

# NOTICE OF FUNDING AVAILABILITY and APPLICATION PACKAGE

For The

State Community Development Block Grant Program

**2007-08 Planning and Technical Assistance Allocation**



STATE OF CALIFORNIA

Department of Housing and Community Development  
Division of Financial Assistance  
State Community Development Block Grant Program (CDBG)

P.O. Box 952054  
Sacramento, CA 94252-2054

OR

1800 3<sup>rd</sup> Street, Suite 330  
Sacramento, CA 95811

Telephone: (916) 552-9398  
Website: [www.hcd.ca.gov/ca/cdbg](http://www.hcd.ca.gov/ca/cdbg)

California Department of Housing and Community Development

**Application Summary**  
**State Community Development Block Grant**  
Planning and Technical Assistance Allocations



**1.a Applicant Information**

ED Allocation Application XX Or General Allocation Application

Applicant  
Name: EL DORADO COUNTY  
Address: 4535 Missouri Flat Road, Suite 1A  
City: Placerville State: CA Zip Code 95667  
County: El Dorado

Check here if this is a Joint Application and complete a summary page for each applicant.

**1.b Authorized Representative (Per Resolution)**

First Name: Doug Last Name: Nowka  
Job Title: Interim Director of Human Services

Check if the address information is the same as above in 1.a, if not fill in information below.

Address: 3057 Briw Road  
City: Placerville State: CA Zip Code 95667  
Phone: 530-621-6152 Ext: \_\_\_\_\_ Fax: 530-626-9060  
Email: dnowka@co.el-dorado.ca.us

**1.c Applicant Contact**

Check if the contact information is the same above in 1.b, if not fill in information below.

First Name: Joyce Last Name: Aldrich  
Name of Agency: Human Services Department Job Title: Program Manager I  
Address: 4535 Missouri Flat Road, Suite 1A  
City: Placerville  
State: CA Zip Code 95667  
Phone: 530-642-5507 Ext: \_\_\_\_\_ Fax: 530-295-2597  
Email: jaldrich@co.el-dorado.ca.us

**2. Requested Funding by Activity**

Activity Title - Insert only one activity title per line. See sample list of titles provided in <b>Attachment 4</b> .	Non-project specific Planning Activities	Project Specific Planning Activities
Feasibility Analysis of potential Certified Farmer's Market in Cameron Park/Shingle Springs area	\$17,500	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
General Administration (not to exceed 5 percent of funds requested)	\$875.00	\$
<b>Total Amount Requested</b>	\$18,375	\$
<b>Grand Total (Max. \$70,000)</b>	\$18,375	

**3. List of Cash Match Sources**

Required Cash Match	Name of Source: City or County, CDBG Program Income, or Other (non state or federal funds)	Approved Cash Match
ED Cash Match	County General Fund	\$ 920.00 *
		\$ *
		\$ -
	<b>Total</b>	\$920.00

\* Enter only the total amount required to be committed.

**4. 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			

**5. Target Populations Served**

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

**6. Beneficiaries Served**

<u>Proposed Activity</u>	<u>Accomplishment</u>	<u>Number Assisted</u>
Public Services or Community Facilities	Persons	_____
Housing or Public Works	Housing Units	_____
Housing Acquisition	Households	_____
Economic Development	Jobs	<u>8-15</u>

**7. Previous Awards**

Has the jurisdiction previously submitted an application and been awarded PTA funds in this current fiscal year (2007-2008)?  No. If no, then skip to number 8;  Yes. If yes, continue describing:

\_\_\_ ED \$\_\_\_\_\_. Briefly describe activities:\_\_\_\_\_

\_\_\_\_\_

\_\_\_ General \$\_\_\_\_\_. Briefly describe activities:\_\_\_\_\_

\_\_\_\_\_

**8. Consultant/Other Public Agency Contact Information**

Mr.     Mrs.     Ms.     Other \_\_\_\_\_ n/a \_\_\_\_\_

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Agency: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**9. Official (s) Authorized to Sign Application**

Name     Doug Nowka      
(Type or Print)

Title     Interim Director of Human Services      
(Type or Print)

Signature \_\_\_\_\_

Date \_\_\_\_\_

**ADDITIONAL SIGNATURES REQUIRED FOR JOINT APPLICATIONS ONLY**

Name \_\_\_\_\_  
(Type or Print)

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**7. Hold Out Status of Applicant**

Has the applicant received a Hold Out letter from the Department?

Yes  No

If Yes, has the applicant cleared the hold out status and received a waiver letter from the Department?

Yes  No (If No, then applicant can not apply.)

**8. Growth Control Compliance**

Has the applicant's jurisdiction enacted limitations on residential construction, for which limitations are not establishing agricultural preserves, not imposed by another agency, or not based on a health and safety need?

Yes. If Yes, see note below  No

Note: If the applicant has a General Plan, ordinance, or other measure that directly limits by number either, the building permits that may be issued for residential construction, or buildable lots that 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" and attach a copy of the measure in this section of the application.

**9. Housing Element Compliance**

Statutory Authority: State of California Health and Safety Code Section 50829.

Contents of the Housing Element are not reviewed by State CDBG staff. Except as otherwise provided in Section 50830 of the Health and Safety Code, no local application for funds shall be denied because of the content of the city or county's housing element or because of the Department's findings with respect to the city's or county's housing element but the proper adoption process must be followed, call Paul McDougall at 916- 322-7995 to verify compliance.

As a condition of receiving an award, each jurisdiction's adopted Housing Element must be in compliance with CDBG statutes. **The Department will not award funds to any applicant who is not in compliance and applicants should have a housing element in CDBG statute compliance at application submittal.**

Is the applicant's Housing Element in State CDBG Compliance?

Yes  No (If No, then applicant can not apply.)

**13. Program Income Committed Planning Activities**

1. Enter the amount of Program Income (PI) that has been committed to activities in this application:

Use same activity titles as shown in part 2. of application summary. <b><u>Activity Titles:</u></b>		<b>Dollar Amount Committed</b> (per Resolution)  Attach Resolution
n/a		

3. Total Dollar Amount of PI funds **Committed** to activities in this application.

\$ -0-

Note: Non-project specific planning activities have the following rules when using PI.

- 1) PI funds used for non-project specific planning activities are considered general administration funds. As such, PI activity implementation funds must be spent prior to being able to use PI for General Administration (GA) (PI for GA is limited to 18 percent of activity funds expended) during a fiscal year. So make sure PI has been or will be spent on activities so that the 18 percent in GA can be available for committing to the non-project specific planning activities.
- 2) All PI that is being committed to activities in this application must be identified in the governing body resolution. In addition, the applicant must ensure that proper citizen participation process is followed.
- 3) All PI committed to a non-project specific activity **must be spent first** prior to drawing down any State CDBG grant funds.
- 4) All PI committed to project specific implementation activity **must be spent after** all State CDBG grant planning funds are spent.
- 5) PI funds committed to open grant activities must be reported on **ALL** Funds Request forms for the grant and on PI quarterly and annual reports.

**14. NEPA Environmental Compliance Documents**

Finding of Exemption Form

A. Finding of Exemption

It is the finding of the County of El Dorado 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:

List Each Exempt Activity with a brief description:

**NEPA Citation**

1. General Administration Activities

58.34 (a) (3)

2.

3.

4.

Doug Nowka

Interim Director of Human Services

Printed Name of Authorized Official

Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FORM 58.6**

**ACTIVITY DESCRIPTION FOR EACH PROPOSED EXEMPT ACTIVITY:**

- 1) General Administration Activities
- 2)
- 3)

**Level of Environmental Review Determination: Exempt per 24 CFR. 58.6**

(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)

**STATUTES and REGULATIONS listed at 24 CFR 58.6**

**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: Planning Study will not impact 100 year floodzone.  
This factor is completed

(  ) Yes; Source Document:

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 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, **Because 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, Program Manager I

8-1-2007

Preparer Signature / Print Name /Date

Doug Nowka, Interim Director of Human Services

Responsible Entity Official Signature / Print Name / Date

**SECTION I: SAMPLE APPLICATION TABLE OF CONTENTS**

Page #	
	Application Summary Form (completed and signed)
	Hold Out Status, Growth Control and Housing Element Compliance (attached compliance documents if required)
	Program Income Commitment Chart
	Environmental Clearance (executed Finding of Exemption and Form 58.6)
	Resolution of the Governing Body (original or certified copy)
	Statement of Assurances (1/15/04 revision signed by Chief Executive Officer)
	OMB Circular A-133 (completed and signed)
	Joint Powers Agreement (only if a Joint Application)
	Citizen participation – copy of public hearing notices for design-phase and application approval hearings
	Letters received from citizens regarding application and applicant responses (if any)
	Section 504 Self-evaluation (completed and signed)
	*Activity Description Form for _____ (project specific or non-project specific)
	*Budget Chart, Schedule 1-complete for each activity
	*Task and Milestone Chart, Schedule 2- complete for each activity
	*Letters of intent of commitment from business owner (applicable to ED only)
	*Documentation of meeting HUD national objective, TIG or Slums and Blight for the proposed activity (as required in <b>Attachment 5</b> ).
	*For Project Specific Studies: Include a map showing exact location of project <u>or</u> development agreement to be used to create project.

\* These seven items represents one proposed activity. If a second activity is proposed in the application then seven more lines would be added to the table to show it.

<b>SECTION J: NON-PROJECT SPECIFIC PLANNING ACTIVITY DESCRIPTION FORM</b>
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NOTE: PLEASE COMPLETE AND ATTACH ONE SET OF THESE FORMS FOR EACH PROPOSED NON-PROJECT SPECIFIC PLANNING ACTIVITY

1. **Allocation:** ED  X  General \_\_\_\_\_
  
2. **Activity Title:**  Feasibility Study for Certified Farmer's Market
  
3. **Amount Requested for Activity:** \$  18,375 .
  
2. **General Allocation Activity National Objective:** For General Allocation PTA activity, check **one** line and describe below it how the National Objective of at least 51 percent benefit Targeted Income Group (TIG) persons will be met. See **Attachment 5** for how to document TIG benefit.  
  
\_\_\_\_\_ Limited Clientele list below the specific group(s) to be served:  
  
\_\_\_\_\_ Income restricted, describe below how final activity resulting from the study will be income restricted:  
  
\_\_\_\_\_ Income survey or HUD Low Income Census data, attach full copy of proper documentation at the back of this activity description section.
  
5. **Economic Development Activity National Objective and Public Benefit:** For ED PTA activity, check **one** line indicating which national objective this activity addresses. Explain or document how the activity will meet that objective. Review **Attachment 5** to learn about documenting ED national objectives. Also, check line for public benefit and describe how completed study will create jobs.  
  
\_\_\_\_\_  X  Income restricted, describe below how final activity resulting from the study will be restricted:  
***The Feasibility study would principally benefit TIG persons through the promotion of micro-entrepreneurs (5 or few employees with the owner being a micro-entrepreneur)***  
  
\_\_\_\_\_ Elimination of Slums and Blight, attach documentation of area or spot basis and attach to this set of activity forms.

and

X Public Benefit, (job creation), describe below how jobs will be created by completing this study:

***With the development of a certified farmer's market in the area of Cameron Park/Shingle Springs, there is a potential for future job creation with vendors needing to hire persons to work the certified farmer's market.***

6. **Activity Description:** Provide a complete narrative explaining the full process for completing the study with each of the key steps as shown in the tasks and milestones chart. Check the instructions to make sure you have provided all the required information.

The Cameron Park/Shingle Springs Chamber is committed to connecting with the community by positioning itself as a resource for businesses, residents, government and visitors. Whether the intention is to start a business, relocate the family, participate in local government, residential activities, or just visiting in the area, the Chamber is there to guide the residents of the community.

The goal of the Shingle Springs/Cameron Park Chamber of Commerce (SSCP) is to help promote businesses and participate in the economic development growth of the area. The motto established is "Connecting with the Community". The Chamber believes that it is important to facilitate bringing what the residents want to have in their community and help small businesses be successful at the same time.

The SSCP Chamber conducted an online survey from residents and businesses in their jurisdiction in July 2006. This survey covered many questions including Community Events. The Farmers Market was among the top 3 events that the residents want to see in the Shingle Springs-Cameron Park area. Based on the results of the survey demonstrating the unmet potential for the community in the form of a farmer's market, El Dorado County is applying for an Economic Development Planning and Technical Assistance Grant to assist the Chamber in obtaining a Consultant to develop and complete a study of the feasibility of developing a Certified Farmer's Market in the Shingle Springs-Cameron Park vicinity. A feasibility study would provide a careful assessment of the likelihood of success for the proposed market and the potential for job creation. It is anticipated the survey will consist of the following:

- Assess physical characteristics and feasibility of developing a Certified Farmer's Market in the Shingle Springs-Cameron Park area,
- Evaluation of potential sites (4-6 sites) including sites that are visible, close to public transportation, near convenient parking, large enough for the market to grow, separated from vehicular traffic, and near publicly accessible restrooms,
- List of small business owners demonstrating interest in participating in a Certified Farmer's Market in the Shingle Springs-Cameron Park area,
- List of potential entrepreneurs interested in participating in a new start-up Certified Farmer's Market
- List of recommendations for sustainability
- Timeline for development and implementation of a Certified Farmer's Market

7. **Final Product Description:** Describe in detail each final product that will be produced from this planning activity. NOTE: All final products, including applications, must contain an acknowledgment of State CDBG funding on the front cover.

The final product for this feasibility study will be produced by the Consultant hired to research the feasibility of a Certified Farmer's Market in the Shingle Springs-Cameron Park area. The final product will consist of the following:

- o Potential sites,
- o List of recommendations for sustainability
- o Identification of physical and economic conditions
- o Potential small business partner's,
- o Potential job creation through entrepreneurs, and
- o The timeline to develop and implement a Certified Farmer's Market should the feasibility study demonstrate viability for the project.

The final product will contain an acknowledgement of Economic Development Block Grant funding on the front cover.

**ADDITIONAL INFORMATION FOR ECONOMIC DEVELOPMENT STUDIES:**

8. **Assistance to For- Profit Businesses:** For economic development planning activities involving a for-profit business or developer, include the proper letter as per regulation stated below. Attach a proper letter to the activity description.

State CDBG Title 25, CA Code of Regulations, 7062.1(d)(3)(C) require that if a jurisdiction is using the PTA funds for direct assistance to a for-profit business, then the application must include a letter from the benefiting business that (i) explains why the benefiting business is unable to provide funding for the activity; and (ii) conditionally commits the business to proceeding with the activities that are the subject of the grant.

n/a

9. **Preparation of an Economic Development Plan:** Is the applicant preparing an economic development plan?

\_\_\_\_\_ **Yes**

\_\_\_**X**\_\_\_ **No**

The State CDBG program has provided recommendations for development of a regional or local economic development plan. **See Attachment 16.** Applicants requesting funds for developing or updating an economic development plan should use these plans to better structure the local business assistance and micro enterprise programs they operate.

### Non-Project Specific Planning Activity Budget

Activity Title_ Study for CFM_	City/County Staff Hours										Consultant Hours					
	Task Cost										Task Cost					
	Number of Hrs	Hrly Rate	CDBG Portion	Cash Match	Other Source	Number of Hrs	Hrly Rate	CDBG Portion	Cash Match	Other Source	Number of Hrs	Hrly Rate	CDBG Portion	Cash Match	Other Source	Total Cost
*1.Scope of work – develop RFP	10	\$65	\$	\$650	\$											\$650
*2.Hire consultant-determine duties/responsibilities/contract	13	\$65	\$525	\$270	\$	10	\$150	\$1500	\$							\$2295
3. Identify physical conditions		\$	\$	\$	\$	35	\$150	\$5100	\$							\$5200
4. Identify Economic Conditions		\$	\$	\$	\$	32	\$150	\$4800	\$							\$4800
5. Develop report – make recommendations		\$	\$	\$	\$	15	\$150	\$2250	\$							\$2250
6. Document next steps, presentation at public meeting	5	\$50	\$250	\$	\$	10	\$150	\$1750	\$							\$2000
7. Final Report to County and State	2	\$50	\$100	\$	\$	16	\$125	\$2000	\$							\$2100
Activity 2:																
8.		\$	\$	\$	\$		\$	\$	\$							\$
9.		\$	\$	\$	\$		\$	\$	\$							\$
10.		\$	\$	\$	\$		\$	\$	\$							\$
11.		\$	\$	\$	\$		\$	\$	\$							\$
12.		\$	\$	\$	\$		\$	\$	\$							\$
<b>Totals:</b>		\$	\$875	\$920	\$		\$	\$17,500	\$							\$19,295

\*Show cash match tasks first to indicate match will be spent first.



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## NOTICE OF PUBLIC HEARING

NOTICE OF HEREBY GIVEN that the County of El Dorado will conduct a public hearing by the County Board of Supervisors at 9:00 am on Tuesday, August 28, 2007, at the Board of Supervisors meeting room, 330 Fair Lane, Placerville, CA, to discuss the Fiscal Year 2007/2008 Community Development Block Grant (CDBG) Planning and Technical Assistance Allocation application and to solicit citizen input.

The Human Services Department on behalf of the County of El Dorado is applying for grant amount of \$18,375 under the Planning and Technical Assistance Grant Allocation for the eligible activities of: Feasibility Study for potential farmer's market.

The purpose of the public hearing will be to give citizens an opportunity to make their comments known. If you are unable to attend the public hearing, you may direct written comments to the County of El Dorado, Human Services Department, 550 Main St., Suite C, Placerville, CA 95667, or you may telephone Ms. Joyce Aldrich at 530-642-7276 with questions or comments. In addition, a CDBG public information file may be obtained at the above address between the hours of 8:00 am and 5:00 pm on weekdays to find out more information about the CDBG program.

The County promotes fair housing and makes all programs available to low and moderate income families regardless of age, race, color, religion, sex, national origin, sexual preference, marital status, familiar status (children), or handicap.