	1/28/2026	15933 QUADIENT INC	17898906		POSTAGE MACHINE SUPPLIES	218.46
						Total : 218.46
141601	1/28/2026	10095 RASA	5911	55434	MAP CHECK - SLOPE ST. TM 2020-I	700.00
			5912	55434	MAP CHECK - SUMMIT AVE	700.00
						Total : 1,400.00
141602	1/28/2026	15425 RENEWELL FLEET SERVICE LLC	9219	55367	VEHICLE REPAIR PARTS	835.60
						Total : 835.60
141603	1/28/2026	10097 ROMAINE ELECTRIC CORPORATION	12-066048	55407	VEHICLE SUPPLIES	144.47
						Total : 144.47
141604	1/28/2026	10407 SAN DIEGO GAS & ELECTRIC	2100019515958; JAN26		TRAFFIC SIGNAL NEW LINE	199.61
			34223805628; JAN26		ROW / MEDIAN (GAS)	336.23
			79900685777; JAN26		BALLFIELDS; FACILITIES; PARKS	20,392.28
						Total : 20,928.12
141605	1/28/2026	10107 SANTEE FOOD BANK	12312025	55550	CDBG SUBRECIPIENT	4,586.60
			9302025	55550	CDBG SUBRECIPIENT - QUARTER	22,863.40
						Total : 27,450.00
141606	1/28/2026	12223 SITEONE LANDSCAPE SUPPLY LLC	161434985-001	55389	IRRIGATION PARTS	247.10
			161721964-001	55389	IRRIGATION PARTS	1,928.69
						Total : 2,175.79
141607	1/28/2026	10217 STAPLES ADVANTAGE	6050370526	55349	FY 25/26 OFFICE SUPPLIES - FINAN	111.60

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141607	1/28/2026	10217 STAPLES ADVANTAGE	(Continued)			
			6052306801	55349	CREDIT FOR RETURN	-21.54
			6052472887	55349	FY 25/26 OFFICE SUPPLIES - FINAN	215.35
			6052561662	55412	OFFICE SUPPLIES	343.03
			6052561663	55349	FY 25/26 OFFICE SUPPLIES - FINAN	132.42
					Total :	780.86
141608	1/28/2026	10250 THE EAST COUNTY	00159709		ORDINANCE PUBLICATION	238.00
					Total :	238.00
141609	1/28/2026	10325 VALLEY POWER SYSTEM INC	R68503	55308	VEHICLE SUPPLIES	440.59
					Total :	440.59
141610	1/28/2026	11305 VELOCITY TRUCK CENTERS	XA290247747:01	55309	VEHICLE REPAIR PARTS	2,106.50
					Total :	2,106.50
141611	1/28/2026	10475 VERIZON WIRELESS	6133204281; JAN26		CELL PHONE SERVICE	483.66
					Total :	483.66
141612	1/28/2026	14097 VOICES FOR CHILDREN	2-2026	55546	CDBG SUBRECIPIENT	1,664.32
					Total :	1,664.32
141613	1/28/2026	10136 WEST COAST ARBORISTS INC	235994	55395	URBAN FORESTRY MANAGEMENT	19,190.00
			235996	55395	URBAN FORESTRY MANAGEMENT	3,800.00
			235997	55395	URBAN FORESTRY MANAGEMENT	10,925.00
			238177	55395	URBAN FORESTRY MANAGEMENT	1,995.00
					Total :	35,910.00
39	Vouchers for bank code : ubgen				Bank total :	1,176,906.43
39	Vouchers in this report				Total vouchers :	1,176,906.43

Prepared by: J. Luch
Date: 1-28-26

Approved by: CC
Date: 1/28/26



COUNCIL AGENDA STATEMENT

CITY OF SANTEE

Item 3

MEETING DATE February 11, 2026

ITEM TITLE RESOLUTION AUTHORIZING THE ACCEPTANCE AND THE APPROPRIATION OF GRANT FUNDS RECEIVED FROM SAN DIEGO ART MATTERS' FISCAL AGENT MISSION EDGE SAN DIEGO TO SUPPORT AN ARTS & CULTURE CAPACITY-BUILDING PROJECT AS PART OF THE LOCAL ARTS AGENCY LEARNING NETWORK

DIRECTOR/DEPARTMENT Nicolas Chavez, Community Services

SUMMARY

San Diego Art Matters is a regional resource for artists, cultural practitioners, and nonprofit arts and culture organizations. It serves as a central coordinator and mobilizer, building connections and leveraging collective capacity to strengthen creative communities throughout San Diego County. San Diego Art Matters operates as a nonprofit organization under the fiscal sponsorship of Mission Edge San Diego, which specializes in fiscal sponsorship services.

In November 2024, the City Manager approved a Memorandum of Understanding (MOU) between the City of Santee and San Diego Art Matters, effective December 1, 2024, through December 31, 2025. This agreement supports the City of Santee's participation in the Local Arts Agency (LAA) Learning Network, a year-long capacity-building and training program.

Upon completion of the training year, the Memorandum of Understanding (MOU) provides a \$20,000 capacity-building grant to the City of Santee. Grant funds are restricted to capacity-building efforts only and may not be used for the implementation of public arts projects, art programming or artist commissions. The funds will support city staff lead community outreach and organizational development efforts intended to identify community needs and priorities related to future arts and culture programming, including initiatives associated with the future Town Center Specific Plan Arts and Entertainment Neighborhood.

Staff proposes to implement a public outreach campaign in conjunction with existing City special events throughout the year to engage a diverse range of attendees and gather resident input on arts and culture interests and priorities. Outreach activities will include interactive visual feedback displays that allow community members to indicate support for specific types of arts and cultural programming they would like to see expanded in the future. The outreach effort will incorporate both in-person and digital strategies, including flyers, banners, and on-site signage at City events, as well as social media, email distribution lists, SanteeTV, local online publications, and a dedicated arts webpage on the City's website that will include a digital community feedback survey form.

Staff had the opportunity to discuss this grant and the proposed outreach activities with the Santee Workgroup for Arts & Culture at their February meeting. They recommended outreach activities should build upon the work already done as part of the development of the Town Center Specific Plan, with a focus on the Arts and Entertainment Neighborhood. Approaching





CITY OF SANTEE

COUNCIL AGENDA STATEMENT

the outreach in this way will help provide focus to the input and feedback being solicited, as well as provide an opportunity to share information about the Town Center Specific Plan and the vision for the different neighborhoods included in the plan.

The capacity-building grant is a one-year effort concluding in December 2026. At that time, collected data will be summarized and presented to City staff and the Santee Workgroup for Arts & Culture to support the development of next steps and future programming and planning efforts.

FINANCIAL STATEMENT

W8

Grant funding of \$20,000 for the Arts & Culture capacity building project will be allocated in the City's grant fund to be accessed and used by the Community Services Recreation Division -- Special Events and the City Manager's Marketing Division.

CITY ATTORNEY REVIEW

N/A • Completed

RECOMMENDATION

WK

Adopt Resolution authorizing the acceptance of grant funding and appropriating funds received from San Diego Art Matters through Mission Edge San Diego to support the Arts & Culture Capacity building project for Fiscal Year 2025-2026.

ATTACHMENT

Resolution



RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE ACCEPTANCE AND APPROPRIATION OF
GRANT FUNDS RECEIVED FROM SAN DIEGO ART MATTERS' FISCAL
AGENT MISSION EDGE SAN DIEGO TO SUPPORT AN ARTS & CULTURE
CAPACITY-BUILDING PROJECT AS PART OF THE LOCAL ARTS AGENCY
LEARNING NETWORK**

WHEREAS, San Diego Art Matters is a regional resource organization serving artists, cultural practitioners, and nonprofit arts and culture organizations, operating under the fiscal sponsorship of Mission Edge San Diego; and

WHEREAS, San Diego Art Matters facilitates capacity building, coordination, and collective impact among creative communities throughout San Diego County; and

WHEREAS, in November 2024, the City Manager approved a Memorandum of Understanding (MOU) between the City of Santee and San Diego Art Matters, effective December 1, 2024 through December 31, 2025, to support participation in the Local Arts Agency (LAA) Learning Network; and

WHEREAS, upon completion of the LAA Learning Network, the MOU provides a \$20,000 capacity-building grant to the City of Santee to support community outreach and organizational development related to arts and culture; and

WHEREAS, the City proposes to utilize these funds to conduct a public outreach campaign to gather resident input on arts and culture in Santee through physical media (including flyers, banners, and signage at City events) and digital platforms (including social media, email lists, SanteeTV, and local online publications); and

WHEREAS, these efforts align with the City's goals of enhancing community engagement, strengthening cultural programming, and supporting the development of a more vibrant and connected community.

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

SECTION 1. The City Council hereby finds that the foregoing recitals are true and correct and are incorporated herein as substantive findings of this Resolution.

SECTION 2. The City Council hereby authorizes the City Manager to accept the grant, appropriate funding in this fiscal year's budget (FY 25/26), and support the enhancement of arts and culture in Santee.

SECTION 3. This Resolution shall become effective immediately upon its adoption.

RESOLUTION NO. _____

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 11th day of February 2026, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK



COUNCIL AGENDA STATEMENT

CITY OF SANTEE

Item 4

MEETING DATE February 11, 2026

ITEM TITLE RESOLUTION AUTHORIZING THE FIRST AMENDMENT TO THE AGREEMENT WITH WEST COAST ARBORISTS INCORPORATED FOR URBAN FORESTRY MANAGEMENT SERVICES

DIRECTOR/DEPARTMENT Nicolas Chavez, Community Services



SUMMARY

As part of the Citywide Pavement Repair and Rehabilitation Phase 2 2025 (CIP 2025-05) Project, several trees located along Mast Boulevard between Cambury Drive and Magnolia Avenue have been identified for removal as they are damaging City infrastructure including asphalt concrete pavement, median curbs, concrete pavers, and landscape irrigation. Additionally, the tree roots pose a risk for future damage to underground utilities on Mast Boulevard.

On June 11, 2025, the City Council approved an agreement with West Coast Arborists Incorporated for Urban Forestry Management Services for Fiscal Year (FY) 2025-26.

Since West Coast Arborists is already under contract with the City, staff obtained a quote from West Coast Arborists for removal and replacement of the identified trees. This item requests authorization to enter into a first amendment to the agreement with West Coast Arborists for the removal and replacement of the identified trees. The replacement trees will be planted with root barriers and species better suited for medians. The expanded scope of work results in the need to increase the FY 2025-26 contract for Urban Forestry Management Services.

Staff recommends the City Council adopt the Resolution approving the First Amendment to the Agreement, which will increase the FY 2025-26 Agreement by \$30,655.00. The amended agreement will increase from \$227,000.00 to \$257,655.00.

ENVIRONMENTAL IMPACT

This action is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to section 15301 (maintenance of existing structures, facilities or mechanical equipment).

FINANCIAL STATEMENT

The work to be performed under this first amendment to the agreement is funded in the 2026-2030 Capital Improvement Program Budget, Citywide Pavement Repair and Rehabilitation Program.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION

WIC

Adopt the Resolution authorizing the City Manager to execute the First Amendment to the Agreement with West Coast Arborists Incorporated for Urban Forestry Management Services.

ATTACHMENT

Resolution



RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
AUTHORIZING THE FIRST AMENDMENT TO THE AGREEMENT WITH WEST
COAST ARBORISTS INCORPORATED FOR URBAN FORESTRY
MANAGEMENT SERVICES**

WHEREAS, on June 11, 2025, the City Council of the City of Santee approved an Agreement with West Coast Arborists, Incorporated for Urban Forestry Management Services for Fiscal Year (FY) 2025–26, in an amount not to exceed \$227,000.00; and

WHEREAS, as part of the Citywide Pavement Repair and Rehabilitation Phase 2 2025 (CIP 2025-05) Project, several trees located along Mast Boulevard between Cambury Drive and Magnolia Avenue have been identified for removal due to damage being caused to the asphalt concrete pavement, median curbs, concrete pavers and landscape irrigation; and

WHEREAS, staff obtained a quote from West Coast Arborists, Incorporated for the removal and replacement of the identified trees; and

WHEREAS, replacement trees will be planted with root barriers and species better suited for median planting in order to reduce future infrastructure impacts; and

WHEREAS, the First Amendment to the Agreement will increase the contract by \$30,655. The amended agreement will increase from \$227,000.00 to \$257,655.00; and

WHEREAS, this work performed under the first amendment to the agreement is funded in the 2026-2030 Capital Improvement Program Budget, Citywide Pavement Repair and Rehabilitation Program; and

WHEREAS, this action is categorically exempt from the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15301 (maintenance of existing structures, facilities, or mechanical equipment).

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

Section 1. Approves the First Amendment to the Agreement with West Coast Arborists Incorporate, increasing the FY 2025–26 Agreement amount by \$30,665.00 from \$227,000.00 to \$257,655.00.

Section 2. Authorizes the City Manager to execute the First Amendment to the Agreement with Consultant for Urban Forestry Management Services.

Section 3. This Resolution shall take effect immediately upon adoption.

RESOLUTION NO. _____

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 11th day of February 2026, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK



COUNCIL AGENDA STATEMENT

CITY OF SANTEE

Item 5

MEETING DATE

February 11, 2026

ITEM TITLE RESOLUTION AUTHORIZING THE RENEWAL OF 237 MICROSOFT OFFICE 365 LICENSES THROUGH THE FIRST AMENDMENT TO THE MIDWESTERN HIGHER EDUCATION COMMISSION (MHEC) MASTER COOPERATIVE PURCHASING AGREEMENT #04152022

DIRECTOR/DEPARTMENT

Wendy Kaserman, City Manager

SUMMARY

The City of Santee utilizes Microsoft Office 365 as its standard productivity and collaboration platform to support daily operations across all departments.

This item requests authorization to purchase the annual renewal of two hundred thirty-seven (237) Microsoft Office 365 licenses for the period of March 1, 2026, to February 28, 2027, for use by City employees. Staff also intends to renew the Microsoft Office 365 subscription annually through the contract's expiration, subject to City Council approval of budget appropriations for the licenses.

Santee Municipal Code Section 3.24.130(A) authorizes the City to join with other public jurisdictions in cooperative purchasing plans or programs as determined by the purchasing agent to be in the City's best interest.

On April 15, 2022, a Master Agreement between the Midwestern Higher Education Commission (MHEC) and Dell Marketing, L.P., was executed, that provides discounted rates for specified public entities for end user computing and peripherals, device lifecycle management, and associated services. Based on evaluations such as pricing, selection and variety of products offered, customer support and the ability to meet the contract requirements per procedures set forth in Santee Municipal Code 3.24.100, the licenses will be purchased from Dell Marketing, L.P., under the Master Agreement with the Midwestern Higher Education Commission Contract #04152022 (MHEC Contract).

The MHEC Contract was amended and is valid through June 30, 2029, and staff intends to renew the Microsoft Office 365 subscription annually through the contract's expiration, subject to City Council approval of budget appropriations.

Per Santee Municipal Code Section 3.24.180, City Council approval is required for contracts and amendments for non-professional services, including those procured through cooperative contracts, when the cumulative amount exceeds \$50,000 in a single fiscal year.

FINANCIAL STATEMENT

Funding for this software license purchase in the amount of \$60,435 is available in the FY 2025-26 Information Technology – Software Maintenance and Licensing account (1001.00.1801.51201).





CITY OF SANTEE

COUNCIL AGENDA STATEMENT

CITY ATTORNEY REVIEW

N/A Completed

RECOMMENDATION *Wk*

Adopt the Resolution authorizing the renewal of 237 Microsoft Office 365 Licenses through the First Amendment to the Midwestern Higher Education Commission Master Cooperative Purchasing Agreement #041520222 (cooperative purchase agreement) and authorize staff to renew the Microsoft Office 365 licenses annually through the duration of the contract which expires June 30, 2029. Funding for subsequent years of the contract shall be subject to City Council approval of budget appropriations for the licenses.

ATTACHMENT

Resolution



RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
AUTORIZING THE RENEWAL OF 237 MICROSOFT OFFICE 365 LICENSES
THROUGH THE FIRST AMENDMENT TO THE MIDWESTERN HIGHER EDUCATION
COMMISSION (MHEC) MASTER COOPERATIVE PURCHASING AGREEMENT
#04152022**

WHEREAS, the City utilizes Microsoft Office 365 as its standard productivity and collaboration platform to support daily operations across all departments; and

WHEREAS, the City needs 237 Microsoft Office 365 software licenses for use by City employees, the purchase of which is included in the Information Technology Division of the City's Fiscal Year 2025/26 Operating Budget; and

WHEREAS, Santee Municipal Code Section 3.24.130 Cooperative Purchasing allows purchasing of materials through Cooperative Purchasing Programs; and

WHEREAS, there is an existing cooperative Master Agreement and First Amendment (purchasing contract) between Dell Marketing, L.P., and the Midwestern Higher Education Commission (Contract No.: MHEC-04152022) that the City could utilize for procurement of computer software like Microsoft Office 365; and

WHEREAS, through the extended term of the Master Agreement provided by the First Amendment, discounted rates for Microsoft 365 licenses are available through June 30, 2029; and

WHEREAS, staff recommends renewing the Microsoft Office 365 licenses annually through the contract's expiration, subject to City Council approval of budget appropriations; and

WHEREAS, the Purchasing Agent has reviewed these procurements.

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

SECTION 1. Approve the procurement of 237 Microsoft 365 software licenses from Dell Marketing, L.P., through MHEC Contract No. MHEC-04152022 in the amount of \$60,435.00.

SECTION 2. Approve the procurement of 237 Microsoft 365 software license renewals from Dell Marketing, L.P., through MHEC Contract No. MHEC-04152022 in FY 2026-27 and FY 2027-28 subject to City Council approval of budget appropriations for the licenses.

SECTION 3. This action is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15302(c) of the CEQA Guidelines.

RESOLUTION NO. _____

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 11th day of February 2026, by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK



COUNCIL AGENDA STATEMENT

CITY OF SANTEE

Item 6

MEETING DATE

February 11, 2026

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA ACCEPTING THE CITYWIDE SLURRY SEAL AND ROADWAY MAINTENANCE PROGRAM 2025 (CIP 2025-02) PROJECT AS COMPLETE AND FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT ("CEQA")

DIRECTOR/DEPARTMENT

Carl Schmitz, Engineering

SUMMARY

This item requests that the City Council accept the Citywide Slurry Seal and Roadway Maintenance Program 2025 (CIP 2025-02) Project ("Project") as complete.

At the May 14, 2025 City Council meeting, the City Council awarded the construction contract for the Citywide Slurry Seal and Roadway Maintenance Program 2025 (CIP 2025-02) Project for a total contract amount of \$906,350.00 to Eagle Paving LLC and authorized the Director of Engineering/City Engineer to approve contract change orders in a total amount not to exceed \$100,000.00 for unforeseen items and additional work.

A Notice to Proceed was issued on August 18, 2025 and the work was completed on January 15, 2026. Seven change orders were approved in the cumulative amount of \$54,432.87 for unforeseen conditions and additional work. The total contract for the project was \$960,782.87. Fanita Drive (Mission Gorge Road to City Limits) and Cuyamaca Street (SR 52 offramp eastbound to SR 52 offramp westbound) were completed as part of the project.

A total of \$974.40 was reimbursed by Padre Dam Municipal Water District (PDMWD) for asphalt work performed at their request and on their behalf related to the project. Coordination with the utility companies during construction expedited and maintained the project schedule.

Staff recommends that the City Council accept the Project as complete and direct the City Clerk to file a Notice of Completion with the San Diego County Clerk.

FINANCIAL STATEMENT

Funding for this project was provided by TransNet funds, Gas Tax-RMRA funds and the General Fund and is included in the adopted 2026-2030 Capital Improvement Program budget as part of the Pavement Roadway Maintenance Citywide project.

Design & Bidding	\$ 38,853.59
Original Construction Contract	906,350.00
Construction Change Orders	54,432.87
Construction Engineering/Management	48,272.14
PDMWD Reimbursement	(974.40)
Estimated Project Closeout	<u>1,000.00</u>
 Total Project Cost	 <u>\$1,047,934.20</u>





CITY OF SANTEE
COUNCIL AGENDA STATEMENT

CITY ATTORNEY REVIEW

N/A Completed

RECOMMENDATION *Wk*

Adopt the attached Resolution accepting the Citywide Slurry Seal and Roadway Maintenance Program 2025 (CIP 2025-02) Project as complete.

ATTACHMENT

Resolution
Project Map



RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
ACCEPTING THE CITYWIDE SLURRY SEAL AND ROADWAY MAINTENANCE
PROGRAM 2025 (CIP 2025-02) PROJECT AS COMPLETE AND FINDING THE
ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL
QUALITY ACT (“CEQA”)**

WHEREAS, the City Council awarded the construction contract for the Citywide Slurry Seal and Roadway Maintenance Program 2025 (CIP 2025-02) Project (“Project”) to Eagle Paving LLC on May 14, 2025 for \$906,350.00; and

WHEREAS, the City Council also authorized the Director of Engineering/City Engineer to approve construction change orders in a total amount not to exceed \$100,000.00 and

WHEREAS, seven change orders in the amount of \$54,432.87 were approved for additional work; and

WHEREAS, an expense of \$38,853.59 in design & bidding costs, \$48,272.14 in construction engineering/management costs were incurred in connection with this project while the City estimates a final expense of \$1,000.00 to closeout this project; and

WHEREAS, \$974.40 of the project was reimbursed by Padre Dam Municipal Water District for asphalt patching that was performed on their behalf related to their facilities; and

WHEREAS, the Project was completed for a total construction contract amount of \$960,782.87 on January 15, 2026 for a total project amount of \$1,047,934.20; and

WHEREAS, Eagle Paving LLC has completed the project in accordance with the contract plans and specifications; and

WHEREAS, per California Environmental Quality Act (“CEQA”) Guidelines Section 15378, this action is not a project under CEQA because it involves an administrative activity of government without the potential of a significant impact on the environment; and

WHEREAS, the City Council desires to accept the Project as complete; and

WHEREAS, acceptance of the Project as complete will not result in a direct or indirect impact on the environment, is an administrative activity of government, and is therefore not a “project” under CEQA pursuant to State CEQA Guidelines Section 15378.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Santee, California, that the work for the construction of the Citywide Slurry Seal and Roadway Maintenance Program 2025 (CIP 2025-02) Project is accepted as complete on this date and the City Clerk is directed to record a Notice of Completion.

SECTION 1: The work for the construction of the Citywide Slurry Seal and Roadway Maintenance Program 2025 (CIP 2025-02) Project is accepted as complete on this date.

SECTION 2: The City Clerk is directed to record a Notice of Completion.

RESOLUTION NO. _____

SECTION 3: The action is not a project subject to the California Environmental Quality Act ("CEQA") per CEQA Guidelines Section 15378 as it involves an administrative activity of government without the potential of a significant impact on the environment.

SECTION 4: This Resolution shall take effect immediately upon its passage.

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 11th day of February 2026, by the following roll call vote to wit:

AYES:

NOES:

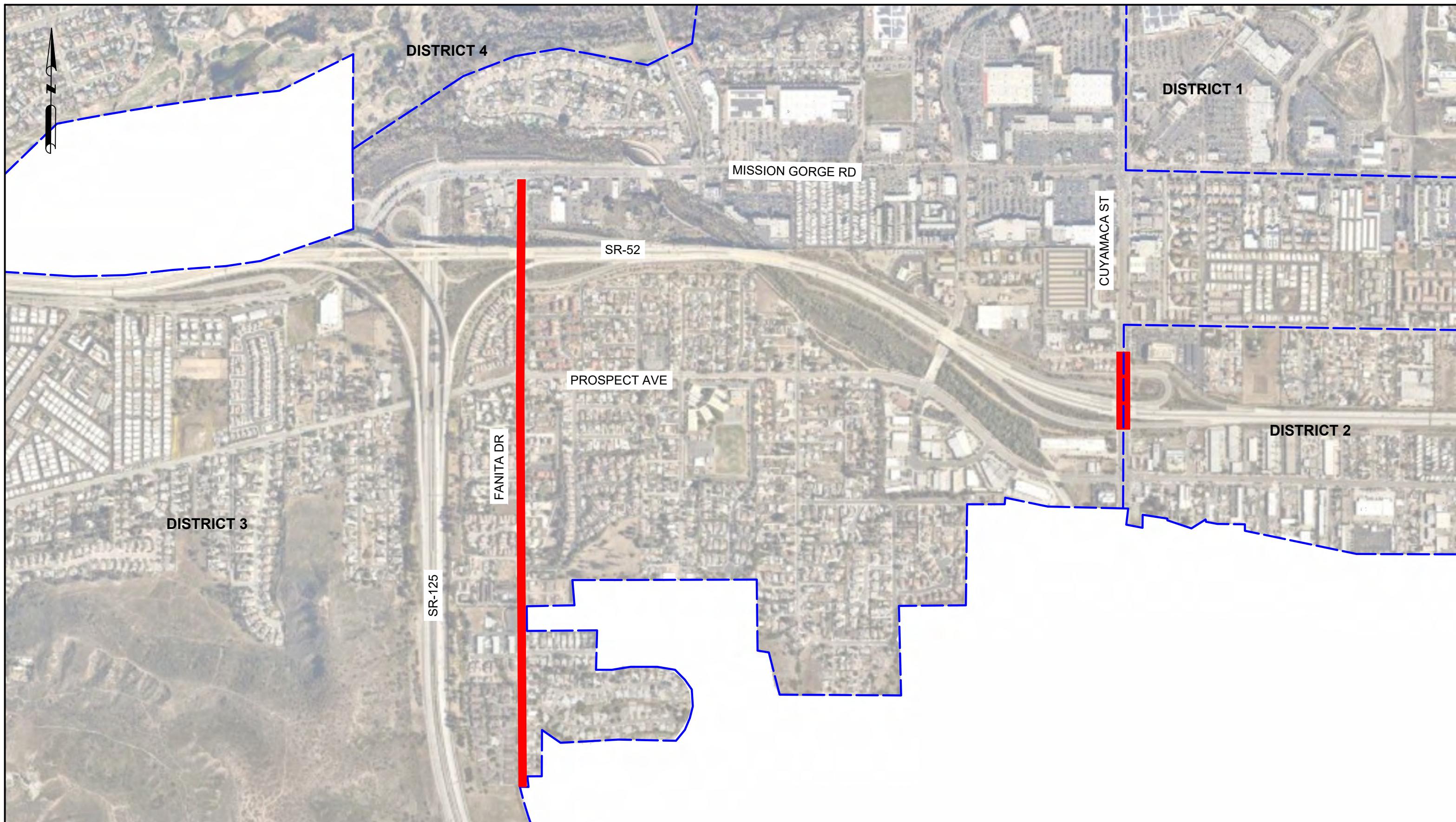
ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK





COUNCIL AGENDA STATEMENT

CITY OF SANTEE

Item 7

MEETING DATE February 11, 2026

ITEM TITLE 2025 HOLIDAY CLOSURE RECAP REPORT

DIRECTOR/DEPARTMENT Wendy Kaserman, City Manager

SUMMARY

The City of Santee has successfully completed two holiday closures. The most recent closure occurred from Wednesday, December 24, 2025, through Friday, January 2, 2026.

Department heads provided feedback that operations proceeded smoothly, with no service disruptions. Essential services remained operational during the closure period, and the only notable activity involved storm-related matters, which were addressed promptly and effectively.

Community outreach and advance notification began in early November, if not earlier, following confirmation of the 2025 holiday closure dates in February. Proactive communication to residents, vendors, and contractors has become standard practice and has helped minimize concerns by ensuring all parties are informed well in advance of each closure.

As we move forward, we are establishing benchmark metrics that will allow for year-over-year comparisons of future closures. For example, our new phone system enables us to generate call logs during the closure period. Staff are currently refining the process for analyzing this data to accurately distinguish legitimate customer calls from spam and other non-actionable contacts.

Highlights of overall metric & observations*:

- 2025 – 33 Service Requests Submitted vs. 2024 – 58 Service Requests Submitted
- 2025 – 26 Online Picnic Shelters were reserved vs. 2024 – 16
- Top searched topic on the website for 2024 & 2025 – Passports
- Top viewed page on the website for 2024 & 2025 – Starlight Circle
- An average of 37 calls per day, compared to a typical daily average of ~130 calls.

This data will serve as a benchmark for future comparisons with 2026 metrics.

During the holiday closure, select staff from Finance, Engineering (CIP), and Public Services continued reporting on-site to maintain essential operations and keep key projects progressing.

The information collected, along with staff observations, indicates that the holiday closure continues to operate successfully with minimal impact to the community.

As a reminder, on February 12, 2025, City Council approved continuation of the holiday closure program. Official holiday closure dates are determined annually by the City Manager in coordination with the Human Resources Department. Each closure period includes three (3) existing City-designated holidays and no more than five (5) closure days, with non-holiday closure days aligned to the most practical business days within the annual calendar. The proposed 2026 holiday closure dates would take place from Thursday, December 24, 2026, through Friday, January 1, 2027.





CITY OF SANTEE

COUNCIL AGENDA STATEMENT

FINANCIAL STATEMENT

dk

There is no direct cash-based fiscal impact to the City of Santee for the proposed holiday closure because the total dollar amount paid to staff would be the same if staff was working or using paid-time-off (accrued leave) hours. There is an economic impact in that the proposal increases the number of paid-time-off hours granted to employees.

CITY ATTORNEY REVIEW

N/A • Completed

RECOMMENDATION

Wk

No action is required. This item is provided for informational purposes only as an update to City Council. An annual post-closure report will be presented to the City Council each year following the holiday closure.

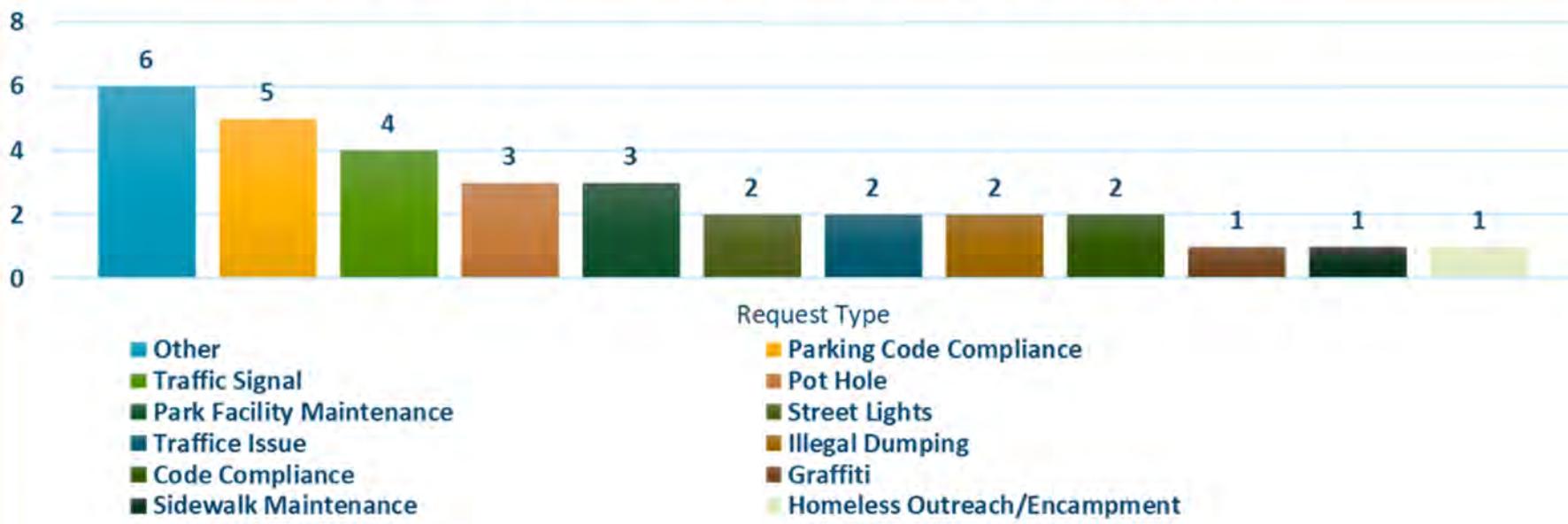
ATTACHMENT

Holiday Closure Recap Report



2025 Holiday Closure Recap Report

Service Requests Received During Holiday Closure



48% decrease in number of service requests received from 2024

Two (2) requests were duplicates

Parking Code Compliance (now handled by the SDSO)

Other Requests:

- Guidance regarding tree removal on the homeowner's property
- Stop sign replacement
- Construction fencing concern
- Debris in the street
- Street sign light bulb out
- Residents setting off fireworks all night

2025 Holiday Closure Recap Report



Traffic
6.5k



Top Viewed
Webpage:
Starlight Circle

Same as 2024



Passports
Top Searched Topic



Online Picnic
Shelter Rentals
2025 - **26**
2024 - **16**

Voicemails On
Maintenance
Hotline
76
Sandbags | Tree Down
Park Bathroom Cleanup | Animal Removal

37 Average
Phone
Calls Per
Day

*Normal Daily Average
Calls Per Day ~ 130

The data collected, along with staff observations, indicate that the holiday closure continues to operate successfully with minimal impact to the community.

2025 Holiday Closure Recap Report

Department Overview

City Manager's Office

3 Voicemails on the main phone hotline – No urgent matters
3 General Info emails – No urgent matters

City Clerk's Office

2 Voicemails requesting passport services

Human Resources

2 Voicemails

Finance

1 Business license call
Energov Requests:
7 Home Occupation Licenses (4 were renewals)
3 Santee Based Business Licenses (2 were renewals)
1 Non-Santee Based Business License
1 Security Alarm Permit

2025 Holiday Closure Recap Report

Department Overview

Engineering

Energov:

10 Engineering Permits
-1 permit subsequently voided

Dig Alerts – No urgent matters but did have to log in daily to check

Planning & Building

Energov:

19 Building Permits
-1 permit subsequently voided
0 Inspections received or scheduled, however 3 were made prior to the closure for major projects during the closure.
0 Plan applications

PB&E

Voicemails for both departments - RV not moving, pedestrian crossing staying active a long time, question about park trees marked with Xs, solar permit, complaint about neighbor's yard

Community Services

Phone calls/emails: 3 Class registrations, 1 Hiking inquiry, 4 Field reservation questions, 2 Park reservation questions

Emergency Services

No interrupted services
Nothing to report



COUNCIL AGENDA STATEMENT

CITY OF SANTEE

Item 8

MEETING DATE

February 11, 2026

ITEM TITLE A PUBLIC HEARING TO REVIEW COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAM PERFORMANCE AND IDENTIFY COMMUNITY DEVELOPMENT NEEDS FOR THE 2026 PROGRAM YEAR CONSISTENT WITH THE FIVE-YEAR CONSOLIDATED PLAN AND FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT ("CEQA")

DIRECTOR/DEPARTMENT

Sandi Sawa, AICP, Planning and Building

SUMMARY

CDBG Program - The U.S. Department of Housing and Urban Development administers the federal Community Development Block Grant (CDBG) Program, which provides annual formula-based grants to states, cities, and counties to develop viable urban communities by providing housing options, improving living environments, and expanding economic opportunities, principally for low- and moderate-income individuals. There is uncertainty regarding the amount of CDBG funding that will be available to the City of Santee (City) for Program Year (PY) 2026 (July 2026 through June 2027); 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 the City's PY 2026 allocation will be \$349,400, which is the average of the allocations for the past three years and is 6.91% less than the PY 2025 allocation.

A request for proposals (RFP) was published on December 5, 2025, with applications due to the City by January 12, 2026. In response to the RFP, the City received seven Public Service applications for PY 2026 CDBG funding, totaling \$143,000. The City also received one application in response to the Administrative Activities portion of the CDBG program for fair housing and tenant/landlord mediation services, totaling \$22,000. The City did not receive any Public Facilities applications.

In addition to the applications received, the City is proposing funding administrative costs through the Administrative Activities portion and accessible pedestrian ramps through the Public Infrastructure portion of the grant program.

HOME Program – The HOME Investment Partnership Program (HOME) provides funding for housing acquisition/rehabilitation, construction, rental assistance, and home ownership assistance. In order to provide a more meaningful impact, the City of Santee participates in HOME through a consortium that includes five other cities and the County of San Diego (County). The County administers HOME-funded programs on behalf of consortium members, including a first-time homebuyer down payment assistance loan program. In 2025, only one loan for the purchase of a home in Santee was completed and only 16 loans were completed countywide.



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 *X*

No funding decisions will be made at this meeting. Allocations of CDBG funding will be determined during the continued public hearing on February 25, 2025.

CITY ATTORNEY REVIEW

N/A Completed

RECOMMENDATION *W/C*

Open the Public Hearing, receive public testimony, and continue the Public Hearing to February 25, 2026.

ATTACHMENTS

Staff Report
Summary of Requests
Applications

STAFF REPORT

PUBLIC HEARING TO REVIEW COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAM PERFORMANCE AND IDENTIFY COMMUNITY DEVELOPMENT NEEDS FOR THE 2026 PROGRAM YEAR CONSISTENT WITH THE FIVE-YEAR CONSOLIDATED PLAN AND FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”)

CITY COUNCIL MEETING OF FEBRUARY 11, 2026

A. CDBG BACKGROUND

The Community Development Block Grant (CDBG) program is administered by the United States Department of Housing and Urban Development (HUD). Cities with over 50,000 in population, known as 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 that reflects community input.

B. CDBG PROGRAM GUIDELINES

CDBG activities proposed by the City of Santee (City) must meet one of three National Objectives of the CDBG program and 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, along with 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 persons.

At least 70 percent of the grantee's allocation must be spent on 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, unhoused 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 meet 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 Title 24, HUD, Section 570.704, the City initiated the CDBG application process by publishing a Notice of Funding Availability for Program Year (PY) 2026 on December 5, 2025, 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 12, 2026.

Notice of the February 11, 2026, public hearing was published in the East County Californian on January 30, 2026.

This agenda item includes the applications and were made available for public review and comment. This approach provides the public with 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.

D. AVAILABLE CDBG FUNDS AND REQUESTS FOR FUNDING

The CDBG allocation to the City for PY 2025 was \$375,277. As of February 6, 2026, HUD has not announced the amount that the City will be allocated for PY 2026 (July 2026 – June 2027). However, the schedule for preparation of annual Action Plans by the City and the County of San Diego requires public input be solicited at this time and a tentative plan for funding activities in PY 2026 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 the City's PY 2026 allocation will be \$349,400, which is the average of the three prior PY allocations and 6.91% less than the PY 2025 allocation.

HUD regulations impose a 15% cap on the amount of CDBG funds 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 PY 2022, the first phase of the Citywide Americans for Disabilities Act (ADA) Pedestrian Ramp Project was completed, which included the installation of 46 new ADA compliant pedestrian ramps. This project benefited 3,443 disabled and elderly persons (presumed low-income) residents according to the U.S. Census Bureau's 2019 American Community Survey. The Phase I pedestrian ramps are in the neighborhoods south of West Hills High School and northeast of Santana High School.

In PY 2025, staff completed Phase II of the Citywide ADA Pedestrian Ramp project, which installed 39 new ADA compliant pedestrian ramps in the neighborhoods west of Carlton Hills school and west of Chet F. Harritt School. Phase II of the project benefitted 754 disabled persons and 457 elderly persons in these neighborhoods.

The proposed PY 2026 public infrastructure funding (\$227,110) would be used toward Phase III of the Citywide ADA Pedestrian Ramp project. This next phase of the Citywide ADA Pedestrian Ramp project anticipates constructing between 30-40 pedestrian ramps.

SUMMARY OF ESTIMATED EXPENDITURES

ACTIVITY	CAP	AMOUNT AVAILABLE PER CAP	AMOUNT REQUESTED
Public Service Activities**	15%	\$ 52,410	\$ 143,000
Administrative Activities	20%	\$ 69,880	\$ 69,880
Public Infrastructure	None	\$ 227,110	\$ 227,110
		\$ 349,400*	\$ 439,990

*Total amount available per cap is based on staff's estimate averaging PY's allocations (\$349,400).

**Public Service Activities cap amount is subject to change depending on HUD's final award allocation.

Requested in excess of projected funding \$ 90,590

E. HOME PROGRAM

The Home Investment Partnerships (HOME) Program is a federal program administered by the United States 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 and 2013, 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 were issued by the City during that time.

Since 2013, the City currently participates in 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. Low-income persons seeking down payment and closing cost assistance for the purchase of a home in Santee apply to the County of San Diego Department of Housing and Community Development for underwriting and loan origination.

During Calendar Year 2025, one loan for the purchase of a Santee home was completed. Unfortunately, the increase in housing costs coupled with high interest rates has left a relatively narrow band of qualified homebuyers under the 80 percent Area Median Income (AMI) qualification. As evidence of this decline, the chart below shows the number FTHB loans completed countywide by the County of San Diego's Housing and Community Development Department.

Program Year 2018:	27
Program Year 2019:	15
Program Year 2020:	17
Program Year 2021:	6
Program Year 2022:	5
Program Year 2023:	5
Program Year 2024:	18
Program Year 2025:	16

F. RECOMMENDATION

Open the Public Hearing, receive public testimony, and continue the Public Hearing to February 25, 2026.

ATTACHMENT 2
SUMMARY OF REQUESTS

PUBLIC SERVICES		AMOUNT OF PY 2026 REQUEST	PROPOSED USE	PY 2024 ACCOMPLISHMENTS ¹	PY 2025 GRANT
1	East County Transitional Living Center	\$56,000	Provide emergency shelter and stabilization services to individuals and families experiencing homelessness	327 persons assisted	Did not apply
2	ElderHelp of San Diego	\$7,000	Support home-bound seniors to maintain their independence through case management, services and minor home repairs.	65 persons assisted	\$5,810
3	Meals-on-Wheels	\$5,000	Home delivery of meals to homebound Santee seniors.	48 persons assisted	\$5,810
4	Recovery & Beyond	\$25,000	Provide temporary housing for men and women at risk of homelessness or housing instability while awaiting admission to residential substance use treatment.		Did not apply
5	Santee Food Bank	\$35,000	Food bank services for LMI Santee residents and families.	15,883 persons assisted	\$27,450
6	Santee Santas	\$5,000	Food supplies to assist LMI families over the two-week school holiday break.	737 persons assisted	\$5,810
7	Voices for Children	\$10,000	Provide Court Appointed Special Advocates (CASAs) to assist income qualified foster children.	3 children assisted	\$5,810

Total Requests: **\$ 143,000**

Projected Cap Amount **\$ 52,410**

¹ PY 2024 accomplishments reflect the total number of individuals served during the last completed PY from July 1, 2024, through June 30, 2025. PY 2025 is currently in progress, with two quarters completed and two quarters remaining before all accomplishments are fully reported.

ATTACHMENT 2
SUMMARY OF REQUESTS

ADMINISTRATION		AMOUNT OF PY 2026 REQUEST	PROPOSED USE	PY 2024 ACCOMPLISHMENTS²	PY 2025 GRANT
1	CSA San Diego County	\$22,000	On behalf of the City of Santee, conduct fair-housing testing and counseling. Provide tenant/landlord mediation services.	30 persons assisted with fair housing services.	\$21,000
2	City of Santee	\$ 47,880	Administration of CDBG Program and Subrecipient Agreements.	Maintained compliance with program regulations.	\$54,350

Total Requests: **\$ 69,880** (Projected cap amount)

PUBLIC INFRASTRUCTURE		AMOUNT OF PY 2026 REQUEST	PROPOSED USE	PY 2024 ACCOMPLISHMENTS	PY 2025 GRANT
1	Future funding for City of Santee Citywide ADA Pedestrian Ramp Project	\$ 227,110	Future Citywide installation, in phases, of ADA compliant pedestrian ramps at locations where no ramp exists.	39 ADA pedestrian ramps installed.	\$244,900

Total Requests: **\$ 227,110**

(Projected available balance)

REQUEST GRAND TOTAL: **\$ 439,990**

(Requested amount in excess of estimated grant allocation is \$90,590)

² PY 2024 accomplishments reflect the total number of individuals served during the last completed PY from July 1, 2024, through June 30, 2025. PY 2025 is currently in progress, with two quarters completed and two quarters remaining before all accomplishments are fully reported.

ATTACHMENT 3

PROGRAM YEAR 2026 APPLICATIONS FOR FUNDING

Public Services:

East County Transitional Living Center	2
ElderHelp of San Diego.....	14
Meals-On-Wheels Greater San Diego County	24
Recovery & Beyond	34
Santee Food Bank.....	44
Santee Santas Foundation	52
Voices for Children	64

Administration:

CSA San Diego	76
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Community Development Block Grant (CDBG) Program
APPLICATION FOR FUNDING
Program Year 2026

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 twenty (20) pages. The completed application must be submitted by 5:00 P.M. on Monday, January 12, 2026. Applications may be submitted either electronically to bgohres@cityofsantee.ca.gov or by mail to the City of Santee, Planning & Building Department, Attn: Brittany Gohres, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG program may contact Brittany Gohres by email at bgohres@cityofsanteeca.gov or by telephone at (619) 258-4100 ext. 221. The deadline to submit questions is 5:00 pm (PST) on December 19, 2025. Please note that the Santee City Hall will be closed from Wednesday, December 24, 2025 through Friday, January 2, 2026. Additionally, information about the CDBG program for subrecipients (applicants) may be found on HUD Exchange website at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

GENERAL INFORMATION: Date: 1/7/2026

Agency Name: East County Transitional Living Center
Agency Address: 1527 East Main Street El Cajon CA 92021
Agency Type (non-profit, for-profit, public, etc.): Non-profit

Phone: 619-442-0457 Fax: [Click here to enter text]
E-mail: jhayden@ectlc.org

Project/Program Contact Person (Name and Title): Ken Weekes CAO
Project/Program Location: 1527 East Main Street El Cajon CA 92021

Phone: 909-614-9425 Fax: [Click here to enter text]
E-mail: kweekes@ectlc.org

City of Santee – Application for CDBG Funding

Type of Project (check one):

Public Service Activity	<input checked="" type="checkbox"/>
Public Improvement (Construction)	<input type="checkbox"/>
Acquisition of property	<input type="checkbox"/>
Other (describe) [Click here to enter text]	

Federal Unique Entity Identifier (UEI): **P6QJF7LPMBN3**

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

Federal Tax ID: 27-0865318

California Entity ID: 3223355

Faith Based Organization:

YES NO

Person completing application: Ken Weekes

FUNDING INFORMATION:

Amount Requested from Santee: \$ 56,000.00

Total Project/Program Budget: \$ \$4,031,663.00

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. The Emergency Housing Program is scalable. If awarded less than the full amount requested, the project can still be carried out. ECTLC would continue to provide staffing, meals, case management, and operational support using other resources, ensuring program quality and compliance are maintained. A reduced award would impact the volume of shelter provided rather than the structure or effectiveness of the program.

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

City of Santee – Application for CDBG Funding

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

Assist families with children and individual men and women with temporary housing, meal opportunities, case management, and resources to locate long-term housing/programs. The City of El Cajon continues to face a significant shortage of emergency housing options for families and individuals experiencing homelessness, resulting in many residents remaining unsheltered or cycling through crisis systems. East County Transitional Living Center (ECTLC) currently houses 81 families and maintains 20–30 emergency beds, yet demand far exceeds capacity, with a waitlist of over 300 families. In 2024 alone, 2,427 individuals and families sought entry into ECTLC programs, demonstrating the scale of unmet need in East County. Emergency housing is particularly critical in El Cajon, where law enforcement regularly encounters individuals and families in urgent need of safe placement. ECTLC maintains beds available for El Cajon Police Department drop-offs, providing an immediate, humane alternative to the streets and reducing strain on public safety resources. Continued funding for emergency housing is essential to ensure rapid response, prevent unsheltered homelessness, and stabilize residents during periods of crisis.

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 in the upcoming program year. Inclusion of the estimated number of Santee residents served is required.

The purpose of the project is to provide immediate emergency housing and stabilization services to individuals and families experiencing homelessness, preventing unsheltered homelessness and supporting safe transitions to permanent housing. Services include short-term emergency shelter, meals, and case management focused on crisis stabilization and housing placement. The population to be served includes low- and moderate-income individuals and families experiencing homelessness, with priority given to families with children and individuals in urgent need of shelter, a HUD-recognized presumed benefit population. The project will benefit residents of the City of Santee by providing access to emergency housing through East County Transitional Living Center's emergency shelter program, which serves East County communities, and based on prior program data and regional referral patterns, ECTLC estimates that approximately 200 Santee residents will be served during the upcoming program year.

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).

City of Santee – Application for CDBG Funding

The Emergency Housing Program will be carried out by East County Transitional Living Center (ECTLC) staff at the organization's facility located at 1527 E. Main Street, El Cajon. Program oversight and compliance will be managed by the Chief Administrative Officer, with day-to-day operations implemented by trained program staff including the Intake Coordinator, Case Managers, and Program Leadership. Services will be provided continuously throughout the CDBG program year, from July 1, 2026 through June 30, 2027. Emergency shelter is available 24 hours per day, 7 days per week, with stays of up to 60 nights per household based on need and progress. Participants receive services daily, including safe shelter and three meal opportunities per day. Case management is provided at intake and at least weekly thereafter to assess needs, monitor progress, and coordinate referrals to permanent housing and supportive services. Emergency intakes and referrals are accepted as needed, including urgent referrals from local law enforcement and community partners.

D. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, and is included under the Eligible Activities. Please see the Request for Proposals to assist with this request.

The East County Transitional Living Center (ECTLC) Emergency Housing Program meets the CDBG National Objective of benefiting low- and moderate-income persons by providing emergency shelter and stabilization services to individuals and families experiencing homelessness. Persons who are homeless are a HUD-recognized presumed benefit population, and 100% of participants served through this program qualify as low- or moderate-income. The program aligns with the City of Santee's CDBG priorities by addressing homelessness, providing emergency housing, and supporting vulnerable residents during periods of crisis. ECTLC offers short-term emergency shelter, meals, and case management that help prevent unsheltered homelessness, improve safety, and connect participants to permanent housing and supportive services. The proposed activity qualifies as an eligible CDBG Public Service under 24 CFR §570.201(e). CDBG funds will be used solely to support emergency shelter costs for eligible households, while ECTLC covers all additional program and operational expenses. This project provides an immediate, cost-effective response to homelessness and supports community stability consistent with CDBG goals.

E. Agency/Nonprofit Organization Information:

City of Santee – Application for CDBG Funding

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 funds from the City of Santee in the past, please note the number of years the organization has received CDBG funding.**

East County Transitional Living Center (ECTLC) is a California nonprofit religious corporation that has been in continuous operation since August 2009 and was incorporated on August 11, 2009. ECTLC is a 501(c)(3) organization dedicated to providing housing and supportive services to individuals and families experiencing homelessness in East County San Diego. ECTLC provides emergency shelter, transitional housing, daily meal services, and on-site case management to homeless men, women, and children. Additional services include housing navigation, employment support, life-skills development, parenting support, referrals to healthcare and behavioral health services, and coordination with schools and community partners. All publicly funded services are delivered in compliance with applicable federal, state, and local regulations. The organization has extensive experience administering federally funded housing and homeless assistance programs, including more than 14 years of successfully operating HUD-funded emergency housing programs. ECTLC collaborates with local jurisdictions, law enforcement, school districts, healthcare providers, and social service agencies to ensure coordinated and effective service delivery. However, this funding request is not submitted as part of a formal collaborative application, and ECTLC will serve as the sole applicant and lead agency. ECTLC has received funding from the city of Santee for 2 years previously.

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.

East County Transitional Living Center (ECTLC) maintains fiscal management procedures that ensure accountability, transparency, and compliance with federal, state, and local funding requirements. The organization operates under the oversight of an independent Board of Directors and designated fiscal staff responsible for financial management and internal controls. ECTLC uses established accounting systems to track revenues and expenditures by funding source and program. Financial records are maintained in accordance with generally accepted accounting principles (GAAP) and include invoices, receipts, payroll records, and supporting documentation. Expenditures

City of Santee – Application for CDBG Funding

are reviewed and approved prior to payment to ensure costs are eligible, reasonable, and properly allocated. Regular financial reports are prepared for management review and Board oversight. Payment procedures include documented authorization processes, segregation of duties where feasible, and timely reconciliation of bank statements. All CDBG-related expenditures are supported by source documentation and retained in compliance with HUD and City record retention requirements. ECTLC undergoes regular independent audits as required under 2 CFR Part 200, Subpart F. Audit reports are reviewed by management and the Board of Directors, and any findings are addressed promptly. Program and participant records are maintained separately from financial files to ensure confidentiality and compliance. Client eligibility documentation, including income status, household composition, and residency, is collected at intake and stored securely. Data is tracked through the Homeless Management Information System (HMIS) and internal databases to verify that services benefit eligible low- and moderate-income and homeless populations. These procedures ensure that CDBG-funded activities consistently serve the intended target groups and meet HUD national objective requirements.

G. Personnel:

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

Dr. Julie Hayden, Chief Executive Officer, provides overall leadership and oversight, ensuring program compliance, financial accountability, and alignment with ECTLC's mission to serve individuals and families experiencing homelessness. Ken Weekes, Chief Administrative Officer, is responsible for day-to-day administration, program implementation, and compliance. Mr. Weekes has more than 20 years of executive and program management experience in nonprofit social services, including emergency housing, transitional housing, substance use recovery, and workforce development programs. Since joining ECTLC in 2023, he has overseen operations, implemented policies and procedures, and supported housing programs serving homeless populations. Mr. Weekes has held senior leadership roles with organizations such as Genesis Substance Abuse, LA Kitchen, and Orange County Rescue Mission, where he managed large-scale programs, supervised multidisciplinary teams, and ensured regulatory compliance.

H. Conflict of Interest:

City of Santee – Application for CDBG Funding

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. Please also confirm that your organization has a Conflict of Interest policy in place, which all employees, officers, and members are required to adhere to.

East County Transitional Living Center (ECTLC) has no member, officer, or employee who is an officer or employee of the City of Santee, or who serves on any City of Santee board, commission, or committee, or who has any financial or personal interest that could be affected by actions taken in the execution of this application. ECTLC maintains a written Conflict of Interest policy that applies to all employees, officers, and members of the Board of Directors. All covered individuals are required to adhere to this policy, and disclosures are reviewed as part of the organization's governance and compliance procedures.

I. Policies and Procedures:

Your organization must have programmatic Policies and Procedures in place for the program you are applying for. Please describe the policies and procedures your organization has in place for determining program eligibility, income eligibility, record keeping\retention, reimbursement requests and procurement/contracting.

East County Transitional Living Center (ECTLC) maintains written programmatic Policies and Procedures to ensure compliance with CDBG, HUD, and local requirements. Eligibility is determined at intake using standardized assessment and screening procedures. Program eligibility is based on HUD's definition of homelessness and residency requirements. Income eligibility is verified using HUD-approved methods and documented in each participant file to ensure services benefit low- and moderate-income households. ECTLC maintains secure program and financial records in accordance with HUD record retention requirements. Client files include eligibility documentation, service records, and demographic data and are stored securely to protect confidentiality. Financial records are maintained separately and retained for the required period. Reimbursement requests are supported by invoices, receipts, and payment verification. All costs are reviewed to ensure eligibility, accuracy, and proper allocation prior to submission. Documentation is maintained to support all CDBG-funded expenditures. ECTLC follows written procurement policies consistent with federal, state, and local requirements. Procedures ensure fair and open competition, cost reasonableness, and avoidance of conflicts of interest. Contracts are executed in accordance with organizational policies and applicable regulations.

City of Santee – Application for CDBG Funding

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.)

The proposed project is accessible and convenient to Santee residents through centralized emergency housing and coordinated referral access. East County Transitional Living Center (ECTLC) provides emergency shelter at its facility in El Cajon, which is located within close proximity to the City of Santee and is easily accessible via major roadways and public transportation routes. Santee residents may access services through referrals from local outreach providers, law enforcement, and regional partners, as well as through direct contact with ECTLC. Intake is available on an ongoing basis, including for urgent referrals, allowing Santee residents experiencing a housing crisis to be placed quickly into shelter. While services are provided on-site, ECTLC assists participants with transportation planning and coordination to help them access the shelter and required appointments. Once enrolled, residents receive all core services—shelter, meals, and case management—at one location, reducing barriers and making the program practical and accessible for Santee residents in need.

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%)

90% of clients are at 30 percent or below of the area median income.
5% 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.)

ECTLC serves persons experiencing homelessness, Families with children, Single adults (men and women) experiencing homelessness, Individuals with disabilities, Individuals with substance use disorders, Individuals with mental health needs, Veterans, And

City of Santee – Application for CDBG Funding

Survivors of domestic or family instability. The primary population served is individuals and families experiencing homelessness, with supportive services designed to address multiple overlapping needs common among this population.

DOCUMENTATION

A. How will the recipients' information (e.g., race, ethnicity, income, household size, residency) be collected, documented and verified?

Recipients' information will be collected, documented, and verified through East County Transitional Living Center's (ECTLC) standardized intake and assessment process. At entry into the program, participants complete an intake form and pre-assessment that collects required demographic information, including race, ethnicity, household size, income, and residency. Staff review the information with the participant to ensure accuracy and completeness. Income and eligibility are verified using HUD-approved methods, including self-certification when permitted and third-party documentation when available, in accordance with CDBG requirements. Homeless status and residency are confirmed through intake questioning and supporting documentation when applicable. All participant data is entered into the Homeless Management Information System (HMIS) and maintained in secure electronic and paper files with restricted access. Documentation is retained in compliance with HUD and City recordkeeping requirements and used to verify that services are provided to eligible low- and moderate-income households and targeted populations.

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

Outcomes will be measured, collected, and documented through East County Transitional Living Center's (ECTLC) established data tracking and reporting systems. Program staff record all participant intakes, services provided, length of stay, and exits into the Homeless Management Information System (HMIS) and internal program databases. Key outcomes, such as the number of individuals and families sheltered, nights of shelter provided, participation in case management, and referrals to permanent or longer-term housing, are tracked throughout each participant's stay. Case managers document progress through intake assessments, weekly check-ins, and exit summaries. Outcome data is reviewed regularly by program leadership to ensure accuracy and compliance and is used to prepare required reports for funding agencies. All documentation is maintained in accordance with HUD and City recordkeeping requirements to verify program performance and benefit to eligible populations.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

If applicant is a government agency, do not complete below.

City of Santee – Application for CDBG Funding

	Check answer in the applicable boxes below	Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	<input checked="" type="checkbox"/>	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:	<input checked="" type="checkbox"/>	
	a) IRS Form 990?	<input checked="" type="checkbox"/>	
	b) California Franchise Tax Board Form 199?	<input checked="" type="checkbox"/>	
	c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	<input checked="" type="checkbox"/>	
	d) Date Articles of Incorporation files with Secretary of State?		08\11\2009
3.	All necessary licenses required to operate are maintained?	<input checked="" type="checkbox"/>	
4.	Worker's Compensation Insurance is active and current?	<input checked="" type="checkbox"/>	
5.	General Liability Insurance is active and current?	<input checked="" type="checkbox"/>	

Applicants are required to submit the documentation listed in items 2 and 3 above with their application.

Applicants are also required to provide a documentation, such as resolution for their governing board, authorizing the appropriate (named) staff to execute program applications, agreements, payment requests, and related documents on behalf of the agency related to the CDBG grant.

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.

Ken Weekes
Chief Administrative Officer

KL Weekes
Signature

CDBG Project Budget (See Next Page)

The Community Development Block Grant (CDBG) program allows subrecipients to use leveraged funds to complete larger projects that address multiple needs. Leveraged

City of Santee – Application for CDBG Funding

funds refers to non-match cash or in-kind resources that are used to make a project operational. The use of leveraged funds is not required but is encouraged where appropriate.

City of Santee – Application for CDBG Funding

CDBG PROJECT BUDGET

Organization: East County Transitional Living Center

Total organization budget \$ 4,031,663.00

Program/Project name requesting funds: East County Transitional Living Center

CDBG funds requested: \$56,000.00

Total program/project budget: \$4,087,663.00

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	\$56,000.00 (A)
b. Other federal funds (if any)	_____ (S) or (A)
c. State or local government funds	_____ (S) or (A)
d. Donations and contributions	\$1,328,250.00 (S)
e. Fees or memberships	_____ (S) or (A)
f. In-kind contributions / Volunteer time	_____ (S) or (A)
g. Other funding	\$2,702,813.00 (S)
h. TOTAL PROJECT FUNDING (project budget)	\$4,087,663.00 (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	_____
e. Rent and utilities	_____
f. Insurance	_____
g. Mileage (____ @ 62.5 cents/mile)	_____
h. Incentives and Special Events	_____
i. Indirect costs	_____
j. Emergency shelter / housing costs	\$56,000.00
k. _____	_____
I. TOTAL REQUESTED FUNDING (same as 1.a.)	\$56,000.00
3. Percentage of project budget represented by CDBG request	1.39%
4. If your project will require future funding, please provide information about how the program will be funded. [Click here to enter text]	



Community Development Block Grant (CDBG) Program APPLICATION FOR FUNDING Program Year 2026

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 twenty (20) pages. The completed application must be submitted **by 5:00 P.M. on Monday, January 12, 2026.** Applications may be submitted either electronically to bgohres@cityofsanteeca.gov or by mail to the City of Santee, Planning & Building Department, Attn: Brittany Gohres, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG program may contact Brittany Gohres by email at bgohres@cityofsanteeca.gov or by telephone at (619) 258-4100 ext. 221. The deadline to submit questions is 5:00 pm (PST) on December 19, 2025. Please note that the Santee City Hall will be closed from Wednesday, December 24, 2025 through Friday, January 2, 2026. Additionally, information about the CDBG program for subrecipients (applicants) may be found on HUD Exchange website at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

GENERAL INFORMATION: Date: January 9, 2026

Agency Name: ElderHelp of San Diego

Agency Address: 9590 Chesapeake Drive, San Diego, CA 92123

Agency Type (non-profit, for-profit, public, etc.): non-profit

Phone: (619) 284-9281

Fax: (619) 284 -0241

E-mail: info@elderhelpofsandiego.org

Project/Program Contact Person (Name and Title): Anya Delacruz, Associate Executive Director

Project/Program Location: San Diego County

Phone: (619) 371-4269

Fax: (619) 284 -0241

E-mail: adelacruz@elderhelpofsandiego.org

Type of Project (check one):

Public Service Activity

Public Improvement (Construction)

Acquisition of property

Other (describe) [\[Click here to enter text\]](#)

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Federal Unique Entity Identifier (UEI): GMBSRM6N74U3

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

Federal Tax ID: 95-2880426

California Entity ID: 713849

Faith Based Organization:

YES NO

Person completing application: Andrea Ausland

FUNDING INFORMATION:

Amount Requested from Santee: \$7,000

Total Project/Program Budget: \$1,035,683

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 but would need to reassess the level of service if awarded a lesser amount.

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?

ElderHelp of San Diego's mission is to provide personalized services and resources that empower seniors to maintain their independence and live with dignity in their own homes. With over 50 years of expertise, our purpose is to support seniors who are facing challenges such as declining health, financial hardship, and social isolation, ensuring they can age in place without concern for their basic needs.

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 in the upcoming program year. **Inclusion of the estimated number of Santee residents served is required.**

ElderHelp's Care Coordination program enables Santee seniors aged 60 and older to live independently in their own homes through comprehensive support services. The program provides biopsychosocial assessments, personalized care planning, case management, home safety modifications, transportation assistance, food pantry deliveries, and Information & Referral services.

Population Served: Low-income Santee seniors who face barriers to independence due

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to limited income, reduced mobility, social isolation, and difficulty accessing essential services. Most live alone and struggle to obtain nutritious food, maintain safe homes, and access transportation and healthcare.

Area Benefited: Citywide Santee

Estimated Number of Santee Residents to Benefit: We project serving 65 unduplicated Santee residents in the upcoming program year. This is consistent with our current service levels and accounts for the documented 28% increase in service complexity per client.

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).

ElderHelp's Care Coordination program is led by Care Coordinators with expertise in social work and gerontology, certified in critical areas such as mental health, motivational interviewing, crisis de-escalation, dementia and Alzheimer's care, trauma-informed practices, and suicide prevention. The program is managed by Elizabeth Wagner, Director of Community & Volunteer Services, and has nearly 10 years of experience leading teams. Trained volunteers support Care Coordinators by providing home visits, friendly visits, and assistance identified through care plans. All activities will be carried out from July 1, 2026 through June 30, 2027. Care Coordination services are delivered with the following frequency: comprehensive biopsychosocial assessments are conducted upon intake and updated as client needs change; personalized care plans are developed within two weeks of assessment and revised as needed; ongoing case management includes weekly check-ins for high-risk clients and monthly contact for stable clients; Information & Referral services are available five days per week with 55 requests provided last fiscal year; and volunteer support services are coordinated based on individual care plans, typically occurring weekly to bi-weekly, addressing top requested needs including grocery shopping, transportation, and social support.

D. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, and is included under the Eligible Activities. Please see the Request for Proposals to assist with this request.

This project meets the CDBG National Objective of benefiting people aged 62+. The project directly addresses City of Santee Priority #2 from the 2025-2029 Consolidated Plan: "Provide public services and activities to address the needs of vulnerable populations, including seniors, residents experiencing food insecurity, individuals with special needs, and those experiencing homelessness." The project falls under the Eligible Activity of "Provision of public services" (CFR § 570.201(e)), specifically services for seniors 62 years or older, including case management, access to nutritious food, transportation assistance, home safety modifications, and Information & Referral services.

E. Agency/Nonprofit Organization Information:

City of Santee – Application for CDBG Funding

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 funds from the City of Santee in the past, please note the number of years the organization has received CDBG funding.**

ElderHelp of San Diego has been serving seniors since 1974, providing comprehensive support services that enable older adults to live independently in their own homes. The organization was incorporated as a California nonprofit public benefit corporation and holds 501(c)(3) tax-exempt status. ElderHelp has received CDBG funding from the City of Santee for approximately 22 years, demonstrating a longstanding partnership in serving Santee's vulnerable senior population. Our core services include Care Coordination and case management, biopsychosocial assessments and personalized care planning, home safety modifications, volunteer-based transportation (SAGG program), emergency and ongoing food pantry services, Information & Referral connecting seniors to community resources, friendly visiting and social support programs, and assistance with grocery shopping and errands. ElderHelp's experienced staff and trained volunteer network have consistently delivered quality services to Santee seniors, adapting programs to meet evolving community needs while maintaining strong outcomes and fiscal accountability.

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 adheres to Board-approved accounting policies aligned with GAAP and utilizes QuickBooks accounting software. The organization maintains an up-to-date accounting procedures manual reviewed annually by an independent auditor. Disbursement procedures require invoices to be approved by a department manager and reviewed by the Executive Director. Checks are prepared by the Accounting Specialist and signed by either the Executive Director or Associate Executive Director, with checks over \$5,000 requiring two signatures. Bank statements are reconciled monthly. Restricted revenues are accounted for separately, and all expenses are tracked by budget line item specific to each program to ensure appropriate use of designated funds. Monthly, the Board of Directors receives complete financial statements including a Statement of Income & Expense with budget-to-actual comparison, Statement of Financial Position, and Cash Flow Report. ElderHelp undergoes an annual independent audit with findings presented to the Board. Financial oversight of CDBG expenditures lies with the CEO/Executive Director and Director of Finance. To ensure the project benefits targeted groups, ElderHelp collects beneficiary application forms, proof of residence, identification, and demographic information for each client. Since elderly persons aged 62+ are presumed by HUD to be low to moderate income, household income verifications are not required. ElderHelp tracks

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Santee resident participation using a detailed spreadsheet logging phone inquiries, client numbers, and services provided, which are reported quarterly to the City of Santee.

G. Personnel:

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

Deborah Martin, CEO/Executive Director, holds a Bachelor's Degree in Business Law and served as a chief operating officer in private sector ventures for 20+ years. For more than a decade she has led all aspects of ElderHelp's operations, including financial management, legal compliance, program implementation and oversight, fundraising, technology, growth planning, and long-term strategic planning. Anya Delacruz, Associate Executive Director, brings over 20 years of experience working with seniors. Since joining ElderHelp in 2008, she has been instrumental in shaping and expanding the organization's programs. Anya is responsible for ensuring program performance and deliverables while fostering a positive work environment and staff morale. Elizabeth Wagner, Director of Community and Volunteer Services, oversees the day-to-day operations of the Care Coordination and Seniors A Go Go programs. With extensive experience supporting all of ElderHelp's services, Elizabeth's compassionate and skillful approach consistently achieves the best outcomes for the seniors we serve.

H. Conflict of Interest:

PPlease 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. **Please also confirm that your organization has a Conflict of Interest policy in place, which all employees, officers, and members are required to adhere to.**

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

I. Policies and Procedures:

Your organization must have programmatic Policies and Procedures in place for the program you are applying for. Please describe the policies and procedures your organization has in place for determining program eligibility, income eligibility, record keeping\retention, reimbursement requests and procurement/contracting.

All clients undergo a comprehensive intake process, which is recorded in our Salesforce database. Through Salesforce, we track key information including the initial phone call, the application process, enrollment, and the services provided. The system ensures that clients are not entered multiple times and that the detailed intake and enrollment process captures a complete view of any benefits the client is already receiving from

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other providers. As part of our assessment, we review clients' income, benefits (such as health insurance, housing benefits like Section 8), and the services they are currently receiving (such as IHSS or Meals on Wheels). This helps us better coordinate care, reduce service duplication, and ensure clients receive the most relevant support. Salesforce's specialized system guarantees that we report on unduplicated clients, and we also track discharges to maintain accurate records. If a client returns to our program, we can easily access information about their previous enrollment, services provided, and reasons for discharge. We do not impose restrictions on how frequently individuals can apply for or access our services because we are committed to being a continuous solution for helping seniors remain independent and age in place in their own homes.

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%)

89% of clients are at 30 percent or below of the area median income.

7% 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.

[Click here to enter text]

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

No

X Yes (Please specify)

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 (e.g., race, ethnicity, income, household size, residency) be collected, documented and verified?

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ElderHelp collects client demographic data as part of the intake process (by phone or in person) which is then securely stored in Salesforce.

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

Using Salesforce, we collect and track a wide range of data points, including clients' social and medical needs, experiences, and interactions with staff and volunteers. We then generate reports to assess services and identify areas for client interventions. Through ongoing client monitoring and feedback from volunteers, we maintain a thorough qualitative evaluation of client needs, both self-identified and otherwise, as well as client satisfaction. This information is collected during client and volunteer interviews, assessments and reassessments, and regular follow-ups (via phone or home visits). Based on these insights, the team makes necessary adjustments to ensure that client goals are met and to track progress and improvements. Data analysis and program evaluation are managed by ElderHelp's Associate Executive Director, Anya Delacruz.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

If applicant is a government agency, do not complete below.

	Check answer in the applicable boxes below	Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	<input checked="" type="checkbox"/>	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:	<input checked="" type="checkbox"/>	
a)	IRS Form 990?	<input checked="" type="checkbox"/>	
b)	California Franchise Tax Board Form 199?	<input checked="" type="checkbox"/>	
c)	Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	<input checked="" type="checkbox"/>	
d)	Date Articles of Incorporation files with Secretary of State?		04/06/1974
3.	All necessary licenses required to operate are maintained?	<input checked="" type="checkbox"/>	
4.	Worker's Compensation Insurance is active and current?	<input checked="" type="checkbox"/>	
5.	General Liability Insurance is active and current?	<input checked="" type="checkbox"/>	

Applicants **are required to submit** the documentation listed in items 2 and 3 above with their application.

Applicants are also required to provide a documentation, such as resolution for their governing board, authorizing the appropriate (named) staff to execute program applications, agreements, payment requests, and related documents on behalf of the agency related to the CDBG grant.

APPLICANT CERTIFICATION

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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

CDBG Project Budget (See Next Page)

The Community Development Block Grant (CDBG) program allows subrecipients to use leveraged funds to complete larger projects that address multiple needs. Leveraged funds refers to non-match cash or in-kind resources that are used to make a project operational. The use of leveraged funds is not required but is encouraged where appropriate.

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CDBG PROJECT BUDGET

Organization: **ElderHelp of San Diego**

Total organization budget **\$2,343,958**

Program/Project name requesting funds: **Care Coordination for Senior Independence**

CDBG funds requested: **\$7,000** Total program/project budget: **\$1,035,683**

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 (A)
b. Other federal funds (if any)	_____ (S) or (A)
c. State or local government funds	\$15,000 (A)
d. Donations and contributions	\$306,500 (A)
e. Fees or memberships	_____ (S) or (A)
f. In-kind contributions / Volunteer time	_____ (S) or (A)
g. Other funding	\$707,183 (A)
h. TOTAL PROJECT FUNDING (project budget)	\$1,035,683 (A)
2. Uses of CDBG funds requested for the program/project: (1.a.)	
a. Wages and salaries	\$7,000
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. _____	_____
I. TOTAL REQUESTED FUNDING (same as 1.a.)	\$7,000

3. Percentage of project budget represented by CDBG request **0.67%**

4. If your project will require future funding, please provide information about how the program will be funded. **ElderHelp maintains stable, diversified funding with the following**

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percentage breakdowns: Foundation Grants: 45%; Government & Non-Gov't Contracts: 23%; Individual Contributions: 15%; Corporate Support: 7%; Events: 7%; and Client donations: 1%.



Community Development Block Grant (CDBG) Program APPLICATION FOR FUNDING Program Year 2026

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GENERAL INFORMATION: Date: 1/05/2026

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

Agency Address: 9590 Chesapeake Drive San Diego, CA 92123

Agency Type (non-profit, for-profit, public, etc.): Non-profit

Phone: 619-2448-4012 Fax: 601-260-6373

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

Project/Program Contact Person (Name and Title): Tim Ray, East County Service Center Director.

Project/Program Location: Chula Vista

Phone: 619-447-8782 Fax: 619-260-6373 E-mail: TRay@meals-on-wheels.org

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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): DCWTFQJ3V5H8

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

Federal Tax ID: 95-2660509

California Entity ID: 0602451

Faith Based Organization:

YES

NO

Person completing application: Claudia Morville, Fundraising Coordinator

FUNDING INFORMATION:

Amount Requested from Santee: \$5,000

Total Project/Program Budget: \$103,390.25

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 funding source.

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?

MOWSDC provides personally delivered meals to seniors on weekdays and Saturdays (Sunday meals delivered with Saturday meals), including select holidays. All meals are prepared according to USDA guidelines for senior nutrition. They are reduced in sugar, sodium, and fat., including vegetarian, easy-to-chew, renal-friendly, and gluten-friendly menu options. Every client served is provided with a minimum 60% subsidy for all services, and further subsidies are provided to those in greater financial need.

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The MOWSDC program addresses food insecurity, declining health, and social isolation. As part of the “more than just a meal” service model, staff and volunteer drivers establish a trusting relationship with the seniors, which allows MOWSDC to monitor the quality of life and support seniors as they age at home. Volunteers and staff place electronic “wellness alerts” using their mobile devices. When a client’s condition or health change is discovered, a wellness alert is placed via the mobile device and is received and documented by the Care Navigator team. Each MOWSDC service center has a designated Care Navigator responding to concerns that volunteers observe during delivery. They perform referrals to other services and provide hands-on assistance in managing seniors’ well-being. Nutritious meals, social visits, and routine safety checks help address three of the biggest threats to successful aging: hunger, isolation, and loss of independence.

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 in the upcoming program year. **Inclusion of the estimated number of Santee residents served is required.**

The area to be served with this request is the entire City of Santee, including the 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 (7/1/2024 - 6/30/2025), MOWSDC provided nutritious meals to 48 Santee seniors. Historically, the seniors served in the City of Santee by MOWSDC have the following characteristics: 68% fall within the extremely low-income bracket (<30% of AMI); 29% fall in the very low-income bracket (30-80% of AMI) and 0% fall in the moderate-income bracket (80-120% of AMI); 39% are female head of household; 14% are veterans; 39% live alone and 27% have disabilities.

For the City of Santee Program Year 25 - 26 (July 1, 2025 - June 30, 2026), MOWSDC is contracted to serve 73 unduplicated seniors in Santee. Per the Quarter 1 Report, MOWSDC had already served 33 unduplicated Santee seniors, putting MOWSDC at 45% of its goal. For the City of Santee’s Program Year 26-27 (July 1, 2026 – June 30, 2027), MOWSDC will serve 50 unduplicated seniors in Santee, delivering up to two daily meals accompanied by a safety check and social visit. CDBG funding will provide food and packaging costs for 6,925 meals (\$3.23 direct cost per meal), reducing the overall cost of each meal delivered. This will ensure a minimum subsidy of 60% of the total per meal delivered costs for every senior, and further subsidy 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).

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The MOWSDC East County Service Center at 1654 Pioneer Way in El Cajon services the City of Santee. Mr. Tim Ray directs the East County Service Center. (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 537 volunteer delivery drivers coordinated by sixteen 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 31 different drop-sites. Volunteer drivers collect individualized meals at these drop sites and cover 148-weekday routes and 34-weekend routes to senior residences – 2,000 daily personal meal deliveries. The City of Santee's program is a component of the countywide services. The activities will be carried out during the City of Santee's CDBG Program Year of 2026 – 2027 (July 1, 2026, to June 30, 2027). MOWSDC delivers meals and corresponding services to homebound seniors for every day of the week (Sunday's meals are delivered on Saturday). MOWSDC is the only meal delivery program that delivers on weekends and on select holidays.

D. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, and is included under the Eligible Activities. Please see the Request for Proposals to assist with this request.

MOWSDC's project for the City of Santee meets CDBG Goal 2 by providing services to seniors considered extremely low- to moderate-income. One hundred percent of seniors in the City of Santee qualify for the HUD LMI income levels. Additionally, addressing the needs of vulnerable populations, including seniors and residents experiencing food insecurity, are considered a high priority, as stated by the City of Santee's 2025-2029 Consolidated Plan. MOWSDC's program supports improved health and safety for seniors and veterans while they age in place.

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 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(c)(3) 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 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

City of Santee – Application for CDBG Funding

60% and further subsidies are provided to those who qualify. MOWSDC has received CDBG funds from the City of Santee since 2009 (sixteen 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 an 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 are managed through SERVTracker, our clients service software. All clients must 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 regularly to ensure data integrity. As a registered 501(c)(3) non-profit, an independent auditor audits MOWSDC financial statement annually, and FORM 990 is filed annually with the Internal Revenue Service as required. Internal financial reports are also produced monthly by the Controller, issued to the Board Finance Committee for review, and presented quarterly to the full MOWSDC Board of Trustees.

G. Personnel:

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

Mr. Ray, East County Director, has extensive management experience in the senior care field and hospitality industry. Mr. Ray was the Administrator at the Inn on the Boulevard Assisted Living for thirteen years. He holds a B.S. in Business Administration. Mr. Topper, Controller, 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 AmeriTribes, 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.

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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. Please also confirm that your organization has a Conflict of Interest policy in place, which all employees, officers, and members are required to adhere to.

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

I. Policies and Procedures:

Your organization must have programmatic Policies and Procedures in place for the program you are applying for. Please describe the policies and procedures your organization has in place for determining program eligibility, income eligibility, record keeping\retention, reimbursement requests and procurement/contracting.

MOWSDC conducts a comprehensive intake of all the seniors it serves. All seniors fall under the PRESUMED BENEFIT category (HUD – adults over 62 are automatically considered low income). However, income level information is always collected along with other demographic information which includes, but is not limited to, ethnicity, race, household composition, gender, marital status and veteran status. All information is collected by staff during formal intake of client. All information is entered into the SERVTracker database, and a hard copy is kept at the Service Center site in a secured location.

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%)

____ 68 ____ % of clients are at 30 percent or below of the area median income.
____ 26 ____ % of clients are between 31 and 50 percent of the area median income.

City of Santee – Application for CDBG Funding

_____ 2 _____ % of clients are between 51 and 80 percent of the area median income.
_____ 4 _____ % 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.)

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 (e.g., race, ethnicity, income, household size, residency) be collected, documented and verified?

Clients are contacted initially by phone to collect financial and demographic information and services requested. An in-person interview is scheduled, and MOWSDC staff visits 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 return 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 SERVTracker 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 MOWSDC mobile application, used by all volunteers and staff, allows for daily observations to be entered with regard to client living conditions (Change of Condition Alert). This data is electronically relayed back to the MOWSDC Care Navigators and Service Center Directors, who assess for needed responses. The Care Navigators contact the clients by phone or in person, depending on the 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 noted in each client alert file. The Service Center Directors, Executive

City of Santee – Application for CDBG Funding

Management, and Board of Trustees conduct ongoing performance evaluation and program reviews.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

If applicant is a government agency, do not complete below.

	Check answer in the applicable boxes below	Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	X	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:		
	a) IRS Form 990?	X	
	b) California Franchise Tax Board Form 199?	X	
	c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	X	
	d) Date Articles of Incorporation files with Secretary of State?	07\07\1970	
3.	All necessary licenses required to operate are maintained?	X	
4.	Worker's Compensation Insurance is active and current?	X	
5.	General Liability Insurance is active and current?	X	

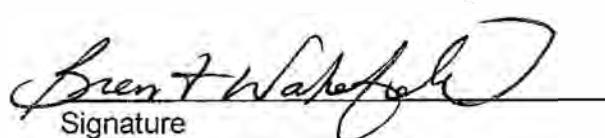
Applicants **are required to** submit the documentation listed in items 2 and 3 above with their application.

Applicants are also required to provide a documentation, such as resolution for their governing board, authorizing the appropriate (named) staff to execute program applications, agreements, payment requests, and related documents on behalf of the agency related to the CDBG grant.

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 and CEO
Type or Print Your Name and Title


Signature

City of Santee – Application for CDBG Funding

CDBG Project Budget (See Next Page)

The Community Development Block Grant (CDBG) program allows subrecipients to use leveraged funds to complete larger projects that address multiple needs. Leveraged funds refers to non-match cash or in-kind resources that are used to make a project operational. The use of leveraged funds is not required but is encouraged where appropriate.

CDBG PROJECT BUDGET

Organization: Meals on Wheels San Diego County

Total organization budget \$10,318,688

Program/Project name requesting funds: Senior Meal Delivery & Accompanying Services

CDBG funds requested: \$5,000.00 Total program/project budget: \$103,390.25 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>\$5,000.00</u> (S) or <u>(A)</u>
b. Other federal funds (if any)	_____ (S) or (A)
c. State or local government funds	_____ (S) or (A)
d. Donations and contributions	<u>\$62,034.15</u> (S) or <u>(A)</u>
e. Fees or memberships	<u>\$41,356.10.</u> <u>(S)</u> or (A)
f. In-kind contributions / Volunteer time	_____ (S) or (A)
g. Other funding	_____ (S) or (A)

City of Santee – Application for CDBG Funding

h. TOTAL PROJECT FUNDING (project budget) \$103,390.25 (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 and Packaging \$5,000.00

k. _____

I. TOTAL REQUESTED FUNDING (same as 1.a.) \$5,000.00

3. Percentage of project budget represented by CDBG request 4.83%

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, \$6 per meal, equating to an estimated total of \$41,356.10. Private donors will contribute the remaining \$62,034.15 of this project through MOWSDC's robust charitable giving program. To ensure all programs are fundable from multiple sources, additional grant applications, corporate campaigns, and fundraising events are planned to meet any unexpected shortfall.



Community Development Block Grant (CDBG) Program APPLICATION FOR FUNDING Program Year 2026

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 twenty (20) pages. The completed application must be submitted **by 5:00 P.M. on Monday, January 12, 2026**. Applications may be submitted either electronically to bgohres@cityofsanteeca.gov or by mail to the City of Santee, Planning & Building Department, Attn: Brittany Gohres, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG program may contact Brittany Gohres by email at bgohres@cityofsanteeca.gov or by telephone at (619) 258-4100 ext. 221. The deadline to submit questions is 5:00 pm (PST) on December 19, 2025. Please note that the Santee City Hall will be closed from Wednesday, December 24, 2025 through Friday, January 2, 2026. Additionally, information about the CDBG program for subrecipients (applicants) may be found on HUD Exchange website at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

GENERAL INFORMATION: Date: Click here to enter a date.

Agency Name: Recovery & Beyond

Agency Address: 9894 N. Magnolia Ave Santee, CA 92071

Agency Type (non-profit, for-profit, public, etc.): **non-profit**

Phone: 619) 433-8027

Fax: **[Click here to enter text]**

E-mail: kerirecoveryandbeyond@gmail.com

Project/Program Contact Person (Name and Title): Keri Irwin- Founder and Director

Project/Program Location: Santee, CA (Pilot program)

Phone: 619) 433-8027

Fax: **[Click here to enter text]**

E-mail: kerirecoveryandbeyond@gmail.com

Type of Project (check one):

Public Service Activity	X	<input checked="" type="checkbox"/>
Public Improvement (Construction)		<input type="checkbox"/>
Acquisition of property		<input type="checkbox"/>
Other (describe) [Click here to enter text]		

City of Santee – Application for CDBG Funding

Federal Unique Entity Identifier (UEI): 125237208

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

Federal Tax ID: 99-4277756

California Entity ID: 5475770

Faith Based Organization:

YES NO XX

Person completing application: Candice Reed Grantwriter

FUNDING INFORMATION:

Amount Requested from Santee: \$ \$25, 000

Total Project/Program Budget: \$ \$25,000

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.

the proposed project is designed as a small, time-limited pilot and is scalable. If awarded less than the requested amount, Recovery & Beyond would reduce the length of operation or the number of women served during the pilot period, while maintaining the core function of providing short-term, safe housing for women awaiting placement in residential treatment. The project would not expand beyond available resources, and all services would be delivered within the level of funding awarded.

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?

The mission of Recovery & Beyond is to support men and women in early recovery by providing safe, stable, and supportive housing and referrals to treatment and recovery services. The organization is dedicated to helping individuals avoid homelessness and stabilize their lives while awaiting entry into residential substance use treatment programs.

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 in the upcoming program year. **Inclusion of the estimated number of Santee residents served is required.**

The purpose of the proposed project is to operate a small pilot bridge housing program for men and women who are awaiting admission to residential substance use treatment and who would otherwise be at risk of homelessness or housing instability. The project will provide short-term, temporary housing in a safe and supportive environment while participants wait for placement in a licensed

City of Santee – Application for CDBG Funding

treatment program.

The population to be served includes low- and moderate-income adult men and women residing in or referred from the City of Santee who are experiencing housing instability while seeking entry into residential treatment. The project will benefit the City of Santee by helping prevent homelessness, supporting housing stability, and facilitating timely access to treatment services.

During the upcoming program year, Recovery & Beyond estimates that [500] Santee residents will benefit from the project. This estimate is based on short-term stays and participant turnover during the pilot period.

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 proposed project will be carried out by Recovery & Beyond leadership and designated program staff. Recovery & Beyond will be responsible for coordinating housing operations, participant intake, basic oversight of the residence, and referrals to licensed residential treatment providers. The project will be implemented as a [six-month / nine-month] pilot during the program year. Housing services will be provided on a continuous, daily basis, with participants residing in the home on a short-term basis while awaiting placement in residential treatment. Intake, housing coordination, and referrals will occur on an ongoing basis throughout the pilot period, based on participant need and treatment availability.

D. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, and is included under the Eligible Activities. Please see the Request for Proposals to assist with this request.

The proposed project meets the CDBG National Objective of benefiting low- and moderate-income persons by providing short-term, temporary housing for men and women who are experiencing housing instability while awaiting admission to residential substance use treatment. All participants served through the program will meet low- and moderate-income eligibility requirements. The project aligns with the City of Santee's priorities by helping prevent homelessness, promoting housing stability, and supporting vulnerable residents who are at risk of losing stable housing due to limited treatment availability. By providing a safe and temporary housing option, the project helps reduce the risk of unsheltered homelessness and supports positive long-term outcomes for Santee residents. The proposed activities qualify as an eligible CDBG activity under housing-related public services and homelessness prevention support. CDBG funds will be used exclusively for eligible housing-related operating expenses and will not be used for clinical treatment, employment training, or other ineligible activities.

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

City of Santee – Application for CDBG Funding

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 funds from the City of Santee in the past, please note the number of years the organization has received CDBG funding.**

Recovery & Beyond is a nonprofit organization established to support men and women in early recovery by providing safe, stable housing and referrals to treatment and recovery services. The organization focuses on addressing housing instability during critical transition periods, particularly for individuals awaiting entry into residential treatment programs. Recovery & Beyond was incorporated on [date of incorporation] as a [California nonprofit public benefit corporation / 501(c)(3), if applicable]. The organization provides housing-focused support services, including short-term bridge housing and coordination with licensed treatment providers. This request is submitted by Recovery & Beyond as a single applicant and is not part of a collaborative application. Recovery & Beyond has not previously received CDBG funding from the City of Santee.

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.

Recovery & Beyond maintains fiscal management procedures designed to ensure responsible stewardship of public funds and compliance with all applicable CDBG requirements. Financial records are maintained using a basic accounting system that tracks revenues and expenses by funding sources and projects. All expenditures are documented with invoices, receipts, and payment records, and payments are made through standard banking procedures to ensure transparency and accountability. Financial reports are reviewed regularly by organizational leadership to monitor expenditures and ensure that costs remain within the approved budget. As a small nonprofit organization, Recovery & Beyond is not currently required to complete an annual independent audit; however, the organization maintains complete financial records and will comply with any reporting, documentation, or monitoring requirements established by the City of Santee for CDBG-funded projects. Participant records are maintained to document eligibility and service delivery. Income eligibility and residency information will be collected and retained to ensure that services benefit low- and moderate-income individuals and targeted CDBG-eligible populations, in accordance with CDBG record-keeping requirements.

G. Personnel:

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

City of Santee – Application for CDBG Funding

The proposed project will be administered by Recovery & Beyond's leadership and designated program staff. Organizational leadership has experience working with individuals in early recovery and coordinating housing support and referrals to residential treatment programs. Staff responsible for implementing the project will oversee participant intake, basic housing coordination, and referrals to licensed treatment providers. Recovery & Beyond leadership has prior experience supporting individuals experiencing housing instability and navigating transitions into treatment and recovery services. Additional support may be provided by volunteers or contracted assistance, as needed, to ensure safe and effective program operation.

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. **Please also confirm that your organization has a Conflict of Interest policy in place, which all employees, officers, and members are required to adhere to.**

Recovery & Beyond has reviewed this application and confirms that no member, officer, or employee of the organization is an officer or employee of the City of Santee, nor a member of any City of Santee boards, commissions, or committees. Additionally, no member, officer, or employee of Recovery & Beyond has any financial or personal interest that would be affected by any action taken in the execution of this application. Recovery & Beyond has a Conflict-of-Interest policy in place, which is provided to and acknowledged by all officers, board members, and employees. All individuals associated with the organization are required to adhere to this policy to ensure ethical conduct and compliance with applicable regulations.

I. Policies and Procedures:

Your organization must have programmatic Policies and Procedures in place for the program you are applying for. Please describe the policies and procedures your organization has in place for determining program eligibility, income eligibility, record keeping\retention, reimbursement requests and procurement/contracting.

Recovery & Beyond has programmatic policies and procedures in place to ensure consistent service delivery, eligibility determination, and compliance with CDBG requirements. Program eligibility is determined based on established criteria related to housing instability and the need for temporary housing while awaiting admission to residential treatment. Income eligibility is verified and documented in accordance with CDBG low- and moderate-income requirements. Participant records are maintained to document eligibility, services provided, and program outcomes, and records are retained in accordance with applicable federal, state, and local record retention requirements. Financial documentation for reimbursement requests includes invoices, receipts, and payment records to

City of Santee – Application for CDBG Funding

support eligible project expenses. Procurement and contracting procedures are followed to ensure that goods and services are obtained in a responsible and transparent manner, consistent with organizational policies and applicable funding requirements.

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.)

The proposed project is designed to be accessible and convenient for Santee residents by providing housing-based services within or serving the City of Santee. Participants will reside in the bridge housing location on a temporary basis while awaiting placement in residential treatment, eliminating transportation barriers associated with accessing services. Recovery & Beyond will prioritize referrals of Santee residents and coordinate intake directly with participants. Because services are housing-based, participants receive support where they live during the pilot period. Referrals to treatment providers will be coordinated by program staff, reducing the need for participants to navigate complex systems independently while experiencing housing instability.

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%)

60 % of clients are at 30 percent or below of the area median income.
25 % of clients are between 31 and 50 percent of the area median income.
15 % 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.

60% of clients are at 30% or below of the Area Median Income
25% of clients are between 31% and 50% of the Area Median Income
15% of clients are between 51% and 80% of the Area Median Income
0% of clients are above 80% of the Area Median Income

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

No x Yes (Please specify)

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

Recovery & Beyond focuses its activities on men and women experiencing housing instability or homelessness who are awaiting admission to residential substance

City of Santee – Application for CDBG Funding

use treatment. The population served includes individuals with substance use disorders who are at risk of homelessness due to limited treatment availability. Participants may also include individuals with co-occurring challenges related to income instability and lack of stable housing.

DOCUMENTATION

A. How will the recipients' information (e.g., race, ethnicity, income, household size, residency) be collected, documented and verified?

Recipient information will be collected during program intake using standardized intake forms. Information collected will include household size, income, residency, and demographic data such as race and ethnicity, in accordance with CDBG reporting requirements. Income eligibility will be documented using self-certification and/or third-party verification, as required, and residency will be verified through participant-provided documentation or referral records. All records will be maintained securely to ensure confidentiality while allowing for monitoring and reporting by the City of Santee, as required.

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

Program outcomes will be measured by tracking the number of individuals served, length of stay in the bridge housing program, and successful referrals to residential treatment. Data will be collected and documented through intake and exit records, referral documentation, and basic program tracking logs. Outcome data will be maintained in program files and summarized for reporting purposes to demonstrate program performance and compliance with CDBG requirements.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

If applicant is a government agency, do not complete below.

	Check answer in the applicable boxes below	Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	<input checked="" type="checkbox"/>	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents: a) IRS Form 990? b) California Franchise Tax Board Form 199? c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law? d) Date Articles of Incorporation files with Secretary of State?	<input checked="" type="checkbox"/>	
3.	All necessary licenses required to operate are maintained?	<input checked="" type="checkbox"/>	
4.	Worker's Compensation Insurance is active and current?	<input checked="" type="checkbox"/>	

City of Santee – Application for CDBG Funding

5.	General Liability Insurance is active and current?	<input checked="" type="checkbox"/>
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Applicants **are required to** submit the documentation listed in items 2 and 3 above with their application.

Applicants are also required to provide a documentation, such as resolution for their governing board, authorizing the appropriate (named) staff to execute program applications, agreements, payment requests, and related documents on behalf of the agency related to the CDBG grant.

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.

01/06.2026
Grantwriter

Type or Print Your Name and Title

Candice R Reed
Signature

CDBG Project Budget (See Next Page)

The Community Development Block Grant (CDBG) program allows subrecipients to use leveraged funds to complete larger projects that address multiple needs. Leveraged funds refers to non-match cash or in-kind resources that are used to make a project operational. The use of leveraged funds is not required but is encouraged where appropriate.

City of Santee – Application for CDBG Funding

CDBG PROJECT BUDGET

Organization: _____ Recovery & Beyond

Total organization budget \$ _____ \$100,000.00 _____

Program/Project name requesting funds: _____ Recovery & Beyond Bridge Housing Pilot Program _____

CDBG funds requested: \$ _____ \$25,000.00 _____ Total program/project budget: \$ _____ 25,000.00 _____ 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	\$ _____ 0 _____	(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	_____ 0 _____	(S) or (A)
e. Fees or memberships	_____ 0 _____	(S) or (A)
f. In-kind contributions / Volunteer time	_____ 0 _____	(S) or (A)
g. Other funding	_____ - _____	(S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	\$ _____ 25,000.00 _____	(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	_____ \$3,000.00 _____
d. Program expenses and evaluation	_____ \$2,000.00 _____
e. Rent and utilities	_____ \$18,000.00 _____
f. Insurance	_____ \$2,000.00 _____
g. Mileage (_____ @ 62.5 cents/mile)	_____ 0 _____
h. Incentives and Special Events	_____ 0 _____
i. Indirect costs	_____ 0 _____
j. _____	_____
k. _____	_____

I. TOTAL REQUESTED FUNDING (same as 1.a.) \$ _____ 25,000.00 _____

3. Percentage of project budget represented by CDBG request _____ 100 _____ %

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 proposed project is designed as a small, time-limited pilot. Future funding needs will be evaluated based on program outcomes, demonstrated community need, and available funding opportunities. Recovery & Beyond will explore additional public and private funding sources to support continuation or expansion of the program if the pilot is successful. No expansion will occur without identified and secured funding. The proposed project is designed as a small, time-limited pilot. Future funding needs will be evaluated based on program outcomes, demonstrated community need, and available funding opportunities. Recovery & Beyond will explore additional public and private funding sources to support continuation or expansion of the program if the pilot is successful. No expansion will occur without identified and secured funding.**



Community Development Block Grant (CDBG) Program APPLICATION FOR FUNDING Program Year 2026

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 twenty (20) pages. The completed application must be submitted by 5:00 P.M. on Monday, January 12, 2026. Applications may be submitted either electronically to bgohres@cityofsanteeca.gov or by mail to the City of Santee, Planning & Building Department, Attn: Brittany Gohres, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG program may contact Brittany Gohres by email at bgohres@cityofsanteeca.gov or by telephone at (619) 258-4100 ext. 221. The deadline to submit questions is 5:00 pm (PST) on December 19, 2025. Please note that the Santee City Hall will be closed from Wednesday, December 24, 2025 through Friday, January 2, 2026. Additionally, information about the CDBG program for subrecipients (applicants) may be found on HUD Exchange website at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

GENERAL INFORMATION: Date: January 7, 2026

Agency Name: **Santee Food Bank**

Agency Address: **9715 Halberns Blvd. Santee, CA 92071**

Agency Type (non-profit, for-profit, public, etc.): **non-profit**

Phone: **619-448-2096** Fax: **N/A**

E-mail: **info@thesanteefoodbank.org**

Project/Program Contact Person (Name and Title): **Marty Smothermon, Vice-Pres., Site Manager**

Project/Program Location: **9715 Halberns Blvd., Santee, CA 92071**

Phone: **619-889-6574** Fax: **N/A**

E-mail: **msmsmother@aol.com**

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



City of Santee – Application for CDBG Funding

Federal Unique Entity Identifier (UEI): **P8JASWGUMQ7**

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

Federal Tax ID: **33-0498557**

California Entity ID: **1810542**

Faith Based Organization:

YES NOqqqert

Person completing application: **Marty Smothermon**

FUNDING INFORMATION:

Amount Requested from Santee: **\$ 35,000**

Total Project/Program Budget: **\$ 80,000**

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

The Santee Food Bank continues to rely on the generosity of the community as well as various grants and cash donations. The money received through CDBG funding provides a large percentage of our total operating expenses. Awarding a lesser amount would not lessen food distribution, but would likely decrease our financial reserves.

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 sole purpose is to assist Santee residents by providing much needed food for families experiencing food insecurities.

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 in the upcoming program year. **Inclusion of the estimated number of Santee residents served is required.**

Our purpose is to gather food from our local stores, sort, and prepare food for distribution to Santee residents in need. During the 2025 calendar year the Santee Food Bank served 16,931 individuals, an increase of 2,174 residents from the prior year. For 2026-27 we anticipate an increase of approximately 5%.

City of Santee – Application for CDBG Funding

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).

Our dedicated volunteer staff gives upwards of 19,000 hours annually of their time. A team of three drivers use their personal vehicles to pick up donations from Santee businesses and deliver them to our facility six days a week. In addition, the board of directors' networks with the community, applies for grants, and provides oversight to the day-to-day operations. We are open every Wednesday, Friday, and Saturday from 8:00 am to 11:00 am. We also deliver food to 45-50 households of homebound individuals. This special monthly distribution is designed to help those who are no longer physically able to come to the food bank site.

D. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, and is included under the Eligible Activities. Please see the Request for Proposals to assist with this request.

The Santee Food Bank is registered as a non-profit 501(c3) organization. The food bank was established in 1983 and incorporated in 1990. Our agency partners with The San Diego Food Bank and Feeding San Diego, thus strengthening our common goal to alleviate hunger in our community

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 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 Santee Food Bank has been distributing food to qualifying Santee residents on a monthly basis for 43 years. We have been receiving CDBG funding since 2007, and the 19 years of funding have helped us to cover our operational costs such as utilities, rent, liability insurance and equipment maintenance/repair.

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 Quicken to keep accurate up-to-date financial records. A monthly financial report is provided to the Board for review and approval. The President, Treasurer, and Site Manager all have access to

City of Santee – Application for CDBG Funding

banking records, ensuring a check and balance system. Paper copies of all financial transactions are securely 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, Pastor Friends Christian Church;

Secretary: Aimee Sandoval, retired teacher;

Treasurer: Donna Daum, retired actuary;

Marty Smothermon: Site Manager and Vice President, retired cost analyst and longtime board member.

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. **Please also confirm that your organization has a Conflict of Interest policy in place, which all employees, officers, and members are required to adhere to.**

There are no known conflicts of interest between any Santee Food Bank volunteers or the Santee Food Bank Board members with the City of Santee. Board members sign a Conflict of Interest policy each year.

I. Policies and Procedures:

Your organization must have programmatic Policies and Procedures in place for the program you are applying for. Please describe the policies and procedures your organization has in place for determining program eligibility, income eligibility, record keeping\retention, reimbursement requests and procurement/contracting.

We use the secure Oasis system to maintain all client records. Client eligibility is determined in strict accordance with Community Development Block Grant (CDBG) requirements established by HUD. The Oasis system ensures accurate and confidential documentation of client information, while the treasurer oversees all reimbursement procedures in coordination with 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.)

The Food Bank is open every Wednesday, Friday, and Saturday from 8:00 am to 11:00 am to any eligible Santee resident. We also deliver food to approximately 45-50 residents/families who live in Santee mobile home parks and are unable to

City of Santee – Application for CDBG Funding

come in person to our facility.

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.

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 Santee Food Bank provides food to all Santee residents who look to us for assistance with their food budgets. Our clientele includes the homeless, disabled, seniors, as well as veterans who are in need of food.

DOCUMENTATION

A. How will the recipients' information (e.g., race, ethnicity, income, household size, residency) be collected, documented and verified?

Clients are required to provide an intake form that self-reports race, ethnicity, income, household size, residency. Proof of income or SSID is also collected to establish they meet eligibility criteria.

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

The Oasis system is utilized for record keeping allowing for the tracking and reporting of required recipient information totals for each category listed. Oasis also automatically tallies the data providing the required statistics.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

If applicant is a government agency, do not complete below.

Check answer in the applicable boxes below

City of Santee – Application for CDBG Funding

1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	<input checked="" type="checkbox"/>	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:	<input checked="" type="checkbox"/>	
a)	IRS Form 990?	<input checked="" type="checkbox"/>	
b)	California Franchise Tax Board Form 199?	<input checked="" type="checkbox"/>	
c)	Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	<input checked="" type="checkbox"/>	
d)	Date Articles of Incorporation files with Secretary of State?	11/06/1991	
3.	All necessary licenses required to operate are maintained?	N/A	
4.	Worker's Compensation Insurance is active and current?	N/A	
5.	General Liability Insurance is active and current?	<input checked="" type="checkbox"/>	

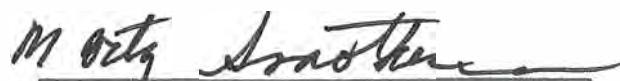
Applicants are required to submit the documentation listed in items 2 and 3 above with their application.

Applicants are also required to provide a documentation, such as resolution for their governing board, authorizing the appropriate (named) staff to execute program applications, agreements, payment requests, and related documents on behalf of the agency related to the CDBG grant.

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.

Marty Smothermon Site Manager
Type or Print Your Name and Title


Signature

CDBG Project Budget (See Next Page)

The Community Development Block Grant (CDBG) program allows subrecipients to use leveraged funds to complete larger projects that address multiple needs. Leveraged funds refers to non-match cash or in-kind resources that are used to make a project operational. The use of leveraged funds is not required but is encouraged where appropriate.

City of Santee – Application for CDBG Funding

CDBG PROJECT BUDGET

Organization: Santee Food Bank

Total organization budget \$80,000

Program/Project name requesting funds: Santee Food Bank

CDBG funds requested: \$ 35,000 Total program/project budget: \$80,000

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>\$ 35,000</u> (S) or (A)
b. Other federal funds (if any)	<u>\$ 0</u> (S) or (A)
c. State or local government funds	<u>\$ 0</u> (S) or (A)
d. Donations and contributions	<u>\$ 45,000</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>\$ 0</u> (S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	<u>\$ 80,000</u> (S) or (A)
2. Uses of CDBG funds requested for the program/project: (1.a.)	
a. Wages and salaries	<u>\$ 0</u>
b. Personnel benefits	<u>\$ 0</u>
c. Materials and supplies	<u>\$ 0</u>
d. Program expenses and evaluation	<u>\$ 0</u>
e. Rent and utilities	<u>\$ 22,000</u>
f. Insurance	<u>\$ 13,000</u>
g. Mileage (____ @ 62.5 cents/mile)	<u>\$ 0</u>
h. Incentives and Special Events	<u>\$ 0</u>
i. Indirect costs	<u>\$ 0</u>
j. _____	_____
k. _____	_____
I. TOTAL REQUESTED FUNDING (same as 1.a.)	<u>\$ 35,000</u>

3. Percentage of project budget represented by CDBG request 44 %

4. If your project will require future funding, please provide information about how the program will be funded. [\[Click here to The enter text\]](#)

City of Santee – Application for CDBG Funding

In order to continue operations, the Sante Food Bank depends on CDBG funding as well as the generosity of our community..



Community Development Block Grant (CDBG) Program APPLICATION FOR FUNDING Program Year 2026

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 twenty (20) pages. The completed application must be submitted **by 5:00 P.M. on Monday, January 12, 2026**. Applications may be submitted either electronically to bgohres@cityofsanteca.gov or by mail to the City of Santee, Planning & Building Department, Attn: Brittany Gohres, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG program may contact Brittany Gohres by email at bgoehres@cityofsanteeca.gov or by telephone at (619) 258-4100 ext. 221. The deadline to submit questions is 5:00 pm (PST) on December 19, 2025. Please note that the Santee City Hall will be closed from Wednesday, December 24, 2025 through Friday, January 2, 2026. Additionally, information about the CDBG program for subrecipients (applicants) may be found on HUD Exchange website at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

GENERAL INFORMATION: Date: 1/5/2026

Agency Name: Santee Santas Foundation, Inc
Agency Address: PO Box 710033, Santee 92072
Agency Type (non-profit, for-profit, public, etc.): Non-profit

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 months of November and 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) [\[Click here to enter text\]](#)

City of Santee – Application for CDBG Funding

Federal Unique Entity Identifier (UEI): EKYGB7FP2A84

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

Federal Tax ID: 33-0199582

California Entity ID: 1570919

Faith Based Organization:

YES NO

Person completing application: Tonya V. Hendrix

FUNDING INFORMATION:

Amount Requested from Santee: \$ 5,000

Total Project/Program Budget: \$ [\[Click here to enter text\]](#)

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. The amount of food, the number of toys and the amount on gift cards given to the families/children can be modified to match the budget.

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. Families are also given a gift card for one of the grocery stores in the Santee community to purchase fresh food such as milk, butter, and meat. 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 in the upcoming program year. **Inclusion of the estimated number of Santee residents served is required.**

Over the past two years Santee Santas has served an average of 201 families 702 people and 378 children. We also distributed 200 poinsettias to Santee seniors. In the 2026 Holiday Program we expected to serve approximately 200 families. 720 people and 350 children.

City of Santee – Application for CDBG Funding

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 ten (10) board members, two (3) committee volunteers and approximately 250 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. They also assist in selecting, wrapping, boxing and distributing toys, books, and games. The program's activities begin in October with soliciting donations from businesses and individuals through our business mailer. A group of volunteers wrap toy donation collection boxes and distribute them to local businesses. Applications are collected online. Applications are open from mid-October through mid-November. Board members review and approve or deny applicants according to HUD income standards. 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. Seniors receive specialized foods with consideration for their medical conditions. Poinsettias are delivered to individuals residing in senior mobile home parks. Santee Santas also provides emergency funds for persons suffering loss or displacement due to fire.

D. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, and is included under the Eligible Activities. Please see the Request for Proposals to assist with this request.

The Santee Santas Holiday Program is eligible for consideration based on the National Objective to Benefit low-income 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 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 6, 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-income 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, although we did not apply for the 2022 grant year as our organization had received an exceptionally large amount in business and individual donations during the 2021 season.

City of Santee – Application for CDBG Funding

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 all 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. The annual report and the annual budget are posted on the Santee Santas Foundation website each year

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, Toy Coordinator, Delivery Day Team, Senior Outreach Coordinator
Santee School District Teacher (retired)

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

Hailey Conyer (April 2023)
Board member since April 2023, Donation Collection Box Coordinator, Food Volunteer, Delivery Day Volunteer

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

City of Santee – Application for CDBG Funding

Heather Dennis (April 2024)

Board Member since April 2024, Toy Volunteer, Senior Poinsettia Program Coordinator, Delivery Day Team- Assistant Woodglen Vista
San Diego Unified School District – Teacher

Peter Diehl, Member (April 2025)

Board member since April 2025, Assistant Delivery Day Team-Woodglen Vista
COMPOC/City of Santee Member/Citizen at Large
Santee Community Foundation Board Member
Cuyamaca Woods Fire Safe Council Member
Miramar Unit of Young Marines Parent Support Group Coordinator
Law Office of Anthony P. Diehl-Practice Manager

Kelly Disbrow Vice President (April 2024)

Board member since April 2023, Facilities Coordinator, Toy Program Assistant Coordinator
Lionel's Legacy - Foster coordinator
Girl Scouts Troop – Cookie manager
Teacher Assistant Charter school

Terry Johnson, Member (October 2020)

Board member since 2020; Book Coordinator; Toy Program Assistant Coordinator, Senior Outreach Assistant Coordinator, Coordinator Funding through Grants, Facilities Coordinator, Delivery Day Team Coordinator-Woodglen Vista
Santee School District Foundation - VP, fundraising
Shriners (45 yrs.) fundraising, planning events, working on committees
Santee School District Teacher (retired)

Sarah Kirk, Member (April 2024)

Board member since 2024; Secretary, Hospitality Chair, Food Program Coordinator
Mira Costa College – Professor

Ginger Owens, Member, (March 2020)

Board member since 2020; Toy Volunteer, Social Media Coordinator, Assistant Food Program, Delivery Day Team
ARC East County Board Member and President
ARC San Diego Executive Board Member
Graphic Designer (retired)

Stacy Workman, Member (April 2025)

Board member since 2025; Toy Program Assistant Coordinator
City of San Diego-Code Compliance Supervisor (retired)

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. **Please also confirm that your organization has a Conflict-of-Interest policy in place, which all employees, officers, and members are required to adhere to.**

Santee Santas adopted a Conflict of Interest policy in our regular business meeting on October 9, 2025

Channing Dawson is a Santee Firefighter and is the only member of the Santee Santas Foundation Board that could be affected by the execution of this application

Policies and Procedures:

Your organization must have programmatic Policies and Procedures in place for the program you are applying for. Please describe the policies and procedures your organization has in place for determining program eligibility, income eligibility, record keeping\retention, reimbursement requests and procurement/contracting.

Santee Santas Policies and Procedures: Eligibility and Required Documentation

Eligibility Checklist

- Live within the Santee School District boundaries
- Meet the “very low” or “extremely low” income limits as indicated by the FY CDBG guidelines
- Do not receive holiday assistance from any other agency or program

Required Documents

Identification

- Valid government-issued photo ID for each adult, showing the current address

Proof of Residency

- Rental agreement or mortgage statement
- Valid HUD statement listing all people living in the home

Child Documentation

- Current year report card, progress report, or attendance report for each school-age child
- Birth certificates for all children under school age

City of Santee – Application for CDBG Funding

Proof of Income

- Photocopies for earned wages
- SSI
- Self-employment wages
- Unemployment
- Disability/workers compensation
- CalWORKs/CalFresh
- Foster care
- Child support and/or alimony
- Pell grants or other grants for college attendance

Document Handling and Record Keeping

All submitted documentation is kept for seven (7) years. As of 2023, application processing is managed by a third-party administrator to ensure document security and facilitate easy retrieval. Records are reviewed and maintained through monthly meetings and recorded minutes.

Financial records are managed using QuickBooks. Reimbursements to board members or activity chairs are provided upon submission of original receipts and with board approval.

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.)

The application is online at the Santee Santas Foundation, Inc website. Paper applications are distributed at low-income senior residential complexes. Banners announcing the opening of applications are placed at all local schools and on Cuyamaca Street. Notices are dispersed through Santee Schools, on the Santee Santas website and through social media. Recipients of the program receive food, toys and gift cards delivered to their homes prior to December 25. These are delivered by community volunteers or board members.

City of Santee – Application for CDBG Funding

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%)

_____ 76% of clients are at 30 percent or below of the area median income.
_____ 24% 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)

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

[\[Click here to enter text\]](#)

DOCUMENTATION

A. How will the recipients' information (e.g., race, ethnicity, income, household size, residency) be collected, documented and verified?

Applicants are required to submit documentation verifying the identity of all household members, as well as proof of qualifying income. Acceptable documentation includes evidence of earned wages, SSI, self-employment income, unemployment benefits, disability or workers' compensation, CalWORKs/CalFresh support, foster care payments, child support, alimony, and educational grants such as Pell Grants.

Photocopies of the following may be submitted as proof:

- Recent paycheck stubs (for either the most recent month or last two weeks)
- Current CalWORKs/CalFresh Notice of Action, Foster Care, or AFDC documentation
- Recent HUD statements
- Unemployment, State Disability, or Workers' Compensation check stubs
- Bank statements showing deposited income
- Statements confirming other sources of income (SSI, Child Support, Self-employment, etc.)
- Documentation for any Pell Grant or other college-related grant

Applications must be completed online through the Santee Santas Foundation, Inc website. Seniors residing in low-income senior residential complexes have the option to submit paper applications distributed by Santee Santas.

City of Santee – Application for CDBG Funding

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 of Very low or extremely low (distributed by the City of Santee) The Information is added to a spreadsheet which is used to provide a specific amount of food and the number of children (ages 0-17 years) that will receive toys, or gift cards.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

If applicant is a government agency, do not complete below.

	Check answer in the applicable boxes below	Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	<input checked="" type="checkbox"/>	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents: a) IRS Form 990? b) California Franchise Tax Board Form 199? c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law? d) Date Articles of Incorporation files with Secretary of State?	<input checked="" type="checkbox"/>	
3.	All necessary licenses required to operate are maintained?	<input checked="" type="checkbox"/>	
4.	Worker's Compensation Insurance is active and current?		<input checked="" type="checkbox"/>
5.	General Liability Insurance is active and current?	<input checked="" type="checkbox"/>	

Applicants **are required to** submit the documentation listed in items 2 and 3 above with their application.

Applicants are also required to provide a documentation, such as resolution for their governing board, authorizing the appropriate (named) staff to execute program applications, agreements, payment requests, and related documents on behalf of the agency related to the CDBG grant.

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, President
Type or Print Your Name and Title

Tonya V. Hendrix
Signature

City of Santee – Application for CDBG Funding

CDBG Project Budget (See Next Page)

The Community Development Block Grant (CDBG) program allows subrecipients to use leveraged funds to complete larger projects that address multiple needs. Leveraged funds refer to non-match cash or in-kind resources that are used to make a project operational. The use of leveraged funds is not required but is encouraged where appropriate.

City of Santee – Application for CDBG Funding

CDBG PROJECT BUDGET

Organization: Santee Santas Foundation, Inc.

Total organization budget \$ 79,475

Program/Project name requesting funds: Santee Santas Holiday Program

CDBG funds requested: \$5000 Total program/project budget: \$ 72,850

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	\$30,975 (S) or (A)
e. Fees or memberships	_____ (S) or (A)
f. In-kind contributions / Volunteer time	\$25,500 (S) or (A)
g. Other funding (Business mailer)	\$18,000 (S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	\$ _____ (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. _____	_____
k. _____	_____
I. TOTAL REQUESTED FUNDING (same as 1.a.)	\$ _____
3. Percentage of project budget represented by CDBG request	_____ %
4. If your project will require future funding, please provide information about how the program will be funded.	

City of Santee – Application for CDBG Funding

The Santee Santas annual budget is entirely dependent on anticipated donations, which may vary from year to year. The organization secures financial and in-kind support through multiple channels, including grant applications to corporations and organizations such as Smart and Final, Walmart, Target, Shriners, Sycuan, and other local businesses. In addition, business mailers are distributed to local companies to solicit contributions, personal donations are accepted via the organization's website, and donation boxes for toy collections are placed at businesses across the city. Furthermore, the Santee School District conducts an annual grocery store gift card drive in support of the program, with adjustments made according to actual revenue received.



Community Development Block Grant (CDBG) Program APPLICATION FOR FUNDING Program Year 2026

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 twenty (20) pages. The completed application must be submitted by 5:00 P.M. on Monday, January 12, 2026. Applications may be submitted either electronically to bgohres@cityofsanteeca.gov or by mail to the City of Santee, Planning & Building Department, Attn: Brittany Gohres, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG program may contact Brittany Gohres by email at bgohres@cityofsanteeca.gov or by telephone at (619) 258-4100 ext. 221. The deadline to submit questions is 5:00 pm (PST) on December 19, 2025. Please note that the Santee City Hall will be closed from Wednesday, December 24, 2025 through Friday, January 2, 2026. Additionally, information about the CDBG program for subrecipients (applicants) may be found on HUD Exchange website at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

GENERAL INFORMATION: Date: 1/5/2026

Agency Name: Voices for Children

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

Agency Type: Non-profit

Phone: 858-569-2019

Fax: 858-569-7151

E-mail: info@speakupnow.org

Project/Program Contact Person: Rebecca Rader, Chief Philanthropy Officer

Project/Program Location: San Diego County

Phone: 858-610-5665

Fax: 858-569-7151

E-mail: RebeccaR@speakupnow.org

Type of Project:	Public Service Activity	<input checked="" type="checkbox"/>
	Public Improvement (Construction)	<input type="checkbox"/>
	Acquisition of property	<input type="checkbox"/>
	Other (describe) [Click here to enter text]	

Federal Unique Entity Identifier (UEI): F3UKH7PKL3G5

Federal Tax ID: 95-3786047

California Entity ID: 1155526

City of Santee – Application for CDBG Funding

Faith Based Organization:

YES NO

Person completing application: Karynne Anderson

FUNDING INFORMATION:

Amount Requested from Santee: \$ 10,000

Total Project/Program Budget: \$6,655,000

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:

The Court Appointed Special Advocate (CASA) program is scalable. The organizational cost of providing a child in foster care with one year of advocacy is approximately \$2,500. This means that the City of Santee directly provides life-changing support for one of its own children for every \$2,500 invested.

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's mission is to transform the lives of abused, abandoned, or neglected children by providing them with trained, volunteer Court Appointed Special Advocates (CASAs) who advocate for their best interests throughout their involvement in the foster care system. These volunteers offer consistent support, help ensure that each child's needs are recognized, and provide critical advocacy in court and in the community, contributing to improved safety, stability, and long-term well-being for every child served. CASA advocacy increases stability, strengthens educational engagement, and ensures a child never faces the system alone.

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 in the upcoming program year. Inclusion of the estimated number of Santee residents served is required.

The purpose of the CASA Program is to ensure that children in foster care receive the consistent, individualized support they need as they heal from the trauma of abuse and neglect and confront the challenges inherent in involvement with the child welfare system. CASA volunteers advocate for each child's best interests, helping identify their educational, health, housing, and safety needs and elevating those needs in court and in the community. This advocacy fills a critical gap for children who have experienced trauma and instability and who often lack a reliable adult voice speaking on their behalf.

The program serves children ages 0–21 living in foster care in San Diego County, a population that includes youth from diverse racial and ethnic backgrounds and those disproportionately

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affected by trauma, system-involvement, and disrupted family relationships. In 2026, approximately 2,500 San Diego children will spend time in foster care, including an estimated 35 from Santee.

Last year, VFC provided advocacy to 1,632 children through CASA volunteers (1,206) and staff advocates (426). These children experience trauma and instability due to abuse, neglect, and separation from family and community. Frequent placement and school changes, combined with systemic challenges like high caseloads and workforce turnover, make individualized care difficult. Without intervention, children in foster care face significantly higher risks of mental health challenges, educational setbacks, homelessness, and involvement with the justice system.

Support from the City of Santee through the CDBG Program enables VFC to provide trained CASA volunteers for four Santee children, ensuring they receive dedicated advocacy that promotes greater stability, safety, and long-term well-being during a challenging period in their lives. This investment not only strengthens outcomes for individual children but also contributes to the broader well-being of the Santee community by supporting its most vulnerable youth when they need it most.

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 activities funded by this grant will be carried out through VFC's CASA Program. Community volunteers, known as CASAs, serve as trained advocates for children in foster care under the supervision and guidance of VFC staff members known as Advocacy Supervisors. All CASA activities supported by this funding will occur between July 1, 2026, and June 30, 2027.

All CASA volunteers complete VFC's 35-hour Advocate University training before being assigned to a child and commit to serving for at least one year. CASAs spend approximately 10 hours per month on their cases and engage in monthly in-person visits with the children they serve. They also meet with caregivers, family members, teachers, healthcare providers, and child welfare professionals to gain a comprehensive understanding of each child's circumstances.

CASA volunteers accompany children to court twice per year and submit written reports that provide case updates and identify the children's specific needs. These reports are essential tools that judges rely on when making decisions related to housing, education, health care, family connections, and other aspects of the child's well-being. Most CASAs continue advocating for their assigned child beyond the required one-year commitment.

Each child's advocacy needs vary depending on their age, circumstances, and the length of time they remain in foster care. Despite these differences, every child in the CASA Program receives three core components of service:

1. A consistent relationship with a trained CASA volunteer through regular visits and community outings.
2. The CASA volunteer's presence and advocacy at court hearings, child welfare meetings, and school meetings.
3. Comprehensive written court reports submitted at regularly scheduled hearings, typically every six months.

Advocacy Supervisors, each overseeing 40–50 volunteers, provide ongoing case oversight and support. They serve as the day-to-day resource for volunteers, provide guidance on the foster care system, assist in locating community resources, and accompany CASAs to court hearings, school meetings, and child welfare meetings as needed. Advocacy Supervisors also maintain a

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24-hour, year-round phone line that volunteers may access in emergencies, ensuring continuity and support at all times.

D. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, and is included under the Eligible Activities. Please see the Request for Proposals to assist with this request.

The CASA Program meets the CDBG National Objective of benefiting low and moderate income (LMI) persons, as VFC exclusively serves children who have experienced abuse or neglect and are under the jurisdiction of the Juvenile Court, children who are presumed by HUD to be LMI individuals.

The program also aligns directly with the City of Santee's priorities for CDBG funded activities, particularly the priority to provide essential public services that improve the quality of life for residents and support vulnerable and special needs populations. Children in foster care represent a uniquely at-risk population with elevated vulnerability to long term instability, including future homelessness, disrupted education, barriers to healthcare, and justice system involvement. By delivering consistent, individualized advocacy, the CASA Program helps mitigate these risks and supports Santee's efforts to strengthen stability and wellbeing among its most vulnerable youth.

Each year, approximately 2,500 children spend time in the San Diego County foster care system. Many have experienced trauma, removal from family, and placement instability. These stressors are compounded by the foster care system's limited capacity to meet individualized needs. The CASA Program directly addresses this gap by ensuring that each assigned child has a trained advocate who identifies and elevates their educational, physical and mental health, housing, and safety needs in court, in schools, and in the community.

Research shows that stable, positive adult relationships are a key protective factor for youth who have experienced trauma. CASA volunteers provide this essential support by forming consistent, long-term relationships with the children they serve and ensuring that no critical need goes overlooked. This directly advances Santee's priority of supporting public services that promote safety, stability, and improved outcomes for vulnerable residents.

As the only organization designated by the San Diego Superior Court to provide CASA services in San Diego County, VFC fulfills an essential and unduplicated public service that directly benefits Santee children in foster care. Through CDBG investment, Santee ensures that its most vulnerable youth receive high quality advocacy that promotes long-term stability and strengthens the well-being of the community.

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 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 continuous operation since 1980 and was incorporated on December 1, 1982. The organization was founded to mitigate the devastating effects of child abuse, neglect, and long-term foster care by implementing a

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volunteer-based advocacy model in which trained CASAs work to improve outcomes for children in the foster care system. Over the past 46 years, VFC and its volunteers have served thousands of children throughout San Diego County, including at least 133 children from the City of Santee who have received CASA services since 2014.

VFC is grateful to have received six consecutive years of CDBG funding from the City of Santee, support that has directly strengthened our capacity to provide high-quality advocacy for Santee youth in foster care. Thus far in FY 2025–26, VFC has already provided CASA or staff advocacy services to 16 Santee children.

VFC's primary program is the CASA Program, which is the focus of this grant request. In addition to the CASA Program, VFC operates two complementary programs that ensure all youth involved in the child welfare are assessed and supported appropriately:

1. *Advocacy Liaison Program:* Advocacy Liaisons are VFC staff advocates who work closely with each of San Diego County's five Juvenile Courtrooms. They assess and monitor every case heard in dependency court, provide direct advocacy services for approximately 300 children annually, and support CASA volunteers during hearings. In FY 2024–25, VFC served 426 children through this program.
2. *Juvenile Justice CASA Program:* The Juvenile Justice CASA program provides CASA volunteers to youth involved with or at risk for involvement with the juvenile justice system. Eight years ago, then San Diego County Presiding Juvenile Court Judge Carolyn Caietti, Juvenile Probation Division Chief Margie de Leon, and the heads of the Juvenile District Attorney and Juvenile Public Defender's offices approached VFC because they recognized that justice-involved youth share many characteristics with children in foster care, including a history of trauma. They requested that we expand our CASA program to serve nonviolent juvenile offenders. VFC piloted the Juvenile Justice CASA program in 2018. Today, the Juvenile Justice CASA program serves dozens of youth each year. In FY2024–25, the Juvenile Justice CASA program served 61 youth.

As part of the Juvenile Justice CASA program, VFC is actively involved with the RISE (Resiliency Is Strength and Empowerment) Court, a specialty juvenile court for youth with a history of or risk for commercial sexual exploitation. A VFC staff member attends every session of RISE Court, taking notes on cases, helping CASA volunteers, and accepting referrals to VFC's Juvenile Justice CASA program. More than 50 CASA volunteers have advocated for youth whose cases have been overseen by the RISE Court since 2017, including at least 10 in the past year. In addition, a VFC staff member also attends every session of San Diego County's Dual Status Youth Court, a specialized court designed to address the unique needs of youth who are involved in both the child welfare and juvenile justice systems.

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.

Each year, an independent CPA firm conducts a full audit of VFC, reviewing the organization's policies related to personnel, financial reporting, record keeping, internal controls, accounting systems, and payment procedures. VFC uses the Finance Edge accounting system to track all expenditures and ensure that grant funds are used exclusively for approved activities benefiting

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the target population. After eligible expenses are recorded, VFC invoices the grantor to document that funds were spent appropriately on project beneficiaries.

Program and client information is maintained in CASA Manager, VFC's internal database, where case activity, outcomes, and funding sources are tracked to ensure that services supported by CDBG funds directly benefit the intended group. The 27-member Board of Directors provides governance and oversight to ensure adherence to all fiscal and operational policies.

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

Stephen Moore, Chief Program Officer, will be responsible for administering and overseeing this project if it is awarded. Mr. Moore has been integral to the development and management of the CASA Program team since joining VFC in 2008 as an Advocacy Supervisor. Over the past 18 years, he has held multiple positions of increasing responsibility, providing him with deep institutional knowledge of VFC's programs, operations, and service delivery model.

Mr. Moore also serves on the San Diego County Child and Family Strengthening Advisory Board and acts as an important liaison between VFC and the San Diego Superior Court, dependency judges, child welfare professionals, and partner organizations throughout the region. He has served as the programmatic lead for each of VFC's previous CDBG grant awards and has successfully stewarded all awards to meet or exceed project goals.

Mr. Moore holds a bachelor's degree in Criminal Justice from San Diego State University, further supporting his expertise in supervising CASA advocacy efforts for children in foster care.

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. Please also confirm that your organization has a Conflict of Interest policy in place, which all employees, officers, and members are required to adhere to.

No member, officer, or employee of VFC is an officer or employee of the City of Santee, nor does any individual serve on a City of Santee board, commission, or committee. Additionally, no member, officer, or employee of VFC holds any interest or position that could be affected by actions taken in connection with this application.

I. Policies and Procedures: Your organization must have programmatic Policies and Procedures in place for the program you are applying for. Please describe the policies and procedures your organization has in place for determining program eligibility, income eligibility, record keeping/retention, reimbursement requests and procurement/contracting.

VFC maintains strong programmatic and fiscal policies to ensure that all services funded through the CDBG Program are delivered effectively, documented accurately, and directed to the appropriate population.

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Program Eligibility and Intake: VFC exclusively serves youth who have experienced abuse or neglect and are under the jurisdiction of the San Diego County Juvenile Court. Eligibility is verified through official documentation received directly from the Court. Additional demographic information, including age, gender, race, and ethnicity, is obtained from the County's Health and Human Services Agency. This information is used to complete a formal intake record for each child.

Record Keeping and Case Documentation: All program records are maintained in CASA Manager, VFC's secure database. CASA Manager allows staff to track a child's case plan, including information related to housing, education, health, and safety, and to associate each record with the specific funding source supporting the child's advocacy. This ensures accurate reporting and verification that CDBG-funded services benefit eligible Santee residents.

Reimbursement and Financial Controls: VFC's financial processes are structured to ensure proper stewardship of grant funds. All reimbursable activities are documented in CASA Manager and routed through the organization's accounting system, allowing VFC to prepare reimbursement requests that are accurate, transparent, and consistent with CDBG requirements.

Policies, Procedures, and Retention: VFC maintains a personnel policy manual, an affirmative action plan, and a grievance procedure to ensure consistent program administration. All programmatic and financial records are retained for at least seven years, and electronic files are backed up on a continuous basis to maintain data integrity and ensure the availability of documentation for auditing and monitoring purposes.

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.)

The CASA Program is designed to meet children where they are, ensuring that Santee youth in foster care receive support that is both accessible and responsive to their daily lives. CASA volunteers and VFC staff provide services directly in the places most familiar and convenient for each child, mainly their homes, schools, neighborhoods, and the community spaces where they live, learn, and grow. This approach ensures that Santee children receive advocacy that is rooted in their lived experience and delivered in the environments that matter most to them.

Because all CASA volunteers are required to have a valid driver's license and access to a vehicle, they are able to travel throughout the City of Santee and the wider county to support children consistently and reliably. Volunteers often provide transportation to outings and, when appropriate, to therapy sessions, supervised visits, and other activities that promote the child's well-being. This flexibility reduces barriers and helps ensure that young people can participate fully in services that support their safety, stability, and long-term success.

To further support accessibility, VFC maintains a 24-hour emergency phone line, giving CASA volunteers immediate access to staff guidance outside of standard business hours. This ensures that children's needs can be met promptly and that volunteers always have the support they need to respond effectively in urgent situations.

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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 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 LMI persons. 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 Health and Human Services Agency (HHSA). All this information is used to complete an intake form for each program participant. Intake forms and corresponding documentation are maintained in our internal database, CASA Manager, a database developed for CASA programs.

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

Yes

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. All youth in the dependency system have experienced abuse, neglect, or abandonment and require specialized support due to trauma and placement instability. Recent national data show that 50% of youth who age out of foster care experience homelessness within the first year and 42% experience homelessness within four years. Additionally, one in four young adults experiencing homelessness has a foster care history, and foster youth are four times more likely to experience homelessness than their peers. These findings demonstrate that children in foster care are a clearly defined high-risk population requiring targeted services and consistent advocacy.

DOCUMENTATION

A. How will the recipients' information (e.g., race, ethnicity, income, household size, residency) be collected, documented and verified?

VFC collects all required participant information through official sources connected to the child welfare system. A child's status as a dependent of the Juvenile Court is verified directly through the San Diego County Juvenile Court. Demographic information including age, gender, race, ethnicity, and sibling relationships is obtained from the San Diego County Health and Human Services Agency.

This information is used to complete an intake record for each program participant. All intake forms, supporting documentation, case notes, and ongoing status updates are securely maintained in CASA Manager, VFC's internal case-management database. CASA Manager serves as the centralized system of record, ensuring accurate documentation, consistency across cases, and proper tracking of data tied to CDBG-funded services.

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

VFC measures and documents program outcomes through CASA Manager, the organization's internal case-management database designed specifically for CASA programs. CASA Manager records key information for every child served, including demographic data, housing placement, health and education details, and the child's case plan. The system also stores all intake materials and official case documentation, such as social worker reports, court minute orders, and VFC intake forms.

Throughout the year, staff and volunteer advocates document case activities, updates, and progress toward identified needs and goals. These data points allow VFC to track changes in the child's stability, well-being, and service engagement over time. CASA Manager provides a centralized and secure location for all records, ensuring consistency, accuracy, and compliance with reporting requirements.

Oversight of outcome tracking is provided by VFC's Database and Operations System Specialist, Matt Olson, who developed the organization's data-collection procedures and has 14 years of experience in child development, advocacy, and program operations. He is responsible for monitoring data quality, reviewing case documentation, and ensuring that outcome reporting aligns with CDBG requirements.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

If applicant is a government agency, do not complete below.

	Check answer in the applicable boxes below	Yes	No
1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	<input checked="" type="checkbox"/>	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents: a) IRS Form 990? b) California Franchise Tax Board Form 199? c) Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law? d) Date Articles of Incorporation files with Secretary of State?	<input checked="" type="checkbox"/>	
3.	All necessary licenses required to operate are maintained?	<input checked="" type="checkbox"/>	
4.	Worker's Compensation Insurance is active and current?	<input checked="" type="checkbox"/>	
5.	General Liability Insurance is active and current?	<input checked="" type="checkbox"/>	

Applicants **are required** to submit the documentation listed in items 2 and 3 above with their application.

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Applicants are also required to provide a documentation, such as resolution for their governing board, authorizing the appropriate (named) staff to execute program applications, agreements, payment requests, and related documents on behalf of the agency related to the CDBG grant.

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.

Type or Print Your Name and Title: Jessica Muñoz, Esq., MFS, President & CEO

Signature:



CDBG Project Budget (See Next Page)

The Community Development Block Grant (CDBG) program allows subrecipients to use leveraged funds to complete larger projects that address multiple needs. Leveraged funds refers to non-match cash or in-kind resources that are used to make a project operational. The use of leveraged funds is not required but is encouraged where appropriate.

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CDBG PROJECT BUDGET

Organization: Voices for Children

Total organization budget \$9,050,000

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

CDBG funds requested: \$10,000

Total program/project budget: \$6,655,000

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	\$10,000 (S) or (A)
b. Other federal funds (if any)	\$255,000 (S) or (A)
c. State or local government funds	\$522,750 (S)
	\$872,250 (A) (S) or (A)
d. Donations and contributions	\$2,895,000 (S) or (A)
e. Fees or memberships	N/A (S) or(A)
f. In-kind contributions / Volunteer time	(S) or (A)
g. Other funding	\$2,100,000 (S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	\$6,655,000 (S) or (A)
2. Uses of CDBG funds requested for the program/project: (1.a.)	
a. Wages and salaries	\$10,000
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. _____	_____
I. TOTAL REQUESTED FUNDING (same as 1.a.)	\$10,000
3. Percentage of project budget represented by CDBG request	0.15%

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

VFC is deeply committed to sustaining the CASA Program, and we are grateful for the City of Santee's ongoing support, which strengthens our ability to provide consistent advocacy for local children in foster care. The City's investment plays an important role in our long-term stability and demonstrates a shared commitment to improving outcomes for some of the community's most vulnerable youth.

VFC maintains a diversified and reliable revenue strategy to ensure the continued viability of the CASA Program. Our funding model includes government grants (25%), foundation and corporate support (17%), individual giving (26%), and special events (26%). Each fiscal year, beginning July 1, we develop our annual budget on an accrual basis to support strong financial planning, responsible resource allocation, and long-term organizational sustainability.

VFC receives consistent funding from a broad base of philanthropic, government, and community partners, along with annual Victims of Crime Act (VOCA) funding awarded through the California Office of Emergency Services. In addition, we continue to pursue CDBG funding across jurisdictions throughout San Diego County, as well as competitive opportunities offered by the San Diego County Board of Supervisors. These efforts help ensure that the CASA Program remains robust and responsive to community needs.

Our 27-member Board of Directors plays a central role in the organization's sustainability. Board members partner closely with leadership to expand VFC's visibility, strengthen donor engagement, and identify emerging revenue opportunities. Through grant proposals, major gifts, direct mail campaigns, and special events, VFC continues to secure the funding necessary to sustain high quality CASA advocacy for children in foster care, including those from the City of Santee.

We remain sincerely appreciative of the City of Santee's ongoing partnership and look forward to continuing this impactful collaboration for many years to come.



Community Development Block Grant (CDBG) Program APPLICATION FOR FUNDING Program Year 2026

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 twenty (20) pages. The completed application must be submitted by 5:00 P.M. on Monday, January 12, 2026. Applications may be submitted either electronically to bgohres@cityofsanteeca.gov or by mail to the City of Santee, Planning & Building Department, Attn: Brittany Gohres, at 10601 Magnolia Avenue, Santee, CA 92071.

Potential applicants who have questions about the CDBG program may contact Brittany Gohres by email at bgohres@cityofsanteeca.gov or by telephone at (619) 258-4100 ext. 221. The deadline to submit questions is 5:00 pm (PST) on December 19, 2025. Please note that the Santee City Hall will be closed from Wednesday, December 24, 2025 through Friday, January 2, 2026. Additionally, information about the CDBG program for subrecipients (applicants) may be found on HUD Exchange website at <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbq-subrecipients-on-administrative-systems/>

GENERAL INFORMATION: Date: 1/9/2026

Agency Name: **CSA San Diego County**
Agency Address: **347 Van Houten Avenue – El Cajon, CA 92020**
Agency Type (non-profit, for-profit, public, etc.): **non-profit**

Phone: **619-444-5700** Fax: [\[Click here to enter text\]](#)
E-mail: **jared@c4sa.org**

Project/Program Contact Person (Name and Title): **Jared Hernandez**
Project/Program Location: **Fair Housing and Tenant Landlord Mediation Program**

Phone: **619-444-5700** Fax: [\[Click here to enter text\]](#)
E-mail: **jared@c4sa.org**

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

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Federal Unique Entity Identifier (UEI): **LD7WR1PFMGD4**

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

Federal Tax ID: **27-3317344**

California Entity ID: N/A

Faith Based Organization:

YES NO

Person completing application: Monica Lopez

FUNDING INFORMATION:

Amount Requested from Santee: **\$ 22,000**

Total Project/Program Budget: **\$ 480,050**

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: **CSA's proposed project offers a comprehensive scope of services to address housing issues and fair housing cases in the city of Santee. However, CSA would be able to provide a scaled-back service by cutting back on marketing and outreach efforts. However, this would hinder the full scope of services needed to address housing disparities and work toward eradicating housing discrimination in 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?

CSA San Diego County is 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 in the upcoming program year. **Inclusion of the estimated number of Santee residents served is required.**

➤ ***Our services have been primarily targeted for and accessed by low and moderate-income residents. We anticipate serving up to 120 (50 directly through our office and 70 through outreach and education services) residents in Santee during FY 2026-2027 through direct phone contact, our***

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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.

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 listed below will meet these goals:

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 CA Civil Rights Department and/or HUD.

Conduct Fair Housing Testing within the City of Santee when deemed necessary 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 tenant/landlord conflicts

Provide conflict resolution counseling

Offer mediation services where other interventions have been unsuccessful

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 website

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Develop other materials and programs as necessary

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 CDBG Administrator or staff

Provide web links to local and regional housing services and information

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. In addition to our fair housing program, CSA provides other human relations services:

- Provide assistance and resources for victims of hate crimes*
- Education to the community about human trafficking and labor exploitation*
- Civic engagement*
- Housing counseling*
- Credit/Finance management counseling*
- First Time Home Buyer Education*

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).

CSA has a staff of 8, 6 of whom have fair housing counseling experience. The program and services run from July 1st through June 30th. The office business hours are M-F 8 AM - 4:30 PM. If circumstances arise, CSA will arrange to meet with clients outside of the usual hours and at a location better suited to meet the client's needs. Reports will go to the City of Santee.

D. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, and is included under the Eligible Activities. Please see the Request for Proposals 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 and 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 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 and then incorporated in 1972. In 2010, our organization was renamed 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 Santee since 1993 (33 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, Jesus Pacheco, 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 CPA Cesar Ramirez, who maintains a QuickBooks accounting and payroll system. Invoices and fiscal documentation are provided to Santee quarterly. All records are kept either as computer files or in a hard copy that is filed and stored securely on-site. CSA is anticipating its third 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.

Executive Director, Jared Hernandez, is solely responsible for directing and overseeing the daily operations of CSA San Diego County and its programs. He is responsible for the implementation of program services, outreach, and reporting. George Ibarra, the Senior Housing Counselor, supervises the agency's fair housing counselors 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, tenant-landlord services are performed by a multilingual staff with over 40 cumulative 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. **Please also confirm that your organization has a Conflict of Interest policy in place, which all employees, officers, and members are required to adhere to.**

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 that could be affected by any action taken in execution of this application. CSA has a Conflict-of-Interest policy in place for all officers, employees and members.

I. Policies and Procedures:

Your organization must have programmatic Policies and Procedures in place for the program you are applying for. Please describe the policies and procedures your organization has in place for determining program eligibility, income eligibility, record keeping\retention, reimbursement requests and procurement/contracting.

CSA's policies and procedures include an intake process that involves screening clients and asking questions to determine eligibility for services. CSA's policies and procedures address record retention and disposal as well as fiscal policies and procedures that include handling reimbursement requests. CSA also has programmatic policies and procedures specific to the proposed project activities which include: Non-Discrimination Policies that provide clear statements affirming a commitment to preventing discrimination in housing as outlined in fair housing laws. Scope of Coverage that includes definitions of the types of housing and housing-related transactions covered by fair housing laws, including rental, sales,

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lending, and insurance. Complaint Handling Procedures: Guidelines for handling complaints filed by individuals who believe they have experienced housing discrimination. Information on how complaints can be submitted, investigated, and resolved. Details on the timeframes and steps involved in the complaint resolution process. Education and Outreach Programs: Initiatives to educate the public, housing providers, and other stakeholders about fair housing rights and responsibilities. Outreach programs to raise awareness about fair housing laws and the agency's services. Training Programs: Training programs for staff, housing providers, and other relevant parties to ensure awareness and compliance with fair housing laws. Monitoring and Enforcement: Procedures for monitoring housing providers and other entities to ensure compliance with fair housing laws. Enforcement mechanisms for addressing violations, including penalties, fines, and corrective actions. Reasonable Accommodations and Modifications: Guidance on reasonable accommodations for individuals with disabilities to ensure they have equal access to housing. Procedures for addressing requests for reasonable modifications to the physical structure of housing to accommodate individuals with disabilities. Partnerships and Collaborations: Collaborations with other governmental agencies, community organizations, and advocacy groups to enhance fair housing initiatives. Data Collection and Reporting: Protocols for collecting and analyzing data related to housing discrimination. Requirements for reporting on agency activities and outcomes. Public Communication: Communication strategies for informing the public about fair housing laws, agency services, and recent developments in the field. These policies and procedures are designed to create a framework that promotes fair housing practices and addresses instances of discrimination. CSA regularly reviews and updates its policies to ensure they remain effective in addressing emerging challenges and changes in the housing landscape.

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.)

CSA's intakes and interviews can be handled via phone or through the website. Our office in El Cajon is about four miles from Santee's southern border. The office hours 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 interpreters, by appointment, to help with LEP, deaf, or otherwise disadvantaged.

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%)

60 % of clients are at 30 percent or below of the area median income.
25 % of clients are between 31 and 50 percent of the area median income.

City of Santee – Application for CDBG Funding

10 % of clients are between 51 and 80 percent of the area median income.
5 % 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.)

N/A

DOCUMENTATION

A. How will the recipients' information (e.g., race, ethnicity, income, household size, residency) be collected, documented and verified?

All clients are 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 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 notices).

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

CSA has a proven track record of achieving results and has developed a detailed Evaluation Plan that includes several strategies for developing, implementing, evaluating, and improving program performance against proposed activity goals during the grant including measuring its outputs and outcomes. The agency will utilize data collection and technology to capture, maintain and share data and measure program success. CSA will track how many persons have received assistance in counseling, the number of workshops/presentations have been completed, the number of clients attending, the locations of the services, types of outreach activities provided, and the amount of materials that have been distributed. The Program Manager will evaluate the progress of the program by analyzing the data collected at the end of every month during the grant period to ensure target goals are achieved. CSA will also utilize its CMS to run reports and create spread sheets to document and report outcomes to the City.

LEGAL REQUIREMENTS FOR APPLICANT AGENCIES

If applicant is a government agency, do not complete below.

	Check answer in the applicable boxes below	Yes	No
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City of Santee – Application for CDBG Funding

1.	The applicant is incorporated as a Non-Profit organization and currently has exempt status 501(c)(3) of the IRS Code and 2370(d) of the California Code?	<input checked="" type="checkbox"/>	
2.	The applicant has maintained its California Tax-Exempt Non-Profit Corporation status by filing the appropriate documents:	<input checked="" type="checkbox"/>	
a)	IRS Form 990?	<input checked="" type="checkbox"/>	
b)	California Franchise Tax Board Form 199?	<input checked="" type="checkbox"/>	
c)	Articles of Incorporation organized under the Nonprofit Public Benefit Corporation Law?	<input checked="" type="checkbox"/>	
d)	Date Articles of Incorporation files with Secretary of State?		08/10/2010
3.	All necessary licenses required to operate are maintained?	<input checked="" type="checkbox"/>	
4.	Worker's Compensation Insurance is active and current?	<input checked="" type="checkbox"/>	
5.	General Liability Insurance is active and current?	<input checked="" type="checkbox"/>	

Applicants **are required to** submit the documentation listed in items 2 and 3 above with their application.

Applicants are also required to provide a documentation, such as resolution for their governing board, authorizing the appropriate (named) staff to execute program applications, agreements, payment requests, and related documents on behalf of the agency related to the CDBG grant.

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.

Jared Hernandez, Executive Director
Type or Print Your Name and Title



Signature

CDBG Project Budget (See Next Page)

The Community Development Block Grant (CDBG) program allows subrecipients to use leveraged funds to complete larger projects that address multiple needs. Leveraged funds refers to non-match cash or in-kind resources that are used to make a project operational. The use of leveraged funds is not required but is encouraged where appropriate.

City of Santee – Application for CDBG Funding

CDBG PROJECT BUDGET

Organization: CSA San Diego County

Total organization budget \$ 480,050

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

CDBG funds requested: \$ 22,000 Total program/project budget: \$ 480,050
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>22,000</u> (S) or (A)
b. Other federal funds (if any)	\$ <u>453,970</u> (S) or (A)
c. State or local government funds	_____ (S) or (A)
d. Donations and contributions	_____ (S) or (A)
e. Fees or memberships	_____ (S) or (A)
f. In-kind contributions / Volunteer time	\$ <u>4,080</u> (S) or (A)
g. Other funding	_____ (S) or (A)
h. TOTAL PROJECT FUNDING (project budget)	\$ <u>480,050</u> (S) or (A)
2. Uses of CDBG funds requested for the program/project: (1.a.)	
a. Wages and salaries	\$ <u>15,000</u>
b. Personnel benefits	\$ <u>2,700</u>
c. Materials and supplies	\$ <u>100</u>
d. Program expenses and evaluation	\$ <u>160</u>
e. Rent and utilities	\$ <u>2,946</u>
f. Insurance	\$ <u>381</u>
g. Mileage (<u> </u> @ 62.5 cents/mile)	\$ <u>63</u>
h. Incentives and Special Events	\$ <u>500</u>
i. Indirect costs	\$ <u>150</u>
j. _____	_____
k. _____	_____
I. TOTAL REQUESTED FUNDING (same as 1.a.)	\$ <u>22,000</u>
3. Percentage of project budget represented by CDBG request	<u>5</u> %
4. If your project will require future funding, please provide information about how the program will be funded. These services address housing discrimination, protect vulnerable	

City of Santee – Application for CDBG Funding

populations, and prevent legal risks while fostering an inclusive community. To sustain the program, future city funding could be needed if services are needed in Santee. Investing in fair housing demonstrates a commitment to equity and creates a stable housing environment for all residents.

MEETING DATES February 11, 2026

ITEM TITLE UPDATE ON THE FOUR SELECTED RETAIL COMMERCIAL CANNABIS BUSINESSES (CCBs), AND FINDING THE UPDATE IS NOT A "PROJECT" AS DEFINED BY THE CALIFORNIA ENVIRONMENTAL QUALITY ACT ("CEQA") AND THEREFORE NOT SUBJECT TO CEQA

DIRECTOR/DEPARTMENT Sandi Sawa, AICP, Planning & Building 

SUMMARY

The purpose of this item is to provide City Council an update on the four retail Commercial Cannabis Businesses (CCBs) that were selected in accordance with adopted Ordinances 602, 614 and the CCB Application Procedures and Review Criteria.

UPDATE

On July 8, 10, and 11, 2025, a Special Council Meeting was held to select up to four CCBs and four CCB alternates. Through the review and deliberation process, the City Council selected BUZZ, Dr. Green Thumbs (Santee Project LLC), Flyte and Green Reserve as the four CCBs.

On August 27, 2025, in accordance with Santee Municipal Code section 7.04.110, Community Benefit Agreements were approved for each selected CCB.

While all four CCBs have started the permitting and licensing process to move forward with development of their businesses, each CCB is at a different stage as outlined below.

Building Permits

BUZZ

The applicant was required to submit for a major revision (MJR-2025-0002) to the shopping center's existing development review permit (DR86-44) concurrently with the building permit to address the exterior changes approved in their application. After two reviews, MJR-2025-0002 was approved by the Planning and Building Director on November 25, 2025.

The building permit application was submitted on September 4, 2025, and after three rounds of review, was issued on December 18, 2025. The project is now under the inspection phase.

Flyte

Separate building permit applications were submitted for the exterior and interior improvements. The building permit for the interior improvements was submitted on November 21, 2025, and comments were provided December 17, 2025. The building permit for the exterior improvements was submitted on November 26, 2025, and comments were provided December 22, 2025.

Staff has been coordinating with the owner to address a consistency comment pertaining to the approved CCB application and what is currently proposed.





CITY OF SANTEE

COUNCIL AGENDA STATEMENT

Green Reserve

The building permit application was submitted on October 27, 2025, and two rounds of review have been completed. Staff has coordinated with the applicant team after the close of each review cycle to go over project comments and how to address them. Staff is awaiting resubmittal.

Santee Project LLC

The building permit application was submitted on September 4, 2025, and after five rounds of review was issued January 26, 2026. The project is now under the inspection phase.

State License

CCBs are required to obtain all necessary state licensing through the Department of Cannabis Control. The following table outlines the timing for state licensing

Name	Proposed Location	License Number	Effective Date
BUZZ	8011 Mission Gorge Road	C10-0001655-LIC	12/18/2025
Flyte	9805 Prospect Avenue	-	Pending
Green Reserve	10612 Prospect Avenue	-	Pending
Santee Project LLC	10439 Prospect Avenue	C10-0001653-LIC	12/17/2025

City Business License

CCBs are required to obtain a City business license prior to occupancy. None of the four CCBs have submitted for or obtained their license.

ENVIRONMENTAL REVIEW

Pursuant to the requirements of the California Environmental Quality Act ("CEQA"), the City Council adopted a Mitigated Negative Declaration ("MND") and Mitigation Monitoring and Reporting Program for the Santee Cannabis Business Ordinance in July 2022 (State Clearinghouse No. 2022060058) and adopted Ordinance 602 in August 2022. The CCB application process involves the adoption of the procedures for the implementation of the CCB Ordinance of the City of Santee and is therefore covered by the analysis in the 2022 MND. No subsequent environmental review is required as none of the circumstances in State CEQA Guidelines Section 15162 have occurred. Further, providing an update on the progress of the selected CCBs does not have the potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment and therefore is not a "project" as defined by CEQA (Public Resources Code section 21065; CEQA Guidelines section 15378).

FINANCIAL STATEMENT *WV*

Staff time spent on this project will be recovered through the CCB application fees paid by each applicant.

CITY ATTORNEY REVIEW

N/A

Completed

RECOMMENDATION *WV*

Receive the update.





COUNCIL AGENDA STATEMENT

CITY OF SANTEE

Item 10

MEETING DATE February 11, 2026

ITEM TITLE REPORT ON NEW LAWS ENACTED IN 2025 RELEVANT TO SANTEE

DIRECTOR/DEPARTMENT Shawn Hagerty, City Attorney

SUMMARY

Approximately 2,300 bills were introduced during California's 2025 legislative session, of which 917 made it to the Governor, 794 were signed into law and 123 were vetoed. Highlights for local government include the continued erosion of local land use control, particularly in the area of housing near transit, expansion of the Brown Act and new mandates designed to encourage public participation, and expanded ethics and financial training for elected officials and department leaders.

The attached staff report summarizes some of the key new laws relevant to Santee. If the City Council wishes more detail on any of these or other new laws, the City Attorney will be available to provide that information.

FINANCIAL STATEMENT *W*

Implementation of some of these new laws may result in an as yet unquantifiable increase in City costs which, if realized, would be borne solely by the City because the requirements of these bills are unfunded mandates.

CEQA ANALYSIS

This report does not meet the definition of a "project" under, and therefore is not subject to, CEQA.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *W*

Receive Report.

ATTACHMENT

Selected Summary of New Laws



Santee — Legislative Updates 2026

I. Highlighted New Laws Effective in 2026

SB 79 (Wiener) Housing Development: Transit-oriented Development.

Chapter 512, Statutes of 2025

This measure requires local agencies in urban transit counties, defined as "a county with more than 15 passenger rail stations," beginning July 1, 2026, to allow increased density for qualifying housing projects within a half mile of specific transit stops and to use a ministerial process to consider those projects. San Diego County is one of eight counties in which SB 79 will apply.

SB 79 is based on a system of "tiers," with several allowable densities and heights in each tier, depending on the development's proximity to the transit stop. Santee's Trolley stop is likely to be considered a "Tier 2" stop. Projects within a quarter-mile of a Tier 2 stop are entitled to a minimum of 65 feet in building height, a maximum density of 100 dwelling units per acre, and a floor area ratio (FAR) of 3. Projects within a half-mile of a Tier 2 stop, in a City such as Santee with a population of at least 35,000 people, are entitled to 55 feet in building height, a maximum of 80 units per acre, and a FAR of 2.5. If a project is immediately adjacent to a SB 79 transit stop, then it is eligible for an increase in height of 20 feet, and density of 40 units per acre. The San Diego Association of Governments (SANDAG) is currently responsible under SB 79 for creating maps of transit oriented development (TOD) stops within San Diego. These maps will have a rebuttable presumption of validity for use by project applicants and local governments.

Qualifying projects under SB 79 must still meet objective development standards, provided that those standards do not physically preclude the minimum density under the statute. SB 79 also does not eliminate applicable California Environmental Quality Act (CEQA) review, and projects must still comply with applicable infrastructure and public safety requirements. Other existing regulations will also still apply. For example, projects in the MCAS Miramar and Gillespie Field Airport Influence Areas will need to be consistent with the height, noise, and safety standards of their Airport Land Use Compatibility Plans (as determined by the Airport Land Use Commission). Whether SB 79 is applicable will also be dependent on the type of project that is proposed, not just the geographic proximity to the Trolley.

Santee staff is developing a checklist to be applied to SB 79 projects. Exactly how and if SB 79 applies to a particular development project in Santee will be assessed based on the facts and circumstances of each individual project.

Santee staff is also following the process by which SANDAG may finalize the TOD maps. In addition, it is likely that the Legislature will continue to amend SB 79 in future sessions.

The Legislature provided municipalities with two options for limiting the impact of SB 79. First, a city may adopt an ordinance to delay application of SB 79 for certain sites. This option is a temporary delay until one year after the adoption of the 7th Cycle Housing Element, which is due from the City in 2030. The following sites may be excluded by adopting an ordinance:

- Sites with no walking path under a mile to the TOD stop;

- Sites within a transit-oriented development zone in which at least 33% of the sites meet specific density standards, among other criteria;
- Sites located in a low-income neighborhood where that neighborhood already meets 40 percent of the density allowed under SB 79;
- Sites allowing a density and FAR of at least 50 percent of SB 79's applicable development standards;
- Sites in very high fire hazard severity zones;
- Sites vulnerable to sea level rise; or
- Sites registered as a historic resources.

Any local implementing ordinance is subject to review by the State and includes specified findings.

The second option for a city is to adopt a "TOD Alternative Plan" through the 7th Cycle Housing Element, which allows for redistribution of density within TOD zones. In general, a TOD Alternative Plan may reduce the capacity (in either units or FAR) of any SB 79-eligible site up to 50 percent, but the TOD zone must generally maintain the same building capacity. There are also provisions for reducing capacity further if the site is: (1) in a very high fire hazard severity zone, (2) vulnerable to sea level rise, (3) designated a historic resource, or (4) within a half-mile of a Tier 2 transit stop. With respect to the additional density reduction for Tier 2 transit stops, the reduction shall not have a density below 30 units per acre with a residential floor area ratio of 1.0, with certain exceptions. A TOD Alternative Plan is also subject to review by the State.

Whether or not an ordinance or TOD Alternative Plan would have a significant effect on the projects allowed near the City's Tier 2 stop would require a fact-specific analysis of existing zoning, among other criteria.

SB 79 is just one sample of the types of new laws the Legislature continues to enact regarding local control over land use decisions. Other laws enacted in 2025 related to housing are discussed in the second part of this report.

SB 707 (Durazo) Open Meetings: Meeting and Teleconference Requirements.

Chapter 327, Statutes of 2025

This measure makes significant changes to the rules for local agencies to hold public meetings pursuant to the Ralph M. Brown Act. It permanently restructures teleconferencing rules, allows hybrid meetings, and requires accommodations such as remote participation for members with disabilities, while also mandating broader public access through two-way phone or audiovisual platforms.

Starting July 1, 2026, local governments must provide the public with the ability to attend all open and public meetings via a two-way telephonic service or two-way audiovisual platform (e.g., Zoom). Each eligible legislative body must also adopt, at a noticed public meeting, a written policy for responding to disruptions in the telephonic or internet service that prevent public members from attending or observing the meeting. In the event of such a disruption, the body must recess its open session and engage in a good-faith attempt to restore service. The session must stay in recess for at least an hour or until the disruption has been addressed and remedied, whichever is earlier.

The new law also requires legislative agencies to take reasonable steps to encourage participation by residents who have not traditionally engaged in public meetings, including outreach to community-based and non-English-speaking organizations, and ensuring that requests for agendas and documents can be made electronically. This includes the translation of meeting agendas and public meeting webpages into all “applicable languages,” which is generally defined as languages spoken jointly by 20% percent or more of the relevant population that speaks English less than “very well,” as determined by data from the American Community Survey. Although many other languages are spoken in Santee, none currently appear to meet the ACS 20% threshold of residents who speak English less than “very well.”

In recognition of these stringent requirements, the legislation affords local agencies protection by prohibiting any actions to be commenced against a local agency regarding the content or accuracy of any translation or the purported failure to engage in community outreach.

The City Clerk is working with the City Attorney’s office to implement these new requirements in Santee.

SB 827 (Gonzalez) Local Agency Officials: Training.

Chapter 661, Statutes of 2025

This measure expands which local agency officials are required to complete ethics training to include department heads, or other similar administrative officers, and requires officials who commence service on or after Jan. 1, 2026, to receive their initial training within six months of commencing service. Local agencies must post clear instructions and contact information for requesting the training records on its Internet website.

In addition, all local agency officials are to receive at least two hours of fiscal and financial training. The training must be received at least once every two years. Specified local agency officials are exempt from these new requirements if they are in compliance with existing education requirements specific to their positions. This measure requires the training courses and materials to be developed in consultation with experts in local government finance.

II. Other New Laws of Interest¹

SB 456 (Ashby) Contractors: Exemptions: Muralists.

Chapter 758, Statutes of 2025

This measure exempts muralists from having to obtain a contractor's license through the California State Licensing Board before being commissioned for public and private art projects.

AB 492 (Valencia) Alcohol and Drug Programs: Licensing.

Chapter 368, Statutes of 2025

This measure requires DHCS to notify cities anytime a new alcohol and drug treatment facility license is approved in their jurisdiction.

¹ The brief summaries below are taken from the League of California Cities annual report on laws impacting cities.

SB 634 (Perez) Local Government: Homelessness.

Chapter 521, Statutes of 2025

This measure prohibits a local jurisdiction from adopting a local ordinance or enforcing an existing ordinance that prohibits a person or organization from providing support services to a person who is homeless or assisting with acts related to basic survival.

SB 753 (Cortese) Special Business Regulations: Shopping Carts.

Chapter 785, Statutes of 202

This measure enables local governments to enact ordinances permitting the direct return of abandoned carts to retailers. The measure also allows for immediate action when carts block emergency access or pose a safety hazard. To encourage compliance, this measure raises the fine for failing to retrieve a cart to \$100 and allows local governments to recover retrieval costs up to \$100 per cart, while ensuring clear notice and due process for retailers.

AB 310 (Alanis) Nevaeh Youth Sports Safety Act.

Chapter 254, Statutes of 2025

This measure delays the implementation of the existing law that requires youth sports organizations to ensure their athletes have access to an automated external defibrillator (AED) during any official practice or match from Jan. 1, 2027, to Jan. 1, 2028. The measure also requires youth sports organizations by Jan. 1, 2027, to:

- Ensure that their coaches are certified to perform cardiopulmonary resuscitation and to operate an AED.
- Have a written cardiac emergency response plan that includes the location of the AED and procedures to be followed during a sudden cardiac event.

This measure removes the requirement that the AED be administered by a medical professional.

AB 932 (Irwin) Community Youth Athletics Programs: Sex or Gender Discrimination.

Chapter 628, Statutes of 2025

This measure prohibits a city, county, city and county, special district, school district, county office of education, or charter school from discriminating against a person on the basis of sex or gender in the operation, conduct, or administration of community youth athletics programs or in the allocation of facilities and resources that support or enable these programs.

AB 652 (Alvarez) San Diego County Air Pollution Control District: Governing Board: Alternate Members.

Chapter 160, Statutes of 2025

This measure provides that the members selected by the City of San Diego selection committee may be either a mayor or city council member from the applicable supervisorial district for the San Diego County Air Pollution Control District. The measure authorizes each appointing authority to designate an alternate member to serve in place of the regular member when the regular member is absent or disqualified from participating and requires the alternate member to meet the same qualifications applicable to the regular member.

SB 415 (Reyes) Planning and Zoning: Logistics Use Developments: Truck Routes.

This measure includes the cleanup legislation related to AB 98 (Chapter 931, Statutes of 2024), the warehouse design standards, truck route, and circulation element update bill. This measure allows local governments outside of the warehouse concentration region, as defined in AB 98, to develop

a local ordinance rather than mandating a truck traffic update in the circulation element of the general plan by Jan. 1, 2028. This measure offers an exemption from the circulation element or local ordinance requirement if a city or county does not have and is not approving any new or expanded logistics-use projects in its jurisdiction. If that changes, this measure requires the city or county to adopt an ordinance within two years. This measure also prevents the Attorney General from imposing penalties on local governments that are working in good faith to follow the law. This measure also revises the definition of local roads to include roads predominantly serving commercial, agricultural, and industrial uses to prevent warehouse development near sensitive receptors.

SB 653 (Cortese) Wildfire Prevention: Environmentally Sensitive Vegetation Management.
Chapter 778, Statutes of 2025

This measure defines an environmentally sensitive vegetation management project to mean vegetation management that reduces catastrophic wildfire risk over the long term while supporting native wildlife and biodiversity.

AB 94 (Bennett) Recall Elections: Successors.

Chapter 251, Statutes of 2025

This measure provides that when a local officer is recalled and removed, that officer may not be appointed to fill the vacancy.

AB 287 (Lackey) Elections: Polling Places and Vote Centers.

Chapter 253, Statutes of 2025

This measure specifies that when a public entity provides use of one of its buildings for a polling place or vote center, it must also provide accessible parking, curbside parking, and storage at the location.

AB 1392 (Sharp-Collins) Elections: Voter Registration Information: Elected Officials and Candidates.

Chapter 300, Statutes of 2025

This measure makes the voter registration records of elected officials and candidates for elective office confidential, thereby making information from those records unavailable for election, scholarly, or political purposes. This measure requires the Secretary of State to provide each county elections official with a list identifying each federal and state elected official or candidate residing in the county, requires the county elections official to add each local elected official or candidate to that list, and requires the county elections official to make the elected official or candidate's information confidential within five business days. This measure requires the county elections official to exclude the elected official or candidate's confidential information when producing any list, roster, or index.

ACA 8 (Rivas) Congressional Redistricting.

Chapter 156, Statutes of 2025

This measure requires the state to temporarily use the congressional districts reflected in AB 604 of the 2025-26 Regular Session for every congressional election until the new congressional boundary lines are drawn by the commission in 2031. This measure was approved by the voters as Proposition 50.

SB 398 (Umberg) Election Crimes: Payment Based on Voting or Voter Registration.

Chapter 246, Statutes of 2025

This measure prohibits a person from paying or offering to pay money or other valuable consideration to another person to register to vote or vote.

SB 521 (Gonzalez) Public Employment: Disqualification.

Chapter 92, Statutes of 2025

This measure permanently disqualifies a city manager or attorney, or any person acting under contract for such services, convicted of a felony from any future public employment in an equivalent role. This measure also adds a felony involving a conflict of interest arising directly out of a public employee's official duties as grounds for a five-year disqualification from any public employment within the state.

SB 482 (Weber Pierson) Roster of Public Officials: Local Government.

Chapter 762, Statutes of 2025

This measure requires, no more than 120 days after each general election, the governing body of each city, county, or city and county, or their delegated local entity, to submit to the Secretary of State an updated list of local elected or appointed officials for publication.

AB 343 (Pacheco) California Public Records Act: Elected or Appointed Officials. Chapter 142, Statutes of 2025

This measure expands the definition of "elected or appointed official" so that protections in existing law against disclosure of personal identifying information about such officials apply to more officials.

AB 370 (Carrillo) California Public Records Act: Cyberattacks.

Chapter 34, Statutes of 2025

This measure expands the definition of unusual circumstances under the California Public Records Act to include the inability of the agency, because of a cyberattack, to access its electronic servers or systems in order to search for and obtain a record that the agency believes is responsive to a request and is maintained on the servers or systems in an electronic format.

AB 39 (Zbur) General Plans: Local Electrification Planning Act

Chapter 356, Statutes of 2025

This measure requires local agencies with a population of 75,000 or more to update their general plans between Jan. 1, 2027, and Jan. 1, 2030, and to include specific plans for electrification, decarbonization, community energy, or other similar initiatives in their general plans. This measure allows local agencies to use a similar plan they have previously adopted to comply with the law. The plans must specifically:

- Identify opportunities to expand electric vehicle charging and other zero-emission vehicle (ZEV) fueling infrastructure.
- Identify strategies for public electrification and decarbonization of new and existing buildings.
- Identify opportunities to expand zero-emission and renewable distributed energy resources to increase clean energy generation and local energy reliability.

- Identify where infrastructure may be needed to meet existing and projected needs of medium- and heavy-duty ZEV fleets.
- Identify areas where grid infrastructure upgrades are needed to meet the needs of the demand.
- Provide policies that meet the needs of disadvantaged communities, low-income households, and small businesses for equitable investments in zero-emission technology that directly benefit them.

Based on Santee's current population, this measure does not currently apply to the City.

AB 507 (Haney) Adaptive Reuse: Streamlining: Incentives.

Chapter 493, Statutes of 2025

This measure requires local agencies, after July 1, 2026, to approve adaptive reuse projects ministerially. Additionally, this measure exempts adaptive reuse projects from all impact fees that are not reasonably related to the impacts resulting from the change of use of the site from nonresidential to residential or mixed-use. Any fees charged must be roughly proportional to the difference in impacts caused by the change of use. Finally, the measure requires specific affordability requirements depending on the type of adaptive reuse project. For rental housing, the project must provide either 8% of the units for very low-income households and 5% of the units for extremely low-income households or 15% of the units for lower-income households. For housing meant for home ownership, the project must provide 30% of the units for moderate-income households or 15% of the units for lower-income households. For a mixed-use project, at least half of the square footage must be dedicated to residential uses. The measure also requires projects to comply with specific labor standards.

AB 648 (Zbur) Community Colleges: Housing: Local Zoning Regulations: Exemption.

Chapter 378, Statutes of 2025

This measure exempts community college districts from complying with local zoning ordinances for university housing development projects constructed on property owned or leased by the District if the site is located within a half mile of a main campus or within a half mile of a satellite campus that existed before July 1, 2025.

AB 712 (Wicks) Housing Reform Laws: Enforcement Actions: Fines and Penalties.

Chapter 496, Statutes of 2025

This measure allows a court to fine a local jurisdiction \$10,000 for violations of housing reform laws defined as "any law or regulation, or provision of any law or regulation, that establishes or facilitates rights, safeguards, streamlining benefits, time limitations, or other protections for the benefit of applicants for housing development projects, or restricts, proscribes, prohibits, or otherwise imposes any procedural or substantive limitation on a public agency for the benefit of a housing development project." If the project consists of four or fewer units, however, the fine increases to \$50,000 per violation. Additionally, if a court has previously found the local agency to have violated the same housing reform law during the same planning cycle, the fine can be increased to five times the original amount for both categories of fines. This measure requires the Attorney General or HCD to send written communication to the local agency 60 days before the fines commence explaining the court's finding and the reasoning behind the fine, allowing the local government to correct the violation before the fine begin.

SB 786 (Arreguin) Planning and Zoning: General Plan: Judicial Challenges. Chapter 526, Statutes of 2025

This measure requires the HCD to initiate a review of a local agency if the local agency has failed to amend a local ordinance, development standard, condition, or policy within its housing element by the specific deadline it has set for itself to comply with the law and receive approval for its housing element. Additionally, this measure extends the deadline to bring an action against a local agency to comply with its housing element or complete a rezoning from 60 days to 120 days. Finally, this measure allows a court to grant a reasonable extension to the local agency if the HCD has not completed its review in time.

SB 358 (Becker) Mitigation Fee Act: Mitigating Vehicular Traffic Impacts.

Chapter 515, Statutes of 2025

This measure requires local agencies to reduce traffic impact fees for projects located within a half mile from three or more of the following: supermarket or grocery store, public park, community center, pharmacy or drugstore, medical clinic or hospital, public library, an elementary school, licensed childcare facility, or restaurant. If an agency wants to charge a higher fee, it must provide written findings supported by substantial evidence that the housing development project will not generate fewer automobile trips.

SB 499 (Stern) Residential Projects: Fees and Charges.

Chapter 543, Statutes of 2025

This measure authorizes local agencies to collect parkland or recreational impact fees before issuing the certificate of occupancy if the parks or recreational facilities are identified for emergency purposes and are included in the safety element or local hazard mitigation plan. This measure also authorizes utility services to collect connection service charges at the time a service application is received, provided that the charges do not exceed the costs incurred as a result of the connection activities.

AB 671 (Wicks) Accelerated Restaurant Building Plan Approval: California Retail Food Code: Tenant Improvements.

Chapter 470, Statutes of 2025

This measure requires local agencies to allow applicants for tenant improvements to a restaurant to use a licensed engineer or architect to certify that the plans comply with applicable building, health, and safety codes. It sets various timelines for local building departments to review permits provided by licensed engineers or architects. The measure requires local building departments to approve or deny applications within 20 days of receiving a completed application, or it is deemed approved. Additionally, it requires local building departments to approve or deny resubmissions within 10 business days of receiving them.

AB 8 (Aguiar-Curry) Cannabis: Cannabinoids: Industrial Hemp.

Chapter 248, Statutes of 2025

This measure provides that beginning on Jan. 1, 2028, any product containing concentrated cannabinoids must comply with the Medicinal and Adult-Use Cannabis Regulation and Safety Act. This measure also prohibits the sale of synthetic cannabis products containing cannabinoids derived from hemp and prohibits the retail sale of industrial hemp from outside the state unless the business has a license in California.

SB 378 (Wiener) Online Marketplaces: Illicit Cannabis: Reporting and Liability. Chapter 411, Statutes of 2025

This measure requires an online cannabis marketplace to address in its terms of service whether it permits Californians to view the advertisements and business information of unlicensed sellers of cannabis on its marketplace. This measure also requires the marketplace to verify the licenses of sellers of cannabis or cannabis products whose advertisements and business information are viewable on its marketplace. Additionally, this measure requires an online cannabis marketplace that does not verify those licenses to display a clear and conspicuous graphic that warns the consumer that the marketplace may be displaying, storing, or hosting unlicensed sellers of cannabis or cannabis products.

AB 888 (Calderon) California Safe Homes Grant Program. Chapter 536, Statutes of 2025

This measure establishes the California Safe Homes grant program to be developed by the CDI to reduce local and statewide wildfire losses through grants for home hardening. This measure requires the CDI to prioritize those in a very high fire severity hazard zone when awarding grant funds. Additionally, it requires eligible program applicants, which include individuals, cities, counties, and special districts, to meet specified criteria.

SB 346 (Durazo) Local Agencies: Transient Occupancy Taxes: Short-term Rental Facilitator.

Chapter 751, Statutes of 2025

This measure requires, upon adoption of a local ordinance, short-term rental facilitators (e.g. Airbnb, VRBO), at the request of a city, to provide the addresses of all short-term rental listings within that city to the city; provides cities audit authority over transient occupancy taxes (TOT) collected and remitted by short-term rental facilitators; and requires the publishing of the local license numbers and TOT certifications on the short-term rental listing.

SB 595 (Choi) Local Government: Investments and Financial Reports. Chapter 323, States of 2025

This measure revises local government annual financial reporting deadlines and extends the authority for certain types of local government investments. Specifically, this measure states that an officer of a local agency who fails or refuses to make and file their financial transaction report within 10 months after the end of the fiscal year, or within the time prescribed by the State Controller's Office (SCO), whichever is later, rather than 20 days after receipt of a written notice of the failure from the SCO (existing Law), must forfeit specified dollar amounts to the state. Additionally, this measure extends the sunset date from Jan. 1, 2026, to Jan. 1, 2031, of the following local agency investment provisions: (1) an increase in the commercial paper limit for local agencies, other than counties, that have more than \$100 million in investment assets from 25% to 40% of their total surplus funds, and (2) authorization for a local agency to invest in securities issued or backed by the United States government that could result in zero or negative interest accrual if held to maturity, in the event of, and for the duration of, a period of negative market interest rates, and authorization for a local agency to hold these instruments until their maturity dates. Lastly, this measure changes the maximum maturity periods for the investments in eligible commercial paper to 397 days from 270 days.

AB 538 (Berman) Public Works: Payroll Records.

Chapter 616, Statutes of 2025

This measure requires the awarding body of a local public works project, if a request is made by the public through the awarding body and the body is not in possession of the certified records, to obtain records showing the name, address, Social Security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by the relevant contractor or subcontractor in connection with the public work and make them available to the requesting entity. This measure authorizes the Division of Labor Standards Enforcement to enforce certain penalties if a contractor fails to comply with the awarding body's request within 10 days of receipt of the notice.

AB 476 (Gonzalez, Mark) Metal Theft.

Chapter 694, Statutes of 2025

This measure expands the list of prohibited items that junk dealers and recyclers can possess without authorization, including various types of scrap metal that originated from public infrastructure projects; creates the crime of "organized metal theft" to specifically target large theft rings; incorporates additional recordkeeping requirements for junk dealers and recyclers; and increases fines and potential penalties for various metal-theft related offenses.

SB 720 (Ashby) Automated Traffic Enforcement System Programs.

Chapter 782, Statutes of 2025

This measure authorizes cities, counties, and cities and counties to establish automated traffic enforcement system programs to detect violations of traffic control signals, provided the systems meet specified requirements. Violations recorded by these systems are subject to escalating civil penalties, and the measure outlines procedures for issuing a notice of violation, conducting an initial review, holding an administrative hearing, and providing an appeals process.

Under existing law, intersections or other designated stop locations may already be equipped with automated traffic enforcement systems if the responsible governmental agency meets certain conditions, including posting warning signs and ensuring compliance with minimum yellow light change interval standards. Current law also authorizes, until Jan. 1, 2032, a speed safety system pilot program in the Cities of Los Angeles, San Jose, Oakland, Glendale, and Long Beach and in the City and County of San Francisco. This pilot allows speed enforcement using automated systems in specified areas under defined criteria, with violations subject only to a civil penalty. This measure expands that framework by creating a permanent authorization for the use of automated systems to enforce traffic signal compliance, with clear guidelines for penalties and due process.

SB 283 (Laird) Energy Storage Systems.

Chapter 407, Statutes of 2025

This measure requires that an application submitted to the State Energy Resources Conservation and Development Commission after Jan. 1, 2026, and an application submitted to a local jurisdiction for an energy storage system include the applicant's certification that, at least 30 days before submitting the application, the applicant met and conferred with the authority that has jurisdiction over fire suppression in the area where the energy storage system is proposed. This measure also prohibits the approval of those applications unless the local jurisdiction requires as a condition of approval that after installation is complete, but before commencing operations or

use of the batteries, the energy storage system is inspected by the authority that has jurisdiction over fire suppression, and that the applicant bears the cost of the inspection. The measure requires, as part of the next update to the California Building Standards Code considered after July 1, 2026, the Office of the State Fire Marshal to review and consider proposing provisions that restrict the location of energy storage systems to dedicated-use noncombustible buildings or outdoor installations.