

Community Development Block Grant Program
Economic Development Allocation

CALIFORNIA COMMUNITY ECONOMIC ENTERPRISE FUND COMPONENT
Fiscal Year July 1, 2008 through June 30, 2009

2008 – 2009 Enterprise Fund Application
Submitted by
El Dorado County



STATE OF CALIFORNIA
Department of Housing and Community Development
Financial Assistance Division
State Enterprise and Economic Development Section (SEEDS)
Community Development Block Grant Program (CDBG)

1800 Third Street, Suite 330
Sacramento, California 95811

Telephone: (916) 552-9398

Fax: (916) 319-8488

Website: <http://www.hcd.ca.gov/ca/cdbg/>



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

1.a Applicant Information

Applicant Name: El Dorado County

Address: 937 Spring Street

City: Placerville State: CA Zip Code: 95667

County: _____

Check here if this is a Joint Application and complete an Application Summary for each applicant.

1.b Authorized Representative Information (Per Resolution)

First Name: Doug

Last Name: Nowka

Job Title: Director of Human Services

Check if the address information is the same as above in 1.1, if not fill in information below

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (530) 642-7275 Ext.: _____ Fax: (530) 295-2597

E-mail: nowka@co.el-dorado.ca.us

1.c Applicant Contact Information

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

First Name: Joyce

Last Name: Aldrich

Name of Agency: Human Services Dept. - Housing Division

Job Title: Program Manager

Address: 937 Spring Street

City: Placerville

State: CA Zip Code: 95667

Phone: (530) 621-6276 Ext.: _____ Fax: (530) 295-2597

E-mail: jaldrich@co.el-dorado.ca.us

2. Requested Funding By Activity				
Activity	Activity Amount Requested (\$)	Activity Delivery Amount Requested (\$)	Result of CDBG PTA Grant?	Total Amount Requested (\$)
Business Assistance				
Loans	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No PTA #	\$
Grants/Loans Supporting Infrastructure	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No PTA #	\$
Microenterprise Assistance				
Technical Assistance	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No PTA #	\$
General Support	\$	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No PTA #	\$
Loans	\$235,875.00	\$41,625.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No PTA # 05-PTAA-1441	\$277,500.00
Activity Totals	\$235,875.00	\$41,625.00		\$277,500.00
General Administration (not to exceed 7.5 percent (%))				\$ 22,500.00
Total Amount Requested				\$300,000.00

3. Activity Leverage				
CDBG Activity	Name of Source	Type of Leverage	Type of Documentation	Amount of Leverage (\$)
General Administration				
General Administration	El Dorado County	Staff In-Kind	Resolution	\$1,000
Business Assistance				
Business Assistance Activity Delivery				
Microenterprise Assistance				
	Business/Start Up	Private Equity	Program Guidelines	\$185,875
Microenterprise Activity Delivery				
Activity Delivery	El Dorado County	Staff In-Kind	Resolution	\$1,500
	EDC Office of Econ. Dev.	Staff In-Kind	Resolution	\$1,500
TOTAL				

4. Location Of Activities – U.S. Census		
Name of CDBG Activity	Is Activity Jurisdiction-Wide or Target Area <i>(check one below)</i>	Census Tract Numbers (all applications) 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" in Section 1 Application Summary Attachment, Census Data Attachment.
Business Assistance		
Business Loans	<input type="checkbox"/> Jurisdiction-Wide <input type="checkbox"/> Target Area	
Public Infrastructure	<input type="checkbox"/> Jurisdiction-Wide <input type="checkbox"/> Target Area	
Microenterprise Assistance		
Technical Assistance	<input checked="" type="checkbox"/> Jurisdiction-Wide <input type="checkbox"/> Target Area	
General Support	<input checked="" type="checkbox"/> Jurisdiction-Wide <input type="checkbox"/> Target Area	
Micro Business Loans	<input checked="" type="checkbox"/> Jurisdiction-Wide <input type="checkbox"/> Target Area	301.02, 302, 304.02, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315

5. Proposed Activity(s) And Beneficiaries

Activity	# of Business Expansions	# of Business Start-Ups	# Jobs Create/ Retained	# TIG Jobs	# TIG Clients (ME)	# TIG House-holds	CDBG National Objective*
Business Assistance							
Business Loans	Not Applicable						<input type="checkbox"/> Slums/ Blight <input type="checkbox"/> TIG - Jobs
Supporting Infrastructure	Not Applicable						<input type="checkbox"/> Slums/ Blight <input type="checkbox"/> TIG - Jobs
Microenterprise Assistance							
Technical Assistance	4	8			12		<input checked="" type="checkbox"/> TIG - Clients
General Support	8	2			10		<input checked="" type="checkbox"/> TIG - Clients
Business Micro Loans	8	2	10	10	10		<input checked="" type="checkbox"/> TIG - Clients

* If TIG Jobs is checked then the number of jobs created/retained entered must comply with 51% TIG requirement.

6. Proposed Business Assistance Activity (S) National Objective

Enter the projected number of businesses to be assisted and jobs created/retained by the proposed activity. Indicate N/A above if application is not proposing business assistance activity.

1. Not Applicable

Activity	# of Businesses Assisted	# of Jobs Created/retained	# of TIG Jobs*
Business Assistance: Business Loans and Infrastructure Grants			

* If TIG Jobs is checked then the number of jobs created/retained entered must comply with 51% TIG requirement.

7. Proposed Business Assistance Activity (S) Public**Benefit**

Enter the amount of CDBG funding, the projected total number of jobs created/retained, and the projected cost per job. Check N/A above if application is not proposing business assistance activity.

Not Applicable

Activity	Amount of CDBG Funds	# of Jobs Created/Retained	Cost per Job Created/Retained
	a	b	a/b
Business Assistance: Business Loans and Infrastructure Grants			

8. Proposed Microenterprise Assistance Activity (S) Projected Beneficiaries

Enter the amount of CDBG funding, the projected number of microenterprise Targeted Income Group (TIG) clients to be served, the projected number of business startups, and the projected number of businesses expanded. Check N/A if the application is not proposing Microenterprise Assistance activities.

Not Applicable

Activity	Amount of CDBG Funds	# of TIG Clients Served	# of Business Start-ups	# of Businesses Expanded
Microenterprise Assistance – TIG	\$235,875.00	10	2	8

9. Other Projected Microenterprise Performance Indicators

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

1. Not Applicable

Projected Benefits	# of Beneficiaries
Clients entering Program	0
Clients receiving technical assistance and business support	0
Clients completing Program	0
Clients receiving General Support	0
Business start-ups	2
CDBG loans to microenterprises	10
Business expansions	8
Non-CDBG loans to microenterprises	N/A

10. Legislative Representative Information

Use the following links to verify your legislator's correct contact information:

California Assembly: <http://www.assembly.ca.gov/acs/acsframeset9text.htm>

California Senate: <http://www.senate.ca.gov/~newsen/senators/senators.htm>

Member of U.S. Congress: <http://www.house.gov/writerep/>

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

11. Target Populations

Check all target populations that will be served by CDBG funds.

<input checked="" type="checkbox"/> Physically Disabled	<input checked="" type="checkbox"/> Seniors
<input type="checkbox"/> Persons with AIDS	<input type="checkbox"/> Mentally Ill
<input type="checkbox"/> Youths	<input checked="" type="checkbox"/> Veterans
<input checked="" type="checkbox"/> Single Adults	<input type="checkbox"/> Victims of Domestic Violence
<input checked="" type="checkbox"/> Single Men	<input type="checkbox"/> Substance Abusers
<input checked="" type="checkbox"/> Single Women	<input type="checkbox"/> Dually-Diagnosed
<input checked="" type="checkbox"/> Families	<input type="checkbox"/> Homeless
<input checked="" type="checkbox"/> Farm worker	<input type="checkbox"/> Other (specify):

12. 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

13. Growth Control Compliance

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?

Yes If Yes, see note below No

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" above and attach a copy of the measure with this application

14. 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.)

15. 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 1-1.5*"

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; the boundaries of the target or service areas covered by each activity; and
- a. 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:

- 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.

16. NEPA Environmental Clearance

3. Finding of Exemption

It is the finding of the City/County of El Dorado County 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	58.34(a)(3)
2. Activity Delivery	58.34(a)(3)
3.	
4.	

<u>Doug Nowka</u> Printed Name of Authorized Official	_____ Signature
<u>Director of Human Services</u> Title	_____ Date

FORM 58.6

ACTIVITY DESCRIPTION FOR EACH PROPOSED EXEMPT ACTIVITY:

- 1) General Administration Activities
- 2) Activity Delivery Activities
- 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?

(X) No; Cite Source Document: Activity 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?

(X) 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?

(X) No, **The project does not include sale or acquisition of property.**

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

Sharon Guth

Preparer Signature / Print Name /Date

Doug Nowka

Responsible Entity Official Signature / Print Name / Date

17. Official (s) Authorized to Sign Application

Name: Doug Nowka

Title: Director of Human Services

Signature: _____ Date: _____

ADDITIONAL SIGNATURES REQUIRED FOR JOINT APPLICATIONS ONLY

Name: _____

Title: _____

Signature: _____ Date: _____

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Section 1. Application Summary Attachments

This Section contains:

1. Governing Body Resolution (*signed original*)
2. Census Data Attachment
3. Growth Control Attachment
4. Location Map Attachment
5. Ethnic/TIG Map Attachment
6. Adverse Economic Event Attachment
7. Statement of Assurances
8. OMB Circular A-133
9. Joint Powers Agreement Attachment
10. Public Notices



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

RESOLUTION APPROVING SUBMITTAL OF AN APPLICATION TO THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FUNDING UNDER THE ECONOMIC DEVELOPMENT ALLOCATION OF THE STATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM; AND IF SELECTED, AUTHORIZING THE EXECUTION OF A STANDARD AGREEMENT AND ANY AMENDMENTS THERETO WITH THE STATE OF CALIFORNIA, AND ANY RELATED DOCUMENTS NECESSARY TO PARTICIPATE IN THE CDBG PROGRAM FOR THE PURPOSES OF THIS GRANT.

BE IT RESOLVED by the El Dorado County Board of Supervisors as follows:

Section 1.

The Board has reviewed and hereby approves an application for: State Community Development Block Grant (CDBG Program) for up to \$300,000 from the Enterprise Fund Component:

1) General Administration	\$ 22,500
2) Activity Delivery	41,625
3) Microenterprise Assistance	<u>235,875</u>
	\$300,000

Section 2.

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

General Fund	\$2,500
Office of Economic Development	\$1,500

Section 3.

The Director of Human Services is hereby authorized and directed to act on the County's behalf in all matters pertaining to this application.

Section 4.

If the application is funded, 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 purposes 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 _____, 200__, by the following vote of said Board:

Attest:

Suzanne Allen de Sanchez
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: SUZANNE ALLEN DE SANCHEZ, Clerk of the Board of Supervisors of the County of El Dorado,
State of California.

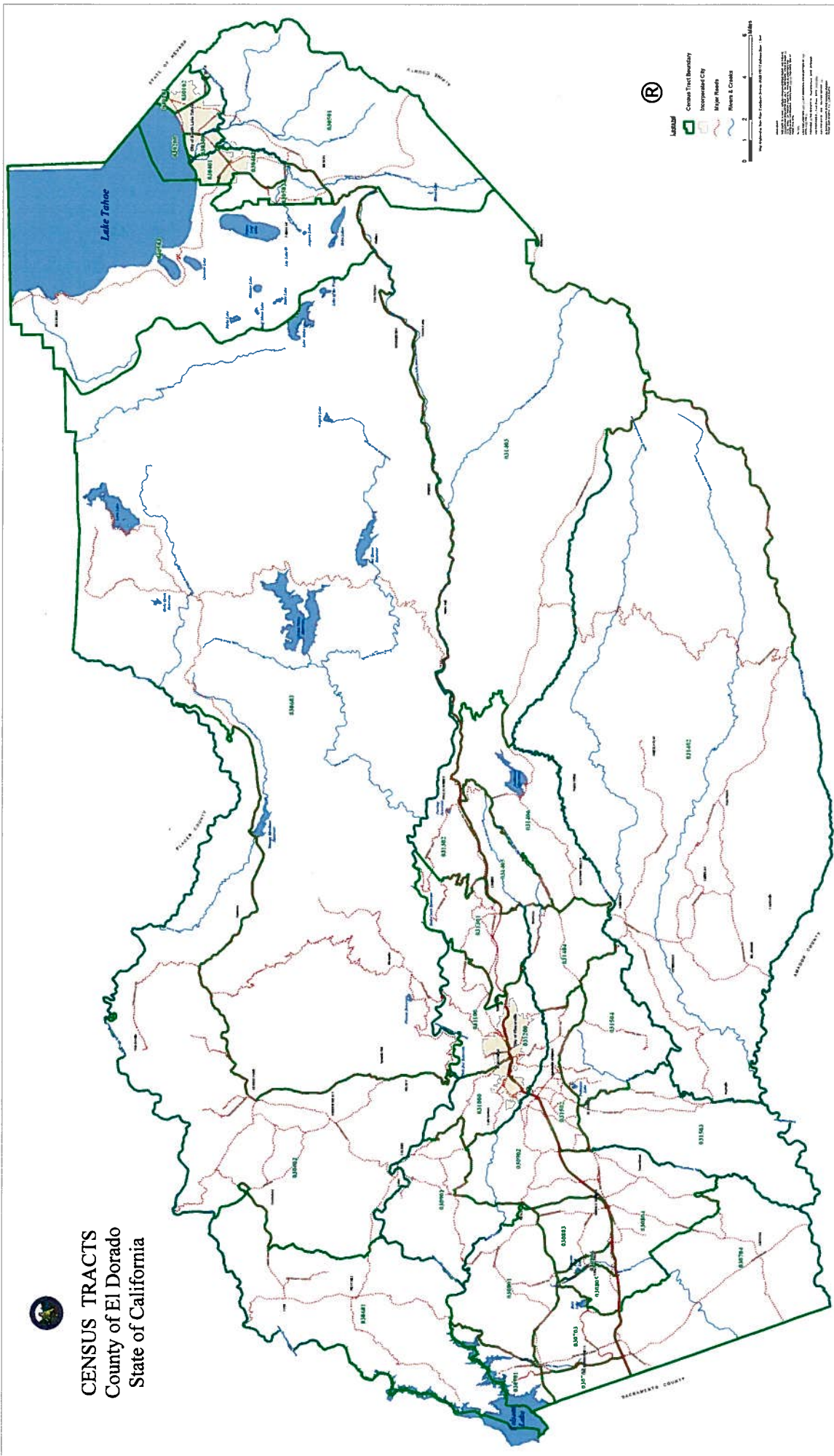
By: _____

El Dorado County Census Tract Numbers

301.02	308.06
302	309.01
304.02	309.02
305.01	310
305.02	311
305.03	312
306.01	313.01
306.02	313.02
306.03	314.02
307.01	314.03
307.02	314.04
307.03	314.05
307.04	314.06
308.01	315.02
308.03	315.03
308.04	315.04
308.05	



CENSUS TRACTS
County of El Dorado
State of California



Legend
County Tract Boundary
Incorporated City
Major Roads
Rivers & Creeks

0 1 2 3 4 5 6 Miles

Map prepared for the County of El Dorado, California, by the County of El Dorado, California, using data from the U.S. Census Bureau, 2000. The map is a reproduction of the original map and is not to be used for any other purpose without the written consent of the County of El Dorado, California.

STATEMENT OF ASSURANCES (Revised January 15, 2004)

The City/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. The 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. 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. 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. Has resolved any audit findings or performance problems for prior CDBG grants awarded by the State.
8. 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. 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. 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. Was adopted pursuant to a specific requirement of a State or multi-State board, agency, department, or commission; or
 - d. The applicant has an adopted housing element which the Department has found to be in compliance, unless a final order has been used 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. 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. 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. Will comply with the Federal Relocation Act (42 U.S.C. 4601 et seq.) and certifies that will follow the state's residential anti-displacement and relocation plan located in Appendix L of the State's 2005-2010 Consolidated Plan. The Plan can be found at: <http://www.hcd.ca.gov/hpd/hrc/rep/fed/conplan05-10final.pdf>.
12. 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. 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. Will comply with the Hatch Act (5 USC 1501 et seq.) regarding political activity of employees.
 16. 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. Will not 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. 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. 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. 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

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 (name of entity) has expended more than \$500,000 in Federal funds in fiscal year 2007/2008 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: March 31, 2009 (date).

The _____ (name of entity) has expended less than \$500,000 in federal funds in fiscal year 2007/2008 and is exempt from the requirements of OMB Circular A-133. Non-Federal entities that expend less than \$500,000 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, (name of entity) that the above is a true and accurate statement.

Doug Nowka, Director of Human Services

(Printed name and title)

(Signature)

(Date signed)

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the County of El Dorado will conduct a public hearing by the County Board of Supervisors at 9:00 a.m. on Tuesday, December 16, 2008, at the Board of Supervisors meeting room, 330 Fair Lane, Placerville, CA, to discuss the Fiscal Year 2008-09 Community Development Block Grant (CDBG) Enterprise Fund Component Application and to solicit citizen input.

The Human Services Department, on behalf of the County of El Dorado, is applying for a grant in an amount up to \$300,000 under the Economic Development Allocation for the eligible activity of: Microenterprise Assistance Business Façade Loan Program.

The purpose of the public hearing will be to provide citizens an opportunity to comment on the proposed activities. If you are unable to attend the public hearing, you may direct written comments to the County of El Dorado, Human Services Department – Housing Programs, 937 Spring Street, Placerville, CA 95667, or you may telephone Ms. Joyce Aldrich at 530-621-6300 with questions or comments. In addition, a CDBG public information file is available for review at the above address between the hours of 8:00 a.m. and 5:00 p.m. on weekdays to find out more information about the CDBG program.

The County Board of Supervisors meeting room is equipped with an audio induction loop assistive listening system. If you plan on attending the public hearing and need a special accommodation because of a sensory or mobility impairment/disability, or have a need for an interpreter please contact Cynthia Freeland at 530-621-6388 to arrange for those accommodations to be made.

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.

Published: November 24, 2008

Mountain Democrat

PROOF OF PUBLICATION
(2015.5 C.C.P.)

PROOF OF PUBLICATION

NOTICE OF PUBLIC HEARING

County of El Dorado


I am a citizen of the United States and a resident of the County aforesaid; I'm over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am principal clerk of the printer at the Mountain Democrat, 1360 Broadway, a newspaper of general circulation, printed and published Monday, Wednesday, Thursday & Friday, in the City of Placerville, County of El Dorado, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court to the County of El Dorado, State of California, under the date of March 7, 1952, Case Number 7258; that the notice, of which the annexed is a printed copy (set in type no smaller than non-pareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

07/16

All in the year 2008

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated at Placerville, California, this day of **JULY 16, 2008**


Signature

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the El Dorado County Department of Human Services, Community Services Division, will conduct a public hearing at 10:00 a.m. on Tuesday, July 29, 2008 at 937 Spring Street, Room 46, Placerville, to discuss the Fiscal Year 2007/08 Community and Economic Development Block Grant Programs and solicit citizen input relative to grant applications that may be submitted by El Dorado County in Fiscal Years 2008-09.

The Department of Human Services will report out on the fiscal year 2007/08 Annual Grantee Performance Reports, and solicit citizen input. Written and/or oral public comment is invited on any aspect of the Economic Development Block Grant 04-EDBG-1021 Microenterprise and Business Assistance, Community Development Block Grant 05-STBG-1407 Housing Rehabilitation/Housing Acquisition, along with the Housing Rehabilitation, Housing Acquisition and Economic Development Revolving Loan Funds reports.

The purpose of the public hearing will be to give citizens an opportunity to ask questions and make their comments known. Ideas, comments and discussion are invited concerning ongoing grant activities.

Maximum award limits for each CDBG allocation are specified in the Notice of Funding Availability (NOFA). The Department of Human Services, on behalf of the County of El Dorado, anticipates applying for the maximum grant amounts as stated in each Notice of Funding Availability (NOFA) for the General, Colonias, Native American and Economic Development Components as well as the maximum grant amounts for the General and Economic Development Planning and Technical Assistance Components for Fiscal Year 2008-09.

The dollar amount of General, Colonias, and Native American allocation funds available varies each year, and a grant from these allocations does not count toward any yearly caps under the Economic Development and Planning and Technical Assistance allocations of the CDBG Program.

The major activity categories are Housing-New Construction, Housing-Acquisition, Housing Rehabilitation, Public Facilities, Public Services, Public Improvements, and Planning (for Colonias only) Activities. Projects funded with CDBG General, Native American, and/or Colonias Allocations must meet the National Objective of Benefit to Targeted Income Group (TIG) persons. The Economic Development Allocation can meet any of the three National Objectives, Benefit to Targeted Income Group (TIG) person, elimination of slums and blight, and meeting urgent community development needs.

The purpose of the public hearing will be to provide citizens an opportunity to comment/recommend activities for preparation of a CDBG application.

If you are unable to attend the public hearing, you may direct written comments to the County of El Dorado, Human Services Department, 937 Spring Street, Placerville, CA 95667, Attn: Joyce Aldrich or you may telephone 530-621-6300. In addition, information may be obtained at the above address between the hours of 8:00 a.m. and 5:00 p.m. on weekdays.

If you plan on attending the public hearing and need a special accommodation because of a sensory or mobility impairment/disability, or have a need for an interpreter, please contact 530-621-6300 to arrange for those accommodations to be made.

El Dorado County and the State assure equal housing and employment opportunities to all without regard to race, color, religion, sex, age, handicap, sexual preference, marital status, or national origin. The above location is fully accessible to mobility-impaired individuals.

07/16 02522790

SECTION 2. BUSINESS ASSISTANCE ACTIVITY

(Applicant's Information)

Applicant's applying for Business Assistance Activity funding must complete and provide all the information requested in this section.

1.0 Need for Program

In this section of the Applicant is asked to provide the following information:

- Enter the Jurisdiction's poverty rate using information contained in Appendix J of the Application Instruction 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.

1. Poverty Rate	%
2. Annual Average Unemployment Rate	%
3. Adverse Economic Event	<input type="checkbox"/> Yes <input type="checkbox"/> No

Note: Attach a description of an "Adverse Economic Event" in the Section 1 Appendix. An adverse economic event is an event that has occurred and has the effect of significantly reducing employment opportunities within the Applicant's jurisdiction. An adverse economic event may be one of the following:

1. *Presidential Declaration of Disaster or a Federal directive to provide preference or assistance, or*
2. *An event that directly affects the grantee's local community by impacting the economy and resulting in job loss. Include the following to substantiate the event: the date the event occurred, and documentation and data to quantify the impact on the jurisdiction and resulting job loss.*

DOCUMENTATION AND DATA ATTACHMENTS	Yes	No
Name of event and date	<input type="checkbox"/>	<input type="checkbox"/>
Presidential Declaration of Disaster	<input type="checkbox"/>	<input type="checkbox"/>
Federally Designated Disaster	<input type="checkbox"/>	<input type="checkbox"/>
Governor's Declaration of Disaster	<input type="checkbox"/>	<input type="checkbox"/>
State of California Designated Disaster	<input type="checkbox"/>	<input type="checkbox"/>
Explanation of methodology used for determining job loss.	<input type="checkbox"/>	<input type="checkbox"/>
Percentage (%) of documented civilian labor force job loss.	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of jobs lost resulting from the event.	<input type="checkbox"/>	<input type="checkbox"/>

2.0 Local Program Capacity

In this section of the application the staff will review the following:

- The applicant's performance on CDBG Economic Development Allocation grants that have been funded under the 2005, 2006 and 2007 program years. Performance on these grants will be measured under four categories: (1) timely submittal of required program and fiscal reports, (2) rate of expenditure of CDBG funds, (3) leverage of other non-state and non-federal funds, and (4) unresolved monitoring or audit findings. An assessment of actual vs. projected leverage on grants will be conducted to determine how accurately each local program is in projecting it's leveraging of other funds.

2.1 Past Performance Forms Fiscal Year 2004 – 2005

The staff will review the Applicant's performance on past CDBG Economic Development grants covering the following factors: achievement of job creation or job retention objectives specified in the grant agreement, leveraging of other funds as specified in the grant agreement, and the timely expenditure of CDBG funds.

Instruction to Applicant: *The Applicant must complete the following forms for the following grant award years – 2005, 2006 and 2007. If an Applicant was not awarded a grant for any of the grant award periods check the appropriate box.*

Use column one for the applicant's Business Assistance Program, and column two for an applicant's Microenterprise Assistance Programs.

2.1 Performance on Past CDBG ED Grants – 2005 - 2006

Grantee:	Grant #:
<input type="checkbox"/> Did not apply	<input type="checkbox"/> Held-out from applying
Contract Execution Date:	Contract Termination Date:
Business Assistance Loan Program	Microenterprise Assistance Activity
<input type="checkbox"/> Business Loans <input type="checkbox"/> Public Infrastructure in Support of Business	<input type="checkbox"/> Technical Assistance <input type="checkbox"/> Business Loans <input type="checkbox"/> Technical Assistance and Loans
Activity Budget: <input type="checkbox"/> Business Loans: \$ <input type="checkbox"/> Public Infrastructure: \$	Activity Budget: <input type="checkbox"/> Technical Assistance: \$ <input type="checkbox"/> Business Loans: \$
Funds: <input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$	Funds: Technical Assistance: <input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$ Micro Business Loans: <input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$
Activity Results: Number of loans approved: Total funds disbursed: \$ Total Program Income used: \$ Total number of jobs created: Total number of jobs retained:	Activity Results: Technical Assistance: Total # of Entering Program: Total # Completing Program: Total Number of TIG clients: <u>Micro Business Loans:</u> Number of loans approved: Total funds disbursed: \$ Total Program Income used: \$ Total number of start-ups: Total number of expansions:

Reporting:	Reporting:
FARS: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Number missing:	FARS: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Number missing:
EDPR: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	EDPR: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
PI: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	PI: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
GPR: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	GPR: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
Wage Compliance: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	Wage Compliance: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
Monitoring Findings: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cleared <input type="checkbox"/> Not Monitored	Monitoring Findings: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cleared <input type="checkbox"/> Not Monitored

2.1 Performance on Past CDBG ED Grants – 2006 - 2007

Grantee:	Grant #:
<input type="checkbox"/> Did not apply	<input type="checkbox"/> Held-out from applying
Contract Execution Date:	Contract Termination Date:
Business Assistance Loan Program	Microenterprise Assistance Activity
<input type="checkbox"/> Business Loans <input type="checkbox"/> Public Infrastructure in Support of Business	<input type="checkbox"/> Technical Assistance <input type="checkbox"/> Business Loans <input type="checkbox"/> Technical Assistance and Loans
Activity Budget:	Activity Budget:
<input type="checkbox"/> Business Loans: \$ <input type="checkbox"/> Public Infrastructure: \$	<input type="checkbox"/> Technical Assistance: \$ <input type="checkbox"/> Business Loans: \$
Funds:	Funds:
<input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$	Technical Assistance: <input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$ Micro Business Loans: <input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$
Activity Results:	Activity Results:
Number of loans approved: Total funds disbursed: \$ Total Program Income used: \$ Total number of jobs created: Total number of jobs retained:	Technical Assistance: Total # of Entering Program: Total # Completing Program: Total Number of TIG clients: <u>Micro Business Loans:</u> Number of loans approved: Total funds disbursed: \$ Total Program Income used: \$ Total number of start-ups: Total number of expansions:

Reporting:	Reporting:
FARS: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Number missing:	FARS: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Number missing:
EDPR: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	EDPR: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
PI: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	PI: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
GPR: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	GPR: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
Wage Compliance: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	Wage Compliance: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
Monitoring Findings: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cleared <input type="checkbox"/> Not Monitored	Monitoring Findings: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cleared <input type="checkbox"/> Not Monitored

2.1 Performance on Past CDBG ED Grants – 2007 - 2008

Grantee:	Grant #:
<input type="checkbox"/> Did not apply	<input type="checkbox"/> Held-out from applying
Contract Execution Date:	Contract Termination Date:
Business Assistance Loan Program	Microenterprise Assistance Activity
<input type="checkbox"/> Business Loans <input type="checkbox"/> Public Infrastructure in Support of Business	<input type="checkbox"/> Technical Assistance Loans <input type="checkbox"/> Business Loans <input type="checkbox"/> Technical Assistance and Loans
Activity Budget:	Activity Budget:
<input type="checkbox"/> Business Loans: \$ <input type="checkbox"/> Public Infrastructure: \$	<input type="checkbox"/> Technical Assistance: \$ <input type="checkbox"/> Business Loans: \$
Funds:	Funds:
<input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$	Technical Assistance: <input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$ Micro Business Loans: <input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$
Activity Results:	Activity Results:
Number of loans approved: Total funds disbursed: \$ Total Program Income used: \$ Total number of jobs created: Total number of jobs retained:	Technical Assistance: Total # of Entering Program: Total # Completing Program: Total Number of TIG clients: Micro Business Loans: Number of loans approved: Total funds disbursed: \$ Total Program Income used: \$ Total number of start-ups: Total number of expansions:

Reporting:	Reporting:
FARS: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Number missing:	FARS: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Number missing:
EDPR: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	EDPR: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
PI: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	PI: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
GPR: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	GPR: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
Wage Compliance: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	Wage Compliance: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
Monitoring Findings: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cleared <input type="checkbox"/> Not Monitored	Monitoring Findings: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cleared <input type="checkbox"/> Not Monitored

2.2 Relative Strength of Basic Program Design

In this section Applicants will be evaluated to determine whether the local program is designed to effectively and efficiently meet local economic development needs. The activity description component of the application asks for a two-fold description of the local program:

- Program Design should describe the activity, assess the local need, and demonstrate how the CDBG funding tool best accommodates the activity (s) designed to meet the locality's specific economic development needs.
- Program Guidelines should describe tasks and staff roles that include resumes clearly identifying CDBG Revolving Loan Fund experience by actual operators. The Guidelines must also incorporate a task matrix that dovetails with those tasks, roles and activities in order to provide a framework for how the local program will ensure compliance with CDBG eligibility, national objective and federal overlay requirements (e.g., environmental review, labor standards, etc.).

The program design should address the items listed below. Refer to the Application Instructions for additional information on environmental review and labor standards, content of Program Guidelines, and Task Matrix.

Program Design:

1. Description of activity, including:
 - a. The estimated number and type (start-ups, existing businesses) of business loans, as applicable.
 - b. Description of local need for the Program.
 - c. Description of how the Program Design relates to the local need such as the local economic development plan.

Program Guidelines:

1. Description of tasks related to Program implementation (Narrative of tasks included in the Matrix).
2. Description of staff roles necessary to implement program (Narrative of staff roles identified in Matrix).
3. Description of how the Program meets CDBG eligibility requirements, including:
 - a. Description of how the Program meets underwriting requirements; and
 - b. Description of how the Program meets Public Benefit Requirements.
4. Description of how the Program meets CDBG National Objective requirements.
5. Description of how the 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); and
6. Description of private equity requirements from owners for private business loans, if applicable.

2.3 Relative Experience of Program Operators

The applicant should identify the parties responsible for implementing the program. This may include local staff or private consultants. The application should also document the experience of the implementing parties. This should be in the form of an executed subrecipient agreement or program operator contract in circumstances where the applicant has an ongoing contract with a subrecipient or a previously procured contractual relationship with a consultant.

Existing contracts must meet a completeness test for the Department – approved language required in Subrecipient and/or Program Operator Agreements. An applicant without an existing program operator or subrecipient must supply either resumes of local staff and/or letters of interest and resumes from potential consultants or a subrecipient. Resumes should include all relevant experience and emphasize actual CDBG Revolving Loan Fund and or microenterprise grants management experience where appropriate.

The program design should address the items listed below.

1. Provide the following organization charts that describe the function and relationship of the program and organizations involved with the program.
 - a. Overall program organization chart; and
 - b. Program operator chart indicating responsible organizations and individuals conducting activities.
2. Description of party responsible for program implementation tasks identified in guidelines, i.e., local staff, subrecipient or consultant.
3. If local staff is responsible, a copy of the duty statement and full resume of staff person, if position is filled. Resumes should include similar programs, special training and relevant experience.
4. If a consultant or subrecipient is responsible, include contract, or letters of interest that include full resumes from prospective consultants or subrecipient.

2.4 Other Local Organization Support

The applicant's local program capacity will also be measured by the availability of other local resources if the grant will be managed entirely in house. For example, the local workforce developers may be willing to provide income-eligibility screening services for the program. The local Small Business Development Center may provide referrals to the program or may provide other assistance to prospective EF borrowers.

The application should include executed agreements for service or commitment letters from the contributing local organizations that describe the service and/or contribution with an assigned dollar value and include the effective dates (start and end date) of the commitment as well as the specific program the local support will fund.

Provide letters of commitment from other local organizations willing to assist in implementing the program. Commitment letters must contain the following information:

1. Description of the contribution on the contributor's letterhead;
2. Dollar amount of contribution or value of in-kind contribution; and
3. Effective dates of the commitment.

3.0 Program Effectiveness

The Applicant is asked to describe the extent to which the program complements local or regional economic development plans in this section.

All applicants are required to submit a current local economic development plan that will be used to evaluate, and rate and rank each applicant's application. A plan must have been locally adopted and is considered current if it is not older than 5 years old. One copy of the plan should be placed in Section 4 of the original copy of the application.

3.1 Extent to Which Program Complements Local or Regional Economic Development Plan

The Applicant will be evaluated on how they describe the extent to which the program complements local or regional economic development plans. The Applicant is asked to describe and specify the link between the program's design and the existing economic development plan, and where the need for CDBG funding is cited.

1. The applicant should describe the following:
 - a. How will the Enterprise Fund business assistance activities will contribute towards the goals and objectives that have been identified in local and regional economic development plans;
 - b. How the proposed activity (s) will meet the goals and objectives of a local or regional economic development plan; and
 - c. Cite the link between the program's design and the existing economic development plan, which will specifically identify CDBG-fundable activity, as well as include the appropriate pages from the plan.
2. If a Plan is 5 years or older, the applicant must submit the most current Plan in addition to a detailed description of the current local economic conditions in the community and the specific need for CDBG funding to support local economic development programs, businesses and jobs.

3.2 Commitment of Other Funding Sources

Applicants should seek to maximize the contributions from other, available funding sources to complement their Enterprise Fund program activities. This criterion will assess the leverage committed from private and local sources to the local program.

It is important to note that leverage is a commitment that is included by source and dollar amount in the grant agreement and therefore held up as a monitoring standard should the application be funded. The proposed figure should be a realistic one that will be expended during the term of the grant.

List all Sources and Uses of funds that will be used in the activity. Include anticipated CDBG funding and non-CDBG funding.

USES	SOURCES						
	State CDBG	Bank	Jurisdiction	Other Local (specify)	Owner Equity	Private (specify)	Other (specify)
Business Loans							
Infrastructure							
Activity Delivery							
General Administration							
Other (specify)							
TOTAL							

Section 2. Business Assistance Attachments

This Section Contains:

1. Task Matrix Attachments
2. Program Guidelines
3. Other Local Organizational Support Attachments
4. Leverage Attachments

SECTION 3. MICROENTERPRISE ASSISTANCE ACTIVITY
(Applicant's Information)

Applicant's applying for Microenterprise Assistance Activity funding must complete and provide all the information requested in this section.

1.0 Need for Program

In this section of the Applicant is asked to provide the following information:

- Enter the Jurisdiction's poverty rate using information contained in Appendix J of the Application Instruction 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.

1. Poverty Rate	7.1%
2. Annual Average Unemployment Rate	6.8%
3. Adverse Economic Event	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Note: Attach a description of an "Adverse Economic Event" in the Section 1 Appendix. An adverse economic event is an event that has occurred and has the effect of significantly reducing employment opportunities within the Applicant's jurisdiction. An adverse economic event may be one of the following:

3. *Presidential Declaration of Disaster or a Federal directive to provide preference or assistance, or*
4. *An event that directly affects the grantee's local community by impacting the economy and resulting in job loss. Include the following to substantiate the event: the date the event occurred, and documentation and data to quantify the impact on the jurisdiction and resulting job loss.*

DOCUMENTATION AND DATA ATTACHMENTS	Yes	No
Name of event and date	<input type="checkbox"/>	<input type="checkbox"/>
Presidential Declaration of Disaster	<input type="checkbox"/>	<input type="checkbox"/>
Federally Designated Disaster	<input type="checkbox"/>	<input type="checkbox"/>
Governor's Declaration of Disaster	<input type="checkbox"/>	<input type="checkbox"/>
State of California Designated Disaster	<input type="checkbox"/>	<input type="checkbox"/>
Explanation of methodology used for determining job loss.	<input type="checkbox"/>	<input type="checkbox"/>
Percentage (%) of documented civilian labor force job loss.	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of jobs lost	<input type="checkbox"/>	<input type="checkbox"/>

2.0 Local Program Capacity

In this section of the application the staff will review the following:

- The applicant's performance on CDBG Economic Development Allocation grants that have been funded under the 2005, 2006 and 2007 program years. Performance on these grants will be measured under four categories: (1) timely submittal of required program and fiscal reports; (2) rate of expenditure of CDBG funds; (3) leverage of other non-state and non-federal funds; and (4) unresolved monitoring or audit findings. An assessment of actual vs. projected leverage on grants will be conducted to determine how accurately each local program is in projecting it's leveraging of other funds.

2.1 Past Performance Forms Fiscal Year 2004 – 2005

The staff will review the Applicant's performance on past CDBG Economic Development grants covering the following factors: achievement of job creation or job retention objectives specified in the grant agreement, leveraging of other funds as specified in the grant agreement, and the timely expenditure of CDBG funds.

Instruction to Applicant: *The Applicant must complete the following forms for the following grant award years – 2005, 2006 and 2007. If an Applicant was not awarded a grant for any of the grant award periods check the appropriate box.*

Use column one for the applicant's Business Assistance Program, and column two for an applicant's Microenterprise Assistance Programs.

2.1 Performance on Past CDBG ED Grants – 2005 - 2006

Grantee: <input checked="" type="checkbox"/> Did not apply	Grant #: <input type="checkbox"/> Held-out from applying
Contract Execution Date:	Contract Termination Date:
Business Assistance Loan Program	Microenterprise Assistance Activity
<input type="checkbox"/> Business Loans <input type="checkbox"/> Public Infrastructure in Support of Business	<input type="checkbox"/> Technical Assistance <input type="checkbox"/> Business Loans <input type="checkbox"/> Technical Assistance and Loans
Activity Budget: <input type="checkbox"/> Business Loans: \$ <input type="checkbox"/> Public Infrastructure: \$	Activity Budget: <input type="checkbox"/> Technical Assistance: \$ <input type="checkbox"/> Business Loans: \$
Funds: <input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$	Funds: Technical Assistance: <input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$ Micro Business Loans: <input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$
Activity Results: Number of loans approved: Total funds disbursed: \$ Total Program Income used: \$ Total number of jobs created: Total number of jobs retained:	Activity Results: Technical Assistance: Total # of Entering Program: Total # Completing Program: Total Number of TIG clients: Micro Business Loans: Number of loans approved: Total funds disbursed: \$ Total Program Income used: \$ Total number of start-ups: Total number of expansions:

Reporting:	Reporting:
FARS: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Number missing:	FARS: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Number missing:
EDPR: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	EDPR: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
PI: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	PI: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
GPR: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	GPR: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
Wage Compliance: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	Wage Compliance: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
Monitoring Findings: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cleared <input type="checkbox"/> Not Monitored	Monitoring Findings: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cleared <input type="checkbox"/> Not Monitored

2.1 Performance on Past CDBG ED Grants – 2006 - 2007	
Grantee: El Dorado County	Grant #: 06-EDBG-2767
<input type="checkbox"/> Did not apply	<input type="checkbox"/> Held-out from applying
Contract Execution Date: 09/21/2007	Contract Termination Date: 02/28/2010
Business Assistance Loan Program	Microenterprise Assistance Activity
<input checked="" type="checkbox"/> Business Loans <input type="checkbox"/> Public Infrastructure in Support of Business	<input type="checkbox"/> Technical Assistance <input type="checkbox"/> Business Loans <input checked="" type="checkbox"/> Technical Assistance and Loans
Activity Budget: <input checked="" type="checkbox"/> Business Loans: \$214,200 <input type="checkbox"/> Public Infrastructure: \$	Activity Budget: <input checked="" type="checkbox"/> Technical Assistance: \$ 178,925 <input checked="" type="checkbox"/> Business Loans: \$ 75,000
Funds: <input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$	Funds: Technical Assistance: <input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$ Micro Business Loans: <input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$
Activity Results: Number of loans approved: 1 Total funds disbursed: \$50,000 Total Program Income used: \$0 Total number of jobs created: 2 Total number of jobs retained: 0	Activity Results: Technical Assistance: Total # of Entering Program: 9 Total # Completing Program: 8 Total Number of TIG clients: 8 Micro Business Loans: Number of loans approved: 0 Total funds disbursed: \$0 Total Program Income used: \$0 Total number of start-ups: 0 Total number of expansions: 0

Reporting:	Reporting:
FARS: <input checked="" type="checkbox"/> 100% submitted <input type="checkbox"/> Number missing:	FARS: <input checked="" type="checkbox"/> 100% submitted <input type="checkbox"/> Number missing:
EDPR: <input checked="" type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	EDPR: <input checked="" type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
PI: <input checked="" type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	PI: <input checked="" type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
GPR: <input checked="" type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	GPR: <input checked="" type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
Wage Compliance: Not applicable <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	Wage Compliance: Not applicable <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
Monitoring Findings: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cleared <input checked="" type="checkbox"/> Not Monitored	Monitoring Findings: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cleared <input checked="" type="checkbox"/> Not Monitored

2.1 Performance on Past CDBG ED Grants – 2007 - 2008	
Grantee:	Grant #:
<input checked="" type="checkbox"/> Did not apply	<input type="checkbox"/> Held-out from applying
Contract Execution Date:	Contract Termination Date:
Business Assistance Loan Program	Microenterprise Assistance Activity
<input type="checkbox"/> Business Loans <input type="checkbox"/> Public Infrastructure in Support of Business	<input type="checkbox"/> Technical Assistance Loans <input type="checkbox"/> Business Loans <input type="checkbox"/> Technical Assistance and Loans
Activity Budget: <input type="checkbox"/> Business Loans: \$ <input type="checkbox"/> Public Infrastructure: \$	Activity Budget: <input type="checkbox"/> Technical Assistance: \$ <input type="checkbox"/> Business Loans: \$
Funds: <input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$	Funds: Technical Assistance: <input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$ Micro Business Loans: <input type="checkbox"/> 100% Expended <input type="checkbox"/> Returned: \$ <input type="checkbox"/> Disencumbered: \$
Activity Results: Number of loans approved: Total funds disbursed: \$ Total Program Income used: \$ Total number of jobs created: Total number of jobs retained:	Activity Results: Technical Assistance: Total # of Entering Program: Total # Completing Program: Total Number of TIG clients: <u>Micro Business Loans:</u> Number of loans approved: Total funds disbursed: \$ Total Program Income used: \$ Total number of start-ups: Total number of expansions:

Reporting:	Reporting:
FARS: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Number missing:	FARS: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Number missing:
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Wage Compliance: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:	Wage Compliance: <input type="checkbox"/> 100% submitted <input type="checkbox"/> Some missing:
Monitoring Findings: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cleared <input type="checkbox"/> Not Monitored	Monitoring Findings: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cleared <input type="checkbox"/> Not Monitored

2.2 Relative Strength of Basic Program Design

Applications will be reviewed to evaluate whether the local program is designed to effectively and efficiently meet local economic development needs. The activity description component of the application asks for a two-fold description of the local program:

- Program Design should describe the activity, assess the local need, and demonstrate how the CDBG funding tool best accommodates the activity (s) designed to meet the locality's specific economic development needs.
- Program Guidelines should describe tasks and staff roles that include resumes clearly identifying CDBG Revolving Loan Fund experience by actual operators. The Guidelines must also incorporate a task matrix that dovetails with those tasks, roles and activities in order to provide a framework for how the local program will ensure compliance with CDBG eligibility, national objective and federal overlay requirements (e.g., environmental review, labor standards, etc.).

The program design should address the items listed below. Refer to the Application Instructions for additional information on environmental review and labor standards, content of Program Guidelines, and Task Matrix.

PROGRAM DESIGN:

1. Description of activity, including:
 - a. The estimated number of microenterprise beneficiaries and forms of assistance, as applicable.
 - b. Description of local need for the Program.
 - c. Description of how the Program Design relates to the local need such as the local economic development plan.

PROGRAM GUIDELINES (continued):

1. Description of tasks related to Program implementation (Narrative of tasks included in the Task Matrix).
2. Description of staff roles necessary to implement program (Narrative of staff roles identified in Task Matrix)
3. Description of how Program meets CDBG eligibility requirements, including:
 - a. Description of how Program meets provision of assistance for microenterprise development; and
 - 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.
4. Description of how Program meets federal overlay requirements, including:
 - c. Environmental review requirements;
 - d. Labor standards requirements; and
 - e. Other (including Procurement, relocation, Equal Employment Opportunity, Fair Housing, Section 3).
5. Description of private equity requirements from owners for microenterprise loans, if applicable.

2.3 Relative Experience of Program Operators

The applicant should identify the parties responsible for implementing the program. This may include local staff or private consultants. The application should also document the experience of the implementing parties. This should be in the form of an executed subrecipient agreement or program operator contract in circumstances where the applicant has an ongoing contract with a subrecipient or a previously procured contractual relationship with a consultant.

Existing contracts must meet a completeness test for Department–approved language required in Subrecipient and/or Program Operator Agreements. An applicant without an existing program operator or subrecipient must supply either resumes of local staff and/or letters of interest and resumes from potential consultants or a subrecipient. Resumes should include all relevant experience and emphasize actual CDBG Revolving Loan Fund and or microenterprise grants management experience where appropriate.

The program design should address the items listed below.

1. Provide the following organization charts that describe the function and relationship of the program and organizations involved with the program.
 - a. Overall program organization chart; and
 - b. Program operator chart indicating responsible organizations and individuals conducting activities.
2. Description of party responsible for program implementation tasks identified in guidelines, i.e., local staff, subrecipient or consultant
3. If local staff is responsible, a copy of the duty statement and full resumes of staff person, if position is filled. Resume should include similar programs, special training and relevant experience.
4. If consultant or subrecipient is responsible, include contract, or letters of interest that include full resumes from prospective consultants or subrecipient.

2.4 Other Local Organization Support

The applicant's local program capacity will also be measured by the availability of other local resources if the grant will be managed entirely in house. For example, the local workforce developers may be willing to provide income-eligibility screening services for the program. The local Small Business Development Center may provide referrals to the program or may provide other assistance to prospective EF borrowers.

The application should include executed agreements for service or commitment letters from the contributing local organizations which describe the service and/or contribution assign a dollar value and include the effective dates of the commitment as well as the specific program the local support will fund.

Provide letters of commitment from other local organizations willing to assist in implementing the program. Commitment letters must contain the following information:

1. Description of the contribution on the contributor's letterhead;
2. Dollar amount of contribution or value of in-kind contribution; and
3. Effective dates of the commitment.

3.0 Program Effectiveness

The Applicant is asked to describe the extent to which the program complements local or regional economic development plans in this section.

All applicants are required to submit a current local economic development plan (Plan) that will be used to evaluate, and rate and rank each applicant's application. A Plan must have been locally adopted and is considered current if it is not older than 5 years old. One copy of the plan should be placed in Section 4 of the original copy of the application.

3.1 Extent to Which Program Complements Local or Regional Economic Development Plan

The Applicant will be evaluated on how they describe the extent to which the program complements local or regional economic development plans. The Applicant is asked to describe and specify the link between the program's design and the existing economic development plan, and where the need for CDBG funding is cited.

1. The applicant should describe the following:
 - a. How will the Enterprise Fund business assistance activities will contribute towards the goals and objectives that have been identified in local and regional economic development plans.
 - b. How the proposed activity (s) will meet the goals and objectives of a local or regional economic development plan.
 - c. Cite the link between the program's design and the existing economic development plan, which will specifically identify CDBG-fundable activity, as well as include the appropriate pages from the plan.
2. If a Plan is 5 years or older, the applicant must submit the most current Plan in addition to a detailed description of the current local economic conditions in the community and the specific need for CDBG funding to support local economic development programs, businesses and jobs.

3.2 Commitment of Other Funding Sources

Applicants should seek to maximize the contributions from other, available funding sources to complement their Enterprise Fund program activities. This criterion will assess the leverage committed from private and local sources to the local program. It is important to note that leverage is a commitment that is included by source and dollar amount in the grant agreement and therefore held up as a monitoring standard should the application be funded. The proposed figure should be a realistic one that will be expended during the term of the grant.

List all Sources and Uses of funds that will be used in the activity. Include anticipated CDBG funding and non-CDBG funding.

USES	SOURCES						
	State CDBG	Bank	Jurisdiction	Other Local (specify)	Owner Equity	Private (specify)	Other (specify)
Business Loans	\$235,875				\$185,875		
Infrastructure							
Activity Delivery	41,625		\$3,000				
General Administration	22,500		1,000				
Other (specify)							
TOTAL	\$300,000		\$4,000		\$185,875		

Section 3: *Microenterprise Assistance Program Design*

El Dorado County Microenterprise Assistance Façade Loan Program Effectiveness

I. Economic Development Plan

The El Dorado County Economic Development Plan Strategy, adopted October 2, 2007, provides goals, objectives and measures toward sustainable economic development growth and a better quality of life for residents in the County. Two keys goals of the strategy are (1) business retention and expansion and (2) entrepreneurial growth. The County recognizes that the retention and expansion of existing businesses promotes job growth and entrepreneurs create sustainable economic growth. More than 80% of the business structure in El Dorado County is microenterprise. Microenterprise provides the flavor and prosperity of our communities. El Dorado County is committed to growing businesses from within to ensure local job creation and retention.

Within the Economic Development Strategy, a façade loan program is cited as a primary component in the retention and expansion of existing businesses as well as a means of fostering entrepreneurship in the County. The award of a Community Development Block Grant Economic Development Allocation will enable the County to create a Business Façade Loan Program that would connect with commercial property owners and Microenterprises to meet this need.

II. Program Goals

The primary goal of the façade loan component of the Microenterprise Assistance Program is to improve the visual quality of commercial buildings, maintain the vitality of our neighborhood commercial centers, and strengthen retail and other commercial opportunities. Through a community-wide effort, the County will recruit CDBG eligible applicants who either own commercial facilities or operate a small business leasing a commercial facility in need of exterior repairs or improvements. This program will seek to strengthen the economic basis of the county by encouraging established small businesses to continue to operate locally, new businesses to establish operations locally and consumers to shop locally.

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 to meet the following target goals:

Program loans	10
To include:	
Business expansion	8
Start Ups	2

Loans will range from a minimum of \$5,000 to a maximum of \$25,000. Loans will bear a 1% interest rate. Interest will accrue during the term of the loan and will be forgiven upon successful repayment of the principal amount borrowed.

Grants are limited to \$5,000 for prevailing wage and lead-based paint abatement and mitigation.

Total funds not to exceed \$25,000 per project.

III. Description of Local Need

The County of El Dorado has an overall unemployment rate of 6.8%, with a countywide poverty level of 7.1%. The unemployment rate reflects a 79% increase from the September 2006 rate of 3.8%. This increase emphasizes the critical need to preserve small businesses operating within the County thereby preserving job opportunities.

El Dorado County received an Economic Development Planning and Technical Assistance grant #05-PTAA-1441 in 2006 to hire a consultant to conduct a Redevelopment Feasibility Study to address the concerns of declining physical and economic conditions in the unincorporated areas of the County. The consultant, GRC Associates, Inc., identified areas within the county that met the Redevelopment Law's definition of "blight" and assessed the conditions of existing commercial structures located in those areas. Due to certain areas exhibiting signs of blight, the areas of study included: Georgetown, North Cameron Park, South Cameron Park, Shingle Springs, Missouri Flat corridor, Diamond Springs, El Dorado, Camino, Somerset/Mt. Aukum, and Meyers which will be the areas given priority for a new Façade Loan Program. Although the purpose of the study was to determine if the study areas together and individually qualify as a redevelopment project area and assess the feasibility of establishing a redevelopment agency and initiating a redevelopment program, the study also identified that much of the deterioration in the study areas was the result of building age. According to the study, "roughly one half of the buildings in the study area are 32 years of age or older. Older buildings require greater maintenance, which results in higher costs to the owner. Thus, in many cases, deferred maintenance results in the further deterioration of the buildings. In addition, older deteriorated structures often violate building code standards and lack safety features." (EDC Redevelopment Feasibility Study, p.18) A Façade Loan Program can assist business and property owners to resolve minor maintenance issues, and improve obsolete and substandard building designs.

IV. How Program Design Relates to Local Need

The County's existing Microenterprise Technical Assistance Program is designed to provide opportunities in the TIG community not easily accessed in the traditional environment. Through this program participants can develop the skills and receive important tools to establish a new business or expand an existing business. A Façade Loan Program will serve to enhance the existing program by encouraging these businesses to remain within the county thereby growing the local economy.

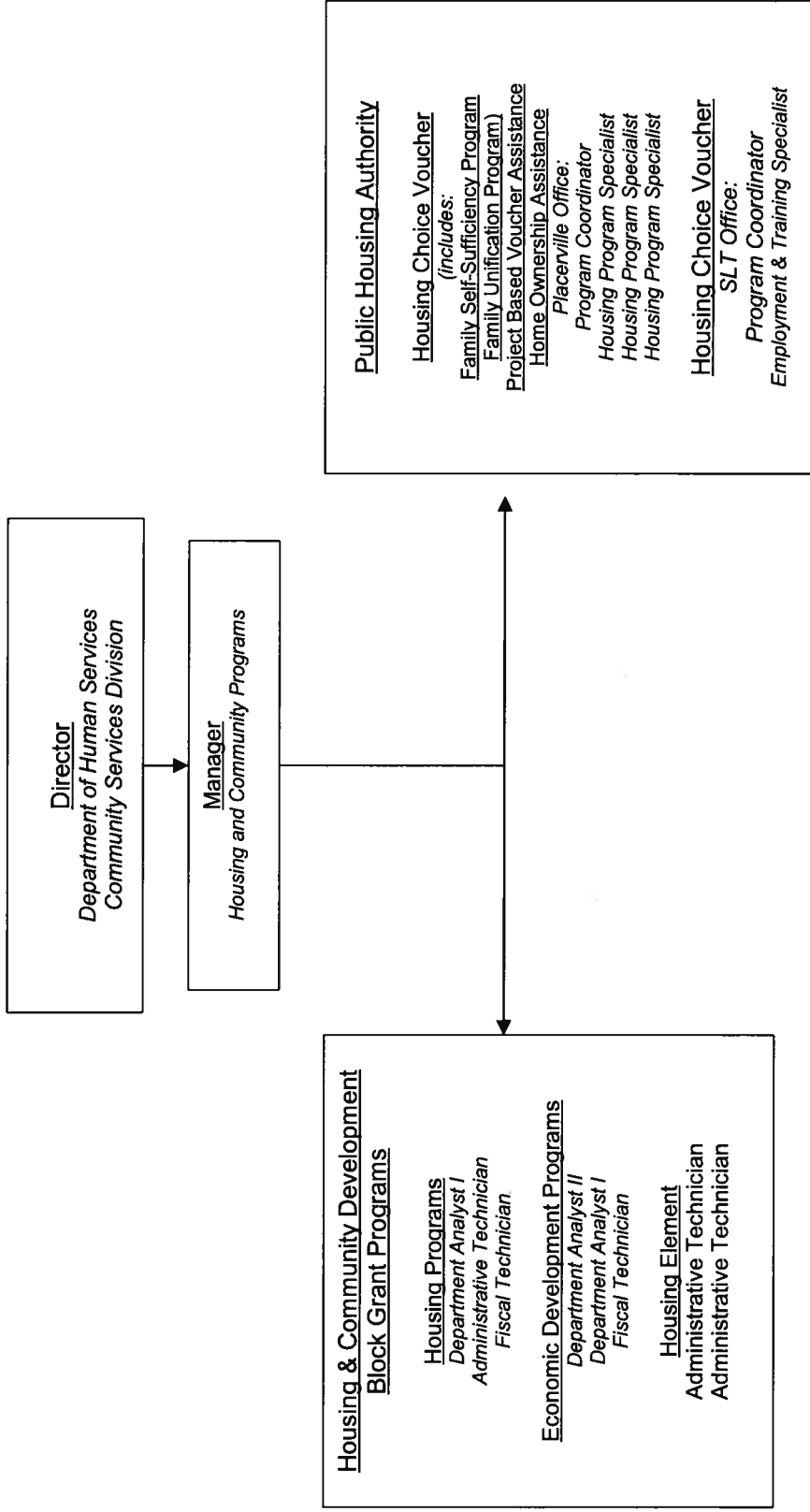
The program will assist microenterprises with increasing their curb appeal by providing low interest rate loans of up to \$25,000 to be used for façade improvements including but not limited to:

- Masonry cleaning and repair
- Cornice restoration
- Window and door repair or replacement
- Exterior painting
- Power washing or sand blasting
- Canopy repair or replacement
- Gutter and downspout repair or replacement
- Roof parapet walls
- Lighting
- Signage
- Decorative additions (ie. brick, stone, tile)
- Removal of architectural barriers
- Awnings

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

- Improves the County's local employment base by providing sustainability through business retention;
- Improve and enhance the visual quality of area buildings;
- Develop a customer-attracting "sense of place" that is vital to the economic revitalization of the area;
- Improve the economic viability of participating business ventures by providing advisory services and loan funding opportunity for qualified program participants.

Housing, Community & Economic Development Programs
Organizational Chart



Program Operator Experience Attachment: Section 3, Part 2.3

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

Qualifications:

Doug Nowka, 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. Nowka will review all financial and performance reports, and other documents relating to the grant. Mr. Nowka will coordinate HCD's monitoring of the county's grant performance.

Resume to Follow

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.

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 Grantee 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.

Jeanne Hall as Department Analyst II for the department will provide loan underwriting, including but not limited to program eligibility, business plan and financial analysis, credit

2008-2009 California Community Economic Enterprise Fund component Application
Façade Loan Program Description
El Dorado County

analysis, and presentation to the Loan Advisory Board. Ms. Hall has extensive knowledge in the banking industry and completed the National Development Counsel's ED101 – Economic Development Finance training in 2008 ensuring in-depth EDBG processes are followed.

Ms. Halls Resume is attached.

Sharon Guth as Department Analyst for Human Services is responsible for the daily management of grant program and revolving loan fund activities. Ms. Guth is responsible for monitoring of program loan 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.

Cynthia Freeland as Administrative Technician for the Department is responsible for the labor standards as necessary on each loan including interviews with construction workers and certified payrolls.

Ms. Freeland's resume is attached.

Sam Driggers is the Economic Development Coordinator for the County of El Dorado. Mr. Driggers 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.

Mr. Driggers' Resume is attached.

JOYCE A. ALDRICH

6025 Clark Mountain Road
Lotus, CA 95651
(530) 626-4025(H)
(530) 642-7276(W)

SUMMARY

Accomplished high-energy Housing, Community and Economic Development Block Grant Manager with eight years of experience supporting the Director of Community/Human Services. I am a demonstrated self-starter with an exceptional ability in organization and details. Experience working in a highly confidential arena. I have the ability and willingness to maintain inter-personal relationships with co-workers, members of the public; State, Federal, County and out of agency employees. I am a professional employee who enjoys a challenge.

PROFESSIONAL EXPERIENCE

EL DORADO COUNTY DEPARTMENT OF HUMAN SERVICES
PLACERVILLE, CA

9/2004-PRESENT

Program Manager

- Plan, organize, and direct the overall operation of the Division of Housing, Community, Economic Development Block Grant programs along with Workforce Development program assuring the development of policies and procedures relative to the program and monitor compliance of same. I am responsible for establishing the goals and objectives for this division in the Department and ensure staff is knowledgeable. I am responsible for monitoring the effectiveness of the program components and records and report results.
- Monitor and manage personnel issues within the program and assist other Program Managers in addressing their personnel issues. Coordinate these issues with the county's human resources department. Ensure coordination of problem resolutions with affected agencies and personnel within and outside the department. Provide guidance, direction, and departmental philosophy to supervisors in application of daily operations of the program. Complete timely evaluations for supervisors and ensure supervisors are timely evaluating staff.
- Identify annual budget needs for the program within current annual budget directions and identify budget impacts based on current program operations. Monitor annual budget expenditures and analyze program impacts on the budget. Ensure supervisors and staff is knowledgeable of limits of expenditures and procedures for budget expenditures.
- Work in conjunction with the community, departments, and other programs to maximize services and resources. Develop effective, positive, and cooperative working relationships with all community groups, departmental sources, governmental agencies, boards and commissions, vendors, Board of Supervisors, and the general public.
- Administer and maintain budget for all programs assisted under W.I.A., Housing, Community and Economic Development with a budget exceeding \$4 million a year.
- Train, supervise, and oversee 16 staff encompassing Placerville and South Lake Tahoe.

Housing, Community and Economic Development Manager

- Manage the Housing Authority of which the Section 8 Rental Assistance Program, Project-Based Voucher Assistance, Family Self-Sufficiency Program, and Family Unification Program operate. Develop, implement, and amend the Administrative and Agency Plan annually.
- Administer the Community Development Block Grant Program, Economic Development Block Grant Program, including the Revolving Loan Fund program, Economic Enterprise Fund Component, Housing Rehabilitation program, and Community Facilities programs.
- Develop, implement, and administer Revolving Loan Fund Program assisting business expansion/development in County with Gap Financing, administer and assist small businesses in community with Enterprise Fund Loans. Administer and assist prospects for over-the-counter EDBG loans.
- Plan, develop and administer HOME Grant Program, assisting in the construction of 168 units in El Dorado Hills and 14 senior housing units in Diamond Springs, along with \$600,000 grant for housing rehabilitation.
- Develop, administer and implement Mortgage Credit Certificate program.
- Labor Standards Coordinator for Community Facilities projects (3) and 168 and 14 unit apartment new construction projects.
- During performance of above, comply with HUD Regulations as set forth in Code of Federal Regulations for all areas of programs: Public Housing Authority, Community Development Block Grants, Economic Development Block Grants, Revolving Loan funds, HOME Program, Mortgage Credit Certificates program.
- Develop Memorandum of Understanding between outside agencies and within county departments including Golden Sierra Job Training Agency with the Housing Authority, Department of Social Services working collaboratively with Family Self Sufficiency and Family Reunification along with Family/Car Loan Program. Presently working with a community advisory council to develop Continuum of Care Plan for Housing Initiatives. Instrumental in creating the Memorandum of Understanding between Department of Social Services and Department of Community Services wherein Community Services administers the Family Car Loan Program to Social Service CalWorks participants.

Achievements

Implementation and Administration of Housing Rehabilitation Program, three community facilities through CDBG Grant Program, HOME Program award of construction of 168 unit workforce housing, 14 senior apartments, and housing rehabilitation program. Planned, developed and implemented Housing Rehabilitation and First time home buyers program through Community Development Block Grant Program funds of \$1,499,000 assisting moderate to low-income homeowners. Planned, developed and implemented assistance to first time homebuyers through Mortgage Credit Certificate Program, CDBG Housing Acquisition Program, successful Planning & Technical Assistance Grants for Senior Needs Study, small business Marketing Study through CDBG/EDBG Programs, business loans through EDBG Revolving Loan Funds Program providing Gap

Financing in business expansion allowing for additional job creation in County. Develop and implement Memorandum of Understandings with Department of Social Services (currently Human Services) for the Family Unification program and Family Self Sufficiency program. Set up collaborative agreement with Golden Sierra Job Training Agency with the Job One One Stop to assist in providing staff to work the JobOne One Stop delivery system. Work with interdepartmental taskforce in the development of programs under the county's general plan housing element including a Continuum of Care Plan, Mobile Home Ordinance, Traffic Impact Mitigation Fee, and fee policy for development of affordable housing.

EDUCATION/TRAINING

University of Phoenix Online	
Masters Degree in Master of Management	2006
Nan McKay Section 8 Director Certification	2002
UNIVERSITY OF PHOENIX, Sacramento, California	2001
Bachelor of Science in Business Administration	
Labor & Employment Law Training	2004
Nan McKay Section 8 Financial Management	1996/2001
Labor & Employment Law Training	1998-1999
Nan McKay Public Housing Agency Plan	1999

MEMBERSHIPS/BOARDS

JobOne Board of Directors	2004-Present
Golden Sierra Job Training Agency Youth Council Board	2000-2003
California Housing Authorities Association Board	1997-Present
Past Treasurer	
Northern California/Nevada Executive Director's Association	1997-Present
Habitat for Humanity of El Dorado County Board of Directors	1996-1999
El Dorado County Employee's Association, Local One	1992-1997
Treasurer, Vice President, President	
California Rural Home Mortgage Finance Authority Delegate	1998-2005

REFERENCES

Jan Walker-Conroy	621-4338
Assistant Director of Human Services	
Rick Meixner	626-6253
Meixner Construction	
Doug Nowka	621-6152
Director of Area Agency on Aging	

JEANNE HALL

3607 WAMEGO ROAD
PLACERVILLE, CA 95667

H: (530) 626-0444 • C: (530) 748-9835
WJEANNE@SBCGLOBAL.NET

EXECUTIVE PROFILE

BANKING MANAGEMENT CONSULTANT, capitalizing 36 years of highly successful experience. Available to guide managers toward outstanding sales and unparalleled customer service. Areas of expertise include:

- Growth and development strategy.
- Training development and implementation.
- Team leadership.
- Bank merger conversions.
- Project planning and execution.
- Due diligence.

BANKING EXPERIENCE

Union Bank of California ~ Placerville, CA (1969 - 2006)

Gained comprehensive knowledge in all aspects of branch banking during 36 years of loyal service. Initially hired by **Bank of California** (1969 - 1984); earned continual promotions and a reputation for excellence while adapting during numerous mergers and acquisitions. Key roles and accomplishments are listed below.

VICE PRESIDENT/BRANCH MANAGER

Assigned to the Placerville Branch as an Acting Branch Manager and then Branch Manager, charged with determining whether this failing branch could thrive. Utilized strong analytical problem-solving and turnaround management skills to overhaul operations, and turned it into one of the most successful branches in the state. Directed all aspects of strategy and growth, boosting revenues through aggressive business development, relationship management, brand marketing, networking, and outreach through community service. Created and implemented effective sales and revenue-generating programs with a focus on consumer and small business lending. Established aggressive goals and instituted structure, policies, and staffing changes to attain those goals. Trained and motivated staff to deliver the top caliber customer service that ensured satisfaction and loyalty.

Accomplishments:

- During the acquisition of Security Pacific Bank, chosen to transition one of its branches to the Union Bank system. Trained and supported the Branch Manager, ensured that due diligence was adhered to, assisted customers through the conversion, and performed and transferred all audits.
- Boosted commercial loans from \$300K sub-prime to \$15M A-Grade commitments with over \$10M outstanding.
- Increased deposits from \$6M to \$40M and installment loans from \$5M to \$20M.
- 100% operational audits. (2005 and 2006)
- Top Business Loan Producer. (2005)
- Top Consumer and Small Business Loan Producer. (2004)
- Extreme Sales and Service manager of the Year for Edmiston Division. (2003)
- Branch Manager of the Year for Edmiston Division. (2002)
- Rated amongst the top 10 Union Bank branches in Standards of Excellence for customer service shops. (1995 - 2002, consecutively)
- Branch Manager Top Performer award in the Ross Division. (1996)
- Award of Excellence Honoree, one of 35 chosen from 250 offices. (1995)

TELLER TRAINING COORDINATOR

Designed, developed and coordinated Bank of California's first Financial Services Representative School in San Francisco. With a commitment to excellence, created a training program that enhanced tellers' interpersonal communication, sales and customer service skills. Recruited and hired an Instructor to implement the program.

ADDITIONAL EXPERIENCE

El Dorado County ~ Placerville, CA (11/06 - Present)

BUSINESS SERVICES REPRESENTATIVE

Hired by reputation to market a little-known business loan program in which the county partners with banks to spur economic development and facilitate start-up and expansion capital accessibility for businesses. Cold-call on bank Branch Managers and conduct informational presentations regarding opportunities to partner with the county for client loans. Network with CPAs, who familiarize their business clients with this supplemental source of funding. Evaluate and verify applicant's eligibility, collateralize and underwrite the loan, and present the package to the loan committee for final decision, and book and disburse loans upon approval.

Accomplishment:

- The Business Services Rep function had previously been outsourced to an entity outside of El Dorado County. County businesses were largely underserved and no loans had been generated since 2005. I quickly utilized my expansive network to educate the business community and stimulate referrals.

COMMUNITY SERVICE

Committed to giving something back to my community, I've served in numerous regional leadership roles, including those listed below.

El Dorado County Chamber of Commerce ~ Board Member (1988 - Present)

Served the Chamber of Commerce in all officer positions including Board Director, Vice President, Financial Vice President, President and Past-President.

- **Chair, Small Business Week** (2001 - 2005)

Spearheaded and chaired the annual EDC Small Business Week observance, which included training sessions, a trade show to promote local shopping, and a job fair. Trained and transitioned several Chamber members to continue this highly successful week-long event.

- **President** (2000)

As the hallmark of my term, established a Small Business Resource Center to assist local business owners.

- **Chair, Economic Development Council** (1989 - 1999)

Awards

- Named **Outstanding Community Service Individual** (2004)

- Recipient of the **President's Award**. (2001)

Job One OneStop Employment Resource Center ~ Board Member (1998 - Present)

In response to the Workforce Investment Act, El Dorado County established Job One, a nonprofit umbrella corporation comprised of Social Services, EDD, and other related organizations to streamline the process for unemployed and underemployed individuals.

Bank Administration Institute ~ Board Member (1977 - 1989)

Held each board position up to and including Board President (1988).

Optimist International ~ Charter Member (1988 - Present)

- **President** (1993 - 1995)

REFERENCES

References provided upon request.

Sharon Guth

3939 Havenhurst Court

Placerville, CA 95667

(530) 647-1254 sguth@wildblue.net

WORK HISTORY

Department Analyst, El Dorado County Housing Authority

September 2004 to current

- Administer grant programs for First-Time Homebuyer, Housing Rehabilitation, and Economic Development activities to ensure compliance with grant objectives
- Work with business owners, realtors, lenders, title companies, contractor and homeowners to meet program objectives
- Maintain program budgets for personnel and grant activities and provide budget projections to supervisor
- Submit required grant reports to State
- Assist in preparation of grant applications
- Prepare Board packets including public notices and resolutions
- Prevailing Wage compliance monitoring

Fiscal Technician, El Dorado County Housing Authority

April 2002 to September 2004

- Manage financial data for multiple Housing Programs
- Disburse monthly housing assistance payments to landlords
- Complete monthly reconciliations for ten program budgets
- Provide state and federal agencies with quarterly and annual financial data
- Establish and manage escrow accounts for first-time homebuyer and housing rehabilitation programs
- Assist building contractors, realtors, lenders, landlords and clients

Accounting Manager, Track 'n Trail

October 1996 – October 2001

- Supervised a team of Inventory Analysts
- Developed and implemented training programs for field personnel
- Reported inventory results to upper management
- Interviewed and trained new employees
- Reconciled petty cash, miscellaneous cash accounts, and store bank accounts

Inventory Analyst, Track 'n Trail

October 1993 – October 1996

- Tracked and processed shipping and receiving documents weekly for twenty retail stores
- Trained store personnel on paperwork procedures
- Reconciled and researched perpetual counts to physical counts for each store
- Generated inventory results reports

Assistant Buyer, Track 'n Trail

June 1988 – October 1993

- Managed merchandising of men's sandals and western boots, women's sandal, socks and accessories
- Maintained an open-to-buy purchasing budget
- Developed sales and delivery budgets
- Generated purchase orders
- Met with vendor sales representatives to select new merchandise and negotiate prices and terms
- Developed a line of private label merchandise

Office Assistant, Accurate Tax Service

January 1988 – April 1988

Customer Account Processor, California Furniture Rental

June 1987 – October 1987

Data Entry Operator/Supervisor, ADP Autotrak

December 1984 – June 1987

EDUCATION

Folsom Lake College, GPA 3.87

Associate of Arts Degree, Accounting, December 2005

Associate of Arts Degree, Business, May 2006

Sharon Guth

3939 Havenhurst Court
Placerville, CA 95667

(530) 647-1254 sguth@wildblue.net

Nan McKay & Associates - September 2003, September 2006
Section 8 Financial Management Training Certificate

National Development Council – January 2008
ED101 – Economic Development Finance

SKILLS

Proficient in Word, Excel, Outlook, Lotus 1-2-3, and Lotus Notes
Experienced in Internet applications
Trained in Peachtree and Axcen Accounting software

Mrs. Cynthia ("C.J.") Freeland
Rescue, California 95672

SUMMARY:

I have an extensive background in administration providing support to executive management in support of specialized programs to meet the needs of participants in the community. Highly successful in abilities related to creativity, organization and details. I have demonstrated ability to maintain cooperative working relationships with staff, the general public as well as State, Federal, corporate and out of agency personnel. I am a dedicated professional who enjoys problem solving.

AREAS OF EFFECTIVENESS:

Management
Writing
Budgets
Planning
Fund Raising

Organization
Editing
Accounting
Creativity
Marketing

COMPUTER SKILLS:

Microsoft Word
Microsoft Excel
Typing – 72+ wpm
WordPerfect
Eudora
Lotus Notes

Data Base Programs (QSS)
Internet
Microsoft PowerPoint
Microsoft Publisher
Microsoft Outlook

SELECTED ACCOMPLISHMENTS:

ADMINISTRATIVE: Extensive experience in key support of administrators in the coordination and execution of complex administrative duties including preparation, organization and performance of supportive responsibilities with state and federal child development grant programs under minimal supervision.

ORGANIZATION: Supervised and coordinated staff and suppliers for major projects while providing clear schedules, budgets and plans to senior management and clients.

COMPUTER SKILLS: Extensive experience in learning and applying software while providing training in many applications. Design forms and develop tracking documents. Able to assemble, analyze and report statistical data. Have combined a wide assortment of information from a variety of software programs to prepare complex reports for a broad group of audiences.

PUBLIC SPEAKING: Experience in speaking to large and small groups, professionals, and students including training, new business and marketing presentations.

ACCOUNTING: Extensive budgetary experience for a wide range of businesses on both an annual and project basis including AR, AP and payroll.

CREATIVITY: Developed award winning public awareness, marketing and fund raising campaigns and programs utilizing my skills in concept, copy writing, design, and layout. Successfully apply my creative skills to solve administrative problems.

PUBLIC RELATIONS: Developed press relations and special event programs for Andy Warhol (Pop Artist), Don Page (World Class Runner), and Jim Palmer (Hall of Fame Baseball Pitcher) on behalf of the Sacramento Weinstocks department store. Other clients have included Kirkwood Ski Resort, Waterworld USA, The Sacramento International Auto Show, Ridgeview Estates, and American Aerobatics Air Shows. Developed award winning public service anti-truancy campaign in Southern California.

HUMAN RESOURCES: Five plus years in Merit System Office of Education with supervisory experience and skills in recruitment, position control, budget, classified and certificated issues, benefits, research, reports, class specification development, state and federal mandates. Interpreted contract language and applied same for classified, certificated and administrative personnel. Experience working in highly confidential areas and sensitive to organizational climates.

MEDIA PRODUCTION: As a production manager I have experience with black and white through four color process print production including magazines, brochures, newsletters, programs, fliers and direct mail materials. Strong layout and design skills including use of digital photography and clip art also applied to reports and presentations. Experience with development and production for radio and television marketing.

EDUCATION:

Teaching Credential Program, Chapman College, Diamond Springs Campus
Bachelor of Arts Degree, Communications/Public Relations, CSU, Fullerton
Associate of Arts Degree, Sociology, Santa Ana Community College
Diploma, Villa Park High School, Villa Park, CA

SUMMARY OF WORK HISTORY:

El Dorado County Department of Human Services
Housing and Economic Development Department
937 Spring Street
Placerville, CA 95667
Joyce Aldrich, Program Manager

Administrative Technician
Housing Element
5/2007 to present
(530) 642-7276

El Dorado County Office of Education
6767 Green Valley Road
Placerville, CA 95667
Kaye Medellin, Executive Director

Office Manager
Child Development
8/2006 to 5/2007
530-295-2270

El Dorado County Office of Education 6767 Green Valley Road Placerville, CA 95667 Current Executive Director, Jeremy Meyers	Program Assistant (conf.) Human Resources 3/2000 to 8/2006 530-295-2219
Blue Ribbon Temps, Placerville EID Customer Service - temp position	Temp Assignments 1/2000 to 3/2000
American Aerobatics, Inc. (Air Shows) Cameron Park, CA Julie E. Clark, President	Project Manager 2/93-11/99 530-677-0634
The Mountain Democrat	Sales Consultant
El Dorado Office of Education	Substitute Teacher
DDB Needham Worldwide Advertising	Account Supervisor
Executive Place Magazine , Sacramento	Production Manager
Sacramento Savings & Loan	Advertising Assistant
Weinstock's Department Stores	Ad Copywriter & P.R.
Bower Communications, Advertising/PR	Media Director
Disneyland	Cast - Christmas Parade

AWARDS AND RECOGNITION:

Certificate of Accomplishment, Leadership Training, EDCOE 2004
 Outstanding Service Award, EDCOE 2003
 Certificate of Appreciation, EDCOE Personnel Commission, 2000
 Sacramento Women in Advertising Woman of the Year, 1987

PROFESSIONAL AND COMMUNITY AFFILIATIONS:

Rescue Community Center, Rescue Day Committee
 Shingle Springs Community Center
 Ponderosa High School Athletic Boosters Club, Fund Raising Committee
 Golden Sierra Private Industry Council, Private Sector Member
 Sacramento Advertising Club, Second Vice President, 1989
 Sacramento Women in Advertising, President 1986
 Sacramento Area Special Olympics, Print Production Manager
 American Heart Association Advisory Committee
 Student Public Relations Society of America (SPRA), Officer

SAM DRIGGERS

3266 Treasure Island Road • West Sacramento, CA 95691 • Cell: 916-761-7821

Driggers_Sam@hotmail.com

SUMMARY OF QUALIFICATIONS

- More than fourteen years experience in economic and business development, international trade promotion, and sales/marketing.
- Experience promoting business relocation, expansion, and investment in California.
- Successful relationships with leading educational, commercial, non-profit, and community stakeholders.
- Strong leadership and motivational ability; exceptional entrepreneurial and marketing skills.
- Languages: conversational German, some Spanish, and French.

EXPERIENCE

El Dorado County, Office of Economic Development

ECONOMIC DEVELOPMENT COORDINATOR

04/07 - Present

- Responsible for Economic Development Activities throughout the County.
- Developed & implementing County Econ-Dev. Strategy, BOS adopted Oct. 2, 2007
- Developed Barriers to Business Development report, Board of Supervisors adopted Jan. 29, 2008
- Established and managed first El Dorado Hills Business Walk – 169 businesses visited
- Kick-started deployment of county-wide Business Retention and Expansion program (Metro Pulse) resulting in regulatory reform and market development opportunities.
- Organize and coordinate successful Promotional Awards program for Arts, Recreation & Tourism, Business, and Film development, \$535,000 annual budget
- Created consensus and multi-jurisdictional support for Lake Tahoe basin-wide Prosperity Plan, seeking pre-application funding from US Department of Commerce, Economic Development Administration
- Established and coordinate successful Community Forum public outreach campaign
- Manage activities of County's Economic Development Advisory Commission
- Formulated and managed all aspects of Leadership El Dorado – Economic Development Day

Sacramento Metropolitan Chamber of Commerce

DIRECTOR of BUSINESS and ECONOMIC DEVELOPMENT

01/04-04/07

- Reestablished and managed Economic Development and Small Business Assistance programs
- Developed regional consensus for the Sacramento Regional Business Retention and Expansion (BRE) program – Metro Pulse
- Established and managed Metro Chamber Business and Economic Development programs:
 - Business Walk, taking the pulse of business along commercial corridors
 - Chamber Pulse, Metro Chamber's membership survey program
 - Chamber 411/911 business assistance program, issue and problem solving
- Managed all aspects of six internal and two external, public policy committees
- Successfully established and coordinated Regional Economic Forum events
- Responsible for five Cap-to-Cap public policy teams and advocacy issues coordination
- Organized and led first International Study Mission - Dublin, Ireland

ECONOMIC DEVELOPMENT CONSULTANT

05/03-12/03

- Awarded Phase One - Manufacturing Attraction Strategy, City of Brentwood, California (10/02)
- Appointed to the Yolo County Economic Development Council by Yolo County Board of Supervisors

- Independent proposal reviewer, State of California Manufacturing Technology Program (2002 & 2003)

Sam Driggers

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Burlington Northern & Santa Fe Railway

REGIONAL SALES MANAGER – INDUSTRIAL PRODUCTS

11/02-05/03

- Executed B2B sales, identified, and captured small to medium sized enterprise rail freight capacity opportunities in Northern California and Nevada – *Estimated FY 03-revenue growth of \$6.2 million*
- Leveraged existing network of alliances and forged new relationships with State and local economic development officials, port directors and staff, and key trade associations
- Developed Northern California and Nevada strategic sales plan
- E-tools: *Zephyr™*, Siebel based CRM program, *iPower™* suite of web-enabled interactive freight shipment tools

Economic Development Division, City of Stockton

BUSINESS ATTRACTION and STRATEGIC ALLIANCES MANAGER

11/01-07/02

- Secured \$956,000 from the California PUC to assist small and medium sized enterprises in the Stockton area
- Sponsored and co-authored a regional strategic plan for San Joaquin County outlining the development, promotion, and adoption of information technologies
- Coordinated the activation of the Port of Stockton Foreign Trade Zone with the Port of Stockton, San Joaquin County Airport Authority, San Joaquin Partnership, and C-level executives of Cost Plus
- 71 manufacturing opportunities for estimated 3,192,920 sq. ft. of new construction valued at \$31,735,000 and estimated to create 1,229 new jobs
- E-Tools: Proficient with *Landmaster™* Property Management Software, and *CoStar™* Commercial Real Estate

California Technology, Trade, and Commerce Agency (TTCA)

PROGRAM MANAGER, MANUFACTURING TECHNOLOGY PROGRAM

12/00-11/01

- Successfully managed a \$3.2 M Federal/State partnership program
- Cultivated successful strategic partnerships resulting in bioscience and technology business creation
- Developed customer communications including technology themed exhibition booth, and marketing materials
- Developed budget change proposals and administered annual RFP process
- Represented State of California on MANEX and CMTC Boards of Directors

GLOBAL BUSINESS DEVELOPMENT MANAGER

06/98-12/00

- Secured export actions - clients reported generating \$46 M in export sales FY 99-00; \$26 M FY 98-99
- Recruited 131 firms for California Trade Delegations attending 13 international trade events
- Promoted global expansion of California ICT, biotech, medical, E-business, and telecom firms
- Crafted and executed California export promotion campaigns
- Built and maintained relationships with international trade organizations, C-level executives, and foreign officials

Volunteers in Overseas Cooperative Assistance (VOCA)

INTERNATIONAL DEVELOPMENT RECRUITER

03/94-06/96

- Recruited U.S. agribusiness consultants for more than 180 international business and cooperative development and technical assistance projects throughout 31 emerging democracies and middle-income nations
- Marketed VOCA programs to national agribusinesses, land grant universities, agricultural cooperatives, international trade, and domestic development groups, along with state agriculture departments and county extension agencies
- Coordinated development and training efforts with World Bank, Peace Corps, and national governments from transitioning economies, emphasizing market development and transnational linkages

EXPERIENCE PRIOR TO 1994

International Election Research Analyst, International Republican Institute, Washington, D.C.
Development Specialist, Republican National Committee, Washington, D.C.
First-Tier Opposition Research Analyst, National Republican Senatorial Committee, Washington, D.C.
Economic - Political Research Assistant, International Freedom Foundation, Washington, D.C.
International Trade Consultancy Assistant, Samuels International Associates, Washington, D.C.
Nature Reserve Game Warden, Sea Farm Nature Reserve, Betty's Bay, South Africa
Agriculture Exchange Student, National Future Farmers of America, Germany, and Australia

EDUCATION

Oklahoma University – Economic Development Institute	2006-2008
Year Three Indianapolis, IN	December 2008
Year Two Reno, NV	December 2007
Year One Oklahoma City, OK	April 2007
International Economic Development Council (IEDC)	2004-Present
Economic Development Credit Analysis Course Atlanta, GA	June 2006
Economic Development Finance Course Princeton, NJ	January, 2006
Business Retention & Expansion Course Chicago, IL	September 2005
Pursuing CEcD certification	
Keys to Successful Economic Development (CALED)	January 2005
Basic Economic Development Course Sacramento, CA	
MA, International Policy Studies (Marketing and Trade),	December 1997
Monterey Institute of International Studies	
African Regional Studies Coursework, National Security Department,	Fall 1997
United States Naval Postgraduate School	
BA Honors, International Relations,	December 1990
Rhodes University, South Africa	
BA, African Economic History and Political Studies,	December 1989
University of Cape Town, South Africa	

RECENT AWARDS/HONORS/MEMBERSHIPS

State of California, Office of Small Business Advocate,	2008
Workforce Development/Education, Pod member	
California Association of Local Economic Developers, Member	2004-Present
California Association of Local Economic Developers, Awards Reviewer	2006-2009
International Economic Development Council, Member	2007-2009
Yolo County Economic Development Council, Appointed Member	2003-2007
German Ministry of Economics and Technology, Transatlantic Program	Fall 2002
California Technology, Trade and Commerce Agency,	2000
Agency Secretary Recognition Certificate	
Monterey Institute of International Studies, Presidential Scholarship	1996 - 1997
American Marketing Association – Sacramento Valley Chapter, Member	1996 - 2004