

**EL DORADO COUNTY BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

**Meeting of
January 23, 2007**

AGENDA TITLE: Public Hearing: Year 2006/07 Community Development Block Grant (CDBG) Application		
DEPARTMENT: Human Services (CS)	DEPT SIGNOFF: <i>[Signature]</i>	CAO USE ONLY: <i>[Signature]</i> 1/4
CONTACT: John Litwinovich		
DATE: 1/3/2007	PHONE: 6163	

DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:
 Human Services recommends the Board conduct a public hearing, review and approve a Community Development Block Grant application for a \$500,000 California Community Economic Enterprise Fund Component 2006/07 grant and adopt a resolution authorizing submission of said proposal to the California Department of Housing and Community Development, authorizing the Chair of the Board of Supervisors to act on behalf of the County in signing the Statement of Assurances and further authorizing Department Director John Litwinovich to act on behalf of the County in all matters pertaining to this grant application and to execute and administer the standard agreement upon review and approval by County Counsel and Risk Management, any amendments thereto that do not affect the dollar amount or the term and other grant related documents if the application is funded.

CAO RECOMMENDATIONS: *Hold public hearing, approve application. Laura A. Hill 1/8/07*

Financial impact? () Yes (X) No	Funding Source: () Gen Fund (X) Other
BUDGET SUMMARY:	Other: State Grant, if funded
Total Est. Cost _____ \$0.00	CAO Office Use Only:
Funding	4/5's Vote Required () Yes (X) No
Budgeted _____ \$0.00	Change in Policy () Yes (X) No
New Funding _____	New Personnel () Yes (X) No
Savings* _____	CONCURRENCES:
Other _____	Risk Management _____
Total Funding _____ \$0.00	County Counsel _____
Change in Net County Cost _____ \$0.00	Other _____

***Explain**

BOARD ACTIONS:

Vote: Unanimous _____ Or Ayes: Noes: Abstentions: Absent:	I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors Date: _____ Attest: Cindy Keck, Board of Supervisors Clerk By: _____
--	---



EL DORADO COUNTY
DEPARTMENT OF HUMAN SERVICES
John Litwinovich
Director

January 3, 2007

El Dorado County Board of Supervisors
330 Fair Lane
Placerville, California 95667

Members of the Board:

Title: Public Hearing: Year 2006/07 Community Development Block Grant (CDBG) Application

Recommendations:

Human Services recommends the Board conduct a public hearing, review and approve a Community Development Block Grant application for a \$500,000 California Community Economic Enterprise Fund Component 2006/07 grant and adopt a resolution authorizing submission of said proposal to the California Department of Housing and Community Development, authorizing the Chair of the Board of Supervisors to act on behalf of the County in signing the Statement of Assurances and further authorizing Department Director John Litwinovich to act on behalf of the County in all matters pertaining to this grant application and to execute and administer the standard agreement upon review and approval by County Counsel and Risk Management, any amendments thereto that do not affect the dollar amount or the term and other grant related documents if the application is funded.

Reasons for Recommendations:

If funded, the \$500,000 grant will enable the Human Services Department Economic Development Block Grant Program to continue to provide a Microenterprise Technical Assistance and Loan Program to encourage entrepreneurship and provide economic benefit to local business owners. Business Assistance funds would be used to assist 5 businesses with start-up and/or expansion loans, creating up to 8 new jobs in the County. It is anticipated that 30 Microenterprise Assistance program participants would receive technical assistance and business support through this grant. A copy of the application is on file with the Board Clerk.

Fiscal Impact: Total Cost (or Savings)

The application proposes the use of \$37,500 for General Grant Administration, \$393,125 for Business Assistance Loans and Training and Technical Assistance for Business Support with \$69,375 for Activity Delivery. The application proposes \$4,500 in staff time leverage for General Administration and Activity Delivery. If the application is funded, the \$500,000 grant award and proposed match will cover all anticipated program costs, and funding will be included in the FY 2007/08 County Budget Request.

Net County Cost: No change.

Action to be Taken Following Approval:

Board Clerk to provide Department with four certified resolutions and three Statement of Assurances documents signed by the Chairman.

Sincerely,

John Litwinovich
Director of Human Services



RESOLUTION NO.
OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

A RESOLUTION APPROVING AN APPLICATION AND CONTRACT EXECUTION FOR FUNDING FROM THE ECONOMIC DEVELOPMENT ALLOCATION OF THE STATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM AND AUTHORIZING THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO WITH THE STATE OF CALIFORNIA FOR THE PURPOSES OF THIS GRANT.

BE IT RESOLVED BY THE El Dorado County Board of Supervisors as follows:

SECTION 1.

The Board of Supervisors has reviewed and hereby approves an application for: State Community Development Block Grant (CDBG Program) for up to \$500,000 from the California Community Economic Enterprise Fund Component:

- 1) General Administration - \$37,500
- 2) Activity Delivery - \$69,375
- 3) Eligible Activities - \$393,125

SECTION 2.

If the grant application is approved, the County will provide local leverage for the Business Assistance Program:

General Funds:	\$1,000
Economic Development Department:	\$1,000

If the grant application is approved, the County will provide local leverage for the Microenterprise Assistance Program:

General Funds:	\$2,500
----------------	---------

SECTION 3.

The Chairman of the Board of Supervisors is hereby authorized to act on behalf of the County in signing the Statement of Assurances, and the Director of Human Services is hereby authorized and directed to act on the County's behalf in all other matters pertaining to this application.

SECTION 4.

If the application is approved, the Director of Human Services is authorized to execute and administer

the standard agreement with the State of California and any subsequent amendments that do not affect the dollar amount or the term, contingent upon approval by County Counsel and Risk Management, and other grant related documents for the purposed of this grant.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the _____ day of _____, 2007, by the following vote of said Board

Attest:
Cindy Keck
Clerk of the Board of Supervisors

Ayes:
Noes:
Absent:

By: _____
Deputy Clerk

Chairman, Board of Supervisors

I CERTIFY THAT:
THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

DATE: _____

Attest: CINDY KECK, Clerk of the Board of Supervisors of the County of El Dorado, State of California.

By: _____

STATEMENT OF ASSURANCES (Revised January 15, 2004)

The County of EL DORADO hereby assures and certifies that:

1. It possesses legal authority to apply for the grant and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act or resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the applicant's chief executive officer or other designee to act in connection with the application and to provide such additional information as may be required.
3. It has or will comply with all citizen participation requirements, which include, at a minimum, the following components:
 - a. Provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas in which CDBG funds are proposed to be used, and provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction;
 - b. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by CDBG regulations, and relating to the actual use of funds under this title;
 - c. Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;
 - d. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program. These include at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. This shall include one public meeting during the program design, annual performance report preparation, and formal amendments. A public hearing shall be conducted prior to application submittal;
 - e. Solicits and provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and

- f. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can reasonably be expected to participate.
4. Its CDBG Program has been developed so as to primarily benefit targeted income persons and households, and each activity in the program meets one of the three national objectives: benefit to low and moderate income persons, elimination of slums and blight, or meets an urgent community need certified by the grantee as such.
5. It consents to assume the responsibilities for environmental review and decision-making in order to ensure compliance with NEPA by following the procedures for "recipients" of block grant funds as set forth in 24 CFR, Part 58, entitled "Environmental Review Procedures for Title I Community Development Block Grant Programs." Also included in this requirement is compliance with Executive Order 11988 relating to the evaluation of flood hazards, and Section 102(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) regarding purchase of flood insurance, and the National Historic Preservation Act of 1966 (16 USC 470) and implementing regulations (36 CFR 800.8).
6. It consents to assume the role of either "Lead Agency" as defined by Section 21067 of the California Public Resources Code, or if another agency is or will be designated "Lead Agency," it consents to assume the role of "Responsible Agency" as defined by Section 21069 of the California Public Resources Code, in order to ensure compliance with CEQA.
7. It has resolved any audit findings or performance problems for prior CDBG grants awarded by the State.
8. It certifies that there is no plan, ordinance, or other measure in effect which directly limits, by number, the building permits that may be issued for residential construction or the buildable lots which may be developed for residential purposes; or if such a plan, ordinance, or measure is in effect, it will either be rescinded before receiving funds, or it need not be rescinded because:
 - a. It imposes a moratorium on residential construction, to protect the health and safety, for a specified period of time which will end when the public health and safety is no longer jeopardized; or
 - b. It creates agricultural preserves under Chapter 7 (commencing with Section 51200) of Part 2 of Division 1 of Title 5 of the Government Code; or
 - c. It was adopted pursuant to a specific requirement of a State or multi-State board, agency, department, or commission; or

- d. The applicant has a housing element which the Department of Housing and Community Development has found to be adequate, unless a final order has been issued by a court in which the court determined that it is not in compliance with Article 10.6 of Chapter 3 of Division 1 of Title 7 of the Government Code; or
 - e. The use of the funds applied for in this application is restricted for housing for the targeted income group.
 9. It will comply with the regulations, policies, guidelines, and requirements of OMB Circular Numbers A-87, A-133, A-122, and 24 CFR Part 85, where appropriate, and the State CDBG regulations.
 10. It shall comply with the following regarding nondiscrimination:
 - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352).
 - b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284) as amended; and will administer all programs and activities related to housing and community development in a manner affirmatively furthering fair housing.
 - c. Section 109 of the Housing and Community Development Act of 1974, as amended.
 - d. Section 3 of the Housing and Urban Development Act of 1968, as amended.
 - e. Executive Order 11246, as amended by Executive Orders 11375 and 12086.
 - f. Executive Order 11063, as amended by Executive Order 12259.
 - g. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), as amended, and implementing regulations.
 - h. The Age Discrimination Act of 1975 (Public Law 94-135).
 - i. The prospective contractor's signature affixed hereon and dated shall constitute a certification under the penalty of perjury under the laws of the State of California that the bidder has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Code of Regulations, Section 8103.
 11. It will comply with the Federal Relocation Act (42 U.S.C. 4601 et seq.) and will certify that it is following a residential anti-displacement and relocation plan.

12. It will comply with the following regarding labor standards:
 - a. Section 110 of the Housing and Community Development Act of 1974, as amended.
 - b. Section 1720 et seq. of the California Labor Code regarding public works labor standards.
 - c. Davis-Bacon Act as amended (46 U.S.C. 276a) regarding prevailing wage rates.
 - d. Contract Work Hours and Safety Standards Act (40 USC 327-333) regarding overtime compensation.
 - e. Anti-Kickback Act of 1934 (18 USC 874) prohibiting "kickbacks" of wages in federally assisted construction activities.
13. It will comply with the Architectural Barriers Act of 1968 (42 USC 4151) and implementing regulations (24 CFR Part 40-41).
14. It will enforce standards of conduct that govern the performance of its officers, employees, and agents engaged in the administration of contracts funded in whole or in part by the CDBG Program (Section 7120(d) of the State regulations).
15. It will comply with the Hatch Act (5 USC 1501 et seq.) regarding political activity of employees.
16. It will comply with the Lead-Based Paint Regulations (24 CFR Part 35) which prohibits the use of lead-based paint on projects funded by the program.
17. It is not, nor will it employ, award contracts to, or otherwise engage the services of any contractor while that contractor (or its principals) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation from the covered transaction, in any proposal submitted in connection with the CDBG program under the provisions of 24 CFR part 24.
18. It will give HUD, the Comptroller General, the State Department of Housing and Community Development, or any of their authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant.
19. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by targeted income persons unless:
 - a. CDBG funds are used to pay the proportion of such assessment that relates to non-CDBG funding or

- b. for the purposes of assessing properties owned and occupied by targeted income persons who are not of the lowest targeted income group, it does not have sufficient CDBG funds to comply with the provisions of a. above.
20. It will adopt and enforce policies
- a. prohibiting the use of excessive force by its law enforcement agencies against individuals engaged in non-violent civil rights demonstrations and
 - b. enforcing applicable State and local law against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction.

The certification is made under penalty of perjury under the laws of the State of California.

CERTIFYING OFFICIAL:

Chairman, El Dorado County Board of Supervisors

Signature

Date

Community Development Block Grant Program
Economic Development Allocation

**CALIFORNIA COMMUNITY ECONOMIC ENTERPRISE FUND COMPONENT
2006 -2007**

APPLICATION



**Submitted by:
County of El Dorado
Human Services Department
937 Spring Street
Placerville, CA 95667**

**Telephone: (530) 642-7276
Fax: (530) 642-9233
Website: <http://www.co.el-dorado.ca.us/hs>**

SECTION I. APPLICATION SUMMARY

APPLICATION FORM

This application, if approved for funding, will be a part of your grant agreement with the Department. In order to be considered for funding, all sections of this application (Section I through IV) and attachments must be complete and accurate. **Please refer to Appendix F Application Format for the format that your applications must be submitted.**

DO NOT REVISE THIS FORM IN ANY MANNER UNLESS OTHERWISE NOTED ON THE APPLICATION FORM. Refer to the enclosed Application Instructions and Program regulations (Federal regulations are found at 24 CFR Part 570, Subpart I and State Regulations at Title 25, Subchapter 2, commencing with Section 7050) for additional information. If you have any questions about the application, or if you require technical assistance, please contact State CDBG Economic Development Program staff for assistance.

OFFICIAL(S) AUTHORIZED TO SUBMIT APPLICATION

Name: John Litwinovich
(Print or Type)

Title: Director of Human Services

Signature _____

Date _____

Name: _____
(Print or Type)

Title: _____

Signature _____

Date _____

Note: Electronic Form begins on next Page

Address: 4535 Missouri Flat Rd, Ste 1A

City: Placerville

State: CA Zip Code: 95667

Phone: 530-642-5507 Ext: _____

Fax: 530-642-5539

Email: jaldrich@co.el-dorado.ca.us

2006 - 2007 California Community Economic Enterprise Fund Component Application

B. Requested Funding by Activity

Activity	Activity Amount Requested	Activity Delivery Amount Requested	Result of CDBG PIng. & Tech. Assist. Grant?	Total Amount Requested
Business Assistance				
Loans	\$125,000	\$15,000	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Grant # _____	\$140,000
Supporting Infrastructure	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No Grant # _____	\$
Microenterprise Assistance				
Technical Assistance	\$193,125	\$44,375	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Grant # _____	\$237,500
General Support	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No Grant # _____	\$
Loans	\$75,000	\$10,000	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Grant # _____	\$85,000
Activity Totals	\$393,125	\$69,375		\$
			General Administration	\$37,500
			Total Amount Requested	\$500,000

2006 - 2007 California Community Economic Enterprise Fund Component Application

Leverage: List the amounts and sources of all **leverage**. Leverage includes both monetary contributions and in-kind contributions to the proposed activity. Indicate the type of documentation for each source of leverage. Be conservative. Leveraged amounts will appear in funded contracts as committed funds and will be a condition of contract compliance. The documentation for private equity requirements must be included in the Program Guidelines and Program Design.

Note: Refer to the Application Instructions for a more complete description of what earns points as private, non-State, and non-Federal sources of leverage.

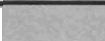
CDBG Activity	Name of Source	Type of Leverage	Type of Documentation	Dollar Amount
General Admin	El Dorado County	Staff in-kind	Resolution	\$1,000
Business Assistance	UMPQUA	Staff in-kind	Letter	\$1,000
	County Office of Economic Development	Staff in-kind	Resolution	\$1,000
Business Assistance Activity Delivery				
Business owner Contribution	Business owner/applicants	Private equity	Program Guidelines	\$62,500
Microenterprise Assistance	Expansion/start-up owner	Private equity	Program Guidelines	\$3,000
	El Dorado Co. Chamber of Commerce	Private	In-kind	\$500
Microenterprise Activity Delivery	El Dorado County	Staff in-kind	Resolution	\$1,500
Total				\$70,500

Attach documentation of each leverage source (except private equity requirements from business owners which should be documented in the Program Guidelines and the Program Design) which demonstrates that the funds or in-kind contribution has been committed. Label this attachment as **“Leverage Attachment: Section I, Part I, C.2.”** Documentation must include the following:

- a. letter, resolution, or other evidence of commitment or award from contributing source (if resolution, it must be signed, dated and adopted by the governing body);
and
- b. dollar amount of the contribution or value of in-kind contribution.

2006 - 2007 California Community Economic Enterprise Fund Component Application

D. Location of Activities - U.S. Census



Name of CDBG Activity	Jurisdiction-Wide or Target Area?	Census Tract Numbers (all apps.) and Block Group Numbers (for target area activities only) Attach a map showing the Target Area and Census Tract and Block Group information. Label this attachment as "Census Data Attachment: Section I.D"
Business Assistance		
Loans	<input type="checkbox"/> Jurisdiction-wide <input type="checkbox"/> Target Area	
Supporting Infrastructure	<input type="checkbox"/> Jurisdiction-wide <input type="checkbox"/> Target Area	
Microenterprise Assistance		
Technical Assistance	<input type="checkbox"/> Jurisdiction-wide	
General Support	<input type="checkbox"/> Jurisdiction-wide	
Loans	<input type="checkbox"/> Jurisdiction-wide	

2006 - 2007 California Community Economic Enterprise Fund Component Application

E. Proposed Activity(ies) and Beneficiaries

Activity	# of Business Expansions	# of Business Startups	# Jobs Created/Retained	# TIG Jobs	# TIG Clients (ME)	# TIG Households	CDBG National Objective - Check all that apply
Business Assistance							
Loans	1	1	4	4			<input type="checkbox"/> Slums/Blight <input checked="" type="checkbox"/> TIG-Jobs
Supporting Infrastructure							<input type="checkbox"/> Slums/Blight <input type="checkbox"/> TIG-Jobs
Microenterprise Assistance							
Technical Assistance	10	20			30		<input checked="" type="checkbox"/> TIG-Clients
General Support							<input type="checkbox"/> TIG-Clients
Loans	2	2	4	4	4		<input checked="" type="checkbox"/> TIG-Clients

2006 - 2007 California Community Economic Enterprise Fund Component Application

E.1 - Proposed Business Assistance Activity(ies) National Objective: Enter the projected number of businesses to be assisted and jobs created/retained by the proposed activity. Indicate N/A if application is not proposing business assistance activity.

<i>Activity</i>	<i># Of Businesses Assisted</i>	<i># Of Jobs Created/Retained</i>	<i># Of TIG Jobs</i>
<u>Business Assistance</u> Business Loans & Infrastructure Grants	2	4	4

E.2 - Proposed Business Assistance Activity(ies) Public Benefit: Enter the amount of CDBG funding, the projected total number of jobs created/retained, and the projected cost per job. Enter N/A if application is not proposing a business assistance activity.

<i>Activity</i>	<i>a. Amount of CDBG Funds</i>	<i>b. # of Jobs Created/Retained</i>	<i>c. Cost Per Job Created/Retained (a÷b)</i>
<u>Business Assistance</u> Business Loans & Infrastructure Grants	\$125,000	4	\$31,250

E.3- Proposed Microenterprise Assistance Activities Projected Beneficiaries: Enter the amount of CDBG funding, the projected number of business start-ups and expansions, and the projected number of jobs created/retained by the proposed activity as they apply. Enter N/A if the application is not proposing Microenterprise Assistance activities.

<i>Activity</i>	<i>a. Amount of CDBG Funds</i>	<i>b. # of TIG Clients Served</i>	<i>c. # of Business Startups</i>	<i>d. # of Businesses Expanded</i>
<u>Microenterprise Assistance-TIG</u>	\$75,000	4	2	2

2006 - 2007 California Community Economic Enterprise Fund Component Application

E.4 - Other Projected Microenterprise Assistance Performance Indicators: Enter the projected units of benefit related to other applicable performance indicators. Enter N/A if application is not proposing Microenterprise Assistance activities.

<i>A. Projected Benefits</i>	<i>B. # Of Beneficiaries</i>		<i>A. Projected Benefits</i>	<i>B. # Of Beneficiaries</i>
Clients Entering Program	30		Clients Receiving Technical Assistance and Business Support	30
Clients Completing Program	18		Clients Receiving General Support	
Business Start ups	20		CDBG Loans to Microenterprises	3
Business Expansions	10		Non-CDBG loans to Microenterprises	n/a

F. Legislative Representative Information

	District #	First Name	Last Name
Assembly	4	Ted	Gaines
Senate	1	Dave	Cox
Congress	4	John	Doolittle

	District #	First Name	Last Name
Assembly			
Senate			
Congress			

	District #	First Name	Last Name
Assembly			
Senate			
Congress			

Please use these links to verify your legislator's correct contact info:

- California Assembly <http://www.assembly.ca.gov/acs/acsframeset9text.htm>
- California Senate <http://www.sen.ca.gov/~newsen/senators/senators.htm>
- Member of Congress <http://www.house.gov/writerep/>

G. Target Populations

- | | |
|--|---|
| 1. <input checked="" type="checkbox"/> Physically Disabled | 9. <input checked="" type="checkbox"/> Seniors |
| 2. <input type="checkbox"/> Persons with AIDS | 10. <input type="checkbox"/> Mentally Ill |
| 3. <input type="checkbox"/> Youths | 11. <input checked="" type="checkbox"/> Veterans |
| 4. <input checked="" type="checkbox"/> Single Adults | 13. <input type="checkbox"/> Victims of Domestic Violence |
| 5. <input checked="" type="checkbox"/> Single Men | 12. <input type="checkbox"/> Substance Abusers |
| 6. <input checked="" type="checkbox"/> Single Women | 14. <input type="checkbox"/> Dually-Diagnosed |
| 7. <input checked="" type="checkbox"/> Families | 15. <input type="checkbox"/> Homeless |
| 8. <input checked="" type="checkbox"/> Farmworker | 16. <input type="checkbox"/> Other _____ |

H. GROWTH CONTROL AND HOUSING ELEMENT STATUS

1. Has the applicant enacted limitations on residential construction, which limitations does not establish agricultural preserves, are not imposed by another agency, or are not based on a health and safety need?

Note: If the applicant has a General Plan, ordinance, or other measure which directly limits by number either the building permits which may be issued for residential construction, or build-able lots which may be developed for residential purposes, and the measure does not meet any of the exceptions found in the Program Regulations, Section 7056(b)(2)(B), check "yes" below and attach a copy of the measure with this application. Label the attachment as "*Growth Control Attachment: Section I.H.1.*"

Yes No

2. Has the applicant submitted an adopted housing element to the Department?

Yes No

I. MAPS

If the application is proposing targeted activities, please submit the following maps. Enter "No" if proposed activity is jurisdiction wide.

1. Yes, a location map is attached. Label the attachment as "*Location Map Attachment: Section I.I.1.*"
 No, the proposed activity is jurisdiction-wide.

Note: A location map must include:

- a. the number and boundaries of census tract(s) or enumeration districts(s) within which CDBG funds will be spent;
 - b. the general location of the proposed activities, including geographic boundaries of the target or service areas covered by each activity;
and
 - c. attach census tape printouts showing income levels for targeted area.
2. Yes, an Ethnic/TIG Map is attached. Label the attachment as "*Ethnic/TIG Map/ Attachment: Section I.I.2.*"
 No, the proposed activity is jurisdiction-wide.

Note: Based on the applicant's knowledge of the area and available data, the Ethnic/TIG Map should show:

2006 - 2007 California Community Economic Enterprise Fund Component Application

- a. the location of concentrations of non-white persons and Hispanic persons within the entire city or county; and
- b. the location of concentrations of targeted income group families within the jurisdiction

J. ENVIRONMENTAL CLEARANCE

A. Finding of Exemption

It is the finding of the City/County of _____ that the activities proposed in this application for State Community Development Block Grant funds are exempt from environmental review requirements under NEPA because they are defined as exempt activities in 24 CFR Part 58.34.

The activity(s) judged exempt consist(s) of:

	(Brief description of activities):	NEPA Citation
	<u>General Administration</u>	<u>58.34 (a) (3)</u>
1.	<u>Technical Assistance</u>	<u>58.34 (a) (3)</u>
2.	<u>Activity Delivery</u>	<u>58.34 (a) (3)</u>
3.	_____	_____
	<u>John Litwinovich</u>	_____
	Printed Name of Authorized Official	Signature
	<u>Director of Human Services</u>	_____
	Title	Date

STATUTES and REGULATIONS listed at 24 CFR 58.6

PROJECT NAME / DESCRIPTION:

General Administration Activities

Level of Environmental Review Determination: Exempt

(Exempt per 24 CFR 58.34, Categorically excluded not subject to statutes per § 58.35(b), Categorically excluded subject to statutes per § 58.35(a), Environmental Assessment per § 58.36, or EIS per 40 CFR 1500)

FLOOD DISASTER PROTECTION ACT

1. Does the project involve acquisition, construction or rehabilitation of structures located in a FEMA-identified Special Flood Hazard?

No; **Cite Source Document:**

Activity will not impact 100 year flood zone

(This factor is completed).

Yes; **Cite Source Document:** _____

(Proceed).

2. Is the community participating in the National Insurance Program (or has less than one year passed since FEMA notification of Special Flood Hazards)?

Yes (Flood Insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the amount of the total project cost. A copy of the flood insurance policy declaration must be kept on file).

No (Federal assistance may not be used in the Special Flood Hazards Area).

COASTAL BARRIERS RESOURCES ACT

1. Is the project located in a coastal barrier resource area?

No; **Cite Source Documentation:**

There are no coastal zone barrier resource areas in California

(This element is completed).

Yes - **Federal assistance may not be used in such an area.**

AIRPORT RUNWAY CLEAR ZONES AND CLEAR ZONES DISCLOSURES

1. Does the project involve the sale or acquisition of existing property within a Civil Airport's Runway Clear Zone or a Military Installation's Clear Zone?

No; SD __ The activity does not involve sale or acquisition of property. Project complies with 24 CFR 51.303(a)(3).

Yes; **Disclosure statement must be provided** to buyer and a copy of the signed disclosure must be maintained in this Environmental Review Record.

Joyce Aldrich

Preparer Signature / Name /Date

John Litwinovich

Responsible Entity Official Signature / Name / Date

SECTION II. ACTIVITY DESCRIPTION

For applicants proposing business assistance activities complete;

Part I: Activity Description for Business Assistance.

For applicants proposing microenterprise assistance activities, complete

Part II: Activity Description for Microenterprise Assistance.

If you are proposing both activities you must complete both Parts.

PART I: ACTIVITY DESCRIPTION FOR BUSINESS ASSISTANCE

A. NEED FOR PROGRAM

Enter the jurisdiction's poverty rate using information contained in Appendix K of the Application Instructions for Countywide Poverty or using target area information as documented in the NEED section of the submitted Application. Enter the jurisdiction's annual average unemployment rate using Appendix L of the Application Instructions.

Applicant's Need Rates	
1. Poverty Rate	<u>7.1%</u>
2. Annual Average Unemployment Rate	<u>3.8%</u>

3. Attach a description of an "**adverse economic event**". An adverse economic event is an event as described below, which has occurred in the last 24 months, which has the effect of significantly reducing employment opportunities within the applicant's jurisdiction. Label the description as "*Adverse Economic Event Attachment: Section II, Part I, A.3.*"

Your description must include the following information:

- a. documentation of a Presidential Declaration of Disaster or a Federal directive to provide preference or assistance.
- b. a description of the event, including the date the event occurred;

B. LOCAL PROGRAM CAPACITY

1. Enter the Grant Agreement number if the jurisdiction has received an **Enterprise Fund** award in the years indicated. Enter N/A if no awards were received in the years indicated.

Grant Year	Grant Agreement Number
2001	n/a
2002	02-EDBG-877
2003	n/a

2. Enter the Grant Agreement if the jurisdiction has received an **Over-the-Counter** award in the years indicated. Indicate N/A if no awards were received in the years indicated.

Grant Year	Grant Agreement Number
2001	n/a
2002	n/a
2003	n/a

3. Enter the Grant Agreement number if the jurisdiction has received an **ED Planning and Technical Assistance** award in the years indicated. Indicate N/A if no awards were received in the years indicated.

Grant Year	Grant Agreement Number
2001	n/a
2002	02-EDBG-850
2003	n/a

2006 - 2007 California Community Economic Enterprise Fund Component Application

4. Submit a copy of your **Program Design** and label as **“Business Assistance Program Design Attachment: Section II, Part I. B.4.”** The program design should address the items listed below. Indicate below where the following items are found and highlight those provisions in the attachment. Refer to the Application Instructions package for relevant information.

Provision in Program Design	Page Number
1. Description of activity, including:	To follow
a. The estimated number and type (start-ups, existing) of business loans, as applicable	
2. Description of local need for Program	
3. Description of how Program Design relates to local need	

5. Submit a copy of your **Program Guidelines** and label as **“Business Assistance Program Guidelines Attachment: Section II, Part I, B.5.”** Program guidelines should address the items listed below. Indicate below where the following items are found and highlight those provisions in the guidelines. ***The Matrix must be a component of the Program Guidelines.***

Provision in Guidelines	Page Number
1. Description of tasks related to Program implementation (Narrative of tasks included in Matrix)	To follow
2. Description of staff roles necessary to implement program (Narrative of staff roles identified in Matrix)	
3. Description of how Program meets CDBG eligibility requirements, including:	
a. Description of how Program meets underwriting requirements; and	
b. Description of how Program meets Public Benefit Requirements	
4. Description of how Program meets CDBG national objective Requirements	
5. Description of how Program meets federal overlay requirements, including:	
a. Environmental review requirements;	
b. Labor standards requirements; and	
c. Other (including Procurement, Relocation, Equal Employment Opportunity, Fair Housing, Section 3).	
6. Description of private equity requirements from owners for private business loans, if applicable	

2006 - 2007 California Community Economic Enterprise Fund Component Application

6. Provide a description of **Program Operator Experience** of the parties that will be involved in implementation of the program. Label the description as ***“Program Operator Experience Attachment: Section II, Part I, B.6.”*** The description of program operator experience should address the items listed below. Indicate below where the following items are found and highlight each provision in the description.

Program Operator Experience	Page Number
1. Party responsible for program implementation tasks identified in guidelines, i.e., local staff, subrecipient or consultant	
2. If local staff is responsible, a copy of the duty statement and resume of staff person, if position is filled. Resume should include similar programs and special training.	
3. If consultant or subrecipient is responsible, include contract, or letters of interest which include resumes from prospective consultants or subrecipient.	n/a

7. Provide letters of commitment from other local organizations willing to assist in implementing the program. Attach and label as ***“Other Local Organization Support Attachment: Section II, Part I, B.7.”*** Commitment letters must contain the following information:
- a. a description of the contribution;
 - b. dollar amount of contribution or value of in-kind contribution; and
 - c. effective dates of the commitment.

C. PROGRAM EFFECTIVENESS

1. Describe the extent to which the program complements local or regional **economic development plans**. Specify the link between the program’s design and the existing economic development plan. Attach and label as ***“Economic Development Plan Attachment: Section II, Part I, C.1.”***

2006 - 2007 California Community Economic Enterprise Fund Component Application

- 2 List all **sources and uses** of funds which will be used in the activity. Include anticipated CDBG funding and non-CDBG funding.

SOURCES

USES	State CDBG	Bank	Jurisdiction	Other Local (Specify)_	Owner Equity	Private (Specify)	Other (Specify)
Business Loans	125,000				\$62,500		
Infrastructure							
Activity Delivery	15,000	\$1,000	\$2,000				
General Administration	14,250						
Other Specify							
Total	154,250	1,000	2,000		62,500		

PART II: ACTIVITY DESCRIPTION FOR MICROENTERPRISE ASSISTANCE

A. NEED FOR PROGRAM

Enter the jurisdiction’s poverty rate using information contained in Appendix K of the Application for Countywide Poverty or using target area information as documented in the NEED section of the submitted Application. Enter the jurisdiction’s annual average unemployment rate using Appendix L of the Application.

Applicant’s Need Rates	
1. Poverty Rate	7.1%
2. Annual Average Unemployment Rate	3.8%

2. Attach a description of any **adverse economic event**. An adverse economic event is an event which has occurred in the last 24 months which has the effect of significantly reducing employment opportunities within the applicant’s jurisdiction. Label the description as ***“Adverse Economic Event Attachment: Section II, Part II, A.3.”***

Note: Your description must include the following information:

- a. documentation of a Presidential Declaration of Disaster or a Federal directive to provide preference or assistance.
- b. description of the event, including the date the event occurred;

B. LOCAL PROGRAM CAPACITY

1. Enter the Grant Agreement number if the jurisdiction has received an **Enterprise Fund** award in the years indicated. Enter N/A if no awards were received in the years indicated.

Grant Year	Grant Agreement Number
2001	n/a
2002	02-EDBG-877
2003	n/a

2. Enter the Grant Agreement if the jurisdiction has received an **Over-the-Counter** award in the years indicated. Indicate N/A if no awards were received in the years indicated.

Grant Year	Grant Agreement Number
2001	n/a
2002	n/a
2003	n/a

3. Enter the Grant Agreement number if the jurisdiction has received an **ED Planning and Technical Assistance** award in the years indicated. Indicate N/A if no awards were received in the years indicated.

Grant Year	Grant Agreement Number
2001	n/a
2002	02-EDBG-850
2003	n/a

2006 - 2007 California Community Economic Enterprise Fund Component Application

4. Submit a copy of your **Program Design** and label as **“Microenterprise Assistance Program Design Attachment: Section II, Part II, B.4.”** The program design should address the items listed below. Indicate below where the following items are found and highlight those provisions in the attachment. Refer to the Application Instructions for relevant information.

Provision in Program Design	Page Number
1. Description of activity, including	To follow
a. The estimated number of microenterprise beneficiaries and forms of assistance, as applicable	
2. Description of local need for Program	
3. Description of how Program Design relates to local need	

5. Submit a copy of your **Program Guidelines** and label as **“Microenterprise Assistance Program Guidelines Attachment: Section II, Part II, B.5.”** Program guidelines should address the items listed below. Indicate below where the following items are found and highlight those provisions in the guidelines. The Matrix must be a component of the Program Guidelines.

Provision in Guidelines	Page Number
1. Description of tasks related to Program implementation (Narrative of tasks included in Matrix)	To follow
2. Description of staff roles necessary to implement program (Narrative of staff roles included in Matrix)	
3. Description of how Program meets CDBG eligibility requirements, including:	
a. Description of how Program meets Provision of Assistance for Microenterprise development	
b. Description of how Program meets CDBG national objective Requirements (100% TIG - limited clientele). Include a cost allocation plan and/or other documentation necessary to describe how programs that assist both TIG and non-TIG clients will segregate costs between the TIG and non-TIG clients served.	
5. Description of how Program meets federal overlay requirements, including:	
a. Environmental review requirements;	
b. Labor Standards requirements; and	
c. Other (including Procurement, Relocation, Equal Employment Opportunity, Fair Housing, Section 3).	
6. Description of private equity requirements from owners for microenterprise loans, if applicable	

6. Provide a description of **Program Operator Experience** of the parties that will be involved in implementation of the program. Label the description as **“Program Operator Experience**

2006 - 2007 California Community Economic Enterprise Fund Component Application

Attachment: Section II, Part II, B.6.” The description of program operator experience should address the items listed below. Indicate below where the following items are found and highlight each provision in the description.

Program Operator Experience		Page Number
1	Party responsible for program implementation tasks identified in guidelines, i.e., local staff, subrecipient or consultant	To follow
2	If local staff is responsible, a copy of the duty statement and resume of staff person, if position is filled. Resume should include similar programs and special training.	
3.	If consultant or subrecipient is responsible, include contract or letters from prospective consultants which include resumes	

7. Provide letters of commitment from other local organizations willing to assist in implementing the program. Attach and label as **“Other Local Organization Support Attachment: Section II, Part II, B.7.”** Commitment letters must contain the following information:
- a. a description of the contribution;
 - b. dollar amount of contribution or value of in-kind contribution; and
 - c. effective dates of the commitment.

C. PROGRAM EFFECTIVENESS

1. Describe the extent to which the program complements local or regional **economic development plans**. Specify the link between the program’s design and the existing economic development plan. Attach and label as **“Economic Development Plan Attachment: Section II, Part II, C.1.”**

2006 - 2007 California Community Economic Enterprise Fund Component Application

2. List all **sources and uses of funds** which will be used in the activity. Include anticipated CDBG funding and non-CDBG funding.

SOURCES

USES	State CDBG	Bank	Jurisdiction	Other Local (Specify)	Owner Equity	Private (Specify) Chamber	Other (Specify)
Business Assistance Loans	75,000				3,000		
Technical Assistance and Business Support	193,125					500	
General Support (childcare, transportation, counseling)							
Activity Delivery	54,375						
General Administration	23,250		1,500				
Other Specify							
Total	345,750		1,500		3,000	500	

SECTION III. CERTIFICATIONS

Applicants must complete and attach with the application a series of certifications and authorizing documents. See Appendices A, B, C, and D for formats. Complete the relevant forms and insert them into this section of the application.

A. Housing Element Self-Certification

- No Longer Required with Application.

B. Statement of Assurances

The form contained in Appendix B is the required form. Return this form with the signature of the chief administrative officer. Label the form “*Statement of Assurance Attachment: Section III.B.*”

C. Resolution of the Governing Body

The resolution submitted with this application must be a certified copy of the resolution passed by the governing body. It must authorize the submission of the application, approve the application’s contents, and authorize its execution. A sample resolution is included as Appendix E. CDBG staff strongly recommends that applicants use the suggested language in the sample form. Label the resolution “*Resolution of Governing Body Attachment: Section III.C.*”

D. Joint Powers Agreement

Program regulations (Section 7060 c) require a Joint Powers Agreement as part of the application if one of the following conditions exist:

- a. if one application is submitted by two or more jurisdictions;
- b. if a county is applying on behalf of a city in the same county; or
- c. if a county applicant is applying on behalf of itself and a city in the same county.

The agreement must be on the form provided by the Department as Appendix D. Additional provisions may be added to the Joint Powers Agreement by applicants either by attachments to the agreement or by typing additional provisions or exceptions into the spaces provided on the form. Space has been left between each paragraph for applicants to modify any provisions to fit the applicant’s particular situation. The applicant should enter “Not Applicable” if a provision clearly does not apply to the activities proposed. Do not leave any lines blank.

Label the agreement as “*Joint Powers Agreement Attachment: Section III.D.*”

If the applicant proposes to create a separate Joint Powers agency, the Department must be consulted regarding the inclusion of legal requirements.

2006 - 2007 California Community Economic Enterprise Fund Component Application

E. Compliance with OMB Circular A-133

The form contained in Appendix E is the required form. Return this form with the signature of the jurisdictions chief administrative or financial officer. Label the form “**Compliance with OMB Circular A-133: Section III.E.**”

SECTION IV. CHECKLIST OF ATTACHMENTS

In addition to returning Section I through IV of the application, submit all required attachments with your application. Place the completed attachments at the end of the application form according to the order they are listed below. Check off each item on the list to be sure you have attached them to your application. Mark each attachment appropriately. Incomplete applications will not be considered for funding.

Not all attachments will apply to all activities. If the document does not apply to your application, enter a checkmark in the column headed "Not Applicable". Otherwise, place checkmark in the column marked "Included."

If you have any attachments in addition to what is listed here, please identify them in the space below and indicate to which Section of the Application they belong. For example, if you are attaching copies of correspondence from the Public Hearings held prior to submitting this application, reference them here. See the NOFA for information about the Public Hearings requirements.

RETURN A COPY OF THIS CHECKLIST WITH YOUR APPLICATION.

	Included	Not Applicable
SECTION I: APPLICATION SUMMARY		
Census Data Attachment: Section I.D	<input type="checkbox"/>	<input type="checkbox"/>
Growth Control Attachment: Section I.H.1.	<input type="checkbox"/>	<input type="checkbox"/>
Location Map Attachment: Section I.I.1.	<input type="checkbox"/>	<input type="checkbox"/>
Ethnic/TIG Map Attachment: Section I.I.2.	<input type="checkbox"/>	<input type="checkbox"/>
SECTION II: ACTIVITY DESCRIPTION		
PART I: BUSINESS ASSISTANCE ACTIVITIES		
Adverse Economic Event Attachment: Section II, Part I, A.3.	<input type="checkbox"/>	<input type="checkbox"/>
Business Assistance Program Design Guideline Attachment: Section II, Part I, B.4.	<input type="checkbox"/>	<input type="checkbox"/>
	Included	Not Applicable
Business Assistance Program Guidelines Attachment: Section II, Part I, B.4.	<input type="checkbox"/>	<input type="checkbox"/>
Matrix Attachment: Section II, Part I, B.5	<input type="checkbox"/>	<input type="checkbox"/>
Roles and Responsibilities Attachment: Section II, Part I, B.6.	<input type="checkbox"/>	<input type="checkbox"/>

2006 - 2007 California Community Economic Enterprise Fund Component Application

Other Local Organizational Support Attachment: Section II, Part I, B.7.

Economic Development Plan Attachment: Section II, Part I, C.1.

Leverage Attachment: Section II, Part I, C.2.

PART II: MICROENTERPRISE ASSISTANCE ACTIVITIES

Adverse Economic Event Attachment: Section II, Part II, A.3.

Microenterprise Assistance Program Design Attachment: Section II, Part II, B.4.

Microenterprise Assistance Program Guidelines & Cost Allocation Plan Attachment: Section II, Part II, B.5.

Matrix Attachment: Section II, Part II, B.5.

Roles and Responsibilities Attachment: Section II, Part II, B.6.

Other Local Organizational Support Attachment: Section II, Part II, B.7.

Economic Development Plan Attachment: Section II, Part II, C.1.

Leverage Attachment: Section II, Part II, C.2.

SECTION III: CERTIFICATIONS

Statement of Assurances Attachment: Section III.B.

Resolution of the Governing Body Attachment: Section III.C.

Joint Powers Agreement Attachment: Section III.D.

Compliance with OMB Circular A-133: Section III.E

STATEMENT OF ASSURANCES (Revised January 15, 2004)

The County of EL DORADO hereby assures and certifies that:

1. It possesses legal authority to apply for the grant and to execute the proposed program.
2. Its governing body has duly adopted or passed as an official act or resolution, motion, or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the applicant's chief executive officer or other designee to act in connection with the application and to provide such additional information as may be required.
3. It has or will comply with all citizen participation requirements, which include, at a minimum, the following components:
 - a. Provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blight areas and of areas in which CDBG funds are proposed to be used, and provides for participation of residents in low and moderate income neighborhoods as defined by the local jurisdiction;
 - b. Provides citizens with reasonable and timely access to local meetings, information, and records relating to the grantee's proposed use of funds, as required by CDBG regulations, and relating to the actual use of funds under this title;
 - c. Provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;
 - d. Provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program. These include at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped. This shall include one public meeting during the program design, annual performance report preparation, and formal amendments. A public hearing shall be conducted prior to application submittal;
 - e. Solicits and provides for a timely written answer to written complaints and grievances, within 15 working days where practicable; and
 - f. Identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can reasonably be expected to participate.
4. Its CDBG Program has been developed so as to primarily benefit targeted income persons and households, and each activity in the program meets one of the three national objectives: benefit to low and moderate

2006 - 2007 California Community Economic Enterprise Fund Component Application
Appendix A. Statement of Assurances

income persons, elimination of slums and blight, or meets an urgent community need certified by the grantee as such.

5. It consents to assume the responsibilities for environmental review and decision-making in order to ensure compliance with NEPA by following the procedures for "recipients" of block grant funds as set forth in 24 CFR, Part 58, entitled "Environmental Review Procedures for Title I Community Development Block Grant Programs." Also included in this requirement is compliance with Executive Order 11988 relating to the evaluation of flood hazards, and Section 102(a) of the Flood Disaster Protection Act of 1973 (Public Law 93-234) regarding purchase of flood insurance, and the National Historic Preservation Act of 1966 (16 USC 470) and implementing regulations (36 CFR 800.8).
6. It consents to assume the role of either "Lead Agency" as defined by Section 21067 of the California Public Resources Code, or if another agency is or will be designated "Lead Agency," it consents to assume the role of "Responsible Agency" as defined by Section 21069 of the California Public Resources Code, in order to ensure compliance with CEQA.
7. It has resolved any audit findings or performance problems for prior CDBG grants awarded by the State.
8. It certifies that there is no plan, ordinance, or other measure in effect which directly limits, by number, the building permits that may be issued for residential construction or the buildable lots which may be developed for residential purposes; or if such a plan, ordinance, or measure is in effect, it will either be rescinded before receiving funds, or it need not be rescinded because:
 - a. It imposes a moratorium on residential construction, to protect the health and safety, for a specified period of time which will end when the public health and safety is no longer jeopardized; or
 - b. It creates agricultural preserves under Chapter 7 (commencing with Section 51200) of Part 2 of Division 1 of Title 5 of the Government Code; or
 - c. It was adopted pursuant to a specific requirement of a State or multi-State board, agency, department, or commission; or
 - d. The applicant has a housing element which the Department of Housing and Community Development has found to be adequate, unless a final order has been issued by a court in which the court determined that it is not in compliance with Article 10.6 of Chapter 3 of Division 1 of Title 7 of the Government Code; or
 - e. The use of the funds applied for in this application is restricted for housing for the targeted income group.
9. It will comply with the regulations, policies, guidelines, and requirements of OMB Circular Numbers A-87, A-133, A-122, and 24 CFR Part 85, where appropriate, and the State CDBG regulations.
10. It shall comply with the following regarding nondiscrimination:
 - a. Title VI of the Civil Rights Act of 1964 (Public Law 88-352).

2006 - 2007 California Community Economic Enterprise Fund Component Application
Appendix A. Statement of Assurances

- b. Title VIII of the Civil Rights Act of 1968 (Public Law 90-284) as amended; and will administer all programs and activities related to housing and community development in a manner affirmatively furthering fair housing.
 - c. Section 109 of the Housing and Community Development Act of 1974, as amended.
 - d. Section 3 of the Housing and Urban Development Act of 1968, as amended.
 - e. Executive Order 11246, as amended by Executive Orders 11375 and 12086.
 - f. Executive Order 11063, as amended by Executive Order 12259.
 - g. Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), as amended, and implementing regulations.
 - h. The Age Discrimination Act of 1975 (Public Law 94-135).
 - i. The prospective contractor's signature affixed hereon and dated shall constitute a certification under the penalty of perjury under the laws of the State of California that the bidder has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Code of Regulations, Section 8103.
11. It will comply with the Federal Relocation Act (42 U.S.C. 4601 et seq.) and will certify that it is following a residential anti-displacement and relocation plan.
12. It will comply with the following regarding labor standards:
- a. Section 110 of the Housing and Community Development Act of 1974, as amended.
 - b. Section 1720 et seq. of the California Labor Code regarding public works labor standards.
 - c. Davis-Bacon Act as amended (46 U.S.C. 276a) regarding prevailing wage rates.
 - d. Contract Work Hours and Safety Standards Act (40 USC 327-333) regarding overtime compensation.
 - e. Anti-Kickback Act of 1934 (18 USC 874) prohibiting "kickbacks" of wages in federally assisted construction activities.
13. It will comply with the Architectural Barriers Act of 1968 (42 USC 4151) and implementing regulations (24 CFR Part 40-41).
14. It will enforce standards of conduct that govern the performance of its officers, employees, and agents engaged in the administration of contracts funded in whole or in part by the CDBG Program (Section 7120(d) of the State regulations).

2006 - 2007 California Community Economic Enterprise Fund Component Application
Appendix A. Statement of Assurances

15. It will comply with the Hatch Act (5 USC 1501 et seq.) regarding political activity of employees.
16. It will comply with the Lead-Based Paint Regulations (24 CFR Part 35) which prohibits the use of lead-based paint on projects funded by the program.
17. It is not, nor will it employ, award contracts to, or otherwise engage the services of any contractor while that contractor (or its principals) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation from the covered transaction, in any proposal submitted in connection with the CDBG program under the provisions of 24 CFR part 24.
18. It will give HUD, the Comptroller General, the State Department of Housing and Community Development, or any of their authorized representatives access to and the right to examine all records, books, papers, or documents related to the grant.
19. It will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by targeted income persons unless:
 - a. CDBG funds are used to pay the proportion of such assessment that relates to non-CDBG funding or
 - b. for the purposes of assessing properties owned and occupied by targeted income persons who are not of the lowest targeted income group, it does not have sufficient CDBG funds to comply with the provisions of a. above.
20. It will adopt and enforce policies
 - a. prohibiting the use of excessive force by its law enforcement agencies against individuals engaged in non-violent civil rights demonstrations and
 - b. enforcing applicable State and local law against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstration within its jurisdiction.

The certification is made under penalty of perjury under the laws of the State of California.

CERTIFYING OFFICIAL: _____
Chairman, El Dorado County Board of Supervisors

Signature

Date

2006 - 2007 California Community Economic Enterprise Fund Component Application
Appendix D OMB Circular A-133

RESOLUTION NO. _____

A RESOLUTION APPROVING AN APPLICATION AND CONTRACT EXECUTION FOR FUNDING FROM THE ECONOMIC DEVELOPMENT ALLOCATION OF THE STATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM AND AUTHORIZING THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO WITH THE STATE OF CALIFORNIA FOR THE PURPOSES OF THIS GRANT.

BE IT RESOLVED BY THE El Dorado County Board of Supervisors as follows:

SECTION 1.

The Board of Supervisors has reviewed and hereby approves an application for: State Community Development Block Grant (CDBG Program) **for up to \$500,000** from the Enterprise Fund Component:

- 1) General Administration - \$37,500;
- 2) Activity Delivery - \$69,375;
- 3) Eligible Activities - \$462,500

SECTION 2.

If the grant application is approved, the County will provide local leverage for the Business Assistance Program:

General Funds: \$1,000
Economic Development Department: \$1,000

If the grant application is approved, the County will provide local leverage for the Microenterprise Assistance Program:

General Funds: \$2,500

SECTION 3.

The Chairman of the Board of Supervisors is hereby authorized to act on behalf of the County in signing the Statement of Assurances, and the Director of Human Services is hereby authorized and directed to act on the County's behalf in all other matters pertaining to this application.

SECTION 4.

If the application is approved, the Director of Human Services is authorized to execute and administer the standard agreement with the State of California and

2006 - 2007 California Community Economic Enterprise Fund Component Application
Appendix D OMB Circular A-133

any subsequent amendments that do not affect the dollar amount or the term, contingent upon approval by County Counsel and Risk Management, and other grant related documents for the purposed of this grant.

COMPLIANCE WITH OMB CIRCULAR A-133

Office of Management and Budgets (OMB) Circular A-133 is issued pursuant to the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. It sets forth the standards for obtaining consistency and uniformity among Federal agencies for the audit of states, local governments, and non-profit organizations expending Federal awards. Cities and counties not exempted from the requirements of OMB Circular A-133 must submit their audits to the State Controller. Non-profit organizations not exempted must submit their audits to the California Department of Housing and Community Development.

Pursuant to the requirements of OMB Circular A-133, please check the appropriate box(s) and certify at the bottom of the page:

The County of El Dorado, Department of Human Services has expended more than \$300,000 in Federal funds in fiscal year 2004/2005 and is required to conduct a single audit or program specific audit for this year in accordance with the provisions of OMB Circular A-133.

The audit has been completed and has been submitted to the appropriate control agency.

The audit has not been completed. It is anticipated that the audit will be completed and submitted to the appropriate control agency by: _____ (date).

The _____ (name of entity) has expended less than \$300,000 in federal funds in fiscal year 2004/2005 and is exempt from the requirements of OMB Circular A-133. Non-Federal entities that expend less than \$300,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and the General Accounting Office.

I certify on behalf of El Dorado County Department of Human Services that the above is a true and accurate statement.

John Litwinovich, Director of Human Services
(Printed name and title)

(Signature)

(Date signed)

**Application Format
Instructions to the Applicant**

Applicants must submit one (1) original copy and two (2) copies in the following format:

1. Three-ring binder
2. **Application Sections** must be tabbed using the following index format and supporting documentation presented in the order indicated (*use tabs or colored paper*):

SECTION I Application Summary

- Application Form
- Application Summary

SECTION II Activity Description

BUSINESS ASSISTANCE:

- Activity Description
- Adverse Economic Event Attachment
- **Business Assistance Program Design Guidelines Attachment**
- Business Assistance Program Guidelines Attachment
- Program Operator Experience Attachments (*complete resume of work experience and education*)
- Other Local Organization Support Attachments
- Economic Development Plan Attachment
- Leverage Attachments

MICROENTERPRISE:

- Activity Description
- Adverse Economic Event Attachment
- Microenterprise Assistance Program Design Guidelines Attachment
- Microenterprise Assistance Program Guidelines Attachment
- Program Operator Experience Attachments (*complete resume of work experience and education*)
- Other Local Organization Support Attachments
- Economic Development Plan Attachment
- Leverage Attachments

SECTION III Certifications

- Statement of Assurances
- OMB Circular A-133
- Governing Body Resolution (*signed original*)

SECTION IV Checklist of Attachments

- Checklist of Attachments

Business Assistance Program Design Attachment: Section II, Part I. B.4

El Dorado County Business Assistance Program Design

I. Description of Activity

The County of El Dorado Business Loan Program is designed to provide the critical and necessary capital needs for business and real estate projects within the County. The Business Loan Program will be capitalized with funds from the State of California Community Economic Enterprise Fund component. The intent of El Dorado County Business Loan Program is to provide appropriate assistance to businesses and real estate development projects, which in turn will create and/or retain jobs in the county, along with increasing the commercial and industrial base of the community.

The Business Loan Program provides loans, in which repayments are revolved to be loaned again in the same program under the Revolving Loan Program account. Therefore, the initial funds that capitalize the Program will be used again to create additional jobs, assist more businesses and projects, and provide significant benefits beyond the loan programs initial loans.

II. Program Goals

The primary goal of this program is to stimulate business and job growth through appropriate assistance to businesses. Through screening of applicants and identification of financing gaps, the business Loa Program will enhance the incentive for commercial lenders to meet the credit needs of riskier, yet still credit worthy businesses. The County of El Dorado will seek applicants and participants to meet the following target goals:

Business loans – start-ups	1
Business loans – expansion	1
Jobs to be created/retained	4
Jobs to be filled by TIG	4

III. Description of Local Need

El Dorado County is home to many small business owners. With the development of a Microenterprise Program in the county, individuals receive training and/or technical assistance to support their growing businesses. In working with these businesses, the County has identified financing gaps that cannot be met entirely by existing funding. Below is a brief description of two of the projects and gaps identified at this time:

- Existing
- Existing

IV. How Program Design Relates to Local Need

The County of El Dorado will meet local need by;

- Providing a program that improves the County's local employment base by increasing employment opportunities to the targeted income group;

2006-2007 California Community Economic Enterprise Fund component Application
Business Assistance Activity Description
El Dorado County

- With the integration of the Economic Development Block Grant Business Assistance and Microenterprise Training and Technical Assistance Programs in the One Stop service system, the County has greater opportunity to understand and meet the needs of small business owners;
- Encouraging diversification of the economic base;
- Filling a financial gap that hinders the business or project from moving forward without the Business Loan Program funding.

Program Operator Experience Attachment: Section II, Part I, B.6

The following is a statement of the qualifications of El Dorado County staff responsible for the administration of Community Development Block Grant programs.

Qualifications:

John Litwinovich, as Director of Human Services will be responsible for overall grant management and supervision of the Human Services staff work. He will supervise the monitoring of grant performance. Mr. Litwinovich will review all financial and performance reports, and other documents relating to the grant. Mr. Litwinovich will coordinate HCD's monitoring of the county's grant performance.

Resume:

Mr. Litwinovich has been the Director of Human Services (formerly Community Services) since 1982. Prior to that time, he was the Department's administrative assistant (1980-82). He also served as the executive director of the great Nashua Human Services Council in New Hampshire (1977-80), an economist/sociologist for the Nevada State Department of Economic Opportunity (1976-77), and a planning and research sociologist for the Peace Corps., Instituto Mixto de Ayuda Social, Costa Rica (1974-75). While Human Services Director, Mr. Litwinovich has successfully administered Community Development Block Grants for housing rehabilitation for the City of Placerville, three CDBG contracts for housing rehabilitation for the county, two CDBG contracts for housing acquisition for the county, a housing rehabilitation contract through the HOME program, a CDBG contract to renovate a shelter for the El Dorado Women's Center, a CDBBG grant for a community facility for the south end of El Dorado County (Pioneer Park), and a community facility grant for the north end of the county (Greenwood/Georgetown). He has also administered new construction grants under the HOME program for an 11 unit, 14 unit and 168 unit affordable housing projects. In addition, Mr. Litwinovich is the Executive Director of the El Dorado County Housing Authority and the Section 8 Housing Choice Voucher Program.

Joyce Aldrich, as Program Manager will be responsible for assisting the Director in overall grant management and supervision of the CDBG Program. Ms. Aldrich is responsible for managing the everyday tasks related to CDBG activities along with performance reports and other documents relating to the grant. Ms. Aldrich is responsible for monitoring of grant performance. Additionally, Ms. Aldrich is Program Manager for the Workforce Investment Act Programs overseeing the One Stop delivery of services system where the Business Assistance and Microenterprise programs provide service delivery to both businesses and prospective job seekers.

Ms. Aldrich Resume is attached.

2006-2007 California Community Economic Enterprise Fund component Application
Business Assistance Activity Description
El Dorado County

Lynda Webb, as Chief Financial Officer, is responsible for oversight of the budget and financial recordkeeping, including the review and approval of monthly cash reports, semi-annual Financial and Accomplishment Reports and Annual Performance reports. She will provide oversight of grant expenditures and coordinate the annual audits of same. Ms. Webb is also responsible for overseeing the County's Revolving Loan portfolio.

Resume:

Ms. Webb was Senior Accountant for Human Services (formerly Community Services) between 1989 and 2004 when she was promoted to Chief Financial Officer overseeing all social services programs. In her position she has managed the financial recordkeeping and auditing for various state and federal grants, including CDBG/EDBG/HOME grants. Prior to working for El Dorado County, Ms. Webb was a controller for Checkmate Management, Inc., where she managed the financial operations of fifteen companies.

Sharon Guth as Department Analyst for Human Services is responsible for the daily management of grant program activities. Ms. Guth is responsible for management of program portfolios. Ms. Guth will be responsible for monitoring the progress of the construction through completion of each project. Ms. Guth will monitor the wage compliance reports against the personal interviews performed on the construction site. Ms. Guth is responsible for general implementation of the 2005 CDBG multi-year grant. Her related background includes experience in accounting and construction.

Ms. Guth resume is attached.

Emily Harris is the Economic Development Coordinator for the County of El Dorado. Ms. Harris will continue to assist the Economic Development Block Grant Enterprise Fund Program through marketing to Businesses and Corporations the potential financing, training, and technical assistance opportunities through our program.

Ms. Harris Resume is attached.

BUSINESS ASSISTANCE GAP LOAN PROGRAM GUIDELINES

PURPOSE:

The County of El Dorado Business Loan Program (BLP) is designed to provide the critical and necessary capital needs for business and real estate projects within the County. The BLP will be capitalized with funds from the State of California Community Development Block Grant (CDBG) Program. The intent of the BLP is to provide appropriate assistance to businesses and real estate development projects, which in turn will create and/or retain jobs, along with increasing the commercial and industrial base of the community.

The Business Loan Program provides loans, in which repayments are “revolved” or “recycled” to be loaned again in the same program. Therefore, the initial funds that capitalize the Program will be used again to create additional jobs, assist more businesses and projects, and provide significant benefits beyond the Business Loan Program’s initial loans.

The Business Loan Program will assist businesses and projects that start-up, expand, and/or locate within the unincorporated areas of the County. The Business Loan Program proceeds can be used to finance:

- Working Capital/Lines of Credit,
- Inventory Purchase,
- Equipment Acquisition,
- **Real Property Acquisition, Construction, Rehabilitation; and**
- Furniture/Fixtures.

POLICY:

The following elements are critical in the selection of loans for the BLP:

- Existence of a “financial gap” that hinders the business or project from obtaining or affording the project without the Business Loan Program;
- That the terms and conditions of the Business Loan Program are appropriate;
- That a sufficient number of jobs will be created or retained in accordance with CDBG requirements;
- At least 51% of the jobs created and/or retained must be from the Target Income Group (TIG). The TIG is a low/moderate income person whose household income does not exceed 80% of County median household income, adjusted by family size. In order to meet the criterion for created and/or retained jobs, the employees must be from the TIG at the time they are hired or retained. For job retention projects, and income self-certification will be conducted on all employees prior to the approval of the loan. For job creation projects, all of the TIG employees will be income screened; and
- The loan meets the Business Loan Programs underwriting requirements.

Eligible applicants include ongoing and start-up private, for profit business concerns, corporations, partnerships, sole proprietorships and cooperatives that are incorporated and licensed, and are located in or locating to the County. The project to be financed with the Business Loan Program must be within the unincorporated area of the County.

The project must be commercial or industrial. Business Loan Program funds can be used for construction and permanent financing, working capital, inventory equipment, real property acquisition, construction and rehabilitation.

FUNDING GUIDELINES:

Loans will range from a minimum of \$5,000 to a maximum of \$100,000. However, loans above \$100,000 will require additional approval by the State Department of Housing and Community Development (HCD).

- **Leveraging:** The business owner is required to leverage one dollar for every loan dollar. On a case-by-case basis this leverage requirement may be waived. A private dollar can be either debt financing or owner equity. Owner equity can be cash and/or land. The land is counted only for construction projects. Expenditures made by the loan applicant prior to the Business Loan Program loan award are not counted unless made as part of the submittal, and made within 60 days of the Business Loan Program loan submittal, related to and in anticipation of such submittal. **A minimum of 10% of the total project funding must be from owner equity.**
- **Loan Terms:** Up to ten years, depending on the asset being financed, the “financial gap,” and the demonstrated need for the Business Loan Program funds. The length of loan shall not exceed the economical life of the equipment/asset being financed.
- **Loan Fee:** A loan fee of up to 1.5% may be charged to the borrower.
- **Prepayment Penalty:** None
- **Deferral of Payments:** On a case-by-case basis, determined based on the financial gap.
Job Creation and/or Retention: One full time equivalent job (1,750 hours annually) per \$35,000 loaned shall be achieved for each loan. Two permanent part-time jobs (at least 875 annually) can be aggregated to count as one full time equivalent job. For loans meeting the national objective of principally benefiting the Targeted Income Group (TIG), at least 51% of the jobs created/retained shall be held by TIG persons.
- **Collateral Requirements:** All Business Loan Program loans shall be fully secured by collateral in order to maintain the Business Loan Program. No unsecured loans shall be made. Types of collateral may include liens on real property; deeds of trust; liens on machinery, equipment or other fixtures; lease assignments; personal and/or corporate guarantees; and other collateral, as appropriate.

APPLICATION PROCESS:

- Applicant contacts County of El Dorado to determine program eligibility.
- Applicant submits preliminary information including business and personal tax returns for the last three years, business financial statements (balance sheet & income statement) for current year and prior three years, personal financial statement, credit history and project summary.
- County reviews documentation to determine program eligibility and financing affordability for participant.
- Applicant develops, in conjunction with the program operator, the employment plan.
- County submits request for loan assistance to the Loan Review Committee.
- Applicant is provided written notification of approval or denial, with reason, and the appeal process for denial.
- County loan documents are prepared and executed.
- When commercial lender requirements are met, County assistance funds are deposited into escrow and required closing instructions and documents.
County monitors file for compliance with loan requirements.

INCOME LIMITS*:

80% of El Dorado County Median Income – 2006
(Area Median Income \$65,400)

1 person	\$36,600
2 persons	\$41,850
3 persons	\$47,050
4 persons	\$52,300
5 persons	\$56,500
6 persons	\$60,650
7 persons	\$64,850
8 persons	\$69,050

(*figures change annually)

Section II, Part II. B.4: Microenterprise Assistance Program Design Attachment

El Dorado County Microenterprise Assistance Program Design

I. Description of Activity

The County of El Dorado Microenterprise Technical Assistance program has been conceived to encourage entrepreneurship and provide economic benefit to potential new local business owners. The effort is targeted to assist the low to moderate Targeted income Group income community. The program will continue the efforts the County has established through the One Stop delivery of services to provide training, technical assistance, and advisory services for enterprise development throughout the County. The County is in the initial stages of developing a satellite office to assist small businesses with training, technical assistance, advisory services, and potential loans through the gap financing to encompass a greater focus on the needs of small business owners and entrepreneurs. The tenets of this strategy are that promising small business owners and entrepreneurs in under-served areas are provided training either virtually or on-site, and have the opportunity to grow their start-up and small businesses rapidly. With a new funding award, the focus is to provide a base of services the community businesses, entrepreneurs, and job seekers can depend on.

II. Program Goals

The primary goal of this program is to stimulate private investment through timely and appropriate assistance to businesses. Through a community wide effort, the County will recruit CDBG eligible applicants who will be trained to develop new businesses, which will provide supplemental and/or full time employment. This program will seek to overcome traditional obstacles involved in start-up or newly established businesses by establishing learning and funding opportunities for small businesses in local communities. Training will provide the skills and knowledge necessary to organize, manage, market and finance a small business. It will also provide the technical assistance and advisory services that will assist the business through start-up and/or expansion to maintain viable operations.

For the purposes of this program, a Microenterprise is defined as a business that has five (5) or fewer employees, one or more of whom owns the business. Persons developing microenterprise businesses are defined as persons who have an interest and who are, or after an initial screening process are expected to be, actively working toward developing businesses, each of which is expected to be a Microenterprise at the time it is formed.

The County of El Dorado will seek applicants and participants to meet the following target goals:

Program participants	30
Participants receiving Technical Assistance	30
Projected Program Graduates	18

Technical assistance (TA) to businesses includes a wide range of knowledge and skill development essential to business and entrepreneurial success. There are three ways or settings in which TA will be delivered to clients:

1. One-on-one: One client and one or more counselors, consultants, mentor
2. Workshop setting: Multiple clients, all of whom are verified TIG, and one or more counselor, consultant, and/or mentor
3. Virtual setting: Individual or multiple clients, all of whom are verified TIG, and one or more counselors, consultants and or mentor assisting with online training seminar.

Various technical assistance content can be delivered in each setting, and each setting more or less suited to delivery of a particular content to a particular client. The Program Operator will select the setting most cost effective and conducive to the technical assistance.

III. Description of Local Need

Overall, the County of El Dorado has an overall low unemployment rate, 3.8% as of September 2006, with a countywide poverty level of 7.1%. However, these unemployment and poverty figures do not reflect the overall condition concerning need within the County. The incorporated cities within the County reflect poverty levels of 12.1% and 12.5% with many rural residents similarly impacted with limited opportunities for employment.

The most recent available information shows the annual average earnings per worker in El Dorado County at \$_____ which is ____% of the state average earnings. The self-sufficiency standard for a single adult with two young children is \$_____ or \$_____ an hour. Most of the county's Cal WORKS recipients are one-parent families located in the more rural parts of the county. Transportation and daycare have been identified by Job One One-Stop Center to be the main deterrent to those seeking employment.

Another underserved need in the community is for business development services. In the past, the Greater Sacramento Small Business Development Center has been inconsistent in the consulting services it offers to El Dorado County, mainly due to constrained resources. With the most recent grant award from EDBG, El Dorado County has implemented small business development services at the One Stop Center so the targeted income group can access the service more readily.

IV. How Program Design Relates to Local Need

The Microenterprise Technical Assistance Elevation Program is designed to provide opportunities in the TIG community not easily accessed in the traditional environment. Outreach and program training will be targeted to those outlying areas not currently participating in the county's strong economy.

The program will assist the targeted income group community in developing businesses, which will provide services and products necessary to local communities, and offering those products and services to the larger businesses in the area.

The County of El dorado will meet local need by providing a program which;

- Improves the County's local employment base by providing self-employment opportunities to the targeted income group;
- Encourages diversification of the economic base, especially in resource dependent rural locations;
- More to follow.