

From: Janeene Lovell <neener22@me.com>  
Subject: Fwd: OTL Reference 05.22.11.doc  
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From: Jim Zevely <jdzevely@gmail.com>  
Date: May 22, 2011 5:54:06 PM PDT  
To: 'Janis Arendsen' <onthelevel@me.com>  
Subject: OTL Reference 05.22.11.doc  
Reply-To: [zevely@jhu.edu](mailto:zevely@jhu.edu)

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May 22, 2011

Reference for On The Level:

Before I retired as the Director of Real Estate for Catholic Charities of San Diego, On The Level was selected to perform repairs under a grant from the Emergency Housing and Assistance Program (EHAP), Department of Housing and Community Development (HCD). The grant was awarded to fund the retrofitting of two manufactured housing units at La Posada de Guadalupe Shelter for Men, a Catholic Charities property in Carlsbad, CA. One unit served as a dormitory style living quarters and the other a kitchen and dining area. The scope of project included obtaining all permits from the City of Carlsbad, the understructure retrofit, installation of skirting, permits for the roof from HCD, and the installation of new roofing.

From the onset, we had a very difficult time finding a competent contractor to bid this project. We needed a company that could match our needs at the site with the requirements of the City of Carlsbad and those of HCD. From a shelter operations standpoint, we also needed a work schedule that would not disrupt the lives of the residents nor create safety hazards for them.

On The Level was able to plan and work together with staff, residents, the City of Carlsbad and HCD, (and to coordinate with a separate contractor who was resolving drainage issues), to expedite the project, to meet funding limits, and to deliver the completed project on time.

I have since asked for their assistance on questions regarding the condition, quality and value of manufactured housing units for other housing applications. I will continue to do so when the need arises.

Sincerely Yours,

James D. Zevely