



County of El Dorado Economic Development Opportunity Grant

2016 Application Packet

Applications Due May 20, 2016

**Chief Administrative Office
(530) 621-5530**

**Office Location:
330 Fair Lane, Building "A"
Placerville, CA 95667**

www.edcgov.us

**COUNTY OF EL DORADO – ECONOMIC DEVELOPMENT OPPORTUNITY GRANT
APPLICATION GUIDELINES**

Eligible Applicants:

- 501(c)(3) or 501(c)(6) non-profit organizations in good standing.
- Previously TOT funded grantees in good standing.
- Organizations serving El Dorado County residents in economic development activities.
- Ability to meet El Dorado County contract requirements.

Eligible Activities:

Eligible activities must benefit El Dorado County residents and address one of the County's objectives associated with promotion of tourism, entertainment, business, and leisure travel as specified in the County's General Plan Economic Development Element Policy 10.1.6.4 and the Economic Development component of the County's Strategic Plan located at:

[http://www.edc.gov.us/Economic/Adopted EDC Economic Development Strategic Plan.aspx](http://www.edc.gov.us/Economic/Adopted_EDC_Economic_Development_Strategic_Plan.aspx)

A list of eligible activities is provided on page #3 of the application.

Beneficiaries:

Project, program or event must benefit El Dorado County residents or businesses and you must be able to document and maintain files accordingly.

Review Process:

Applicants must completely answer all questions in the application and include all requested information in order to be considered for funding. If you are requesting funds for multiple projects, programs or events, you must complete a separate application for each unique request.

Evaluation Criteria:

1. Ability to address objective(s) identified in the Economic Development component of the County's Strategic Plan
 - *Demonstrates impact*
2. Capacity and experience of the organization
 - *Experience including the length of time in operation*
 - *Experience in undertaking projects, programs or events of similar complexity*
 - *Organizational resources available and ready to manage the proposed project, program or event*
 - *Operational resources available and ready to sustain project, program or event*
 - *Past performance in managing grant funding*
3. Leveraged resources
 - *Level of resources leveraged*
 - *Grant may only address 90% of costs*
4. Project Readiness
 - *Resources needed to implement the proposed project, program or event are available and ready*

Grant Award:

The County's preference is to award one-year contracts, however the County may consider multiple year contracts if it is in the best interest of the County to do so.

Grant Cycle 2016:

- Application process opens – April 15
- Applications due to County – May 20
- County staff Recommendation to the Chief Administrative Office - May
- Recommendation to the Board of Supervisors - June
- Notification to Applicants of funding recommendations - June
- Contract execution with all awardees - June
- Funds available in July
- Progress reports due October 15, February 15
- Final report due July 15

Grant Application Submittal Requirements:

Applicant must submit one (1) original and three (3) copies of its application in a sealed envelope or container, clearly marked **“ECONOMIC DEVELOPMENT OPPORTUNITY GRANT APPLICATION – MAILROOM DO NOT OPEN”**, **NO LATER THAN 3:00 PM – May 20, 2016**, to:

County of El Dorado
Chief Administrative Office
330 Fair Lane
Placerville, CA 95667

- Late applications or postmarks, faxes, or emails, will not be accepted. All applications and accompanying documents received shall be retained by the County of El Dorado and shall be subject to disclosure in accordance with the California Public Records Act. Unnecessarily elaborate responses, enclosures, and specialized binding are not desired.
- The County is not liable for any costs or expenses incurred in the preparation of a response to this grant solicitation, and may withdraw or modify this solicitation at any time at its sole discretion.

County's Rights:

- The County reserves the right to reject all applications; to request additional information concerning any application for purposes of clarification; and to waive any irregularities, if such would serve the best interest of the County.
- This grant solicitation process does not constitute an expressed or implied contract with the County of El Dorado.

COUNTY OF EL DORADO
ECONOMIC DEVELOPMENT OPPORTUNITY GRANT
APPLICATION CHECKLIST

REQUIRED DOCUMENTS	For County Use
One (1) ORIGINAL Application and three (3) copies <i>Application includes:</i> <ul style="list-style-type: none"> • Application document • Applicant Sources of Funds form • Applicant Budget form (Use of Funds) 	<input type="checkbox"/>
LABEL ALL SUPPORTING DOCUMENTATION Submit <u>ONE (1)</u> copy of each of the following:	
A. List of Board Members	<input type="checkbox"/>
B. Background/Overview of Programs and Services Provided by Agency (Brochure)	<input type="checkbox"/>
C. Articles of Incorporation/Bylaws	<input type="checkbox"/>
D. Annual Financial Statement (tax returns are not acceptable)	<input type="checkbox"/>
E. Most recently completed Annual Audit	<input type="checkbox"/>
F. If Agency is not required to complete an annual audit, attach a letter from the Agency's chief financial officer explaining why an Audit is not provided	<input type="checkbox"/>
G. Job Description for chief financial staff person	<input type="checkbox"/>
H. Job Description for chief administrative staff person	<input type="checkbox"/>
I. Organizational Chart for Agency staff	<input type="checkbox"/>
J. Copy of Agency's IRS Form 990 – Return of Organization Exempt from Income Tax (if applicable)	<input type="checkbox"/>
K. Most recently filed California Franchise Tax Board form 199 – Exempt Organization Form (if applicable)	<input type="checkbox"/>
L. Annual Registration Renewal Fee Report to the Attorney General of California	<input type="checkbox"/>



COUNTY OF EL DORADO
ECONOMIC DEVELOPMENT OPPORTUNITY GRANT
2016 APPLICATION

APPLICANT INFORMATION

Applicant Name: _____

Name of Project/Program/Event:

(A separate application is required for each unique request) _____

Applicant Address: *(Street, City, State, Zip)* _____

FEIN/EIN/Tax I.D. #: _____

Contact Person Name and Title:

(This person is the authorized contact for this application during the review process) _____

Contact Person Address: *(incl. City, State, Zip)* _____

Contact Person Telephone: _____

Contact Person E-mail: _____

PROJECT FUNDING *(If requesting multiple year contract, include funding information for first year only.)*

Amount of Grant Funding Requested: \$ _____

Funds available (or to be secured) from other sources: + \$ _____

Total Cost of Proposed Project/Program/Event: = \$ _____

PROJECT / PROGRAM / EVENT

Eligible Activities: From the table below, please check the box next to the Economic Development Objective that your project, program or event will most closely address. Projects, programs and events must promote the availability and/or accessibility to economic opportunity for El Dorado County residents. **Please ONLY CHECK ONE BOX.**

	Specific Objectives	Performance Indicators (examples)
<input type="checkbox"/>	Tourism: Create sales tax generating activities of jobs related to bringing in additional visitors to the County.	Number of new tourism jobs will be created for local residents
<input type="checkbox"/>	Entertainment: Support jobs in the arts or film.	Number of increased film days or art sales as a result of assistance
<input type="checkbox"/>	Business: Improve rate of survival and or growth of businesses.	Number of businesses increasing their gross sales by 10% as a result of assistance
<input type="checkbox"/>	Leisure Travel: Improve number of tourists traveling to El Dorado County.	Number of new travelers visiting the County as the result of assistance

Project/Program/Event Description:

2,000 character max.) _____

Project/Program/Event Goal: Describe the economic change your program or project is trying to achieve. How does your organization work to address economic development for the County? Describe past performance managing grant funding used to address economic change. (2,000 character max.) _____

Project/Program/Event Need: Describe supporting research/documentation about how this project/program/event will address the Eligible Activity/Objective that you have cited above. (1,500 character max.) _____

Target Population: Describe the population served by your project/program/event (e.g. tourists, film makers, business owners, etc.) and how they will benefit from the project/program/event. Describe how you will target them to achieve the desired program or project impact and deliverables. (1,500 character max.) _____

Impact and Deliverables: Describe the specific outcomes of your project/program/event and how they will be measured. (1,500 character max.) _____

Outcome Performance Measures: How will you measure the success of your project/program/event? How will your project positively affect the neighborhood, the community, and its residents? Please describe the performance measures you will use to evaluate your outcomes. (1,500 character max.) _____

Organizational Resources: Describe the organizational resources to be used in managing and carrying out the proposed project/program/event (e.g. capacity of staff, impact to agency workload, etc.). (1,500 character max.) _____

Cost Reasonableness: Describe how the applicant determined the project/program/event costs. What is your policy for the procurement of goods and services (i.e. proposals, bids, quotations, etc.)? (1,500 character max.) _____

Impact of Grant Funding: How will the injection of County funds lead to increased effectiveness, innovation or program improvement? (1,500 character max.) _____

APPLICANT CERTIFICATION

To the best of my knowledge and belief, data in this application are true and correct, this application has been duly authorized by the governing body of the applicant, and the applicant will comply with all regulations applicable to El Dorado County's Economic Development Opportunity Grant program. I understand and approve that the County of El Dorado may use my organization's name and picture(s) of the funded project or activity for the purposes of public information and publicity.

Authorized Signature

Date

Print Name

Submit completed applications by 3:00 p.m., May 20, 2016

**County of El Dorado – Chief Administrative Office
330 Fair Lane, Building "A"
Placerville, CA 95667**

EL DORADO COUNTY
ECONOMIC DEVELOPMENT OPPORTUNITY GRANT
APPLICANT SOURCES OF FUNDS

APPLICANT NAME: _____
PROGRAM/PROJECT/EVENT: _____

Matching Funds

Please list all sources of *matching funds* that will be used to carry out the project/program/event. If resources include in-kind donations, please list the value.

	Source	Amount or Value	Type (examples: grant, loan, in-kind etc)	Secured or Pending
1	El Dorado County Economic Development Opportunity Grant funding	\$	Grant	Pending
2		\$		
3		\$		
4		\$		
5		\$		
6		\$		
7		\$		
8		\$		
9		\$		
10		\$		
11		\$		
12		\$		
13		\$		
14		\$		
15		\$		
Total Project/Program/Event Cost:		\$		

Definition of Matching Funds:

The value of the neighborhood organization’s contribution must be equal to 10% of the total amount requested from the County of El Dorado. A combination of cash, volunteer labor and/or in-kind goods or services can be used as match. In-kind or cash donations from County of El Dorado services, staff, or elected officials cannot be counted as match. Professional services and labor must be furnished by established service providers, skilled laborers and/or businesses in order to be counted as match.

EL DORADO COUNTY
ECONOMIC DEVELOPMENT OPPORTUNITY GRANT
APPLICANT BUDGET FORM
(USE OF FUNDS)

AGENCY NAME: _____
 PROJECT/PROGRAM/EVENT: _____

INSTRUCTIONS:

COLUMN 1: List the various cost components of your project/program/event.

COLUMN 2: List the total cost (or the value if in-kind) of each project/program/event component.

COLUMN 3: List the amount of County funds proposed for each project/program/event component.

COLUMN 1 Designated Use of Funds	COLUMN 2 Total Amount/Value	COLUMN 3 Amount of County Funds
Direct Project/Program/Event Costs		
1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
6.	\$	\$
7.	\$	\$
8.	\$	\$
9.	\$	\$
10.	\$	\$
11.	\$	\$
12.	\$	\$
SUBTOTAL:	\$	\$
Personnel/Administrative Costs (Group salary/benefits together for each position title)		
13.	\$	\$
14.	\$	\$
15.	\$	\$
16.	\$	\$
17.	\$	\$
18.	\$	\$
19.	\$	\$
20.	\$	\$
21.	\$	\$
22.	\$	\$
23.	\$	\$
24.	\$	\$
SUBTOTAL:	\$	\$
TOTAL:	\$	\$

END OF APPLICATION



County of El Dorado

Chief Administrative Office

330 Fair Lane
Placerville, CA 95667-4197

Larry T. Combs
Chief Administrative Officer

Phone (530) 621-5595
Fax (530) 642-0301

Date: May 6, 2016

To: Prospective Applicants of the Economic Development Opportunity Grant

From: Jeff McLaughlin, Manager
Chief Administrative Office/Economic Development

A handwritten signature in black ink, appearing to read "Jeff McLaughlin".

RE: **ECONOMIC DEVELOPMENT OPPORTUNITY GRANT –
GRANT ADDENDUM #1**

- Time deadline for applications. A discrepancy in the time for application submittal was found between the Grant application form, and the corresponding Grant press release. The press release reflects a later submittal time. **The Grant deadline is hereby extended to 4:30 p.m. on Friday, May 20, 2016.**
- Requests for multi-year grant funding. Prospective applicants have noted that there is no place in the application to denote a request for multi-year funding. If desired, please note this request as part of the Project/Program/Event Description found on Page 2 of the Application. **Please note that requests for multi-year funding are not part of the scoring process, and are granted solely at the discretion of the El Dorado County Board of Supervisors.**

All other instructions, certifications, and guidelines remain in full force and effect.

If there are any questions, please contact 530-621-5595 or
economic.development@edcgov.us.

CC: CAO's Office



County of El Dorado

Chief Administrative Office

330 Fair Lane
Placerville, CA 95667-4197

Larry T. Combs
Chief Administrative Officer

Phone (530) 621-5595
Fax (530) 642-0301

Date: May 16, 2016

To: Prospective Applicants for the Economic Development Opportunity Grant

From: Jeff McLaughlin, Manager
Chief Administrative Office/Economic Development

RE: **ECONOMIC DEVELOPMENT OPPORTUNITY GRANT –
GRANT SOLICITATION ADDENDUM #2**

At the applicant forum on May 5th, it was requested that the County articulate the criteria for internal evaluation of applications.

- Evaluation
The evaluation team will consist of a member of the Community and Economic Development Advisory Committee (CEDAC), a local business-owner, a member of the County Long Range Planning Division staff, and the Economic Development Manager. Applications will be scored based on the evaluation criteria listed in the application packet. Evaluation and ranking of the applications will be accomplished through a relative ranking system, considering the criteria listed in the application packet and each proposal's overall value to the County as determined by the evaluation committee. The team will recommend awards to the Board of Supervisors, who will determine final awards and authorize contracts.

All other instructions, certifications, and guidelines remain in full force and effect.

If there are any questions, please contact 530-621-5595 or
economic.development@edcgov.us.

CC: CAO's Office

Economic Development Opportunity Grant - Ranking Sheet:

Reviewer # _____

Date: _____

Application Name: _____

Rankings: 20= Excellent 16= Very Good 12= Good 8= Fair 4= Poor

Criteria:

1. Ability to address objective(s) identified in the Economic Development component of the County's Strategic Plan (20 Points total) Ranking: _____
 - o *Demonstrates impact*

2. Capacity and experience of the organization (20 Points Total) Ranking: _____
 - o *Experience including the length of time in operation*
 - o *Experience in undertaking projects, programs or events of similar complexity*
 - o *Organizational resources available and ready to manage the proposed project, program or event*
 - o *Operational resources available and ready to sustain project, program or event*
 - o *Past performance in managing grant funding*

3. Leveraged resources (20 Points Total) Ranking: _____
 - o *Level of resources leveraged*
 - o *Grant may only address 90% of costs*

4. Project Readiness (20 Points Total) Ranking: _____
 - o *Resources needed to implement the proposed project, program or event are available and ready*

5. Reviewer ranking of application quality (20 Points Total) Ranking: _____

RANKING TOTAL (100 Possible): _____